

SLP Graduate Students' Handbook

Communicative Sciences and Deaf Studies
California State University, Fresno



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Introduction

The Communicative Sciences and Deaf Studies department offers graduate programs leading to an M.A. in Speech-Language Pathology (SLP) and an M.A. in Deaf Education (DE). The master's degree is considered essential for the professional training needed for effective practice in Deaf Education or Speech-Language Pathology. The master's degree generally involves 2 years of full-time study.

The Master of Arts degree in Speech-Language Pathology is a 36-unit graduate program. However, students will be taking additional units beyond these. *Speech-Language Pathology* students will complete a number of clinical practicums. Generally, the first three semesters of practicum will be completed in the Fresno State Scottish Rite Speech and Language Clinic; the remaining two semesters are completed off campus in department-approved placements. These practicums add an additional 22 to 35 units to the student's program.

The graduate program in SLP is a cohort program in which students move through their classes in a predetermined sequence with the other members of their cohort. The course sequence is presented below.

COURSE SEQUENCE for SPEECH-LANGUAGE PATHOLOGY

SPRING ADMISSIONS

Spring	Summer	Fall	Spring	Summer	Fall
CSDS 200	<i>*optional 230 placement, if available</i>	CSDS 220	CSDS 216	*CSDS 267	CSDS 210
CSDS 215		CSDS 214	CSDS 221		CSDS 218
CSDS 207		CSDS 213	CSDS 204		CSDS 202
CSDS 230		CSDS 230	*CSDS 230 <i>(or 257/267 if 230s are done)</i>		*CSDS 209/257 <i>(or 267 if still needed)</i>

FALL ADMISSIONS

Fall	Spring	Summer	Fall	Spring
CSDS 200	CSDS 220	CSDS 230	CSDS 216	CSDS 221
CSDS 215	CSDS 214		CSDS 218	CSDS 204
CSDS 207	CSDS 213		CSDS 210	CSDS 202
CSDS 230	CSDS 230		*209/257 or 267	*209/257 or 267

**As always, clinic assignments may vary depending on need and availability per the clinic director.*

Graduate Student Standing

Information for students with full classification status

This category is granted to those students who fully meet all university and program admission requirements. It enables the student to pursue a graduate degree and fulfill all of the professional, personal, scholastic, and other standards (including qualifying examinations) prescribed by the campus.

In consultation with the graduate program coordinator, students with full classification should petition for advancement to candidacy during the second semester of graduate studies (see *Advancement to Candidacy*). If you are planning to do a *thesis* as a culminating experience, it is essential that you be advanced to candidacy at the beginning of the second semester of graduate studies. Advancement to Candidacy forms can be found at: <http://www.fresnostate.edu/academics/gradstudies/forms/>.

Information for students admitted into the program on a conditional status

Students may be admitted to a graduate degree program in this category if, in the opinion of the appropriate campus authority, the student can remedy deficiencies by additional preparation, including the combination of prerequisite requirements.

Students may also be admitted in this category if the admissions committee, based on their admissions materials, has reservations regarding their ability to successfully complete the academic coursework and/or clinical practicum requirements needed to be successful. In this case, conditions may specify receiving a CR grade in their first semester of clinic and/or achieving a “B” or higher in their first set of courses.

Students who have been granted conditionally classified admission to a graduate program are required to complete all conditions for achieving classified status (full admission) to the program by the semester in which a maximum of 10 units to be used toward the master's degree are completed. Failure to attain classified graduate standing in a timely manner as outlined in the catalog may result in the loss of units to be applied toward the degree since units in excess of 10 prior to classification may not be listed on the Petition of Advancement to Candidacy.

A student is expected to attain *classified* graduate standing either at admission or during the first semester of studies. Candidates for classification are expected to possess a minimum 3.0 post-baccalaureate cumulative grade point average.

It is your responsibility to meet the conditions specified in your letter of admission into the graduate program. As soon as you have met the conditions, please see the graduate program coordinator to initiate the request for classification.

Graduate-Level Writing Competence

California State University, Fresno requires that students have graduate-level writing abilities before being advanced to candidacy for the master's degree. Students can demonstrate these abilities by passing the writing component of the CSDS 200 course.

