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The MASTER OF SCIENCE (M.S.) education program in SPEECH LANGUAGE PATHOLOGY STUDENT HANDBOOK

Saint Mary's College
NOTRE DAME, IN

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Speech Language Pathology

SPEECH LANGUAGE PATHOLOGY GRADUATE STUDENT HANDBOOK

The Master of Science (M.S.)

Speech Language Pathology

Department of Speech Language Pathology

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The Master of Science (M.S.) education program in speech-language pathology (residential) at Saint Mary's College 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 301296-5700.

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Introduction

This document outlines policies and practices for successful completion of the Master of Science (M.S.) education program in Speech Language Pathology through the Department of Speech Language Pathology. Other College-specific policies regarding graduate education may be found in the College Bulletin. https://www.saintmarys.edu/registrar

Saint Mary's College Mission Statement

Founded by the Sisters of the Holy Cross in 1844, Saint Mary's College promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. Saint Mary's is a Catholic, residential, women's, liberal arts college offering undergraduate degrees and co- educational graduate programs.

A pioneer in the education of women, the College fosters an inclusive, academic community where students discover and develop their talents as they prepare to make a difference in the world. All members of the College contribute to this mission in their response to the complex needs and challenges of contemporary life.

Speech Language Pathology Mission Statement

The Mission of the Department of Speech Language Pathology is to provide high quality preparation to undergraduate and graduate students seeking careers in working with individuals who have speech, language, and hearing disorders, and their families. Program graduates will be guided by principles of evidence-based practice and will work in collaboration with other professionals, adhering to the highest ethical standards in serving the needs of our diverse community.

History of the College

In 1843, University of Notre Dame founder Father Edward Sorin wrote to his superior, Father Basil Anthony Moreau, to request that he send sisters to a new mission in the wilderness of northern Indiana "to look after the laundry and the infirmary…and also to conduct a school, perhaps even a boarding school." Four Holy Cross sisters answered the call and, after a 40-day voyage from Le Mans, France, they arrived on May 30, 1843. They established the first school and novitiate in 1844 just north of South Bend, IN, in Bertrand, MI.

Answering the needs of their community, the sisters taught orphan girls and ministered to the poor and the sick. Under Mother Angela Gillespie, the first American to head Saint Mary's Academy, the school moved to its present site in northern Indiana in 1855.

In 1908, the charter for Saint Mary's Academy was amended to authorize the legal existence of a college, and Mother Pauline O'Neill, then director, became the College's first president. Known as the "builder for God" because of the unprecedented growth during her tenure, Mother Pauline's most notable accomplishment—Le Mans Hall—still stands as the most recognizable symbol of Saint Mary's.

The distinguished tenure of Sister Madeleva Wolff began in 1934. She reminded leaders that "the essence of our college is not its buildings, its endowment fund, its enrollment, or even its faculty; the essence is the teaching of truth." Some of her most tangible contributions included the establishment of the School of Sacred Theology and the construction of the Moreau Center for the Arts. Sister Madeleva was known for her poetry, her eloquence and her outspokenness. The Madeleva Society, composed of special benefactors of the College, bears her name, as does the Madeleva Memorial Classroom Building and the Madeleva Lecture Series.

Through 175 years and 12 presidents, Saint Mary's College has embraced the mission envisioned by Father Moreau and has continued to make real in the lives of students and alumnae its core values: learning, community, faith and spirituality, and justice. From modest beginnings as a boarding school teaching and ministering to orphans, to offering five bachelor's degrees and boasting more than 20,000 living alumnae, the College has continued to grow and prosper as a Catholic women's college in the liberal arts tradition.

In 2015, Saint Mary's College began offering graduate degrees in nursing, data science, and speech-language pathology. The expansion of educational programming is predicated on the College's long-standing responsiveness to the needs of the regional community in addition to the commitment to academic excellence. Graduate education at Saint Mary's is not restricted to women.
https://www.saintmarys.edu/about/who-we-are/history

Equal Opportunity Policy

Saint Mary's College, founded and sponsored by the Sisters of the Holy Cross, an order of the Roman Catholic Church, was chartered as an institution for women as a Catholic witness in higher education. It has continued to adhere to that focus and mission. As a Catholic institution, the College reaffirms its mission and philosophy which call for a modeling of social justice and Christian principles in our personnel policies and practices.

