Chapter 2

Academic and Professional Standards and Policies

The goal of the School of Communication Sciences and Disorders and the College of Education is to provide an educational experience through which students may develop as confident, competent, and ethical speech-language pathologists who meet the program’s expectations and the standards established by The American Speech-Language-Hearing Association and the State of Oregon Board of Examiners in Speech Pathology and Audiology.

To assist students in meeting these requirements students in the School of Communication Sciences and Disorders are expected to learn and practice appropriate professional and ethical behaviors. The School of Communication Sciences and Disorders reserves the right to define professional competence and behavior, to establish standards of excellence, and to evaluate students in regard to them.

Agreement to abide by the policies and procedures of the University and the program is implicitly confirmed when students register each term. Students are expected to adhere to the various administrative and academic deadlines listed in the academic calendar and in course syllabi. Failure to do so may jeopardize their academic standing and may constitute grounds for probation or dismissal from the program. Students must maintain good standing in the program in order to be eligible for federally funded financial aid or University/College of Education scholarships.

Good standing in the School of Communication Sciences and Disorders and the College of Education is defined as:

- Continued enrollment
- Satisfactory academic progress
- Satisfactory performance in clinical practica
- Satisfactory performance on knowledge and skill competencies
- Behavior that leads to professional competence and positive interpersonal and professional relations
- Appropriate professional/ethical conduct and attitudes

Students are evaluated regularly in all these areas. These program-specific policies supersede University guidelines.

Code of Academic and Professional Conduct

The following behaviors are expected while enrolled in the program and while representing the University. The inability to meet these standards will lead to disciplinary action and can result in dismissal from the school. Conduct inconsistent with these standards, such as plagiarism, cheating, lying and/or fraud, is considered unprofessional and will not be tolerated.

Attitude: Students are expected to possess personal qualities of integrity, honesty, dedication, responsibility, and strong ethical values; recognize the worth and dignity of all persons; and demonstrate sensitivity to others and a positive outlook. Students are expected to work cooperatively with others; participate and share information; treat faculty and staff, peers, students and mentors with
respect; display a willingness to learn and accept constructive criticism; be punctual; and demonstrate behavior that contributes to a positive learning environment.

**Ability to work with others:** Cooperation and collegiality are required to be an effective professional. Students are therefore expected to cooperate, participate, share information, and show respect for others while enrolled in the program.

**Ability to work independently:** Initiative, perseverance, and self-discipline provide the foundation for professional excellence. Students are expected to initiate and pursue study independently and to accept responsibility for their own learning.

**Appearance:** Students are expected to observe professional guidelines for appropriate dress and hygiene.

**Research:** Students are required to abide by the ethical principles of research with human participants as defined by the American Psychological Association.

**Citizenship:** Students are expected to display those attributes expected of a member of a learned profession; promote democratic citizenship; demonstrate social awareness and a sense of social responsibility; and exemplify good citizenship in all social and community interactions.

**University rules and policies:** Students are expected to follow all guidelines set forth by Pacific University including those concerning smoking, parking, and alcohol use on campus.

**Violations of the Code of Academic and Professional Conduct**
The School of Communication Sciences and Disorders and the College of Education assign great importance to self-discipline, the ability to work with others, and the ability to conduct oneself in a professional manner. Violations of the Code of Academic and Professional Conduct can result in the dismissal of the student without previous warning at any time in his or her academic career. If such a violation occurs while a student is involved in a clinical practicum, the student may be removed from the practicum pending an investigation.

Any faculty member, instructor or individual with direct knowledge of a student’s violation of the Code of Academic and Professional Conduct may notify the Dean of the College of Education of the violation. The notice must be in writing and signed. The Dean will convene a committee composed of a faculty member from the College of Education, a faculty member from another Pacific University professional program, and a student representative to review allegations and recommend a resolution to the Dean of the College of Education who will make a final determination.

Per University policy, that decision can be appealed to the University Standards and Appeals Board.

