

**The University
of
KANSAS**

**Intercampus Program in
Communicative Disorders**

**M.A. SPEECH-LANGUAGE PATHOLOGY
HANDBOOK**



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

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INTRODUCTION

The University of Kansas Intercampus Program in Communicative Disorders offers the M.A., Ph.D., and SLPD degrees in Speech-Language Pathology and the Au.D. and Ph.D. degrees in Audiology. The M.A. program in Speech-Language Pathology has been planned so that graduating students will meet the standards for clinical certification in speech-language pathology, which are set by the Council for Clinical Certification in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association. In addition, the master's (MA) program in speech-language pathology at the University of Kansas is accredited by 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.

This set of guidelines includes the MA degree requirements. It is supplementary to the Academic Catalog at <http://catalog.ku.edu/>, which lists the official requirements for the MA degree. In addition, the Graduate School (Lawrence) and the School of Health Professions (Medical Center) have prepared special instructions for students who complete a thesis.

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I. PARTICIPATING FACULTY

The purpose of the Intercampus Program in Communicative Disorders is to coordinate the graduate degree programs in Speech-Language Pathology and Audiology offered by the University through the Department of Hearing and Speech (at KUMC) and the Department of Speech-Language-Hearing: Sciences and Disorders (in Lawrence). The IPCD will be co-directed by the chairpersons of the two departments. The business of the IPCD will be conducted by an Intercampus Executive Committee (IEC) and standing sub-committees. All faculty members with a 50% appointment or greater in either of the two departments will be voting members of the IEC and will be expected to serve on IEC subcommittees. Students shall have representation in IEC meetings. This will entail representation by at least one student drawn from any of the graduate programs (PhD, AuD, SLPD, MA SLP). More information about IPCD structure and governance is available at

<https://policy.ku.edu/CLAS/bylaws-IPCD>.

See the Intercampus Program Website for information on Lawrence (<http://www.kumc.edu/school-of-health-professions/ipcd/our-faculty/ku-lawrence-campus-faculty.html>) and Medical Center (<http://www.kumc.edu/school-of-health-professions/ipcd/our-faculty.html>) campus faculty.

II. THE M.A. PROGRAM

A. Administration

The MA degree offered by the Intercampus Program in Communicative Disorders is conferred through Graduate Studies at the University of Kansas in Lawrence, KS. 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 the M.A. program are offered on both campuses (KUMC and Lawrence). Students will experience both campus sites. It is the student responsibility to secure and arrange transportation to and from classes, clinical practicum and field study sites associated with all KU Lawrence and KUMC clinic placements. This includes all practicum and field study sites located on campus and within the surrounding area in which the clinic/program contracts services. Students will complete clinical practicum on each campus, one campus per semester and alternate locations the next semester. Students will receive email addresses for each campus. Students are expected to regularly monitor both email addresses to ensure timely receipt of program-related communication.

C. Length of Program

Most students will be able to complete the SLP program in four full-time semesters and one or two summers with a common entry point in the fall semester. Exceptions may occur for the student who has a number of prerequisites to complete or who is conducting an extensive research project. A minimum of 51 graduate hours is required (see Section V for details).

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. See <https://coga.ku.edu/leave-absence> for details. Note that Graduate Studies Policy indicates that a master's degree should typically be completed in two years of full-time study, but students are allowed a maximum of seven years for degree completion. See <http://policy.ku.edu/graduate-studies/ma-program-time-constraints> for details.

D. Course Load

A full-time student usually enrolls in 10 to 14 credit hours each fall and spring semester. Students are typically enrolled part-time in the summer taking 2-5 credits.

E. Balancing Program Load and Outside Work

Clinic workload can vary due to the difference in the clinic population and type of services provided. Students should recognize that clinical practicum preparation can also vary due to needs of the client. Approximately 20+ hours a week will be devoted to clinical practicum (direct client contact, clinic documentation, preparation, meetings, etc.) and similarly at least 20 hours a week would be devoted to coursework. Students should recognize that these numbers are just a guide and there will be variation depending on background knowledge and learning style.

A number of graduate students have the opportunity to participate as a graduate research or teaching assistant while in the SLP program. Others find employment outside of the university because of financial need. The faculty recognizes that an assistantship, or other employment, may be necessary and potentially positive experience for a graduate student, to the extent that the student's academic and clinical obligations are not negatively affected. 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 SLP program for most students. A heavier workload often places significant time restrictions and added stress that negatively affects academic and clinical performance. If the student's performance within the program is suffering because of a heavy workload, 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/Student Performance

Students are expected to maintain the highest standards of academic and clinical performance and conduct. Good academic standing is defined by the Graduate Studies Policy available at <http://policy.ku.edu/graduate-studies/good-academic-standing>. Graduate Studies Grading Policy stipulates "At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted." <https://coga.ku.edu/grading-your-gpa>

Grading Policies for Credit Toward Degree

The College of Liberal Arts & Sciences (CLAS) relies upon the grading scale of A/B/C/D/F for most courses. If a student enrolls in a pass/fail grading scale course, students must receive a pass for the course to count towards master's degree requirements. In accordance with COGA policy, a grade of C- is equivalent to a failing grade and the course would not be counted towards the degree. Minimal standards, sanctions, and probation information are included in Appendix J.

Supports and Remediation Process

The MA-SLP program aims to support all students in their academic success and progress through the program. The following progression of supports is designed to improve academic and clinical skill

outcomes, and address performance that is failing to meet program expectations and requirements.

1. **Universal Supports:** All students are provided access to academic and student support services through the University of Kansas Lawrence Campus and University of Kansas Medical Center.

Process: Available supports will be communicated via Canvas postings and identified during academic advising meetings, conferences with instructors, or upon student identification of needs. Available supports include, but are not limited to, student health, Counseling and Educational Support Services, on-campus food pantry, etc.

Documentation: Acknowledgement of receiving this information is documented on the Orientation Checklist at the start of the student's program.

2. **Individualized Support Plan:** Students who are meeting any competency, learning outcome, or CAA standard, but need additional supports, exceptions, or individualized goals beyond the universal supports available to all students to maintain their progress toward program standards will receive an individualized support plan.

Process: The Individualized Support Plan (see Appendix K) is designed and agreed upon by the student and faculty member responsible for the learning experience(s) where support is needed. These plans may be initiated by faculty (including advisors, course instructors, or clinical instructors) or at the request of the student. All students are encouraged to meet with Counseling and Educational Support Services to discuss their individualized learning needs. Counseling and Educational Support Services may participate in the development of the plan at the request of the student. Initiation of this plan may warrant consideration of contacting the accommodations office to access appropriate university-level supports. At any time, the student may request a review of this plan by the Clinic Director, Director of Graduate Studies, or Department Chair.

Documentation: The developed plan will be kept in a private, individual student file folder within Teams and shared with the student via Teams direct link or email. This plan does not initiate a referral to the IPCD Advising Committee, but is stored in the student record and may be considered in the event of a future referral to the Advising Committee. Successful completion of the support plan will result in no further required action. A successfully completed support plan will be forwarded to the student's academic advisor for storage in their student file. Failure to successfully complete the support plan may result in the development of a remediation plan.

3. **Remediation Plan:** Students who are failing to meet program expectations and requirements as evidenced by failing the requirements of the portfolio process for Formative and Summative assessment (see Handbook section IIX), or failing to meet a course competency, program learning outcome, or CAA standard as demonstrated by a letter grade below B- in a clinical placement or academic course will be required to complete a remediation plan.

Process: The Remediation Plan (see Appendix K) is designed and agreed upon by the student and faculty member associated with the failing requirement and in cooperation with the student's academic advisor and the Clinic Director (for clinical plans) or Director of Graduate Studies (for non-clinical plans). All students will be required to meet with Counseling and Educational Support Services to discuss their individualized learning needs. Counseling and Educational Support Services may participate in the development of the plan at the request of the student. Successful completion of the remediation plan will indicate that the student has met the requirements that initiated the development of this plan. At any time, the student may request a

review of this plan by the Clinic Director, Director of Graduate Studies, or Department Chair. Failure by the student to complete this plan will result in referral to the Advising Committee to determine next steps.

Documentation: The “working” developed plan will be kept in a private, individual student file folder on Teams and will be shared with the student and the student’s academic advisor via direct Teams link or via email. Once the plan is successfully or unsuccessfully completed, the signed and finalized version of the plan will be sent to the student’s academic advisor and the graduate program coordinator to be permanently stored in the student’s official departmental advising file. The faculty member responsible for this plan will make a referral to the Advising Committee who will notify the Co-Directors of the Intercampus Program of the student’s grade and standing in the program. If this is the student’s first failing grade or remediation plan, the Advising Committee will notify the student in writing of the departmental policies regarding academic performance and potential dismissal from the program. If the student has prior or concurrent failing grades or remediation plans, the Advising Committee will confer to review the student’s record for recommendations of departmental probation or dismissal. See Appendix J for detailed Advising Committee processes.

4. **Departmental Probation:** If a student receives two or more remediation plans for letter grades below B-, they will receive written notification from the Advising Committee that their record will be reviewed for recommendation of dismissal or departmental probation.

Process: The student will be invited to provide written materials in support of his/her continuation in the program. The student may also request an interview with the Advising Committee and other faculty to present their case. The Advising committee will make a recommendation regarding whether the student should be dismissed from the program or whether they should be allowed to continue in the program on probation. This recommendation will be based on the committee’s judgement of the student’s prognosis for academic and clinical success in the program and profession. The student’s academic record and associated documents, supportive materials provided by the student to the committee, and the views of the student’s academic advisor and the faculty member(s) involved in this referral must be considered in making this judgment. See Appendices J for detailed Advising Committee processes.

Documentation: The Advising Committee will notify the IPCD Co-Chairs, the Director of Graduate Studies for the MA-SLP program, the student, and the student’s academic advisor of their recommendations. The recommendation can include specific criteria to be met and is explicit in terms of expectations. The Department Co-Chairs will either accept the recommendation from the committee or communicate an alternative recommendation to all parties.

G. Continuous & Full/Part Time Enrollment

The intent of the MA SLP program is that it be completed at the pace of a full-time student; however, some students may need to change from full-time to part-time due to a variety of circumstances. Part-time status is defined as less than 9 credit hours for fall and spring semesters and less than 6 for summer semester. <https://policy.ku.edu/graduate-studies/fulltime-enrollment> Part-time status is allowable for summer semester and in a student’s final semester without any action needed, as long as all degree requirements are being met. A student who wants to move from full-time to part-time status for fall and/or spring semesters should meet with their advisor

to discuss the possible change in status. The student should complete a petition that includes a plan of study and a reason for part-time status, which will be reviewed by the Advising Committee for approval. Students should also consult with Financial Aid and any GRA/GTA/grant mentor about potential impacts of moving to part-time.

Students are required to enroll in clinical practicum or field study each semester unless they petition the Clinical Committee for a semester free from clinical activities due to part-time status or other extenuating circumstances.

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.

A graduate student who has completed all required coursework and clinical practica, but continues to work on a research project for the thesis should be enrolled in thesis, independent study, or investigation and conference hours appropriate to the use of faculty time and university facilities. It is required that the student be enrolled in the program during the semester in which the final examination and thesis defense (if applicable) are taken (see section IX).

H. Student Accommodation

The IPCD feels strongly about students completing the MA Program with a high level of competence and confidence, while recognizing each student progresses at their own pace and with their individual circumstances. Students are encouraged to talk with faculty advisors and mentors to develop and seek the supports and resources within and outside of the university that will allow them to be successful. University and community resources and supports are provided in our Mentoring Guide. Supports within the program include remediation/student support plans that may be developed between students and faculty at any time to assist students in moving through the program successfully. See Appendix J & K. Students needing accommodation should follow the procedures outlined in Appendix L. The IPCD encourages students to seek accommodations for any documented physical and/or mental health consideration early in their program to ensure successful progression and completion of program.

III. ADVISING

A. Academic Advisor

At the time of admission, the program appoints a regular member of the Intercampus Executive Committee as an initial program 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 Intercampus Program; 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 duration of the student's program. Examples of such information include grade reports, program plans,

clinical evaluations, records of feedback from other faculty members, check lists, etc. This information will also be stored in the student's departmental file.

The student should work with their 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. There are multiple ways a student and advisor can communicate, either in person, by email, phone or through videoconferencing. Both parties must be available to each other and be prepared for interactions to ensure an effective advising relationship.

B. Change in Advisor

The Director of Graduate Studies (DGS) should be contacted if there are any problems with the advisor-student relationship. In some cases, the DGS may attempt to mediate the relationship. In other cases, they may recommend a change in advisor. If a change in advisor is recommended as a result of change in compatibility (including ongoing unsatisfactory performance/adherence to program requirements, etc.), the DGS and student will work together to obtain a new advisor within 1 semester. If the student fails to secure a new advisor within this timeframe, they will be considered out of good academic standing and the department can elect to place the student on academic probation and/or dismiss the student from the program. The DGS may temporarily serve as the academic advisor during the 1 semester timeframe when the student is securing a new advisor.

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 DGS upon notification by either the student or advisor. The Director of Graduate Studies may temporarily serve as an advisor until a new advisor is found. In any circumstance, a change in advising is initiated by either the student or advisor completing the Change of Advisor form (available on the MA SLP Canvas site). 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.

C. Mentoring

The IPCD program values the development of multiple mentoring relationships to support a student's successful progress through the program and professional development. Graduate mentors include the student's program advisor, research advisor, other university faculty and staff, and external professionals and individuals. A positive mentoring relationship depends on mutual respect and openness among the mentor and mentee. Faculty and students receive training and guidance on how to develop effective mentoring relationships. The College provides resources and support on mentoring and conflict resolution, including grievance procedures (<https://coga.ku.edu/mentoring>)

D. Thesis Advisor

A thesis is completed under the direction of a thesis advisor. The selection of this individual is based on the mutual consent of both the student and the advisor and typically is made no later than the

beginning of the second year of study. The thesis advisor and the academic advisor may be different individuals.

E. Progress to Degree Forms

A graduate student's progress through the program is reported to Graduate Studies using Progress to Degree forms. These forms are used to report successful completion of the final summative exam (see section XII Summative Assessment for details) to Graduate Studies, which is required for graduation. Any required forms are completed on behalf of the student by the graduate program coordinator.