All College policies, practices, and procedures are administered in a manner consistent with our Catholic identity. With the foregoing understanding, Saint Mary's College will not engage in discrimination based on sex, race, color, national origin, religion (except where religion is a bona fide occupational qualification), age, disability, citizenship status, genetic information, veteran status, or any other characteristic protected by law. Based on our Catholic values, the College also prohibits discrimination based on sexual or political orientation.

The Saint Mary's Judd Leighton Clinic does not discriminate in the delivery of professional services on the basis of race, color, religion, national or ethnic origin, disability, age, sexual orientation, genetic information, citizenship, or status as a covered veteran; or other characteristics protected by federal, state or local statute or ordinance. Questions pertaining to discrimination may be directed to:

Clinic or Program Director
Department of Speech Language Pathology
34 Madeleva Hall, Ste. 150
Saint Mary's College
Notre Dame, IN 46556 8

Or

American Speech and Language Association,
Council on Academic Accreditation

ASHA National Office
2200 Research Boulevard
Rockville, MD 20850-3289
USA
Members: 800-498-2071 Non-Member: 800-638-8255
http://www.asha.org/about/contacts/

Further information can be obtained from the Office of Civil Rights website:
http://www.state.gov/s/ocr/

Faculty/Staff Information, Department of Speech Language Pathology

Associate Professor, Chair, Graduate Program Director	Susan Latham, Ph.D., CCC-SLP
Associate Professor	Karin Thomas, SLP.D., CCC-SLP
Assistant Professor	Christina Corso, Ph.D., CCC-SLP
Assistant Professor	Neda Tahmasebifard, ABD
Visiting Associate Professor	Stacy Betz, Ph.D.
Director of Clinical Education	Erin Connelly, M.A., CCC-SLP
Professional Specialist	Julie Voor, M.A., CCC-SLP
Professional Specialist	Heather Hetler, M.S., CCC-SLP
Adjunct Clinical Supervisor	Grace Ruiz, M.S., CCC-SLP
Faculty Fellows	Amanda Blackwell, Ed.D., SLP.D., CCC-SLP Paul Cooke, Ph.D., CCC-SLP Ann Davoren, Ph.D.
Director of SLP Student Services	Colleen Fitzpatrick, M.A., Ph.D.
Administrative Assistant	Katie Swanson

Admissions Information

Professionals in speech-language pathology begin the licensing and certification process by obtaining a Master's degree in the discipline. Saint Mary's College offers this degree as a Master of Science degree in Speech Language Pathology (M.S. SLP). Prospective graduate program applicants are required to hold a bachelor's degree in speech language pathology or the equivalent. Students with backgrounds including communication sciences and disorders, education, health-related professions, biomedical sciences, and psychology are encouraged to apply. The following are graduate admission requirements for Saint Mary's College, Department of Speech Language Pathology (SLP):

- All applicants must have a Bachelor's degree in Speech Language Pathology, or related field, from a regionally accredited college or university, or the international equivalent. Candidates are normally expected to have maintained at least a 3.0 cumulative GPA in undergraduate coursework.
- Completion of an undergraduate SLP major or have completed the undergraduate SLP prerequisites or their equivalents. Descriptions of courses are located at: https://www.saintmarys.edu/academics/resources/course-catalog
- Anatomy & Physiology of the Speech and Hearing Mechanism
- Aural Rehabilitation
- Phonetics
- Speech & Hearing Sciences
- Introduction to Audiology
- Language Development
- Statistics
- At least one course in the biological sciences
- At least one course in the physical sciences
- At least one course in the social/behavioral sciences Recommended, but not required courses:

- Introduction to Communicative Disorders
- Clinical Methods and Supervised Observation

- Submission of a completed CSDCAS application
- Official transcripts from every college or university attended (mailed to CSDCAS). If currently attending college, most recently completed semester grades must be included.
- Three letters of recommendation from people familiar with the applicant's academic and/or professional abilities, focusing particularly on the potential for success.
- Personal statement that addresses reasons for pursuing an advanced degree in speech-language pathology, professional objectives, and how Saint Mary's aligns with your personal and professional goal.