**Dismissal**
The Dean of the College of Education will consider on an individual basis a recommendation for dismissal if a student fails to sustain satisfactory progress toward completion of the degree or because two or more substandard grades exist on the student’s transcript at any time, or if any of the following occur:

- Indications of poor academic performance
• Insufficient progress in meeting knowledge and skills competencies
• Failure to comply with School of Communication Sciences and Disorders and the College of Education rules or procedures
• Unprofessional conduct, unethical conduct, or illegal conduct
• Evidence of behavior that may hinder professional competence and interpersonal or professional relations

Ordinarily, a student will have received warnings that his or her work is less than satisfactory before dismissal. However, a student may, for adequate cause, be dismissed without previous warning. Per university policy, a student can appeal the decision.

Clinical practica is considered a part of the academic program. Specific procedures apply when students are unable to meet the demands of the practicum placement. Those procedures are described in Chapter 4 Clinical Practica Policies and Procedures.

**Appeals Procedure**
A student may appeal a decision of the College of Education related to academic standing by submitting a letter to the Dean within ten business days of the decision. The appeal will be heard before a committee of five members convened by the Dean. The committee will consist of a member of the Education Consortium, a faculty member from the Faculty of the Professional Schools, a faculty member from the College of Education outside of the student’s own program, a faculty member selected by the student, and another student. Any appeal of this committee’s decision must be referred to the University Standards and Appeals Board.

**CSD Academic Performance Review**
The Communication Sciences and Disorders faculty will evaluate each student’s academic performance, practicum skills, and professional behaviors demonstrated in university classes and clinical practica. These evaluations will occur at the halfway point and at the end of each semester. Students will receive written notification of the results of these evaluations. Evaluations will adhere to standards set forth in the Pacific University Graduate Professions Catalog and the American Speech-Language-Hearing Association Standards for Certification regarding knowledge and skills acquisition.

A student who is not performing adequately will receive notification through written and verbal notification and individual advisement. In addition, the overall academic and clinical progress of each student is reviewed at the midpoint and at the end of each grading period by Communication Sciences and Disorders faculty. Semester grades of less than “B-”, that is “C+”, “C”, “C-”, “D”, “F”, and “NP”, are considered substandard.

Students must maintain a cumulative GPA of 3.0 in each semester enrolled and have no more than one “rectified” substandard grade on their transcript in order to continue in the program. Students may not register for classes with a recorded un-rectified substandard grade or with a cumulative GPA of less than 3.0. To continue in the program, any substandard grade must be rectified, either by taking the course again or through a remediation plan with the course instructor. It is the responsibility of the student to initiate the remediation plan with the course instructor, and agree in writing to, a means of rectifying the substandard grade.

**CSD Grading Policy**
The School of CSD uses an “A” through “F” grading scale including “+” and “-” for most academic coursework. (Please see the section “Academic Policies and Procedures” in the Graduate Professions Catalog for numerical values used in calculating grade point averages.) The Clinical Methods and Observation course, Practicum Seminars, Practicum, and Externship will be graded on a Pass/No Pass option.

In graduate courses, all work below a “B-” is considered substandard and must be rectified.

Substandard Grade Implications

Academic Courses:
“F” Grade on any single course: Dismissal from the program. The student may apply for readmission the following year. Readmission, if allowed, will be contingent on the student retaking the failed course and obtaining a grade no lower than B-.

“Below B-” Grade on any single course (except for F grades – see above): The student must successfully complete a remediation plan before the start of the next semester (successful completion of the remediation does not change the grade). Failure to successfully complete the remediation will result in dismissal from the program. If dismissed, the student may apply for readmission which would begin the next time the course with the low grade is offered (typically the following year). Readmission, if allowed, will be contingent on the student retaking the failed course and obtaining a grade no lower than B-.

2nd “Below B-” Grade (on any course): Dismissal from the program. The student may apply for readmission the following year. Readmission, if allowed, will be contingent on the student retaking the failed course and obtaining a grade no lower than B- in both courses.