IV. ENTRANCE REQUIREMENTS

A. Academic Prerequisites

A baccalaureate degree is a prerequisite to enter the M.A. program in Speech-Language Pathology. It is expected that students will have obtained a broad general education to serve as a background prior to their graduate study. Specifically, ASHA certification requires that applicants must demonstrate knowledge through transcript credit in each of the following areas: biological sciences, physical sciences, statistics, and social/behavioral sciences. Courses in biological and physical sciences specifically related to communication sciences and disorders cannot be applied to this requirement.

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

for details on this (and other) requirements. Because the definition of different fields may vary across institutions, courses that met biological sciences, physical sciences, statistics, and social/behavioral sciences requirements at the undergraduate university will be considered as acceptable for this requirement. In the event that a student needs to complete any of these requirements post-Bachelors, courses clearly meeting ASHA's stated definitions should be taken to satisfy this requirement

<https://www.asha.org/Certification/2020-SLP-Certification-Standards/#4>

Acceptable courses in biological sciences should emphasize a content area related to human or animal sciences (e.g., biology, human anatomy and physiology, neuroanatomy and neurophysiology, human genetics, veterinary science). Acceptable courses in physical sciences must include physics or chemistry. Acceptable courses in social/behavioral sciences should include psychology, sociology, anthropology, or public health. Research methodology courses in communication sciences and disorders (CSD) may not be used to satisfy the statistics requirement.

Students who (1) enter the graduate program with a Bachelor's degree from an accredited program in Speech-Language Pathology or Communication Disorders or (2) have an out-of-field undergraduate degree and complete all undergraduate major requirements from an accredited program in Speech-Language Pathology or Communicative Disorders automatically meet the prerequisites needed for admission to the graduate program. However, students who have not taken a course in statistics, research methods, aural rehabilitation, or biological, physical and social/behavioral science courses must take these courses prior to graduation. Students are strongly encouraged to take them during their first year of graduate study. Pre-requisite classes that need to be taken during the graduate program are **in addition to** requirements for the MA SLP Program.

Students who have a Bachelor's degree in a different field and who have not completed all major requirements at an accredited program are required to complete the following courses or equivalents at KU.

Physics of Speech
Principles of Speech Science
Principles of Hearing Science
Fundamentals of Clinical
Phonetics Language Analysis Lab
Language Development
Introduction to Audiological Assessment and
Rehabilitation
Introduction to Speech-Language Pathology
Research Methods in Speech-Language-Hearing
Statistics

Students who have taken some or all of these courses at a university other than KU should meet with an academic advisor on the Lawrence campus to determine which courses are equivalent and which requirements remain. Appendix I contains a worksheet that can be used as a guide for the advisor and student.

B. Clinical Prerequisites

The student must present records, with supervisors' signatures(s) and ASHA number, to show completion of 25 clock hours of directed clinical observation. In the event that a student has not completed the 25 clock hours of clinical observation prior to the start of the graduate program, then there are two options:

1. If the student has completed 15 or more clock hours of direct clinical observation, the student may enroll in practicum but must complete the final 10 clock hours of direct clinical observation in an expedient and timely manner, typically during the first week of the semester.
2. If the student has completed fewer than 15 clock hours of direct clinical observation, then these hours must be obtained prior to clinic participation.

All records of previous clinical contact hours, with supervisors' signature(s), will be maintained for each student. These records should be uploaded and entered into Calipso by the first week of classes. Up to 50 undergraduate practicum hours can be applied toward the minimum requirements for the Certificate of Clinical Competence.

C. Background Checks

Background checks are mandatory upon entry into the program. These checks are required because the majority of our clinical sites require student background checks. A questionable history from the results of this check may limit/prevent placement in clinic/field study sites that are available to students within the IPCD, and the Program may not be able to guarantee the provision of sufficient clinical hours to meet accreditation/licensure standards. Licensing boards may have their own standards regarding such issues beyond the purview of the IPCD. It is the responsibility of the

student to familiarize him/herself with these standards.

D. University-Student Health Requirements

All MA SLP students must comply with the health requirements (immunizations, physicals, etc.) of both the KUMC Student Health Office, the KU Lawrence Watkins Student Health Office, and external clinical contracts prior to beginning clinical practicum and coursework. Students must meet program immunization and physical exam requirements (See Appendix O) and may not enroll until this step has been completed. An enrollment hold will be placed following admission acceptance to the program. Immunization documentation must be sent to Christy Coble at Watkins Health Services who will review and note submitted materials as complete or note that additional steps/documents are required.

Students may complete these requirements at the Watkins campus clinic in Lawrence or may coordinate these requirements elsewhere with their personal health physician. Watkins Health Services schedules exams and vaccinations by appointment. To schedule an exam or vaccination please call Watkins at 785-864-9500. Students may also coordinate these requirements through the Student Health Center at KU Medical Center in Kansas City; however, the health center will first confirm payment of a student fee. Therefore, it is highly recommended that you call 913-588-1941 to make an appointment first.

Please note, exceptions cannot be granted. Students must comply with all immunization requirements. Failure to complete those requirements may limit the clinic/field study sites that are available to students within the IPCD.

V. PROGRAM REQUIREMENTS

The program requires 34 credits of experiences for breadth (listed in A below) and an additional 17 credits for depth (listed in B below). All of these credit hours are at the 700-level or above, with the exception of the Advanced Elective hours. Advanced Electives can include any approved graduate courses. Pre-requisite classes that need to be taken during the graduate program are in addition to requirements described below (but see Appendix I for help determining this).

A. Required Graduate Experiences for Breadth

The goal of the experiences listed below is to provide students with opportunities to acquire knowledge & skills in 9 content areas (Articulation/Phonology, Fluency, Phonation/Resonance, Receptive/Expressive Language, Hearing, Swallowing and Feeding, Cognition, Social, AAC) that represent the full scope of practice in Speech-Language Pathology and additional foundations of clinical practice (Sciences, Ethics, Research, Professional Issues). Students should consult the KU ASHA Knowledge Standards Grid (Appendix B) to determine which courses will help the student develop knowledge and skills in each area. Courses offering primary and secondary experiences are noted in each area. Primary and secondary experiences for practicum will vary by placement and thus should be confirmed with the advisor. Generally, 30 or more hours in a given area across 2 or more clients in a single semester/experience will constitute a primary experience, and 15 or more hours in a given area in a single semester/experience will constitute a secondary experience. Due to the variability of clinical options/experiences, it is recommended that students **NOT** expect to obtain primary experiences in clinical settings, particularly in the areas of fluency, swallowing, hearing,

and AAC. The likelihood of obtaining a primary clinical experience should be discussed with the student's academic advisor and the Clinic Directors on the KU-L and KUMC campuses.

The following graduate experiences are required: **Minimum Credits Required**

SPLH 888 Multicultural Considerations 1 (1 st year)	1
SPLH 889 Multicultural Considerations II (1 st year)	1
SPLH 860 Evaluation of Speech and Language (1 st year)	2
SPLH 862 Clinical Processes (2 semesters)	2
SPLH 864 Clinical Practice (3 semesters)	10
SPLH 868 Professional Issues (last 2 semesters-Fall & Spring)	2
SPLH electives (8 2-credit seminars)	16

B. Required Graduate Experiences for Depth

It is intended that the experiences listed below will allow the student to specialize in particular areas of interest to better prepare him/her for a chosen career path.

The following graduate experiences are required: **Minimum Credits Required**

SPLH 866 Field Study in Speech-Language Pathology	5
2nd field study (SPLH 866) OR 4 th practicum experiences (SPLH 864)	5
Research experience (see Section VII thesis/non-thesis option)	3
Advanced electives (courses in SPLH, other departments, thesis, indep study)	4*

*Advanced electives can be taken within the department or from outside departments and also can include advanced research experience, such as completion of a master's thesis or additional research credits beyond the required 3 credits. If a student elects to take a course outside of the program, they should obtain their faculty advisor and program approval to take the course. The student should provide the course number and description to the faculty advisor. The faculty advisor will review the course and approve the enrollment. The faculty advisor will CC the COGA graduate coordinator on the approval email so that documentation of the approval can be saved in the student's file. Additional clinical experiences (i.e., SPLH 864 & 866) can NOT count as advanced electives.

*Students are also required to complete two Interprofessional Collaboration courses through KUMC (taken for no credit). Level 1 includes a half-day session in Spring semester of the first year. Level 2 takes place during the fall of the second year.

C. Accelerated MA Requirements

Students in this program must be approved to begin graduate coursework towards the Accelerated MA program prior to enrolling in any 700 level or above courses that count towards both their undergraduate and graduate credit.

During the senior year (year 4), students must take the following SPLH courses:

SPLH 860	Evaluation of Speech and Language	2
SPLH 862	Clinical Processes	1
SPLH 864	Advanced Clinical Practice in Speech-Language Pathology	4
SPLH 700+ level basic electives, as defined by the MA SLP handbook		4
SPLH 588	Multicultural Considerations in Speech-Language-Hearing I	1
SPLH 889	Multicultural Considerations in Speech-Language-Hearing II	1

In the final semester of the senior year (year 4), students are reviewed by the Director of Graduate Study to ensure the student has met the program's progression criteria:

- The student must earn a grade of B- or above in all SPLH graduate-level course work taken in year four.
- A cumulative GPA of 3.0 for all undergraduate course work (years one through four).
- A GPA of 3.0 for all graduate course work completed in year four.
- Successful completion of all requirements for the bachelor's degree.

If the above requirements have been met at the end of year 4, the student will be notified of their final acceptance to the graduate program. If the above requirements have not been met, the program will notify the student of their failure to meet progression criteria. Failure to meet progression criteria may result in 1) ineligibility to continue to the graduate program, 2) admission to the "traditional" track, rather than the Accelerated MA.

All program requirements outlined in this handbook apply to both the MA SLP and Accelerated MA SLP. In addition to the 11-12 credit hours of graduate coursework taken during Year 4, students must complete an additional 39-40 credit hours of graduate study to obtain a total 51 graduate credits. This will consist of an additional 22-23 credits in breadth and 17 in depth as defined by program requirements (see above). All of these credit hours are at the 700-level or above, with the exception of 4 Advanced Elective hours. These 4 Advanced Elective credits can include any approved graduate courses. All requirements outlined in the MA SLP handbook must be met to confer the MA degree and be eligible for ASHA certification as a speech-language pathologist.

D. ASHA Certification & State Licensure

1. *Knowledge & Skills*

For those students interested in obtaining the CCC in Speech-Language Pathology, Knowledge and Skills must be demonstrated in Articulation/Phonology, Fluency, Phonation/Resonance, Receptive/Expressive Language, Hearing, Swallowing and Feeding, Cognition, Social, AAC, Sciences, Ethics, Research, and Professional Issues. Knowledge and Skills in these areas may be gained through coursework, clinical placements, research activities, and independent study. These experiences need to be documented on the KU ASHA Knowledge Standards Grid (Appendix B). The program requirements described in A and B above should provide these experiences.

2. *Clock Hours*

For those students interested in obtaining the CCC in Speech-Language Pathology a minimum

of 400 clock hours (includes 25 observation hours) of clinical experience (supervised by ASHA certified clinical supervisors) must be completed while enrolled in an accredited educational program. See Appendix E.

3. Praxis Examination Information

Passing the SLP Praxis Exam is required for ASHA Certification. Students generally take the Praxis exam in their final semester of their plan of study. When taking the **Praxis exam (test #5331)**, 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.

4. Kansas State Licensure – Speech-Language Pathology

You may not practice our profession at any level without some form of licensure.

a. Licensure Standards

You must:

- possess at least a master's degree in Speech-Language Pathology.
- have completed a Clinical Practicum of at least 400 hours (including 25 observation hours), of which at least 325 were completed at the graduate level.
- have successfully completed a supervised postgraduate professional experience of at least nine months full-time equivalent (CFY).
- receive a passing score on the NTE Specialty Area Test in Speech-Language Pathology, administered by Educational Testing Services.

b. Temporary License

- Temporary licensure is for those who have completed a master's degree and at least 400 clinical practicum hours, but have yet to complete a supervised postgraduate experience or the NTE exam, or both. A temporary license is granted for one year but may be extended for one additional year. (Temporary licensure can be for two consecutive years.)

"Completed a Master's degree" is interpreted to mean **all** requirements for the degree have been met in order to be awarded the degree. For example, if a student finishes everything in June and will not receive the degree until August, the licensure board will accept a letter from the educational institution indicating that all requirements have been met and the student is simply awaiting the processing of the transcript. A full license (above) requires an official transcript indicating award of the master's degree.

A temporary license **must** be obtained **prior** to starting your supervised postgraduate experience (CFY). In addition, you must file a supervised postgraduate professional experience plan with your application for temporary licensure.

Health Occupations Credentialing
Survey, Certification and Credentialing
Kansas Department for Aging and Disability Services
612 S Kansas Ave
Topeka KS 66603
P: 785.296.0061
F: 785.296.3075
www.kdads.ks.gov

5. *Educational Certification*

Teacher certification by the Kansas Board of Education (KSDE) is ***no longer required*** to work in the public schools of ***Kansas***. If a student plans to work in the school systems in another state, it is strongly advised that the student find out what that state's teacher certification requirements are.

Requirements vary from state to state, therefore, students are encouraged to contact the state in which the student plans to seek employment.

E. Regularly Offered Courses in Speech-Language Pathology

Undergraduate and graduate courses can be found at this link: <https://catalog.ku.edu/liberal-arts-sciences/speech-language-hearing/#courseinventory>. See also Appendix C for Graduate course offering schedule.

F. Recommended Courses by Interest

As students develop their plan of study, they may decide to focus on one particular patient population or setting (e.g., geriatrics). Completion of a focal area is not required, but is the option of the student. Students also should consider how their coursework will prepare them for their field study plans.

G. Independent Studies & Seminars

Students have the option to enroll in an Independent Study 876 originating with a student's desire to study a specialized topic that is not offered through current coursework. Independent Studies (IS) must be different than other courses offered in the department and must be described on the IS form found on the MA SLP Canvas/Canvas site. ISs typically will not count on the Knowledge and Standards grid due to their specialized nature.

In addition to the usual lecture courses, special seminars are also offered. Generally, a minimum enrollment of 6 students is required for a seminar to be taught. Should a group of students be interested in a special seminar in an agreed upon subject, they should contact a faculty member with expertise in that subject area to assess the possibility of offering the desired special seminar.