CSDS Graduate Writing Evaluation Process

The CSDS graduate writing evaluation process has two components to it:

1. The spontaneous essay writing on an academic or general issue or topic, and
2. Completing a research paper according to the APA format. The research paper is an extensive assignment, prepared with in-depth research into the topic and the research design.

If a student fails either or both of these components, the remedies are as follows:

1. Students who fail the spontaneous writing test are given two more opportunities to pass. Each of these essays will be on a different topic or issue.
2. Students who fail to meet the research paper component of the graduate writing evaluation also will have two additional opportunities to revise and resubmit their proposal. The professor will provide written comments about the students' papers. The students can revise their papers and resubmit them, usually within a previously agreed upon time period but no later than the end of the first month after classes start in the following semester.

Graduate Writing Skills Appeal Process

If a student decides to appeal the graduate writing evaluation, the student should submit an appeal in writing to the departmental graduate coordinator. After reviewing the recommendations of the graduate coordinator, the department chair will make the final recommendation on the appeal.

Advancement to Candidacy

Advancement to Candidacy: Eligibility

Classified graduate standing gives a student permission to work toward qualifying for advancement to candidacy. Advancement to candidacy gives a student permission to proceed toward qualifying for the degree and provides the student with a program of study that has been officially reviewed and approved by both the Graduate Coordinator and by the Graduate Dean. This important step confers on the student the status of candidate for the degree and represents a commitment both on the part of the student and the degree program to complete the degree within a specified time limit according to requirements published in a specific university catalog year. Advancement to candidacy is essential to the student in planning for registration in courses. In consultation with the program coordinator, Advancement to Candidacy usually takes place during the second semester in the program, or once fully classified standing is achieved after that.

Advancement to candidacy must be attained no later than *the semester (or summer) preceding the semester (or summer) in which the student begins the culminating experience*. Campus policy requires a student to petition for advancement to candidacy as soon as they become eligible to do so. Normally, this should occur within one semester of having attained classified graduate standing. Compliance with this policy is necessary for a student to remain in good standing. All students in graduate standing must also demonstrate a satisfactory level of scholastic, professional, and ethical competence as determined by program faculty to be eligible to continue in the graduate program. Eligibility requirements for advancement to candidacy include the following:

1. Students must be *fully classified*. A student should be *fully classified* by the semester in which a maximum of 10 units to be used toward the master's degree are completed. Not more than 10 units (including transfer and post-baccalaureate credit) completed before achieving full classified graduate standing at California State University, Fresno may be listed on the Petition of Advancement to Candidacy. Courses taken during the semester in

which the student is classified may also be listed on the Petition of Advancement to Candidacy.

2. Completion of any additional prerequisites or conditions which the Graduate Coordinator or Department Chair specifies in writing.
3. Completion of at least 9 units of the proposed program with a 3.0 grade point average on all completed work appearing on the Petition of Advancement to Candidacy.
4. All graduate students must demonstrate their competence in written English prior to advancement to candidacy. Early completion of this requirement is recommended. The date the student met the graduate writing requirement must be noted on the Petition of Advancement to Candidacy form.
5. Submission to the Division of Graduate Studies of the properly signed Petition of Advancement to Candidacy. Petitions are available on the Division of Graduate Studies website and are designed for each graduate program at <http://www.fresnostate.edu/academics/gradstudies/forms/atc.html>.
6. The student is responsible for adhering to deadlines established by the Division of Research and Graduate Studies for the submission of advancement forms. Forms received after the deadlines are considered late and will be processed as time allows. *Students cannot be advanced to candidacy and graduate in the same semester.*

Advancement to Candidacy Policies

The approved degree program for the master's degree in SLP is a coherent pattern of specific requirements for the program. It consists of at least 36 units which must be completed within 5 years just preceding the granting of the master's degree. Only graduate courses (200 series) and such upper-division courses (100 series) as are recommended by the colleges, schools, or departments and approved by the University Graduate Committee are acceptable for the unit requirement. Other courses are counted in calculating the student's study load and cumulative post-baccalaureate GPA, but cannot be counted toward the unit requirement for the master's degree. Courses that were used to satisfy the requirements of a previous degree may not be used on the program. The approved program must be consistent with the following policies.