Practicum Courses:
“No-Pass” Grade: (1) Student will receive no clinical hours for the practicum. (2) Student will successfully complete a comparable practicum the following semester with a remediation plan in place (successful completion of the remediation does not change the grade). Student may enroll in academic courses the following semester. Subsequent clinical assignments will be contingent on availability (i.e., clinical externship may not be available during the summer semester).

2nd “No-Pass Grade”: Dismissal from the program.

Combined Academic and Practicum Courses:
“Below B-” Grade in any single academic course combined with a “No-Pass” Grade in any Practicum course: Dismissal from the program.

Incompletes
Instructors may issue a grade of Incomplete only when the major portion of a course has been completed satisfactorily, but health or other emergency reasons prevent the student from finishing all requirements of the course. The instructor and the student should agree upon a deadline by which all work will be completed. Students may not begin full-time externships during the final semester until all Incompletes are removed. Please see section “Academic Policies and Procedures” in the Graduate Professions Catalog for a more complete description of an Incomplete grade.
**CSD Competencies & Remediation Policy**

Graduate students in the School of Communication Sciences and Disorders must achieve a level of mastery established by faculty for designated ASHA knowledge and skill competencies. Mastery is achieved when markers of competency are reached in related coursework and clinical activities.

When a student does not demonstrate competency in a given area, the method for resolving the missed competency will be at the Instructor’s discretion. Methods for resolving a competency may include, but are not limited to:

- Re-taking an entire exam or a portion of an exam
- Re-doing an assignment
- Completing an alternative assignment
- Re-taking an entire course

Remedial activities intended to address unmet markers do **not** alter the student’s grade for an assignment. Remedial activities are conducted only to demonstrate competencies that are required for ASHA professional certification.

When a student does not successfully complete an activity that is tied to a marker, the course instructor will create a remediation plan. The plan will be specified using the *Contract for Remediation of ASHA Competencies* located in the Appendix.

**Academic Integrity within Coursework**

Plagiarism means you know that the work you are turning in is not your own, such as using a paper obtained from someone else as your own, failure to cite material used or quoted, working/consulting with your peers to complete work unless otherwise instructed, or cutting and pasting together work from sources not written by you. Plagiarism is unacceptable. If you have any questions or doubts regarding plagiarism please ask the faculty. It is your responsibility to ensure that no cases of plagiarism are found in your work. Since it will not be possible to determine whether or not plagiarism is intentional or unintentional, all instances will be treated the same way, and will not be tolerated.

**CSD Class Attendance Policy**

Students are expected to attend, come prepared, and participate in all scheduled and online, classroom, clinical, and related activities. Arrangements to miss a class, clinic, or other required activity must be made in advance.

The Program uses multiple active and engaged learning strategies in all courses. Clinical and professional skills critical for practice are also learned during in-class experiences, workshops, and laboratories.

Students are responsible to meet learning objectives and complete requirements due to absence or lateness. Opportunities to make up missed activities will be at the discretion of the course instructor.

Attendance at regularly scheduled classes is limited to students who are currently enrolled in the course or to invited guests of the course instructor(s). All other guests, including family members, require prior approval from the course instructor.
**Attendance Policy for Clinical Practica and Externships**

Students are expected to attend clinical practicum/externship on all scheduled days during the semester. Attendance requirements during clinical practicum include all professional and special events required of the off-site supervisor. Only illness or family emergencies constitute a legitimate excuse for absence. If illness or an emergency necessitates an absence, the student is responsible for notifying their off-site supervisor and university supervisor in a timely fashion.

Students are expected to offer to make up any missed days. This many involve extending the practicum beyond the original end date. Make-up days will be dependent on the schedule and availability of the off-campus supervisor.