VI. CLINICAL EXPERIENCES

A. Clinical Practicum

A minimum of three continuous terms of enrollment and 10 hours of credit (approximately 150 clock hours) in SPLH 864 must be completed prior to enrolling in SPLH 866 (Field Study). Students enroll in 4 credits for Fall and Spring semesters and 2 credits for Summer, in addition to 1 credit of 862 Clinical Processes during Fall and Spring. A list of clinical placements is available in Appendices G and H.

The IPCD maintains record of student contact hours on Calipso, an electronic database. Documentation of all previous (non-KU) practicum and observation hours with supervisor signature must be on file. All hours required by ASHA, with the appropriate distributions, must be completed before graduation. (See Appendices E and N).

Student's clinical skills are an integral part of the Speech Language Pathology program at the University of Kansas. Clinical skills develop over the course of the program, and beyond. As a result, the MA SLP program implements an online portal, Calipso, to evaluate students' clinical skills and document clinical clock hours. Calipso is also a repository for these clinical evaluations and clinical clock hours.

Each semester, students receive verbal and written feedback regarding their clinical skills. In the students' first year, clinical faculty at each campus will discuss students' progression of clinical skills during monthly clinical meetings. At the end of every semester, Clinic Directors on both campuses will meet to discuss students' performance so that both campuses are aware of each student's clinical strengths and areas of growth. Calipso evaluations are available and accessible to Clinic Directors on both campuses in order to facilitate the progression of clinical skills for all students.

If a student receives a grade of C+ or lower in a clinic enrollment, a clinic remediation plan will be created. If this occurs in the semester prior to field study enrollment, the student will not be eligible for field study. Clinical Faculty and Clinical Directors will work with the student to create a remediation plan describing the steps required for the student to become eligible for field study. Advisors and Field Study Coordinators should be notified of alternate plans.

Prior to field study, field study coordinators will be notified if any student has a B+ or lower. Those students will be placed locally (i.e., within the Kansas City, Lawrence, Topeka geographical area) to provide needed support. In other words, the Clinical Committee will only consider out-of-state field study placements for students with an A or higher in their most recent clinical practicum. Additionally, field study supervisors will be informed of student's strengths as well as those students who may need focused support in one or more clinical skills. Students should refer to the field study handbook for further details.

B. Field Study

All students are required to take 2 field studies during the second year of their graduate program. They can be 8 week full time (40 hours per week or 320 duty hours) or 16 week part time (20 hours

per week or 160 duty hours).

There are certain situations in which a student may be required or petition to enroll in and complete a 4th practicum rather than or in addition to a 2nd field study.

- *Additional practicum experience:* Any student who received a grade of C+ or below in their 3rd practicum would be required to enroll in a 4th practicum. The clinical supervisor would need to notify the clinical committee and field study coordinators so that a 4th internal practicum can be arranged along with a clinical remediation plan. Dependent on the plan created by the clinical committee and the student, the internal practicum will typically be in addition to the 2 required external field study experiences. This experience could be variable credits of 1-3 hours and could count under an advanced elective so the student would not be penalized for needing an extra practicum experience.
- *4th practica in place of Field study:* A student may petition the clinical committee to do a 4th practicum rather than a 2nd field study due to need for accommodations for personal, physical and/or mental health reasons. This practicum may be external or internal, depending on availability of sites. Students should be aware that this will result in an extension of their program to achieve the number of contact and credit hours that they need to graduate.
 - 4th practicum enrollment will be 1-3 hours commensurate with the number of hours committed to the experience (50 duty/onsite/time committed hours per credit enrollment for the semester). A total of 5 credit hours would be needed to be equivalent to field study enrollment, so multiple “4th practicums” would be needed.
 - A limited number of 4th practicum experiences will be available and will depend on external and internal placement availability.

Clinical field study enrollment corresponds to a minimum of 2 1/2 full days per week (20 hours) for one semester or a minimum of 4-5 full days (40 hours) per week for half a semester. If summer enrollment, it will be at least 4-5 days (40 hours) per week. Some sites do require 5 days per week on site. Clinical activities can include non-patient contact responsibilities. Non-patient responsibilities can include administrative activities, in-service teaching, or other service-related duties. Students are placed at sites that have been vetted by IEC clinical faculty and routinely used with past students to ensure a high quality clinical experience. If a student wishes to use a non-approved site for field study, the procedures in Appendix F, Section III must be followed.

Should a student ultimately wish to work in the school system, field study can be taken (and is highly recommended) in a public school setting. Traditionally such a field study will include at least 256 duty hours (which may include planning time, testing, conferences, staffings, etc.).

Note that field study participation does not always correspond exactly to the university calendar for classes. Specifically, field study participation may be required before or after university classes start or end or may be required when university classes are not in session (e.g., Fall Break; Spring Break). Field study sites have different holiday policies and adjustments may be needed to ensure that students participate in a full 8 or 16 weeks of activities to earn appropriate contact hours towards certification. Specific start and end dates for field study are specified in the schedule of classes. Please take note of

these dates when you enroll. Likewise, field study coordinators will provide additional specifics during orientation. Please consult with the field study coordinators if you have any questions concerning specific dates when you need to be at your field study site.

C. Policy for counting SLPA hours toward ASHA contact hours

By working as a speech-language pathology assistant (SLPA), graduate students may provide speech-language treatment. The student may petition the Clinical Committee to request that a small number of those hours (up to 25) be counted toward their ASHA contact hour requirements because ASHA mandates that students complete a breadth of clinical experiences. The Clinical Committee will review each petition on an individual basis.

The student and their academic advisor should petition (in writing) for contact hour credit to the Clinical Committee. The petition should be submitted to the Clinical Committee prior to actually performing the intervention. The Clinical Committee will respond within one month of receiving the petition.

The request should contain the following information:

- Description of the intervention setting and what clinical opportunities occur (i.e., intervention activities and specific information about the protocol or procedures)
- Estimate the number of clinical hours that could be accrued in this setting
- Describe how treatment plans are documented (i.e., is there a written report completed by the student?) and provide a sample
- Describe how the student is being supervised according to ASHA certification standards (minimum requirements are 25% of treatment) and by whom (provide ASHA number)
- Describe how feedback is provided to students regarding improvement of clinical performance
- Employer (and/or direct CCC'd supervisor) agrees to evaluate student performance and sign off on contact hours using the Calipso system.
- Petition must be signed by both the student and the academic advisor.

D. SLP paid clinical traineeships

Occasionally, MA SLP graduate students will have the opportunity to apply for paid traineeships (e.g., Center for Child Health and Development, VA, etc.). A paid traineeship must meet field study requirements (as noted in the M.A. Handbook and the Field Study manual) to count as field study enrollment.

Potential traineeship sites will complete the Field Study Site application. The application must be reviewed/approved by the Intercampus Clinical Committee. Once approved, a traineeship is subject to the same review process as all other field studies.

VII. MODIFICATIONS TO PROGRAM

Following discussions with and approval by the academic advisor, students should direct requests for modification of *academic course requirements*, in writing, to the Advising Committee of the

Intercampus Program. (See Appendix D). Petitions for any program modification or alternative credit considerations need to be submitted to the advising committee by the following deadlines to be considered: October 1st and March 1st. Petitions may be approved retroactively if a deadline is missed. Time dependent petitions will be reviewed as needed.

Following discussions with and approval by the academic advisor, students should direct requests for modification of *clinical requirements*, in writing, to the Clinic Committee of the Intercampus Program (See Appendix F).

For students who want to take courses that are not currently listed on the KU ASHA Standards Grid, the student could count these courses as “advanced electives” (see B Required Graduate Experiences for Depth). Alternatively, if the student wanted to use these courses to document knowledge and skills in a particular area, the following steps are used:

1. If knowledge and skills in a particular area are being acquired under the supervision of KU SPLH faculty (e.g., independent study, research practicum), the supervising faculty member will evaluate the knowledge and skills acquired.
2. If the course is from another department, university, workshop, or conference, the student must consult the Advising Committee by sending a request describing the experience with supporting documentation to the chair of the Advising Committee via e-mail. The student also should indicate the knowledge and skill area and KU faculty with expertise in that area. The Advising Committee will consult with KU faculty to determine whether the experience will count as primary or secondary in which areas. See Appendix D for detailed procedures.

Students are encouraged to complete these steps prior to initiating the activity to ensure that the activity will meet the program requirements.

VIII. RESEARCH (THESIS/NON-THESIS OPTION)

The student should choose either the thesis or non-thesis option after completing the first year or earlier. If the thesis option is selected, the student should enroll in SPLH 899 as directed by the thesis advisor for each semester in which thesis work is in progress. The total number of thesis hours ranges from the required minimum of 4 to a maximum of 6 credit hours. Some care should be taken in choosing the thesis/non-thesis project. It is expected that if one chooses the thesis option, the thesis research must be completed according to established thesis guidelines set forth by the Graduate Studies (www.graduate.ku.edu). Check with college Office of Graduate Affairs (www.coga.ku.edu) Quick Links <https://coga.ku.edu/masters-degree-checklist>

Enrollment in SPLH 899 will be graded as Satisfactory Progress (SP), Limited Progress (LP), or No Progress (NP), as described below. If a student receives an NP or two consecutive LP grades, they will be referred to the Intercampus Advising Committee.

- SP: Progress is consistent with the goals for the semester as agreed upon with the advisor. The semester’s progress supports timely completion of the thesis.

- LP: Progress is less than what was agreed upon with the advisor. This semester's progress may cause delays in timely thesis completion. The student may need to consider finishing the work as a research project instead of a thesis.
- NP: The student has provided no evidence of progress on the thesis work, or the work completed was insufficient to move the thesis project forward.

Under the non-thesis option, the student has the choice of enrolling in 3 credit hours of (1) additional research-related coursework, (2) research practicum experience (SPLH 874), or (3) an independent study focused on research (SPLH 876). Typically, a student will enroll in 3 credit hours over the course of one semester with one advisor. The expectation is that a student will spend 3 hours per credit hour per week. Thus, a 3-credit research practicum will entail 9 hours per week in a 16-week semester (or 144 hours). However, some students may elect to take 2 credit hours (6 hours per week) during one 16-week semester and 1 credit hour (3 hours per week) in another 16 week semester to achieve the 3 credit hours. Because summer session is only 8 weeks in length, the number of hours per week doubles (3 cr. = 18 hours a week, 2 cr. = 12 hours per week, 1 cr. = 6 hours per week).

The research practicum may be split between different faculty if the faculty and student have made this arrangement. SPLH 874 and SPLH 876 may include independent research projects or participation in on-going laboratory activities. The student should contact a faculty member in the IEC with whom s/he would like to work. The faculty member and the student determine the goals and expectations of the research project. If students are interested in doing research with a non-IEC faculty, arrangements should be made for the non-IEC mentor to co-mentor with an IEC mentor. Typically the student would enroll in a section of SPLH 874 with the non-IEC faculty having 90% responsibility and IEC faculty having 10% responsibility.

A. Research-related Coursework Approved for the MA SLP Research Requirement

The goal of the Master's level research requirement is for *students to obtain a deeper knowledge of research methods as it applies to typical communication and/or communication disorders*. Students should have already taken SPLH 660 Research Methods or a similar course in their undergraduate studies as well as a statistics course. Thus, an introductory level course in Research Methods or an introductory course in statistics would not be acceptable as a course to qualify for the MA student's research requirement. Instead, courses that offer an in depth study of a particular type of statistical method, such as a course on single-subject design or clinical trials would be examples of acceptable course work. Courses that may be taken to meet the MA SLP research requirement are:

- PRVM 831 Interdisciplinary Leadership Approaches to Systems and Services for Individuals with Autism Spectrum Disorders, Neurodevelopmental and other Related Developmental Disabilities (LEND project Capstone)
- SPED 898 Capstone
- SW 970 Community Based Participatory Research for Social Justice
- ABSC 735 Within Subjects Research Methodology and Direct Observation (3 cr.)
- BIOS 725 Applied Nonparametric Statistics (3 cr.)
- BIOS 825 Nonparametric Methods (3 cr.)

- PSYC 815 Design & Analysis for Developmental Research (3)
- SLPD 801 Evidence Based Practices in Speech-Language Pathology (by permission of instructor)

It should be noted that many of the courses listed may require instructor approval for enrollment, thus, the student should plan to contact the instructor well in advance of enrollment. Students may petition to take a course other than those listed, if they think it meets the goal for the research requirement. The petition should be submitted to the MA Advising Committee *prior to* actually performing the research activities. A decision will be made within one month of receiving the petition.

B. Policy for Paid or Volunteer Research Activities to Count as Part of the MA SLP Research Requirement

A student participating in research through a graduate research assistant, paid hourly position or volunteer basis may petition the MA Advising Committee to count a portion of their research experiences toward their research requirement. The student and their director of the research project should petition (in writing) to the MA Advising Committee. The petition should be signed by the student and director of the research project. Semester deadlines for submission are October 1st and March 1st with the Advising Committee reviewing petitions in October and March unless they are time-dependent. Petitions should indicate the number of semesters you anticipate being involved in this experience. The MA Advising Committee will respond within one month of receiving the petition.

The request should contain the following information:

- Describe the research project and what research activities the student will conduct.
- Estimate the number of hours that could be accrued with each of the research activities.
- Describe how feedback is provided to students regarding performance of research activities.

Petitions are evaluated based on depth and breadth of experience. If a student's experience is comprehensive in regards to the research process and shows they have obtained competencies across multiple areas, credit may be given for 1 credit hour for each semester up to the 3 credit maximum. Students receiving research experience credit will still need to meet total credit hour requirements.

C. Human Experimentation

The University requires that any research to be undertaken with human subjects must be approved first by the Human Subjects Committee Lawrence Campus (HSC-L), or the Human Subjects Committee KUMC Campus (HSC-KUMC). Students doing research under a faculty member on the Lawrence campus must file a request for approval with the Lawrence Committee. Those working under a faculty member on the Kansas City campus must file with the Medical Center Committee. No research can be started without the HSC approval. Forms should be submitted several weeks prior to the planned initiation of the research. Your advisor will help with these requirements.

IX. PORTFOLIO, FORMATIVE AND SUMMATIVE ASSESSMENTS

A. Portfolios

A **mandatory** portfolio orientation meeting will be held in the fall, the first semester for all incoming graduate students. Note that forms and instructions related to portfolios can be found at the Master's Program MA SLP Canvas site.