Residency

At least 26 units of a 36-unit SLP program must be residence credit (courses taken through regular enrollment at California State University, Fresno). No more than 10 units of transfer and/or California State University, Fresno Extension credit may be included in the 36-unit program.

Transfer Credit

Transfer credit may be used toward a California State University, Fresno master's degree only if the institution offering the work is accredited (A-rated) and would accept it for a comparable master's degree program. The off-campus institution must also have listed the units as post-baccalaureate graduate units on the student's transcript. Credit at California State University, Fresno will be granted if it is judged by appropriate university authorities to be particularly relevant to the

individual student's program. The student must present appropriate documentation, including official transcripts of work completed and copies from the catalog of the institution where the transfer work was taken, as follows: the relevant course description(s), evidence that the course(s) may be used toward a graduate degree at that institution, the course numbering and grading systems, and information clarifying whether the institution used the semester or quarter system.

Courses Not Permitted for Degree Fulfillment

Courses used to fulfill G.E. curriculum (Capstone, Integration, or Multicultural/International), undergraduate writing W courses, lower-division courses, and professional (300-level) courses may not be used in fulfillment of the program requirements of the master's degree.

Credit by Examination

Credit by Examination (CBE) may be used to fulfill prerequisites, but may not apply toward the master's degree program.

Credit/No-Credit Courses

Graduate students may not elect to take a course for a CR grade to fulfill either prerequisite or major program requirements unless the course is only available for CR/NC grading as indicated by *class note 14* in the Class Schedule.

Post-baccalaureate/graduate credit taken prior to the granting of the baccalaureate degree

With approval of the graduate program coordinator, post-baccalaureate/graduate credit allowed for work taken prior to the granting of the baccalaureate degree may be applied toward a master's degree. However, the amount of post-baccalaureate credit used toward the master's degree may not exceed one-third of the student's entire approved program.

Courses may not be included on the advancement to candidacy petition if they do not fall within the 5-year limit. A minimum of 70% of the courses in a student's program for the master's degree must be graduate-level courses numbered in the 200 series. Substitutions for regular departmental requirements must be approved by the graduate program coordinator and noted on the front page of the Petition for Advancement to Candidacy.

Plagiarism and Cheating

APM 235 is the official policy and procedures for Cheating and Plagiarism. This departmental policy is designed to further define requirements of APM 235 at the departmental level.

Departmental Policy

All CSDS faculty will use their discretion when working with a student on “drafts” of assignments, papers, and/or possible instances of cheating. All CSDS faculty are required to utilize the plagiarism software “TurnItIn” for substantial written work such as a research paper. All CSDS faculty have “the prerogative of lowering a grade, assigning a grade of “0” or “F” for the text/paper, assigning an “F” for the entire course, or recommending another penalty that seems appropriate” (APM 235, p. 2). Examples of previous academic sanctions include but are not limited to:

- Earning a “0” for the assignment
- Earning only partial credit for an assignment or final exam question
- Earning a “0” for the assignment and one letter grade lower than the one earned (i.e., Student was given a zero for the assignment and had an 82% in the course that was then lowered to a “C” for the final grade)
- Being removed from the class and earning a “0” on the exam (continuous eye gaze on the exam of a peer)

Departmental Procedure

Each faculty member shall immediately notify the department chair of instances of cheating and/or plagiarism. Details of the alleged cheating and/or plagiarism must include:

- Course and section
- Student name and ID number
- Documentation of cheating (see APM 235 Appendix A) or plagiarism (see APM 236 Appendix B) including a description of the allegation(s)
- Faculty recommendation for academic sanction(s)

The department chair will acknowledge receipt of the documentation via email to the faculty and the administrative support coordinator will place the information in the CSDS electronic Cheating and Plagiarism folder. The faculty member will then follow the required procedures outlined in APM 235 section 1 Part C. The CSDS electronic file will be updated upon the conclusion of the departmental process for Cheating and Plagiarism. If an appeal is made to the chair and/or university Academic Petitions Committee, the outcome will be included in the CSDS electronic file. CSDS faculty will be kept informed during the process via email or departmental meeting(s).