- A brief video interview

Please note that simply meeting these criteria is not a guarantee of admission. As is the case with most graduate programs in speech-language pathology, admission is highly competitive.

Academic Requirements

The M.S. SLP prepares students for entry into the profession of speech-language pathology. This assertion is based on the program's adherence to Council of Academic Accreditation (CAA) standards which outline a comprehensive list of knowledge and skills for successful clinical practice. The Knowledge and Skills Acquisition (KASA) is the Program's roadmap with respect to development of experiences for each individual student. The Department standards for graduate student performance are in keeping with College standards for graduate education.

Academic Advising

Incoming graduate students will be assigned an academic and clinical advisor. They will meet with their advisors each semester individually or within a group to discuss progress in the degree program and in their clinical skill development. An electronic record keeping program (CALIPSO) is utilized to track student progress within the program as well to maintain data regarding clinical experiences.

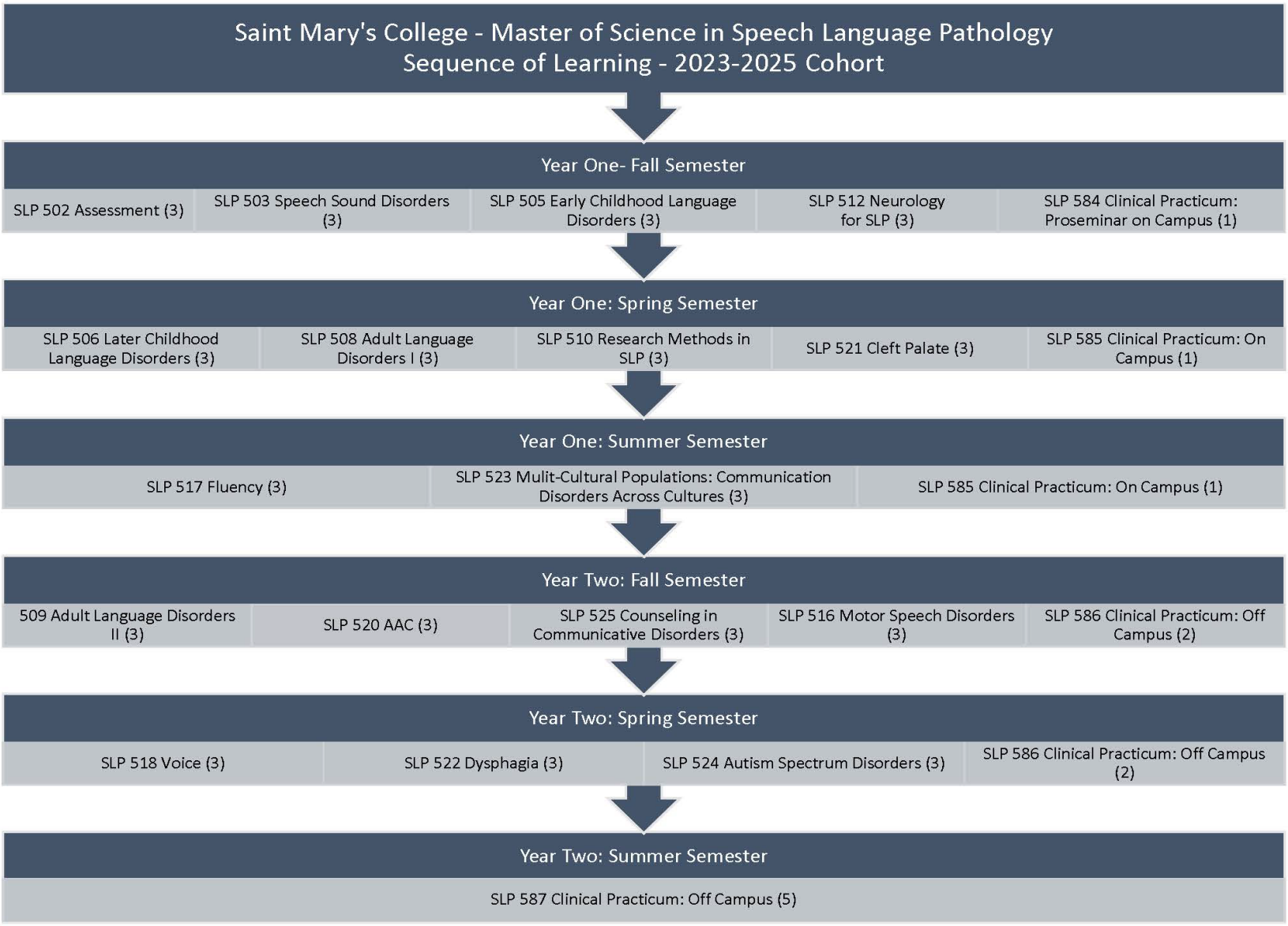
Graduate Program Curriculum

The M.S. SLP degree in speech pathology requires successful completion of a minimum of 60 graduate credits. Only courses at the 500-level or above are considered in the graduate degree program. Courses required are listed below:

Course		Hours
SLP 502	Assessment	3
SLP 503	Speech Sound Disorders	3
SLP 505	Early Childhood Language Disorders	3
SLP 506	Later Childhood Language Disorders	3
SLP 508	Adult Language Disorders I	3
SLP 509	Adult Language Disorders II	3
SLP 510	Research Methods in Speech-Language Pathology	3
SLP 512	Neurology for Speech-Language Pathology	3
SLP 516	Motor Speech Disorders	3
SLP 517	Fluency Disorders	3
SLP 518	Voice Disorders	2
SLP 520	Augmentative & Alternate Communication	3
SLP 521	Cleft Palate	2
SLP 522	Dysphagia	3
SLP 523	Multi-cultural Populations: Communication Disorders Across Cultures	2
SLP 524	Communication in Autism Spectrum Disorder	3
SLP 525	Counseling in Communicative Disorders	3
SLP 584	Clinical Practicum: Clinical Proseminar	1
SLP 585	Clinical Practicum (take twice)	3
SLP 586	Clinical Practicum: Off Campus	2
SLP 587	Advanced Clinical Practicum	6
SLP 698	Comprehensive Examination	0
or SLP 699	Thesis Option (one credit hour per semester for 3 semesters)	3
Total Credits Required		**62-65**

Graduate Flow of Courses

The chart provided below details the courses that students will undertake during each of their academic semesters throughout their enrollment in the graduate program, for a total of six semesters.