All entering MA SLP students are required to maintain **an electronic portfolio** on the MA SLP Program Canvas site to document their acquisition of knowledge and skills in diagnosing and treating communication disorders in at least 6 of the 9 content areas identified by ASHA (articulation/phonology; resonance; fluency; receptive/expressive language; hearing; dysphagia; cognition; social; AAC).

The portfolio will be formally reviewed by the student's academic advisor midway through the student's program (i.e., **formative assessment**) and will be formally reviewed by a committee of three faculty during the final semester of the student's program (i.e., **summative assessment**, see next section). This final committee review meets the KU requirement of a final general examination for an MA degree, and thus requires reporting to the University via a "progress to degree" form.

Following are the portfolio requirements for a student beginning the program in the Fall semester. Alternative scenarios for different program entry points appear at the end of this section. Students not following these standard degree plans need to complete an Alternative Portfolio Plan available at the MA SLP Program Canvas site. The alternative plan must be created with the advisor and a copy should be archived in the student's departmental file.

1st Semester in Program (Fall)

Students must upload **one clinical artifact (including Calipso evaluation)** and **two coursework artifacts** to their MA SLP Program Canvas portfolio. Each artifact must be accompanied by an Artifact Description Sheet. Artifacts must be uploaded by the second full week of class of the following semester (e.g., Spring). Uploaded artifacts **must** include feedback from the course/clinic instructor/supervisor (e.g., comments, rubric, etc.). Advisor will review portfolio to ensure description sheets are completed appropriately and track clinical progress.

2nd Semester in Program (Spring)

Students must upload **one clinical artifact (including Calipso evaluation)** and **two coursework artifacts** to their MA SLP Program Canvas portfolio. Each artifact must be accompanied by an Artifact Description Sheet. Artifacts must be uploaded by the second full week of class of the following semester (e.g., Summer). Uploaded artifacts **must** include feedback from the course/clinic instructor/supervisor (e.g., comments, rubric, etc.).

At the end of the 2nd semester, students should have at least one artifact related to evaluation and one artifact related to treatment. In addition, the 6 total artifacts should relate to at least 3 of the 9 areas identified by ASHA (i.e., articulation/phonology; resonance; fluency; receptive/expressive language; hearing; dysphagia; cognition; social; AAC).

3rd Semester in Program (Summer): Mid-Program Review (Formative Assessment)

During the summer semester or midway through a student's program, the student must upload

mid-program review materials to their MA SLP Program Canvas portfolio. The mid-program review materials include:

- (1) completed self-evaluation of her/his diagnostic **and** treatment skills using the IPCD rubrics (i.e., 2 separate rubrics);
- (2) completed preliminary plan of action, setting her/his own goals for the second year of the program,
- (3) prepare a case study based on an artifact to present to your advisor using the summative assessment format (see below).

Once these materials have been completed and uploaded, the student should contact the advisor via e-mail to set a meeting time for the mid-program review. **Any student who fails to complete and share their portfolio AND e-mail their advisor for a mid-program review appointment by the end of the fourth week of class will be referred to the Advising Committee for disciplinary action.**

Prior to the meeting, the advisor will review the portfolio, the self-evaluation, and plan. During the formative review meeting, the advisor will help the student further develop the plan for the remainder of the student's program. In addition, the student will prepare a case presentation including a 1 page written summary and presentation slides for one artifact area. They will entertain questions from the advisor similar to the summative assessment. This will serve as practice for the summative exam. The advisor will provide feedback about the presentation and response to questions to help the student identify areas of focus for the coming year. This is considered the "official" formative assessment. The advisor and student will sign the plan, the student will upload to their MA SLP Program Canvas portfolio and the advisor will place an electronic copy in the student's departmental file. **The mid-program review must be completed by the last day of class for the semester.**

Students must upload **one clinical artifact (including Calipso evaluation)** and **one coursework artifact** to their MA SLP Program Canvas portfolio. Each artifact must be accompanied by an Artifact Description Sheet. Artifacts must be uploaded by the second full week of class of the following semester (e.g., Fall). Uploaded artifacts **must** include feedback from the course/clinic instructor/supervisor (e.g., comments, rubric, etc.). If students are not enrolled in ASHA related coursework over the summer, they can choose to add an artifact from the previous spring or upcoming fall semester. If a spring artifact will be used this must be added prior to the formative assessment.

4th Semester in Program (Fall)

Students must upload **one clinical artifact (including Calipso evaluation)** and **two coursework artifacts** to their MA SLP Program Canvas portfolio. Each artifact must be accompanied by an Artifact Description Sheet. Artifacts must be uploaded by the second full week of class of the following semester (e.g., Spring). Uploaded artifacts **must** include feedback from the course/clinic instructor/supervisor (e.g., comments, rubric, etc.).

5th and Final Semester in Program (Spring): Summative Assessment

No new artifacts are required for this semester. By this semester, students should have at least two artifacts related to evaluation and two artifacts related to treatment. In addition, the 11 total artifacts should relate to at least 6 of the 9 areas identified by ASHA (i.e., articulation/phonology;

resonance; fluency; receptive/expressive language; hearing; dysphagia; cognition; social; AAC). Refer to next section for details of the Summative Assessment. Advisor will review portfolio artifacts during the first few weeks of this final semester and complete the Advising Checklist.

NOTE: Coursework artifacts must be taken from different courses. That is, the two coursework artifacts in a given semester can NOT be from the same course. In addition, research practica, thesis projects, and independent studies are considered coursework.

NOTE: Students have the option of substituting an “outside” artifact (e.g., an artifact from a research, training, volunteer, etc. experience) for ONE of the 11 artifacts described above.

NOTE: The knowledge area identified for a given artifact should be specific to the artifact. For example, some courses are listed in multiple knowledge areas. If the artifact only relates to one of those areas, then the ONE knowledge area is what should be identified on the portfolio. Similarly, some courses are not listed in a knowledge area (e.g., Professional Issues, Multicultural Issues). However, artifacts can be used from these courses. If the artifact relates to one (or more) of the knowledge areas, then that area should be identified (e.g., an artifact on multicultural issues in language assessment would be identified as receptive/expressive language). If the artifact does not relate to a knowledge area, then the knowledge area would just be “foundations.”

Guidelines for Clinical Artifacts:

For clinical artifacts, students should complete the Clinical Artifact Reflection Form found on Canvas. Students should also upload their Calipso student evaluation form as instructor feedback for all clinical sites and placements.

Alternative Portfolio Schedules

The above set of guidelines is based on a “standard” program with entry in the fall semester, a clinical placement every semester, and approximately 4 courses completed every semester (except summer). Students who do not follow this “standard” program (e.g., start in summer or spring semester; delay start of clinical work, etc.) will require some adjustment to the schedule outlined above. Some potential options for different program start dates are as follows.

Summer Start* (6 semester program)	Summer Start** (5 semester program)	Spring Start (6 semester program)	Spring Start (5 semester program)
Summer 1 = 1 clinical OR 1 coursework	Summer 1 = 1 clinical + 1 coursework	Spring 1 = 1 clinical + 2 coursework	Spring 1 = 1 clinical + 2 coursework
Fall 1 = 1 clinical + 2 coursework	Fall 1 = 1 clinical + 2 coursework	Summer 1 = 1 clinical OR 1 coursework	Summer 1 = 1 clinical + 1 coursework
Spring 1 = 1 clinical + 2 coursework	Spring 1 = Mid-program evaluation; 1 clinical + 2 coursework	Fall 1 = 1 clinical + 2 coursework	Fall 1 = Mid-program evaluation; 1 clinical + 2 coursework
Summer 2 = Mid-program evaluation; 1 clinical OR 1 coursework	Summer 2 = 1 clinical + 1 coursework	Spring 2 = Mid-program evaluation; 1 clinical + 2 coursework	Spring 2 = 1 clinical + 2 coursework
Fall 2 = 1 clinical + 2 coursework	Fall 2 = 1 coursework (1 st 8 weeks)	Summer 2 = 1 clinical OR 1 coursework	Summer 2 = final exam

Spring 2 = <i>final exam</i>	<i>final exam</i> (2 nd 8 wks)**	Fall 2 = <i>final exam</i>	
Total Portfolio: 4 clinical + 7 coursework	Total Portfolio: 4 clinical + 7 coursework	Total Portfolio: 4 clinical + 7 coursework	Total Portfolio: 4 clinical + 7 coursework

*Summer Start (6 semester program) alternative: could archive 0 artifacts during first summer and then follow the original schedule for a Fall Start.

**Summer Start (5 semester program) alternative: Clinical and coursework artifacts for Summer 2 and Fall 2 could be re-arranged depending on plan for field study (i.e., 2 coursework artifacts in Summer 2 and 1 clinical artifact in Fall 2 (1st 8 weeks) OR 1 clinical artifact in Summer 2 and 2 coursework artifacts in Fall 2 (1st 8 weeks)).

Alternatives to any of the schedules listed to this point are possible. However, **ANY** alternative schedule should be outlined with the advisor on the Alternative Portfolio Plan available at MA SLP Program Canvas during the first semester of the student's program, with a copy of the schedule placed in the student's departmental file. The alternative plan must result in a final portfolio consisting of **4 clinical artifacts** and **7 coursework artifacts** for a **total of 11 artifacts**.

Evaluation, treatment, and ASHA areas must be represented as outlined above. Mid-program and final evaluations must be completed as outlined above. The timing of these evaluations should be similar as outlined above in terms of the number of artifacts available in the portfolio (i.e., mid-program evaluation should occur after 2 clinical and ~4 coursework artifacts have been archived in the portfolio; final evaluation should occur after all required artifacts have been archived in the portfolio).

Because of the pivotal role that advisors will play in monitoring the student's program progress via the portfolio, any request to change advisors should occur as early as possible in the student's program, ideally before the mid-program portfolio review. The student's advisor serves as the primary source of information and advice for the portfolio, formative assessment, and summative assessment. Thus, any changes to a student's portfolio plan, assessment plan, graduation date, or plan of study must be reviewed with and approved by the student's advisor. The plan of study provides a space for documenting the portfolio and assessment plan (when a standard plan is followed) or to indicate that an alternative plan has been formulated. This document must be kept up-to-date. Failure to consult with your advisor on changes to your portfolio or assessment plans could have consequences for on-time graduation. When available, the program GTA can assist students with implementation issues (e.g., uploading artifacts, modifying the portfolio template) but the GTA does not have the authority to approve changes to the student's portfolio plan. GTA contact information is posted on the MA SLP Program Canvas site.

B. Summative Assessment

(Additional forms and instructions can be found at the MA SLP Program Canvas site.)

The final examination (i.e., summative assessment) will occur during the final semester of enrollment. Students will receive an e-mail in the preceding semester asking them to register for the final exam in

the following semester (e.g., students graduating in spring will respond to an e-mail in the fall to register for the spring exam). **Failure to register for the exam by the stated deadline may delay**

graduation!

Be sure that the Departmental Personnel always have your updated e-mail address to ensure that you do not miss important announcements and reminders. Final exams are only administered on certain dates each semester. **ALL students will take the exam on the scheduled date. There will be no opportunities for re-scheduling!**

Once students have registered for exams, faculty will be grouped into exam committees consisting of three faculty. Students will be assigned to the committee that includes their academic advisor and randomly assigned to a 45-minute exam slot. The advisor will serve as the chair of the final exam committee for each student. Specific exam times and committee composition will be e-mailed to each student. The exam schedule also will be posted on the MA SLP Canvas site. Exams are open, meaning that any student in the program may attend the exam as an observer.

By the second week of the semester, the student must upload final artifacts from the previous semester. Student will meet with advisor to determine artifact areas they will present, then student will begin preparing for the exam.

EXAM FORMAT

Students will select 2 artifacts from their portfolio to present. Each artifact should be from a **different** ASHA area (Articulation/Phonology; Fluency; Phonation/Resonance; Receptive/Expressive Language; Hearing; Swallowing; Cognition; Social; AAC). During the final exam, the student will present **1 clinical artifact** and **1 coursework artifact**. One artifact should represent diagnostic skills (i.e., assessment artifact). One artifact should represent treatment skills (i.e., treatment artifact). Each artifact will be a case study. If a selected artifact is not already a case study, it can be developed into a case study by the student. Artifacts that are already case studies may need additional information added and developed by the student to meet summative exam criteria.

At least 2 weeks before the exam, final program review materials will be completed and uploaded to portfolio. These include: (1) completed self-evaluation of her/his diagnostic **and** treatment skills using the IPCD rubrics (i.e., 2 separate rubrics); (2) completed preliminary plan of action, setting her/his own goals for continuing education activities-graduation; (3) up-to-date plan of study. An e-mail should be sent to the advisor as soon as this step has been completed. The advisor will review these materials in detail. **Failure to complete these steps will result in cancellation of the exam, potentially delaying graduation.** The student will meet with the advisor to review presentation materials. The advisor will determine if the student is ready to proceed with the exam. A mock exam may take place before or after the meeting with the advisor.

Students will write a one-page single spaced typed summary for each artifact case study and submit to the committee one week prior to the exam. This written summary will help both student and exam committee prepare for the oral exam.

1 week to 1 day before your exam date: Advisor will e-mail student a draft of the action plan with their comments added. Advisor will bring this to the final exam to be completed and signed.

The student also will prepare an **electronic/.zip file archive** of their portfolio. Students should store a copy of every artifact (the artifact itself, description sheet, and any feedback) and all program review materials (e.g., consent form, self-evaluations, action plans, plan of study, etc.) in the file. Standard filenames should be used that correspond to your artifacts on Canvas (i.e., sem1_course1_artifact1.doc; sem1_course1_art1descrip.doc). See additional instructions for creating a .zip file on the Canvas site. Upload the .zip file archive of portfolio to the “Portfolio Archive” assignment on Canvas.

Summative Exam Procedures:

The student should determine the order of presentation of each artifact case study prior to the exam. The student will have **three minutes** to introduce the first artifact. This introduction should include (1) a description of the case; (2) foundational knowledge demonstrated in the artifact; (3) application and use demonstrated in the artifact; (4) analytical processes demonstrated in the artifact. Follow additional instructions and tips available at MA SLP Program Canvas site. The student may refer to notes to guide their presentation but the presentation should NOT be read. The committee will then have **twelve minutes** to ask questions about the artifact. This process is repeated for the second artifact. All time limits will be **strictly** enforced so students should plan presentations accordingly. After artifacts have been examined, the student will be excused from the exam so that the committee can discuss the student’s performance and generate a consensus rating on the exam rubric (~10 minutes) and a final score of Pass or Fail.