Academic Probation and Disqualification

Graduate students in the Department of Communicative Sciences and Deaf Studies can be disqualified if (1) their Cumulative GPA falls below 2.0, (2) they are on Academic Probation for *any* two semesters (they need not be consecutive semesters), or (3) they receive a grade of *C or lower* in three or more classes. Students who meet criterion 1 or 2 are disqualified from the university; students who meet criterion 3 are disqualified from their graduate program.

Disqualifications are made after grades have been posted for the semester. Upon disqualification, the student is disenrolled from all of their next semester classes (for students disqualified from the University) or from their classes in their graduate program (for students disqualified from their graduate program). *Students are not permitted to enroll in these classes during the semester following their*

disqualification. If the students are readmitted, they may not enroll until the semester following their readmission to the University or program.

Policy on Petitions for Disqualified Readmission

Disqualified students may petition to be readmitted to the university or graduate program. They must complete the following steps:

1. They must complete the following to initiate the Petition.
 - a. The *Petition for Readmission of Disqualified Graduate or Advanced Certificate Student* (available at <https://academics.fresnostate.edu/drgs/gradstudies/forms/index.html>).
 - b. A one-page letter describing the circumstances leading to disqualification and a plan to remediate their deficiencies in GPA or grades.
 - c. Any documentation supporting claims made in their letter or petition form.
2. They must meet with the Department's Graduate Coordinator and at that time provide all documents listed in step 1. University policy requires a meeting with the Graduate Coordinator. *The deadlines to complete steps 1 and 2 are the same as the application deadlines for fall and spring semester admission; check with graduate admissions for the dates. No petitions may be submitted during the summer or before the start of a semester.*
3. The Graduate Coordinator will forward the petition and documents to the graduate faculty of students' graduate program.
4. A meeting of the graduate faculty of students' graduate program and the Graduate Coordinator will be held to review the student's petition and make a recommendation.
5. The Graduate Coordinator will provide to the student, in writing, the recommendation of the program graduate faculty. This recommendation will be emailed to the student.
6. The student has the right to appeal the decision of the department to the Dean of the Division of Graduate Studies (in cases of disqualification from the University) or to the Dean of the College of Health and Human Services (in cases of disqualification from the graduate program).

Financial Aid

Financial aid funding levels are determined by the unit totals for a program as stated in the university catalog. Speech-Language Pathology is listed as a 36-unit program. However, students will take an additional 22-35 units of practicum. The result is that SLP students may exceed their funding levels during their graduate program. Students receiving *loans* may need to complete a Maximum Unit Petition, which requires verification from the Graduate Coordinator included with the petition. Petition instructions are available from the Financial Aid website. Students receiving *grants* will be funded to a set number of units; extension is not available. Students receiving a grant would need to seek an additional funding source once the maximum units have been reached. Financial aid forms and information are at <http://www.fresnostate.edu/studentaffairs/financialaid/>.

Culminating Experience

A culminating experience is required for each master's degree. Acceptable culminating experiences include comprehensive examination, thesis (299), or project (298). Currently, comprehensive exams and thesis are available options for SLP majors. Selection of the culminating experience should be decided by the end of the first semester of graduate studies. Students who have enrolled in thesis or project units will not be permitted to change to another culminating experience during the semester in which they apply for the MA degree to be granted. Please note that if you change your culminating experience after you have enrolled in thesis (CSDS 299) or project (CSDS 298), the units are given a grade of *F* upon graduation.

Thesis

A thesis is the written product of the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation. Normally, an oral defense of the thesis will be required.

If you have decided to pursue thesis as a culminating experience, please download the thesis guidelines and template from the Division of Graduate Studies website. Also, you must view the Thesis Information Session video created by the Division of Research and Graduate Studies (this is available on YouTube). Please take a look at what makes a good thesis proposal. The department also has a cabinet full of theses conducted by previous students. You have full access to these documents.