**CSD Guest Presentations**

Students must convey professional appearance and professional behavior when a guest presenter or visitor is invited to a class or other event. In addition, students are expected to be attentive and respectful of all guests. This includes turning off technologies, refraining from talking with others during a presentation, and displaying appropriate body language.

**CSD Assignments**

All assignments are to be individual work unless otherwise specifically stated by the instructor. Each assignment listed on the syllabus or in a learning contract is due at the beginning of the class period. Any assignments turned in after the instructor has collected them in class are considered late. Emailed assignments must be emailed to the course instructor by the time they are listed as due. Assignments emailed after the posted time due are considered late.

**CSD Writing Criteria**

Writing criteria for all written assignments, unless otherwise specified, includes handing in assignments word-processed, double-spaced and in 11 or 12 point font. Additional writing criteria, such as using APA style for formatting and citations will be specified by individual course instructors.

**Exams and Quizzes**

All exams and quizzes are to be taken independently and honestly. Books, notes, online resources, and communications with peers (in person verbally, or via email, instant messaging, cell phone, text messaging, or any other technology) are not allowed during exams whether they are taking place on site or via Moodle, unless otherwise directed by the course instructor.

**Instructor Responsibilities**

The School of Communication Sciences and Disorders and the College of Education expects that its instructors will design and teach courses that appropriately challenge students. From the beginning of the course, instructors will clearly communicate expectations regarding standards of performance and will explain how grades will be determined and assigned. It is expected that students will receive feedback concerning their status during the course and that all graded work will be returned promptly.

Instructors in the School of Communication Sciences and Disorders will model and communicate expectations for exemplary professional behavior. Instructors will warn students when their academic performance or professional behavior is less than satisfactory as soon as that becomes apparent to the instructor.
Assignments and tests will be designed to allow a determination of students’ conceptual understanding of course material and their ability to apply what they have learned in an authentic manner in an educational setting. Instructors are responsible for judging the quality and accuracy of student work and assigning grades.

Instructors are expected to possess personal attributes of honesty, dedication, responsibility, and strong ethical values. They are expected to create a learning environment that is challenging, positive, and rewarding and that honors cultural differences and diversity. Instructors are expected to treat students and peers with respect and adhere to all Pacific University rules and guidelines, including those concerning smoking, parking, and alcohol use on campus.

**CSD Social Media Policies**
The School of CSD recognizes that social networking websites and applications, including but not limited to Facebook, Twitter and others, are an important and timely means of communication. Upon entry into a professional program, students, staff, and faculty members must be aware that one’s personal life and behavior can and will affect one’s professional life and credibility. Students, faculty, and staff should have no expectation of privacy on social networking sites; care needs to be taken as to how one uses social media even with regards to one’s personal life. Employers, colleagues, clients, care partners, or other will have access to your information that is posted online. Students, faculty, and staff must be aware that posting certain information is illegal. Violation may expose the offender to criminal and civil liability. Offenses may be considered non-academic misconduct and be subject to the appropriate policies and procedures.

The following actions are strictly forbidden:

- You may not reveal the personal health information of other persons. Removal of an individual’s name does not constitute proper confidentiality or protection of health information. Inclusion of any information that may identify a person, such as: name, date of birth, age, gender, race, or diagnosis, evaluation date, type of intervention, or photographs still allow the reader to recognize or identify a specific person, and is a violation of HIPAA.
- You may not report private (protected) academic information of another student, including but not limited to: course, exam, or assignment grades; narrative evaluations; adverse academic actions; professional behavior checklists or contracts; or fieldwork performance evaluations. These constitute a violation of FERPA.
- When posting information on social networking sites, you may not present yourself as an official representative or spokesperson for Pacific University, the School of CSD, or any affiliate organization.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions listed above and below.
- You may not threaten or word statements that imply threat to a fellow student, faculty, peers, staff, clients, caregivers, or fieldwork supervisors.

Additionally, the actions listed below may be considered a violation of professional behaviors and may be the basis for disciplinary action:

- Display of vulgar language.
• Display of language or photographs that imply disrespect for any person or group because of age, race, ethnicity, gender, gender identity, ability status, sexual orientation, or other group protected by anti-discrimination.