Summative Exam Outcomes:

In the event of a final score of Pass, the committee will then reconvene with the student to discuss the student’s strengths and weaknesses as well as provide suggestions for continuing education activities during the CFY (~5 minutes). These suggestions will be noted on the final action plan. A copy of the action plan will be given to the student and the original, along with the portfolio .zip file and the completed final exam rubric, will be placed in the student’s departmental file. At the conclusion of the exam, the progress to degree form will be completed and submitted to the university to report the outcome of the 45-minute exam.

In the event of a final score of Fail, the committee will reconvene with the student to discuss the student’s strengths and weaknesses and a plan for a second attempt at the exam. If the student scored in the Unacceptable category on the **communications element** of the rubric, the second exam **must** include an oral component (and could also include a written component). If the student scores in the Acceptable or Outstanding category on communication, then it will be at the discretion of the committee to decide whether the second exam should include a written component, an oral component, or both. Of the remaining three elements of the rubric, if the student scored **Unacceptable for only one element**, then the student will be required to **revise their first exam**. This means that the second exam will focus on all or a subset of the artifacts from the first exam. The details of the revision will be determined by the exam committee and the original exam committee will judge the revision. The committee, with the student, will complete a

Plan for Second Attempt Final Exam form (available at MA SLP Program Canvas site, detailing the requirements and timeline for the second exam.)

If the student scored **Unacceptable for two or three elements**, then the student will be required to complete **a new exam**. This means that the entire exam will be repeated with **new artifacts**. The timeline for the new exam will be outlined by the committee with the student, using the Plan for Second Attempt Final Exam form (available at the MA SLP Program Canvas site). The second exam will again be judged by the same committee with the addition of a representative from the department's administration (e.g., Chair, Associate Chair, Curriculum Committee Chair, or Graduate School Representative). At the conclusion of the exam, the Plan for Second Attempt Final Exam, the final exam rubric, portfolio archive, and action plan will be saved in a temporary file which will be used at the Second Attempt Exam. Note that the action plan will be completed when the student passes the second attempt at the final exam.

Note that either of the above scenarios (revision or new exam required) will be reported as a failure on the progress to degree form and the second attempt final exam will need to follow all rules and procedures for scheduling final exams, INCLUDING deadlines for exam completion. Deadlines for final exams are available under the graduate calendar from this page:

<https://registrar.ku.edu/calendar> These typically correspond a week before classes end in all semesters.

In accordance with handbook policy, and to preserve the student's academic record, students who fail the first summative exam attempt are not placed on academic probation. However, if the second summative exam attempt also results in failure, the department will consider the student as making unsatisfactory progress and unable to continue in the program. At that time, the student can either voluntarily withdraw from the program or the department can elect to dismiss them. To avoid the voluntary withdrawal or dismissal of a student, the committee may recommend a student postpone their second attempt until the following term, often during the following summer term. However, if a student wishes to proceed against their committee's recommendation and fails the second attempt, the student is subject to dismissal.

Observation: 1st year MA SLP students will be allowed to attend the Summative Assessments for the 2nd year MA SLP students. This observation experience may help 1st year MA SLP students get an idea of the format of the summative assessment. An e-mail will be sent to 1st year MA SLP students approximately 1.5 months before the summative exam dates (which usually occur mid-semester).

Observers will have to reply to the e-mail to register to observe MA SLP Exams. Those who register will receive a follow-up e-mail detailing their observation schedule. **ADVANCED REGISTRATION IS REQUIRED FOR OBSERVATION**. Registration is required so that each exam is limited to a maximum of 3 observers, with 1 to 2 observers being preferred. Each committee will have a list of registered observers and only those on the list will be allowed to attend the exam. **Observers must read the observation instructions before they come to the exam**. The observation instructions are available at the MA SLP Program Canvas site.

C. Students Completing a Thesis

Prior to initiation of the primary thesis research, the student will present a prospectus of the thesis study to a committee of at least three faculty members (including the thesis advisor who serves as chair), at least two of which must be members of the IEC. The role of the Prospectus Committee will be to evaluate the study and provide constructive feedback. Following completion of the thesis, the Committee will reconvene as the Oral Examination Committee, along with the student's program advisor. If the thesis advisor is not the student's program advisor, the thesis advisor will be listed as the chair of the oral exam committee and the faculty/program advisor as the co-chair. Both the thesis advisor and program advisor will sign the program's internal outcome form. Student's title and acceptance pages should reflect this committee designation.

Thesis students will choose a three-person committee based on the content of the thesis and will schedule the final examination at a mutually agreeable time (i.e., outside of the pre-scheduled final exam dates for non-thesis students). This examination will likely be 45-minutes. The thesis final examination will be devoted to presentation and defense of the thesis. Thus, students should be prepared to answer questions related to the thesis. The committee will assess the student's performance using the final exam rubric and will still complete an action plan for the student. In the event of an unsatisfactory performance, the Committee will decide whether the student should be allowed to repeat the examination and plan appropriately. After the defense is completed, the program advisor shall sign the outcome form and get it to the COGA Graduate Program Coordinator to submit the outcome to the College Office of Graduate Affairs (www.coga.ku.edu) via the progress to degree form.

APPENDIX A

PLAN OF STUDY FORM

Student _____ Advisor _____
 Career Goals _____

Experiences for Breadth (must have 34 credits)					
	Course #	Title	Credits	Semester	Notes
Year 1	SPLH 860	Evaluation	2	1st Fall	
Year 1	SPLH 862	Clinical Processes	1	1st Fall	
Year 1	SPLH 862	Clinical Processes	1	1st spring	
Year 1	SPLH 864	Clinical Practice	4	1st Fall	
Year 1	SPLH 864	Clinical Practice	4	1st Spring	
Year 1	SPLH 864	Clinical Practice	2	summer	
E1			2		
E2			2		
E3			2		
E4			2		
E5			2		
E6			2		
E7			2		
E8			2		
Year 1	SPLH 888	Multicultural 1	1	1st Fall	
Year 1	SPLH 889	Multicultural 2	1	1st Spring	
Year 2	SPLH 868	Professional Issues 1	1	2nd Fall	
Year 2	SPLH 868	Professional Issues 2	1	2nd Spring	

Experiences for Depth (17 credits)					
	SPLH 866	Field Study	5		
	SPLH 866	Field Study	5		*a 4th practicum may replace this in special circumstances
Research	SPLH 874		3		*see handbook for alternate course options and petition option
E1			2*		
E2			2*		

*Need 4 credits of electives in depth. Courses can be outside SPLH. Could include independent study, additional research activities/thesis hours, etc.

All graduate coursework outside our department must be approved by advisor and/or DGS to ensure credit

Accommodations on file	Petitions on file
------------------------	-------------------

ASHA Areas (see grid for options)	
Articulation/Phonology (820, 822 OR 856 + 15 clinical hours)	Language (840, 842, 844, 846 OR 2 of 830, 834, 848, 854, 856, clinic)
Phonation/Resonance (826 OR 822 + 15 clinical hours)	Swallowing/Feeding (832)
Fluency (824)	Social (2 of 830, 840, 842, 844, 848, 850, clinic)
AAC (852, 853 OR 2 of 838, 834, 15 clinical hours)	Cognition (850 OR 2 of 854, 844, 15 clinical hours)

ASHA Certification Requirements (Do not count toward MA)	Prerequisite Coursework if needed (BA/BS is not in CSD)
Research Methods (SPLH 660)	Physics of Speech (SPLH 120)
Physical Science (physics or chemistry)	Principles of Speech Science (SPLH 462)
Biological Science	Principles of Hearing Science (SPLH 463)
Social/Behavioral Science	Fundamentals of Clinical Phonetics (SPLH 465 online)
Statistics	Language Sample Analysis (SPLH 565-online summer)
Audiology and Aural Rehab (SPLH 568 or 668)	Language Development (SPLH 566 online summer)
25 hours observation	Intro to Speech-Language Pathology (SPLH 571)

Form version: 05/27/2025

APPENDIX B

ASHA Knowledge and Skill Standards

To meet ASHA Certification Standards, students must demonstrate knowledge and skill in the nine ASHA areas across the following program goals: understanding basic concepts, terminology and theory; developing an assessment plan; analyzing and integrating assessment findings; determining the presence of a disorder and related factors; and developing a treatment plan based on available evidence.

To complete the ASHA Knowledge Standards Grid below are your options for electives. You can choose to take either one primary course or 2 secondary courses for each of the ASHA areas.

Area	Option 1 (take 1 of these)	Option 2 (take 2 of these)
Artic/Phonology	820 Developmental Phonological Disorders 822 Neuromotor Speech Disorders	764 Bilingual Assessment & Intervention 864 Clinical Practices
Phonation/Resonance	826 Phonatory Disorders	822 Neuromotor Speech Disorders 864 Clinical Practices
Language	840 Communication of Infants and Toddlers 842 Language Disorders in Preschool 844 Language Disorders in School Age 846 Language Disorders in Adults	830 Communication in Autism 834 AAC and Literacy 848 Language Disorders of Special Populations 854 Reading Disorders 764 Bilingual Assessment & Intervention 864 Clinical Practices
AAC	852 AAC in Developmental Disorders 853 AAC and Adult Acquired Disorders	834 AAC and Literacy 838 AAC in Schools 864 Clinical Practices
Fluency	824 Fluency	
Swallowing/Feeding	832 Dysphagia	
Social		830 Communication in Autism 840 Communication of Infants and Toddlers 842 Language Disorders in Preschool 844 Language Disorders in School Age 846 Language Disorders in Adults 848 Language Disorders in Special Populations 850 Cognitive-Linguistic Disorders of Adults 864 Clinical Practices
Cognition	850 Cognitive-Linguistic Disorders of Adults	854 Reading Disorders 844 Lang Disorders in School Age 864 Clinical Practices

864 Clinical Practices: Clinical experience can count as a primary or secondary experience in any of the areas. For a primary experience you must have 30 + clinical hours in a single semester/experience across 2 or more clients. For a secondary experience you must have 15+ clinical hours in a single semester/experience. Clinical experience must be across program goals: basic concepts, developing an assessment plan, analyzing and interpreting findings, and developing treatment plan. To use clinical practice as a primary or secondary experience, you must complete the form found on Canvas with clinical faculty signature.

Standards of Ethical Conduct, Professional Issues, and Licensure & Certification met by taking 868 Professional Issues I and II

APPENDIX C

FALL 2025-SUMMER 2026 SPEECH-LANGUAGE PATHOLOGY GENERAL COURSE SCHEDULE

FALL			SPRING		
First 8 Weeks			First 8 Weeks		
842	Language Disorders: Preschool	T/R 10:30-12:10	853	AAC in Adults with Acquired Disorders	R 8:30-10:10
846	Language Disorders in Adults	M/W 3:15-5	820	Developmental Phonological Disorders	R 10:30-12:10
764	Healthcare Concepts for SLPs	M 6-7:50	844	Language Disorders School Aged	W 1:15-3
			840	Communication of Infants and Toddlers	M 3:15-5
Second 8 Weeks			Second 8 Weeks		
854	Reading Disorders	M/W 3:15-5	848	Language Disorders in Special Populations	T/R 10:30-
832	Dysphagia	W 5-8	838	AAC Schools (even years, 2026)	T/R 8:30-10:10
856	Bilingual Assessment and Intervention	T/R 10:30-12:10	834	AAC Literacy (odd years, 2027)	R 8:30-10:10
852	AAC in Dev and Intellectual Disabilities	M 5:30-7:10	826	Phonatory	W 5-8
668	Aural Rehab- with Friday lab at 1 or 2pm	T/R 2-3:15	822	Neuromotor Speech Disorders	M 3:15-5
			858	Seminar in Bilingual SLP: Practice &	T 4:30-7
16 Weeks			16 Weeks		
860	Evaluation (every other week)	M 1:15-3	752	Global Perspectives: Study Abroad	Spring break
888	Multicultural Considerations I (1 st year) every other week	M 1:15-3	889	Multicultural Considerations II (1 st year) every other week	M 1:15-3
868	Professional Issues (2 nd year) 1 full day + 2 Thursday evenings		868	Professional Issues (2 nd year) 1 full day + 2 Thursday evenings	
736	Foundations in Early Intervention	T 5:30-7	836	Intro to AAC Technologies	Online
833	Dysphagia Treatment in Adults	W 6-8	660	Research Methods	T/R 12:30-1:45
660	Research Methods	T/R 12:30-1:45			
Courses Offered Each Semester			SUMMER		
862	Clinical Processes	KUMC: M 12-1	850	Cognitive-Linguistic Disorders	M/W 3:15-5
864	Advanced Clinical Practice in SLP	LAW & KUMC Sections	824	Fluency	Online
866	Field Study in SLP (2 nd year)		752	Global Perspectives: Study Abroad	Intersession
874	Research Practicum (non-thesis option)				
899	Thesis				
830	Communication in Autism (Fall & Spring)	Online			
876	Independent Study (consult with faculty)				

Notes:

Fall 2025 1st 8 weeks 8/18-10/10 2nd 8 weeks 10/15-12/12 16 weeks 8/18-12/12
Spring 2026 1st 8 weeks 1/20-3/13 2nd 8 weeks 3/23-5/15 16 weeks 1/20-5/15

M/W (Monday/Wednesday) courses meet in Kansas City

T/R (Tuesday/Thursday) courses meet in Lawrence

**If Aural Rehab is needed, it must be taken in the fall

APPENDIX D

GUIDELINES FOR PETITIONING INTERCAMPUS ADVISING COMMITTEE

The Intercampus Advising Committee reviews all requests for modification of academic course requirements. To request a modification, a student needs to complete a petition with the aid of her/his advisor.

I. TIMING OF PETITION REQUESTS

Petitions for any program modification or alternative credit considerations should be submitted to the advising committee by the following deadlines: October 1st and March 1st. Petitions will be reviewed in the months of October and March and students notified of the decision within a month. Petitions may be approved retroactively if a deadline is missed. Time dependent petitions can be submitted at any time and will be reviewed as needed in order to not negatively impact a student's progression through the program. When submitting a petition please indicate if it is time dependent.