Students seeking to conduct a thesis must follow specific approval guidelines. This involves the formation of a graduate committee consisting of a minimum of two members of the CSDS department faculty and one member from the department or another setting deemed appropriate to the thesis objectives. The chair of the thesis committee and one other member must hold a Ph.D. or Ed.D. from an accredited university. The chair must also have previous service as a thesis committee member. Faculty members are not required to serve on any particular thesis or thesis committee; therefore, the ability of the student to form a thesis committee is required to begin a thesis. A THESIS (299) COMMITTEE ASSIGNMENT form must be filed with the Graduate Coordinator at the time the student advances to candidacy. Students conducting thesis research involving human subjects should not begin use of human subjects until written approval has been received from the University Committee on Protection of Human Subjects (CPHS). Guidelines, forms, and protocols can be obtained from the Human Subjects website (<http://www.fresnostate.edu/academics/humansubjects/>)

Graduate Project

Currently, the Department does not regularly offer a “Project” option for the culminating experience.

A project is a significant undertaking of a pursuit appropriate to the fine and applied arts or to professional fields. It must evidence originality and independent thinking, appropriate form and organization, and a rationale. A project should be considered to be comparable to a thesis in scholarship — it is a thesis with a resulting “product.” Students will be required to provide a written rationale with a

literature review, data from field-testing, and any other appropriate written documentation. An oral defense of the project *will* be required.

Students seeking to conduct a project must follow the same approval guidelines as required for a thesis. This involves the formation of a graduate committee consisting of two members of the CSDS department faculty and one member from the department or another setting deemed appropriate to the project objectives. The chair of the project must hold a Ph.D. or Ed.D. from an accredited university. One other member of the committee must hold a Ph.D. or Ed.D. from an accredited university. Faculty members are not required to serve on any particular project or thesis committee; therefore the ability of the student to form a project committee is required to begin a project. Though it will not be submitted to the Division of Graduate Studies, a *Project (298) Committee Assignment* form must be filed with the Graduate Coordinator at the time the student advances to candidacy. (The form is available from the Graduate Coordinator.)

Comprehensive Examination

A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination must evidence independent thinking, appropriate organization, critical analysis, and accuracy of documentation.

Statement of Philosophy: Comprehensive examinations are a means by which the faculty assesses your performance at the conclusion of your graduate program before granting the Master of Arts Degree in Speech-Language Pathology. This assessment is achieved through a series of questions and activities. The written exams provide your faculty the first opportunity to determine if you have achieved adequate mastery of the field. When a written answer in a specific area of study appears insufficient (see *Grading of the Comprehensive Exams*), the faculty may examine that area in more depth during oral examinations in an attempt to determine if you need more review and study in that area. Oral questioning may range beyond the content of the written question in an attempt to determine your level of expertise in that area, and you will want to keep in mind that your faculty is evaluating you globally in each area, rather than focusing only on the original written question and its answer.

Written Comprehensive Examinations - Speech Language Pathology: The candidate for the Master of Arts in Speech-Language Pathology will be examined within four general areas.

Area I: Basic Communication Processes

1. Basic understanding of the anatomy, neurology, and physiology of the speech, language, swallowing, and hearing mechanisms, and how these might be impacted by aging.
2. Understanding of the typical process of speech sound acquisition, phonologic development, and language acquisition.
3. Basic understanding of language acquisition, communication modalities, verbal expression, and verbal behavior.
4. Professional issues and ethics as they apply to Speech-Language Pathology.
5. Research principles and procedures.
6. The principles of evidence-based practice.
7. An understanding of typical speech sound production and classification, phonologic processes, and the components of language.

Area II: Disorders of Speech and Language

1. An understanding of the various disorders common to speech and language pathology; their classification, manifestation, etiologies, prevalence, and so forth.

Area III: Diagnostic Procedures in Speech-Language Pathology

1. Techniques and instruments used in the assessment of speech, language, and swallowing disorders in children and adults.
2. Psychometric principles (e.g., validity, reliability, standardization, statistical principles, etc.).
3. Understanding of procedures utilized to determine the cause(s) of specific speech and language disorders.
4. Formal and informal assessment procedures.
5. Dynamic assessment.
6. The assessment of the speech-language skills of individuals from diverse backgrounds.
7. The principles of person-centered care as they apply to assessment.