• Display of information including personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, sexual promiscuity, or extreme or violent political/activist groups.

• Display of personal engagement in illegal activities including use of recreational drugs.

• Posting of potentially bullying, inflammatory, or unflattering material on another individual’s website (e.g. on the “wall” of that individual’s Facebook site).

**Concerns Regarding Accreditation by the Council on Academic Accreditation (CAA)**

Students concerns may relate to accreditation standards of the Council on Academic Accreditation (CAA). This accreditation is an assurance that the program is abiding by all required standards for academic content and following approved procedures in the delivery of this content. In the event of a serious concern, students may contact the CAA directly for information. According to the CAA, complaints about programs must:

1) Be against an accredited education program or program in candidacy status in speech-language pathology and/or audiology

2) Relate to the standards for accreditation of education programs in audiology and speech-language pathology

3) Include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted all institutional grievance and review mechanisms before submitting a complaint to the CAA.

The full process of the CAA complaint procedure is available on-line on the ASHA website. ([www.asha.org](http://www.asha.org))

**Privacy Rights of Students/Family Educational Rights and Privacy Act (FERPA)**

Students should be aware of the University’s policy of Privacy Rights of students which states that: “No one outside the institution shall have access to nor will the institution disclose any information from any students’ education records without the written consent of students.” The document *Pacific University Institutional Procedures Regarding the Family Educational Rights and Privacy Act (FERPA)* can be found in the Appendix.

Educational records refer to:

a) the records and information contained in each student’s file and

b) anecdotal information that a faculty or staff member may possess regarding a student’s academic standing or performance which may include, but is not limited to, a student’s knowledge, skills and attributes.
Note: Refer to section Academic Standing for further clarification regarding what constitutes a student’s academic performance.

In accordance with University policy, the School may not release any records or information regarding a student’s academic performance without the expressed written consent of the student. For example, unless written permission is provided by a student, faculty and staff members may not provide recommendations for scholarships, consult with fieldwork educators, or provide written or verbal employment references. Therefore, it is necessary for the School to have student’s written consent to release such information. Each student will be requested to sign, as appropriate, the form titled Student Consent For Release of Information. The consent will remain in effect until written notification is received rescinding the request.

Notice of Nondiscrimination Policy
It is the policy of Pacific University not to discriminate on the basis of sex, physical or mental disability, race, color, national origin, sexual orientation, age, religious preference or disabled veteran or Vietnam Era status in admission and access to, or treatment in employment, educational programs or activities as required by Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans with Disabilities Act of 1990, or any other classification protected under state or federal law, or city ordinance. Questions or complaints may be directed to the Vice President for Academic Affairs, 2043 College Way, Forest Grove, OR 97116, 503-352-2215.

Safe Environment Policy
Pacific University's Rights and Responsibilities policy seeks to maintain conditions favorable to learning. Students have the right to pursue an education free from discrimination based on gender, religion, marital status, age, sexual orientation or handicap. Students have the responsibility to conduct themselves, both individually and in groups, in a manner which promotes an atmosphere conducive to teaching, studying and learning. This policy is described in detail in Pacific University Professional Programs Course Catalog or the Pacific University Arts and Sciences Course Catalog.

Students With Disabilities
Services and accommodations are available to students covered under the Americans with Disabilities Act. The university requires appropriate documentation of a disability in order to enable students to meet academic standard. Students who require accommodations in any course must contact the Director of Learning Support Services for Students with Disabilities who will meet with the student, review the documentation of the disability and discuss the services Pacific offers and any accommodations required for specific courses. It is extremely important that students begin this process at the beginning of the semester. Students are encouraged to work with faculty proactively in developing strategies for accommodation. This policy is described in the Pacific University Professional Programs Course Catalog and the Pacific University Arts and Sciences Course Catalog.