II. PETITION PROCESS

A. Fulfillment of undergraduate requirements

Students who have completed an undergraduate degree in a Speech, Language, Hearing program typically have fulfilled all undergraduate requirements. However, there are several areas that need to be evaluated if the undergraduate degree was not from KU: statistics, research methods, a physical science course and audiological assessment and rehabilitation. If any of these courses are absent from the undergraduate record, the courses must be completed during the graduate program. Typically, these courses are in addition to the graduate requirements. The only exception occurs when a student has completed coursework at the undergraduate level that would normally be completed at the graduate level. In this case, an undergraduate course can be substituted for a graduate program requirement. This will be determined by the Advising Committee.

Students who have not completed an undergraduate degree in a Speech, Language, Hearing program will have their full coursework reviewed to assess whether any courses are absent from the undergraduate record. Again, these courses must be completed during the graduate program and are in addition to the graduate requirements.

Appendix I contains a list of expected undergraduate courses and their description.

1. Process of documenting completion of undergraduate requirements:

- Student and advisor review undergraduate transcript.
- Advisor approves obvious equivalencies (i.e., student completed a psychology course entitled "Research Methods") and notes obvious deficiencies (i.e., student did not complete any course related to statistics). Deficiencies are added to the plan of study.
- When the equivalency is unclear, student petitions the Advising Committee using the form in Section D (below).

B. Documenting knowledge and skills (Appendix B grid) from undergraduate courses

Most undergraduate programs focus on normal processes and development, leaving in-depth instruction in clinical methods and specific communication disorders for graduate programs. Thus, the expectation is that students entering the program will have had only broad preliminary exposure to clinical methods and specific communication disorders. In the event that a student has completed in-depth instruction in clinical methods and/or specific communication disorders at the undergraduate level, the student may petition the Advising Committee to determine whether the undergraduate course counts as a primary or secondary experience in a particular knowledge area (see Appendix B). Experience at the undergraduate level typically **does not reduce** the graduate program requirements, but rather allows the student flexibility in selecting courses to meet the required basic and advanced electives.

Process for evaluating knowledge and skills from undergraduate courses:

- Student and advisor review undergraduate transcript, identifying courses that involve in-depth instruction in clinical methods and/or specific communication disorders.
- Student petitions the Advising Committee using the form in Section D (below).

C. All other requests

Sections A & B (above) describe the typical types of requests submitted to the Advising Committee. Any other requests for modification of academic course requirements also should be submitted to the Advising Committee using the form in Section D (below). In the rare event that the form does not sufficiently capture the student's request, the student can submit a letter to the Advising Committee Chairperson that includes the following information:

1. Information about your request:
 - What it is that you are requesting to do.
 - Why you are requesting it.
 - When and where the variation will take place.
 - What you have done to investigate the possibility that your request can be arranged.
2. Information about you:
 - How many courses have you taken (project through current semester and provide documentation)?
 - Distribution of knowledge and skills (i.e., a completed Knowledge Standards Grid).
 - What is your GPA?
 - How many clinic hours do you have (provide documentation)?
 - What courses and clinics do you plan to take and when?
3. A statement from your advisor which indicates that you have met with him/her and discussed this request. The statement should indicate that you will meet all program requirements if the request is granted.

D. Form for Petitioning Advising Committee

To request evaluation of course equivalency, please complete this petition with the aid of your advisor and ***have your advisor sign and submit it electronically to the Chair of the IAC.*** Scanned or hard copies of additional materials documenting course content (e.g., course syllabi) should be submitted by the student to the Chair of the IAC at the time of the advisor submission.

1. Student name and KU ID:

2. Name, number, and instructor/expert of the relevant KU course/knowledge area:

Course/Knowledge 1:

Course/Knowledge 2:

Course/Knowledge 3:

3. University (or other offering unit), course name and number (or other description of the experience), course level (i.e., undergraduate or graduate), semester, instructor, and grade (if course/experience already completed) of the class(es)/experience(s) you propose are equivalent:

Course/Experience 1:

Course/Experience 2:

Course/Experience 3:

4. Have you submitted additional support materials (e.g., course descriptions, syllabi, conference materials) to the IAC Chair? (Yes or No):

5. Signature of your academic advisor indicating approval, in principle, of this request:

Advising Committee Decision:

NOTE: **Undergraduate** courses CAN be counted as demonstrating Knowledge & Skills for ASHA certification but can NOT be counted towards the minimum number of credits needed for an MA degree. **Graduate** courses CAN be counted as demonstrating Knowledge & Skills for ASHA certification and MAY or MAY NOT be counted towards the minimum number of credits needed for an MA degree. IF the course was taken as an UNDERGRADUATE student, the course can NOT count towards the minimum number of credits needed for an MA degree. IF a student received a B or higher in a graduate level course not taken as a requirement for a degree at a regionally accredited graduate school (e.g., a course taken as a non-degree seeking GRADUATE student), AND the course is approved by the Program, credit may be counted toward the student's KU graduate plan of study. Up to 6 graduate credits may be so transferred; up to 8 if the student's baccalaureate degree is from KU.

APPENDIX E

Intercampus Program in Communicative Disorders Requirements for ASHA Observation and Contact Hours

1. Clinical Contact Hours

Students must complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology. Twenty-five hours must be spent in clinical observation and 375 hours must be spent in direct client/patient contact.

At least 325 of the 400 clock hours must be completed at the graduate level.

Observation Hours:

Students must complete 15 of 25 hours of clinical observation prior to participating in their first clinical practicum. The remaining 10 clinical observation hours may be obtained concurrently with clinical practicum participation.

Distribution of Hours:

Students will obtain a minimum of 40 contact hours of speech-language evaluation. The hours must include assessment of children and adults and must represent experience in a minimum of 5 of the 9 areas designated by ASHA. Screening hours will not count toward the 40 hour minimum.

Students will obtain a minimum of 100 contact hours of speech-language intervention. The hours must include intervention with children and adults and must represent experience in a minimum of 5 of the 9 areas designated by ASHA.

Students must have at least 150 graduate contact hours in KU-IPCD sponsored clinical activities prior to field study.

2. Supervision of Clinical Experiences

Students must be supervised for at least 25% of each speech-language assessment.

Students must be supervised for at least 25% of each client/patient's total intervention sessions.

The amount of supervision will be appropriate to the student's level of knowledge, experience, and competence. Supervision must be sufficient to ensure the welfare of the client/patient.

3. Policy for counting paid or volunteer research hours (Graduate Research Assistant or paid hourly position) or toward ASHA contact hours

By working as a graduate research assistant, paid hourly or volunteer, graduate students *may be asked* to participate in research experiences that incorporate speech-language assessment and/or treatment. The student may petition the Clinical Committee to request that a small portion of those hours be counted toward their ASHA contact hour requirements. The Clinical Committee will review each petition on an individual basis. Because ASHA mandates that students complete a breadth of clinical experiences, it is likely that only a small portion of research activities would be approved as contact hour experiences.

The student and their director of the research project should petition (in writing) for contact hour credit to the Clinical Committee. The petition should be submitted to the Clinical Committee *prior to* actually performing the activities. The Clinical Committee will respond within one month of receiving the petition.

The request should contain the following information.

- Description of the research project and what clinical opportunities occur (i.e., assessment or intervention and specific information about the protocol or procedures)
- Estimate the number of clinical hours that could be accrued in this setting
- Describe how assessment results are documented (i.e., is there a written report completed by the student?) and provide a sample
- Describe how treatment plans are documented (i.e., is there a written report completed by the student?) and provide a sample
- Describe **how** the student is being supervised (minimum requirements are 50% of evaluation and 25% of treatment) and by **whom** (provide ASHA number)
- Describe how feedback is provided to students regarding improvement of clinical performance
- Research advisor (and/or direct CCC's supervisor) agrees to sign ASHA contact hour form at the end of the experience (or each semester, as needed)
- Petition must be signed by both the student and the director of the research project

APPENDIX F

GUIDELINES FOR PETITIONING INTERCAMPUS CLINIC COMMITTEE

The Intercampus Clinic Committee reviews all requests for modification of clinical requirements. To request a modification, a student needs to complete a petition with the aid of her/his advisor.

I. PETITION DEADLINES -- GENERAL

- A. Petitions for requests that affect Fall semester are due by the end of the summer session (last day of summer classes).
- B. Petitions for requests that affect Spring semester are due by the end of the fall semester (last day of fall classes).
- C. Petitions for requests that affect Summer session are due by the end of the spring semester (last day of spring classes).

II. PETITION PROCESS -- GENERAL

A. The petition should take the form of a letter to the Clinical Committee Chairperson that includes the following information:

1. Information about your request:
 - What it is that you are requesting to do.
 - Why you are requesting it.
 - When and where the variation will take place.
 - What you have done to investigate the possibility that your request can be arranged.
2. Information about you:
 - How many total clock hours do you have (project through current semester and provide documentation)?
 - Distribution of current clock hours.
 - What is your GPA?
 - What courses have you taken (provide documentation)?
 - What courses do you plan to take and when?
3. A statement from your advisor which indicates that you have met with him/her and discussed this request. The statement should indicate that you will meet all program requirements if the request is granted.

III. PETITION PROCESS -- NON-APPROVED FIELD STUDY SITE

If a student wants to complete a Field Study experience at a site not previously approved they must submit a request in writing to the Clinical Committee. The request must be submitted at least 3 months in advance if it is in the Kansas City, Kansas, Lawrence, or Topeka area and at least 6 months in advance if the site is outside of Kansas.

The student will need to make contact with the site they are requesting, confirm that the site is interested in providing a Field Study experience and identify a certified speech-language pathologist that is willing to mentor them. The student should obtain a contact name and number so that the University Coordinator can speak with the site, provide a Field Study Site Application if the student has not already done so, and conduct a verbal site review.

The student's written request must contain the following information:

1. The site name and location;
2. The proposed Field Study Site Coordinator and/or Mentor's name and certification number;
3. Rationale for seeking an experience in a site not previously approved;
4. The type of experience that the student is seeking;
5. Why the requested site can provide that experience better than an available approved site;
6. A completed Field Study Application;
7. In the case of an out-of-area site, a plan for completing multi-cultural issues and proseminar also must be included;
7. A written recommendation from the student's academic advisor.

The Clinical Committee will only consider requests if the student had a grade of "A" in their most recent clinical practicum and that practicum must have been completed within the last calendar year.

APPENDIX G

Clinical Opportunities at KUMC

Please see brief descriptions of the specialty clinics available through SPLH 864 enrollment on the KUMC campus. Each clinic description includes *preferred (but not required)* coursework taken prior to, or concurrent to the assignment. However, we recognize that practicum opportunities may precede coursework. In those instances, our clinical faculty provide additional readings and supervisory support as needed, in order to ensure a positive learning experience for the student. Students may enroll in practicum on the KUMC campus *any semester* during their graduate program, including the first semester, pending space available. Please note that specialty clinic times/locations may vary from semester to semester, given the needs of the patient population and the other KUMC departments in which our faculty work.

Aphasia Group – This intervention group focuses on conversational skills for adults who are post-CVA. Students also stress teaching compensatory strategies for these individuals with communication disorders. It *typically* meets in the greater Kansas City community on the 1st and 3rd Mondays mornings of each month. Two student slots are available each term. Although not required, it is helpful if students have taken (or are taking concurrently) a course in adult language disorders. Areas covered on ASHA grid (Receptive/Expressive Language)

KUMC Adult Diagnostic/Treatment Clinic – This clinic focuses on assessment of adult communication disorders. Assessments are individually scheduled to meet client, student and supervisor schedules. Two student slots are available each semester. Although not required, it is helpful if students have taken (or are taking concurrently) a course in evaluation processes, adult language disorders, closed head injury/dementia, and/or motor speech disorders. Areas covered on the ASHA grid (Receptive/Expressive Language, Cognition, Articulation/Phonology, AAC)

TUKHS ALSA Clinic – An interdisciplinary clinic with the Neurology Department which addresses the needs of individuals with various forms of muscular dystrophy. Speech clinicians focus on assessing interval changes in communication and swallowing and recommend compensatory strategies. (Swallow, Articulation, Cognition, Phonation and Resonance, Modalities)

TUKHS CARE Clinics – These interdisciplinary clinics address the initial diagnosis of autism and other behavioral/developmental diagnoses in children under the age of 5 years. This clinic meets from 8:00 to noon on Thursday mornings throughout the year. *Occasionally*, other CARE clinics are available for student participation; they are staffed by faculty in the Center for Child Health and Development. One student slot per clinic per each 8 weeks is the maximum. Preferably, student schedules allow for participation across the entire semester. Although not required, it is helpful if students have taken (or are taking concurrently) a course in evaluation processes, a course in child language disorders and/or a course in autism. Areas covered on the ASHA grid (Social, AAC, Receptive/Expressive Language, Articulation/Phonology)

TUKHS Cleft Palate Clinic – This interdisciplinary clinic addresses the communication and other related needs of children and adults with cleft lip/palates and other cranio-facial anomalies. It meets on the first Friday of the month from 7:00 am to 1:00 pm. Two student slots are available each semester. It is preferable that these students also be available to do the MARCII

clinic (see below). Although not required, it is helpful if students have taken (or are taking concurrently) a course in evaluation processes, resonance disorders, child language disorders and phonological disorders. Areas covered on the ASHA grid (Phonation/Resonance, Articulation/Phonology, Receptive/Expressive Language)

TUKHS Developmental Clinic – This interdisciplinary clinic assesses the developmental status (health, behavior, communication, cognition, fine/gross motor development, and socialization) in children 0-3 years. It meets each Tuesday morning. One student slot is available each 8 weeks; although it is preferable if students can attend for an entire semester. Although not required, it is helpful if students have taken (or are taking concurrently) a course in evaluation processes, child language disorders and/or a course on autism. Areas covered on the ASHA grid (Social, AAC, Receptive/Expressive Language, Articulation/Phonology)

TUKHS ENT Clinic – Students will participate in the assessment and treatment of phonatory and swallow disorders. This clinic primarily sees adult patients. One-two slots are available each semester **at the discretion of ENT staff**. Although not required, it is helpful if students have taken (or are taking concurrently) a course in phonatory disorders and dysphagia. Areas covered on the ASHA grid (Phonation/Resonance, Swallow, AAC)

KUMC Hearing & Speech Clinic – Students will participate in assessment/intervention sessions for pediatric and adult outpatients with communicative disorders. Pediatric outpatients primarily are scheduled on Mondays and Wednesdays (some variation will occur). Adult outpatients are seen at times that match patient, student and supervisor schedules. Most first and/or second semester graduate clinicians will see at least one outpatient for assessment/intervention each semester in addition to specialty clinic assignments. Areas covered on the ASHA grid (all except swallow)

TUKHS Parkinson Clinic – This diagnostic and treatment clinic focuses on screening the communication abilities for individuals with Parkinson's disease. It meets at The Center on Aging (KUMC campus) on Wednesday mornings. One student slot is available per each clinic, each semester. Although not required, it is helpful if students have taken (or are taking concurrently) a course in phonatory disorders, motor speech disorders, and dysphagia. Areas covered on the ASHA grid (Articulation/Phonology, Phonation/Resonance, Cognition, AAC, Dysphagia)

KUMC Parkinson Group – This intervention group focuses on compensatory strategies for individuals with Parkinson disease. It meets on Tuesday mornings and Thursday afternoons Friday afternoons via Zoom at Turning Point. Two student slots are available each semester per PD group. Although not required, it is helpful if students have taken (or are taking concurrently) a course in phonatory and motor speech disorders. Areas covered on the ASHA grid (Articulation/Phonology, Phonation/Resonance, Cognition, AAC)

KUMC Reading and Conversation Group - The intervention group focuses on compensatory strategies for individuals having mixed impairments including language, reading, memory, and cognitive impairments. Two student slots are available each semester. Although not required, it is helpful if students have taken (or are taking concurrently) a course in language disorders of adults or dementia. Area covered on the ASHA grid (Cognition).