Area IV: Intervention and Remediation of Speech and Language Disorders

1. Understanding the common principles and procedures used in habilitative and rehabilitative services for persons with various disorders of communication and swallowing.
2. An understanding of the rationale given in support of specific methods that may be employed in speech, language, and swallowing treatment.
3. Principles of determining client progress and how that informs decision making.
4. Principles of evidence-based practice.
5. The principles of person-centered care as they apply to treatment of communicative disorders.

Examination Procedures: The comprehensive *written examination* will be written in 2 days; with one half of the examination (questions on 2 areas) administered each day. Students will have a total of 8 hours for the written questions; 4 hours are provided each day. It is frequently helpful for students to spend a few minutes per question to organize an outline of the major points that will be covered in the response. An outline helps students direct their thoughts, organize their answer, and monitor their time allocated for that answer. An outline also helps ensure that a comprehensive response is provided. Students' answers will be evaluated according to the quality of writing, including organization and clearness of expression, accuracy of information, and completeness.

Grading of the Comprehensive Examinations: The written answer for each area is graded as "passed," "marginally passed," or "failed." See the definitions below.

Passed: The student has demonstrated adequate mastery of the area.

Determine with Oral Examination: It cannot be determined if the student has or has not passed the examined area. Student will be orally examined in this area. The result of the oral examination will be a determination that the student has either "passed" or "failed" that area.

Failed: Demonstrated insufficient mastery of the area. Student will retake the written examination in at least this area (see *Comprehensive Examination Retake Policy* below);

students who pass less than 50% of the areas in which they were examined during their current attempt will be required to retake *all areas* of the written examination.

Oral Comprehensive Examinations: Students take an oral examination for areas of their current attempt of the written examination that are graded “Determine with Oral Examination.” The oral examinations will typically occur 2-3 weeks after the written examinations. There will be a minimum of 2 faculty present at each oral examination. Oral exams may be broader in scope than the written question.

An oral exam usually begins with an opportunity given for the student to clarify, expand, or correct the answer from the written exam. Faculty will then pursue certain areas in greater depth as deemed necessary. Those in attendance at the oral exam will make the decision regarding passing the oral segment of the comprehensive examinations, immediately after it is completed. These results will be shared with the student at that time. Passing the oral will mean having passed comprehensive examinations for the area(s) in question.

Comprehensive Examination Retake Policy: Upon completion of an attempt (i.e., written and any oral examinations), a student will have a grade of “passed” or “failed” in each area examined. Students who fail one or more areas of their comprehensive examination during a single examination attempt will be required to retake the written comprehensive examination.

Whether a student retakes, during their *next* examination attempt, the entire examination or just the areas failed in their *current* attempt are determined by the percent of areas passed during their current examination attempt. If during the *current attempt* a student passes 50% or more of the areas in which they were examined, the student will retake on their next attempt only the areas failed during the current attempt. If, during the *current attempt*, a student passes *less than 50%* of the areas in which they were examined, the student will retake all areas. **Note that this means that a student may be required to retake areas they had passed during a *previous attempt*.**

Appeal of Comprehensive Examination Results: Any student who chooses to dispute the results of their comprehensive exams will follow the University Dispute Resolution Policy (APM 415 – section IV) found at: <https://academics.fresnostate.edu/facultyaffairs/documents/apm/415.pdf>

Graduate Student Complaint Procedure

If a student receives a grade for a course he or she believes was assigned incorrectly, unfairly, prejudicially, or capriciously, the following steps should be taken:

1. The student should speak with the instructor who assigned the grade by no later than the end of the third week of the next semester. It may simply be that an error has occurred, which can be easily corrected with a grade correction form signed by the instructor and submitted to the records office.
2. If the student is not satisfied with the instructor's explanation, he or she may appeal the grade, and speak to the department chair about it immediately. The department chair will discuss the allegation with the instructor and give the student a response within ten working days.
3. If the student is still not satisfied with the department chair's response, the student may submit a written statement protesting the grade to the chair of the Student Academic