Parkinson Screening Clinic – This diagnostic clinic focuses on identifying phonatory/swallow/cognition concerns in individuals who have been diagnosed with Parkinson's Disease. It typically meets one time per month in the afternoon (days may change each semester). Five student slots are available each semester. Areas covered on the ASHA grid (Phonation, Swallow, Cognition).

Horizon Academy-An elementary school and education center for students with dyslexia and other cognitive and language-based disabilities in Roeland Park, KS. Opportunity to collaborate with classroom teachers and school psychologist. (Language, Articulation, Cognition)

APPENDIX H

Clinical Opportunities at the Schiefelbusch Speech-Language-Hearing Clinic

The Schiefelbusch Clinic uses the K-Team Model of clinical teaching. Students participate in practicum as a member of one of the teams listed below during the semester. Services are provided in the Clinic as well as the Oskaloosa Elementary School, homes, and community sites.

Developing Inclusion through Communication and Engagement (DICE)

This team provides clinic and school-based speech-language services to children and adults with complex communication needs, including persons that use AAC devices and/or persons with intellectual and developmental disabilities.

Essential Audiological Reference (EAR)

Students on the EAR team provide comprehensive screening, diagnostic, and rehabilitative audiology services for individuals of all ages. (Hearing)

Facilitating Adult Communication and Team (FACT)

This team serves adults with acquired and neurogenic communication disorders. FACT focuses providing individual and group intervention to people with aphasia, dysarthria, cognitive communication disorders, and those using AAC. (Phonation/Resonance, Receptive/Expressive Language, Cognition, Social, AAC, Articulation)

Language Acquisition Preschool (LAP)

The LAP team provides services through the Language Acquisition Preschool for children 3-5 years old. Opportunities for clinic services for fluency assessment and intervention are also available. (Receptive/Expressive Language, Articulation/Phonology, Social, Fluency)

Language, Literacy & Learning Team (LLL Team)

The LLL Team provides speech, language and literacy services to preschool and school-age children with communication disorders. The team provides services in a variety of locations including the Schiefelbusch Clinic, Oskaloosa school district, and Little Nations Academic Center at Haskell Indian Nations University. (Receptive and Expressive Language, AAC, Social, Articulation/Phonology)

Learning through Everyday Activities and Partnerships (LEAP)

The LEAP team provides speech-language services for children from birth through 5 years of age. Early intervention services are provided for infants, toddlers, preschoolers and their families and in clinic, play group and community-based early childhood settings. (Receptive and Expressive Language, AAC, Social, Articulation/Phonology)

Technology, Education, Communication and Connection (TECC)

The TECC Team provides school-based speech-language services to preschoolers and kindergarteners at Oskaloosa Elementary School. TECC also provides AAC assessment and intervention services to individuals with developmental disabilities in the Schiefelbusch Clinic. (Receptive/Expressive Language, AAC, Social, Articulation/Phonology)

APPENDIX I**KU Undergraduate Course Equivalency Worksheet**

KU UG Course	KU UG Course See the Undergraduate Catalog for Course Descriptions http://www.catalog.ku.edu	Equivalent Course(s) from Other UG Program(s)	Approval
SPLH 120	Physics of Speech (4)		
SPLH 462	Principles of Speech Science (3)		
SPLH 463	Principles of Hearing Science (3)		
SPLH 465	Fundamentals of Clinical Phonetics (1)		
SPLH 565	Language Analysis Lab (1)		
SPLH 566	Language Development (3)		
SPLH 568	Introduction to Audiological Assessment & Rehabilitation (4)		
SPLH 571	Introduction to Speech- Language Pathology (4)		
SPLH 660	Research Methods (3)		
Math365/ Psyc300/Psyc 210	Statistics		

APPENDIX J

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. STUDENT PERFORMANCE

A. Expected Performance

It is expected students maintain high grades, conduct themselves with academic integrity, and complete all program requirements including successful completion of summative examination. Failure to maintain expected performance throughout a student's program may be grounds for referral to the Advising Committee and possible dismissal from the Intercampus Program.

B. Advising Committee Processes

1. **Referral:** Several events may trigger a student's referral to the IPCD Advising Committee, including receipt of a C+ or below in a course or clinic enrollment, failure to successfully complete two remediation plans, or referral to the Advising Committee from a student's academic advisor or department chair. It is important to note that a failed remediation plan that is connected to receipt of a grade of C+ or below in a course or clinic will be counted as one referral instance, rather than two separate referral instances.
2. **Process:**
 - a. The occurrence of one of these events will result in notification of the Advising Committee and generation of a letter outlining departmental policies regarding academic and clinical performance and student conduct; and will advise of potential dismissal from the program.
 - b. The occurrence of two or more of these events will result in notification of the Advising Committee and a formal meeting to review the student's performance and generate a recommendation for continuation or dismissal from the program.
 - a. The Chair of the Advising Committee will send a notification of meeting letter to any student who has the presence of two or more outlined referral events. This notification will be sent as soon as possible. The student will be invited to provide written materials in support of their continuation in the program. The committee Chair will receive and consider all relevant student documentation from the Graduate Program Coordinator, which may include academic misconduct charges, remediation plans, and grade transcripts. The student will participate in an interview with the Advising Committee to present their case. The student may invite any other faculty members to participate in this interview.
 - b. The Advising Committee will recommend whether the student should be dismissed from the program or allowed to continue in the program on probation. This recommendation will be based on the committee's judgment of the student's prognosis for academic and clinical success in the program and in the profession.

The student's academic record and associated documents, supportive materials provided by the student to the committee, and the views of the student's academic advisor and the faculty member(s) involved in this referral must be considered in making this judgment.

- c. If the committee decides that the student should be recommended for dismissal from the program, written notification of this dismissal recommendation will be sent to the student and the IPCD Co-Chairs within one week of the committee's deliberations. The IPCD Co-Chairs will accept the recommendation and forward their recommendation to CLAS for final approval; or the Co-Chairs will inform all parties of an alternative recommendation.
 - d. A student who is allowed to continue in the program will be placed on probation and will be notified that receipt of one more qualifying referral event may result in a dismissal recommendation. At the discretion of the Advising Committee, such students may be required to repeat courses in which they received grades of C+ or below.
3. **Documentation:** All documentation generated by the Advising Committee will be forwarded to the IPCD Co-Chairs for final approval, then sent to the Graduate Program Coordinator to be stored in the student's official departmental file.

II. STUDENT CONDUCT

A. Definition of Misconduct

1. Academic misconduct is defined by the University Senate Rules and Regulations (Sec. 2.6.1) as follows: Academic misconduct by a student shall include, but not be limited to, disruption of classes, giving or receiving unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments, knowingly misrepresenting the source of academic work, falsification of research results, plagiarizing of another's work, violation of regulations or ethical codes for the treatment of human and animal subjects, or otherwise acting dishonestly in 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.
3. Nonacademic misconduct includes, but is not limited to conviction of a felony involving moral turpitude, material misrepresentation concerning past achievements or present endeavors, habitual drug/alcohol/substance abuse, and any other acts or omissions which, if the student were a credentialed practitioner, could result in discipline by the credentialing agency (refer to Code of Ethics of the American Speech-Language-Hearing Association and the Kansas Speech-Language-Hearing Association).

B. Sanctions

1. **Nature:** The University Senate Rules and Regulations (Sect. 2.6.5) state that the following sanctions may be imposed for misconduct: warning, censure, reduction of grade for specific work, reduction of grade for the course, transcript citation for academic misconduct, suspension from a specific course, suspension, and expulsion.
2. **Implementation:**
[College of Liberal Arts and Sciences \(CLAS\) academic misconduct policies and procedures](#) will be followed for all instances of academic misconduct.
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, they should submit a written description to the Co-Chairs. The Co-Chairs will, in turn, notify both the student and the instructor in writing of their recommended action.

If the recommended sanctions are censure, reduction of grade for specific work, or reduction of grade for the course, and both parties are satisfied with the recommendation, the Co-Chairs will process the charge and impose the sanction. The final sanction and documentation will then be stored in the student's official departmental file. If either the student or the instructor is not satisfied with the Co-Chairs' recommendation, they may file an appeal. The Advising Committee will hear appeals of charges of misconduct for sanctions that are censure, reduction of grade for specific work, or reduction of grade for the course. 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 audio recorded. The Advising Committee's recommendation will be forwarded to the Co-Chairs for review and

approval. Associated documentation will be stored in the student's official departmental file. If still not satisfied, either party may appeal the decision through the appropriate Dean to the Graduate School and the University Judicial Board. MA SLP students should direct their appeals to the Dean of CLAS.

College-level hearings will review all cases in which the recommended sanctions are transcript citation for academic misconduct, suspension from a specific course, suspension from the program, and/or expulsion. The final outcome documentation of these hearings will be stored in the student's official departmental file.

APPENDIX K

SUPPORT & REMEDIATION PLAN TEMPLATES

INDIVIDUALIZED SUPPORT PLAN TEMPLATE Inter-campus Program in Communicative Disorders

STUDENT:

SUPERVISOR/INSTRUCTOR(S):

OTHERS WHO PARTICIPATED IN DEVELOPING THIS PLAN:

SEMESTER:

CLINICAL PLACEMENT OR COURSE:

DATE OF IMPLEMENTATION:

STRENGTHS AND SKILLS THAT WILL SUPPORT PROGRESS IN THIS PLAN:

AREA(S) WHERE SUPPORT IS NEEDED:

INDIVIDUALIZED SUPPORT PLAN:

Objective	Tasks for meeting the Objective	Responsible Person(s)	Resources	Due Date	Verification/Follow Up
<i>What is the area of need this action addresses?</i>	<i>What do we need to do?</i>	<i>Who will do it?</i>	<i>What resources do we need?</i>	<i>When will this step be completed?</i>	<i>How will completion be verified?</i>
ALL STUDENTS: To ensure appropriate support for learning.	The student is encouraged to make an appointment with - Counseling and Educational Support Services to discuss their individualized learning needs and develop a plan for success in further studies.	The student will make the appointment.	KU Medical Center Educational Support Services	<i>Complete prior to starting other learning activities. Within 2 weeks of this meeting.</i>	To support accountability (Select One): Counseling and Educational Support Services (Contact person/email) will notify the faculty member when the student has attended their first meeting. Details of the meeting will not be shared without student consent and initiation.

					<p>OR</p> <p>The student will email the faculty member implementing the plan, with the Educational Support Services staff member cc'd, to notify the faculty member when the student has attended their first meeting. Details of the meeting will not be requested without student consent and initiation.</p>

NEXT STEPS:

- This plan will be submitted to the student's academic advisor (NAME).
- This plan will be uploaded to the student's file by the Graduate Program Coordinator. Individuals who may need access to this document including the following:
- The student may apply for academic accommodations to access to appropriate university level supports
 - KUMC: [KU Medical Center Academic Accommodation Services](#)
 - Lawrence: [Student Access Center | Student Access Center \(ku.edu\)](#)
- A meeting to discuss progress on this plan will be held on (date/time). Individuals who will participate in the meeting include:
 - Instructor/Supervisor(s):
 - Student:
 - Academic Advisor (optional):
 - Counseling and Educational Support Services (optional):
 - Other (optional):
- All parties signed below have agreed to the steps outlined by this plan. The student has been given an opportunity to ask questions or present concerns. At any time, the student may request a review of this plan by the clinic director, director of graduate studies, or department chair.