- Petitions Committee (SAPC) within five working days.
4. The student should contact the Office of Advising Services, Joyal Administration Building, Room 224, at 278-1787, and ask to make an appointment with the counselor in charge of grade protests. The counselor will provide the student with the necessary paperwork to be submitted to the Student Academic Petitions Committee and will help guide the student through the grade protest process.
 5. The chair of the SAPC will send the student's statement to the instructor who is required to respond in writing by a specified date. The student's statement and the instructor's statement will be reviewed by the SAPC committee at its next meeting.
 6. Once a decision by the SAPC is reached, the student will be notified of it in writing and will receive a copy of the instructor's written response.
 7. Further information on the University's Dispute Policy can be found here: <http://fresnostate.edu/academics/facultyaffairs/documents/apm/415.pdf>

Students who have an immediate concern regarding a clinical supervisor/educator or professional services being provided during their clinical practicum, should first attempt to resolve the issue through direct communication with the clinical supervisor/educator. If the student is not satisfied that the issue has been resolved, he or she should present the concern to the Clinic Director who will work with the student to address the issue. If the issue is not resolved, or if the issue is in regards to the Clinic Director, the student should present his or her concern to the Department Chair. The Department Chair will work with the student to address the issue. If the issue is not resolved to the student's satisfaction, the student can present his or her concern to the Dean of the College of Health and Human Services.

Speech-Language Pathology Complaint Procedure to CAA

A complaint about any accredited speech-language pathology program or program in candidacy status may be submitted by any individual(s). Complaints about programs must meet all of the following criteria:

1. Be against an accredited graduate education program or program in candidacy status in audiology or speech-language pathology
2. Relate to the Standards for Accreditation of Entry-Level Graduate Education Programs in Audiology and Speech-Language Pathology in effect at the time that the conduct for the complaint occurred, including the relationship of the complaint to the accreditation standards
3. Be clearly described, including the specific nature of the charge and the data to support the charge
4. Be within the timelines specified below:
 - a. If the complaint is being filed by a graduate or former student, or a former faculty or staff member, the complaint must be filed within one year of separation* from the program, even if the conduct occurred more than 4 years prior to the date of filing the complaint
 - b. If the complaint is being filed by a current student or faculty member, the complaint must be filed as soon as possible, but no longer than 4 years after the date the conduct occurred

- c. If the complaint is being filed by other complainants, the conduct must have occurred at least in part within 4 years prior to the date the complaint is filed
- d. **Note: For graduates, former students, or former faculty or staff filing a complaint, the date of separation should be the date on which the individual was no longer considered a student in or employee of the graduate program (i.e., graduation, resignation, official notice of withdrawal or termination), and after any institutional grievance or other review processes have been concluded.*

Complaints also must meet the following submission requirements:

1. Complaints against a program must be filed in writing using the CAA’s official **Complaint Form** [DOCX]. The Complaint Form must be completed in its entirety, which includes submitting a waiver of confidentiality with the complaint. Failure to provide a signed waiver of confidentiality will result in dismissal of the complaint. The CAA does not accept complaints over the phone.
2. The complainant’s name, address, and telephone contact information and the complainant’s relationship to the program must be included in order for the Accreditation Office staff to verify the source of the information. The CAA does not accept anonymous complaints.
3. The complaint must include verification, if the complaint is from a student or faculty/staff member, that the complainant exhausted all pertinent institutional grievance and review mechanisms before submitting a complaint to the CAA.
4. Documented evidence in support of the complaint must be appended, including as appropriate relevant policies/procedures, relevant correspondence (including email), timelines of referenced events, etc. **Do not** enclose entire documents, such as a handbook or catalog; only the specific pages should be included that present content germane to the complaint. Page numbers to these appendices should be referenced in the complaint. Materials may be returned to the complainant if not properly organized to support the complaint.
5. The complaint must be complete at the time of submission, including the complaint, waiver, and all appendices; if a complainant submits an amended complaint, including providing additional appendices, it will void the original submission and initiate a new process and timeline.
6. All complaints and supporting evidence must be submitted in English, consistent with the business practices of the CAA.
7. The complaint must be signed and submitted with any relevant appendices via U.S. mail, overnight courier, or hand delivery—not via e-mail or as a facsimile—to:
*Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology
 American Speech-Language-Hearing Association
 2200 Research Boulevard, #310
 Rockville, MD 20850*

Graduation Information

For complete, detailed information on graduation policies and procedures, refer to the “Graduate Studies” section of the university General Catalog and the following website:

<http://www.fresnostate.edu/academics/gradstudies/requirements/graduation.html>. The application period

for submitting your graduation application generally occurs within the first two weeks of the semester in which you intend to graduate. The graduation application is available through your student portal and completed online.

Deadlines are available at <http://www.fresnostate.edu/academics/gradstudies/deadlines.html>.

Additional Policies

Department Policy on Extra-Credit Assignments: It is the policy of the Department of Communicative Sciences and Deaf Studies that no instructor teaching Departmental courses may provide extra-credit assignments (i.e., assignments beyond the assessment methods and not part of the total number of possible points, as stated in the syllabus).

Department Policy regarding Online Examinations: It is the policy of the Department of Communicative Sciences and Deaf Studies that for all CSDS courses that include online examinations:

- Online exams must take place at the same time that the class is scheduled (allowing several extra minutes to account for the extra steps students must go through to log on).
- Online exams can take place in the classroom with the faculty member monitoring students for cheating. Use of the LockDown Browser is recommended but not required within the classroom.
- Online exams can be offered outside of the classroom, but still need to occur during the regular class time. In addition, the LockDown Browser and Respondus Monitor must be used if students are taking online exams remotely.

Department Policy on Updating Department Website: It is the responsibility of the Speech-Language Pathology Program Director to update the website in accordance with the standards of the Council for Academic Accreditation (CAA) once a year at the time that the program's annual report is submitted to CAA.

Department Policy on Language Proficiency Testing for International Students: International applicants to the graduate program from non-English language countries are required to take the Test of English as a Foreign Language (TOEFL). A minimum Total TOEFL score of 105, with at least a 26 on Speaking and Listening Subtests, is required for admission to the program.



Student Support Resources

Academic Resources

- **Learning Center:** The Learning Center offers free peer tutoring to students in a variety of subjects, SupportNet Advising, and Supplemental Instruction. Located in the Fresno State Library, Collection Level. For more information, call 559.278.3052 or check online at www.fresnostate.edu/learningcenter.
- **Fresno State Library:** The Fresno State Library is a center for study, learning, and scholarship at Fresno State. Visit their website at www.fresnostate.edu/library or call at 559.278.2551.
- **Free Tutoring:** Some academic departments offer free tutoring labs through the Department (e.g., Psychology, English, and Chemistry). Check with your instructor, department or visit the Learning Center website for a comprehensive list at www.fresnostate.edu/learningcenter.
- **Writing Center:** The Writing Center offers free help with planning, researching and referencing for class papers and projects. Located in the Education Building, Room 184 or by phone 559.278.0334. www.fresnostate.edu/writingcenter.
- **Instructor Assistance:** Your instructors are here to help you learn. If you are having difficulty in a class, talk with your instructor during their office hours and ask for help!
- **Innovative and Digital Excellence for Academic Success (IDEAS):** IDEAS serves students, faculty and staff by providing access and support for CANVAS, an online course management system used for delivering interactive online courses. Visit <https://academics.fresnostate.edu/ideas/index.html> for more information.

Health and Personal Well Being

- **Counseling Center:** The Counseling Center offers free counseling to help with any issues that may interfere with your academic success. They are located in the Health Center, Area E. Call 559.278.6738.
- **Student Health & Counseling Center:** Provides students with outpatient medical care, as well as psychological counseling services. Located in the Health Center. Call 559.278.2734 or visit www.fresnostate.edu/health.
- **Services for Students with Disabilities:** Provides specialized resources that help students with physical, psychological, and learning disabilities. They are located in the Fresno State Library, first floor, south wing, suite 1202. Call 559.278.2811 or visit www.fresnostate.edu/studentaffairs/ssd.
- **Student Recreation Center:** Our mission is to provide quality recreational opportunities, experiences, and facilities for the university community. Current Fresno State Students use this facility free of charge. Please contact them at <https://auxiliary.fresnostate.edu/association/src/index.html> for more information.