Student Signature

Supervisor/Instructor

Academic Advisor

Other

INDIVIDUALIZED SUPPORT PLAN FINAL REVIEW TEMPLATE
Intercampus Program in Communicative Disorders

STUDENT:

SUPERVISOR/INSTRUCTOR(S):

OTHERS WHO PARTICIPATED IN REVIEWING THIS PLAN:

SEMESTER:

CLINICAL PLACEMENT OR COURSE:

DATE OF REVIEW:

STRENGTHS AND SKILLS DEMONSTRATED IN THE COMPLETION OF THIS PLAN:

SUMMARY OF PROGRESS:

Objective	Tasks for meeting the Objective	Responsible Person(s)	Due Date	Outcome	Recommendation
<i>What was the area of need?</i>	<i>What did we do?</i>	<i>Who did it?</i>	<i>When was it completed?</i>	<i>M=Met; PC= Partial Completion; NC=Not Complete</i>	<i>What is next?</i>
To ensure appropriate support for learning.	The student made an appointment with Educational Support Services to discuss their individualized learning needs and develop a plan for success in further studies.	The student made the appointment. The faculty member was notified on DATE of the completion of this requirement.	<i>Date</i>		

NEXT STEPS:

_____ No further support is required at this time. The student is expected to be successful in this program with the supports that are readily available to all students including:

- *list supports the student should be aware of*

_____ Further support likely needed in these areas:

- *list areas further support is needed*
- Recommend Individualized Support Plan in next clinical placement/coursework

_____ Student has demonstrated unsatisfactory performance with these supports in place (e.g., is at risk of or received a letter grade below B-). Recommend development of a Remediation Plan to address the learning objectives not met:

- *list learning objectives not met*
- Advising Committee and Academic Advisor will be notified of this recommendation

Student Signature

Supervisor/Instructor

Academic Advisor

Other

REMEDIATION PLAN TEMPLATE
Intercampus Program in Communicative Disorders

STUDENT:

SUPERVISOR/INSTRUCTOR(S):

OTHERS WHO PARTICIPATED IN DEVELOPING THIS PLAN:

SEMESTER:

CLINICAL PLACEMENT OR COURSE:

DATE OF IMPLEMENTATION:

STRENGTHS AND SKILLS THAT WILL SUPPORT PROGRESS IN THIS PLAN:

AREA(S) FOR IMPROVEMENT. THESE AREAS DO NOT MEET PROGRAM REQUIREMENTS OR CAA STANDARDS:

REMEDIATION PLAN:

Objective	Tasks for meeting the Objective	Responsible Person(s)	Resources	Due Date	Verification/Follow Up
<i>What is the area of need this action addresses?</i>	<i>What do we need to do?</i>	<i>Who will do it?</i>	<i>What resources do we need?</i>	<i>When will this step be completed?</i>	<i>How will completion be verified?</i>
ALL STUDENTS: To ensure appropriate support for learning.	The student is required to make an appointment with - Counseling and Educational Support Services to discuss their individualized learning needs and develop a plan for success in further studies.	<p>The student will make the appointment.</p> <p>The faculty member will notify Counseling and Educational Support Services of this requirement and request notification when the appointment is completed.</p>	KU Medical Center Educational Support Services	<i>Complete prior to starting other learning activities. Within 2 weeks of this meeting.</i>	<p>To support accountability (Select One):</p> <p>Counseling and Educational Support Services (Contact person/email) will notify the faculty member when the student has attended their first meeting. Details of the meeting will not be shared without student consent and initiation.</p> <p>OR</p>

					The student will email the faculty member implementing the plan, with the Educational Support Services staff member cc'd, to notify the faculty member when the student has attended their first meeting. Details of the meeting will not be requested without student consent and initiation.

NEXT STEPS:

- The supervisor/instructor will notify the Academic Advising Committee of the development of this plan, and any letter grades received below B-.
- This plan will be uploaded to the student's file. Individuals who may have access to this document include:
- The student may apply for academic accommodations to access to appropriate university level supports
 - KUMC: [KU Medical Center Academic Accommodation Services](#)
 - Lawrence: [Student Access Center | Student Access Center \(ku.edu\)](#)
- A meeting to discuss progress on this plan will be held on (date/time). Individuals who will participate in the meeting include:
 - Student:
 - Instructor/Supervisor(s):
 - Academic Advisor:
 - Clinic Director (for clinical plans):
 - Director of Graduate Studies (for non-clinical plans):
 - Counseling and Educational Support Services (optional):
- All parties signed below have agreed to the steps outlined by this plan. The student has been given an opportunity to ask questions or present concerns. At any time, the student may request a review of this plan by the clinic director, director of graduate studies, or department chair.
- The Advising Committee will be informed of the outcome of this plan. If the student fails to satisfactorily complete this plan or receives two or more letter grades below B-, they will receive notification in writing from the Advising Committee that their record will be reviewed for recommendation of dismissal or departmental probation.

Student Signature

Supervisor/Instructor

Academic Advisor

Clinic Director or Director of Graduate Studies

REMEDATION PLAN FINAL REVIEW TEMPLATE
Inter-campus Program in Communicative Disorders

STUDENT:

SUPERVISOR/INSTRUCTOR(S):

OTHERS WHO PARTICIPATED IN REVIEWING THIS PLAN:

SEMESTER:

CLINICAL PLACEMENT OR COURSE:

DATE OF REVIEW:

SUMMARY OF PROGRESS:

Objective	Tasks for meeting the Objective	Responsible Person(s)	Due Date	Outcome	Recommendation
<i>What was the area of need?</i>	<i>What did we do?</i>	<i>Who did it?</i>	<i>When was it completed?</i>	<i>M=Met; PC=Partial Completion; NC=Not Complete</i>	<i>What is next?</i>
To ensure appropriate support for learning.	The student made an appointment with Educational Support Services to discuss their individualized learning needs and develop a plan for success in further studies.	The student made the appointment. The faculty member was notified on DATE of the completion of this requirement.	<i>Date</i>		

NEXT STEPS:

_____ Satisfactorily Completed. No further support is required at this time. The student is expected to be successful in this program with the supports that are readily available to all students including:

- *list supports the student should be aware of*
- Advising Committee will be informed of this outcome

_____ Satisfactorily Completed. Further support likely needed in these areas:

- *list areas further support is needed*
- Recommend Individualized Support Plan in next clinical placement/coursework
- Advising Committee will be informed of this outcome

_____ Unsatisfactory

- *Explanation or comments related to unsatisfactory completion*
- Refer to Advising Committee for further recommendations

Student Signature

Supervisor/Instructor

Academic Advisor

Clinic Director or Director of Graduate Studies

APPENDIX L

Technical Standards

The MA degrees in Speech Language Pathology signify that the holder will satisfy the Academic and Practicum requirements as stated by the American Speech-Language-Hearing Association to be eligible to continue on to the Clinical Fellowship Year. It follows that graduates must have the knowledge and skills to practice in the area of Speech Language Pathology. Therefore, all individuals admitted to the University of Kansas (KU) Intercampus Program in Communicative Disorders must meet the following abilities and expectations **with or without accommodation(s)**.

NOTE: Reasonable accommodations will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program, or significantly affect the safety of patient care. Students who disclose that they have a disability are considered for the program if they are otherwise qualified. Any student who believes they may need an academic accommodation due to a disability should contact the [Student Access Center](#) on the Lawrence campus & [Academic Accommodation Services](#) on the KUMC campus.

Student Access Center, University of Kansas
1450 Jayhawk Blvd., Room 22
Lawrence, KS 66045 access@ku.edu
(785) 864-4064

Academic Accommodations Services, University of Kansas Medical Center
Dykes Library 1040
3901 Rainbow Boulevard, Mail Stop 1029 Kansas City, KS 66160
ada-kumc@kumc.edu
913-945-7035

The culminating activity in the preparation of an audiologist or speech-language pathologist is clinical reasoning. Therefore, a candidate for the master's degree must be able to make correct observations and have the skills of measurement, calculation, reasoning, analysis, and synthesis.

All students admitted to the KU Inter-campus Program in Communicative Disorders must be able to meet the following requirements and expectations **with or without accommodation(s)**.

Observation/Sensory Motor

- Observe demonstrations and learn from experiences in the classroom, laboratory, and clinical situations.
- Carry out speech/language/hearing assessments and intervention strategies/techniques including the operation of complex, electronic instrumentation. Diagnosis, assessment, and intervention of speech/language/hearing problems typically necessitates the functional use of the senses of vision, hearing, and touch such as palpating certain areas of the patient's head and neck.
- Comprehend text, numbers, images and graphs.
- Observe and respond to subtle cues of patient's moods, temperament, and social behavior.

Physical/Psychomotor

- Perform actions requiring coordination of both gross and fine muscular movement, equilibrium, and use of tactile, hearing, and visual senses.
- Respond quickly in clinic situations, not only for safety, but also therapeutically.
- Travel to numerous clinical sites for practical experience.
- Use an electronic keyboard to operate instruments and to calculate, record, evaluate, and transmit information.

Communication

- Be able to share and to elicit information from patients/clients, supervisor, peers and other health professionals verbally and in a recorded format.
- Effectively, confidently, and sensitively converse with patients and their families.
- Comprehend technical and professional materials.
- Prepare papers, produce reports, and complete documentation for patient records.
- Assimilate information from written sources (texts, journals, medical/school records).
- Take paper, computer, and laboratory examinations and prepare scholarly papers.

Judgment

- Demonstrate judgment in the classroom, laboratory, and clinic situations that shows the intellect and emotional health necessary to make mature, sensitive, and effective decisions in the following areas:
 - relationships with professors, supervisors, peers, and patients/clients
 - professional and ethical behavior
 - effectiveness of diagnostic, assessment, and intervention strategies.
- Demonstrate an understanding of the rationale and justification for one's performance.
- Critically evaluate one's own performance and be flexible toward change to promote

professional and clinical process.

- Recognize and correct behaviors disruptive to classroom teaching, research, and patient care.
- Manage the use of time to complete clinical and academic assignments within realistic constraints.
- Recognize potentially hazardous materials, equipment, and situations and proceed in a manner to minimize risk of injury to those in the area.

Make correct observations and have the problem solving skills necessary for measurement, calculation, reasoning, analysis, and synthesis.

UNIVERSITY OF KANSAS
INTERCAMPUS PROGRAM IN COMMUNICATIVE DISORDERS
TECHNICAL STANDARDS

Complete and return the below form to:

Email address:

hearingspeech@kumc.edu

OR

Mailing address:

Hearing and Speech Department
Mail Stop 3039
University of Kansas Medical Center
3901 Rainbow Blvd.
Kansas City, KS 66160

Please carefully read the Technical Standards attachment and check one of the following statements:

_____ I can meet the technical standards of the KU Intercampus Program in Communicative Disorders **without requiring an accommodation.**

_____ I can meet the technical standards of the KU Intercampus Program in Communicative Disorders **with an accommodation.** Applicants whose response indicates that they cannot meet one or more of the expectations will be reviewed further by the University's Office for Academic Accommodations, with applicant and faculty input, to determine if any reasonable accommodations are possible to facilitate successful completion of the Speech Language Pathology curriculum and preparation for the national registry examination.

Printed Name

Signature

Date

APPENDIX M

INFORMATION ON STUDENT ORGANIZATIONS

**The University of Kansas Department of Speech-Language-Hearing,
The Kansas Speech and Hearing Association (KSHA),
and
The Student Component of the American Speech-Language-Hearing
Association: The National Student Speech-Language-Hearing Association
(NSSLHA)
invite you to join your professional organization:**

The Kansas University National Student Speech-Language-Hearing Association (KU NSSLHA)

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. KU NSSLHA sponsors seminars and guest speakers as well as field trips to assist in reaching the top.

Stop by KU NSSLHA's quarters in 3001 Dole and ask about membership, or see the KU NSSLHA advisor Kate DeJarnette. There is a \$5.00 fee to join.

Kansas Speech Language Hearing Association: www.KSHA.org	A state association of speech-language pathologists and audiologists who advocate for people with communication disabilities.
American Speech Language Hearing Association: 10801 Rockville Pike Rockville, MD 20852 800-498-2071 www.ASHA.org	National Student Speech Language Hearing Association: 10801 Rockville Pike Rockville, MD 20852 800-498-2071 e-mail: nsslha@asha.org

APPENDIX N

STUDENT GRIEVANCE PROCEDURES

GRIEVANCE PROCEDURES: Because the intercampus program consists of two departments housed on two different campuses, there are two relevant grievance procedures. In the case of an academic grievance, the policy of the administrative home of the degree program will be followed. The administrative home of the MA SLP program is the Lawrence campus. See <https://policy.ku.edu/CLAS/grievance-procedure-speech-language-hearing> for Lawrence grievance procedures. In the case of a non-academic grievance with faculty or staff, the procedures of the department that employs the faculty or staff should be followed. See <https://policy.ku.edu/CLAS/grievance-procedure-speech-language-hearing> for Lawrence grievance procedures. See the KUMC Handbook for Faculty and Other Unclassified Staff at <http://www.kumc.edu/academic-affairs/faculty-affairs.html> for KUMC grievance procedures.

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 O

IMMUNIZATION REQUIREMENTS

In addition to a physical, students must submit documentation of the following required immunizations and TB tests.

I. REQUIRED IMMUNIZATIONS

MEASLES, MUMPS, RUBELLA (MMR) VACCINE: KU STUDENTS WHO WERE BORN ON OR AFTER JANUARY 1, 1957:				
#1. Must be no earlier than 4 days before 1 st birthday. MM/DD/YYYY		#2. Must be after 1979 and at least 28 days after 1 st MMR. MM/DD/YYYY		OR: Serological Confirmation of Immunity: <i>Attach copy of lab result (REQUIRED).</i>
MMR: _____ OR: Measles: _____ Mumps: _____ Rubella: _____		MMR: _____ OR: Measles: _____ Mumps: _____ Rubella: _____		
Adult Dose TDAP within past 10 years	#1 MM/DD/YYYY			
Hepatitis B Series	#1 MM/DD/YYYY	#2 MM/DD/YYYY	#3 MM/DD/YYYY	OR: Serological Confirmation of Immunity: <i>Attach copy of lab result (REQUIRED).</i>
Varicella (Chicken Pox)	#1 MM/DD/YYYY	#2 MM/DD/YYYY		OR: Serological Confirmation of Immunity: <i>Attach copy of lab result (REQUIRED).</i>
Flu Vaccine (each fall)	#1 MM/DD/YYYY			

2. TUBERCULIN SKIN TEST (PPD)

TWO STEP TESTING IS REQUIRED FOR ALL NEW STUDENTS. THIS INVOLVES TWO SEPARATE PPD TESTS ADMINISTERED AND INTERPRETED WITHIN THE PAST 12 MONTHS. THE MOST RECENT PPD SHOULD BE WITHIN THE PAST 3 MONTHS. ALTERNATIVELY, A QUANTIFERON GOLD OR T-SPOT BLOOD TEST WITHIN THE LAST 12 MONTHS IS ACCEPTABLE. TB TESTING IS REQUIRED ANNUALLY, THEREAFTER.

TB TEST INFORMATION				
STEP ONE	DATE ADMINISTERED:	DATE READ:	INDURATION:	CIRCLE: POS NEG
STEP TWO	DATE ADMINISTERED:	DATE READ:	INDURATION:	CIRCLE: POS NEG
BLOOD TEST	CIRCLE: QUANTIFERON GOLD OR T-SPOT*			CIRCLE: POS NEG