Clinical Education/Practicum

Detail regarding policies governing the process of clinical education may be found in the Graduate Program Clinic Handbook.

Enrollment in clinical practicum is required for all semesters throughout the program. Each student must have 25 clock hours of authorized observation signed by a licensed speech-language pathologist who holds the Certificate of Clinical Competence (CCC) in Speech-Language Pathology from the American Speech-Language-Hearing Association (ASHA). The observation requirement must be completed prior to any student clinical assignment.

Student Assessment of Knowledge and Skills

Each course offering in the curriculum has been designed to provide students with knowledge and skills requisite for functioning as a speech-language pathologist. The knowledge and skills are aligned with learning outcome statements. These statements are found in each course syllabus, including those for clinical practicum. Outcomes are consistent with and follow the numbering of the ASHA 2020 Standards for the Certificate of Clinical Competence in Speech-Language Pathology.

The ASHA Standards Assessment Form is completed for each student in each class or clinical experience every semester by rating performance as either "met," "emerging" or "remediate".

The CALIPSO management system is employed to track student learning experiences, following the KASA outline.

Flexibility: The assessment system records student performance in meeting KASA standards. Students may meet goals with a mix of classes, clinical assignments, research, independent studies, and other approved activities. This flexibility allows faculty to adapt classes to address important concepts as they pertain to the current best practice in speech-language pathology.

Development: The assessment system is used as a developmental tool for students. There are multiple opportunities for students to achieve all of the specific knowledge and skills needed for entry-level clinical practice. However, should a student require extra help, there is a system in place to identify areas of need and create objective remediation plans to address those needs.

Definitions of Terms (KASA)

Met:

Student has demonstrated knowledge in this standard that is commensurate with expectations for speech-language pathologists who will be beginning their Clinical Fellowship. Clinical skills will be considered "met" if they are appropriate for a given student's clinical experience level.

In Progress:

Student has demonstrated progress towards the objective, but not enough to meet it. Ratings of emerging do not count positively towards the completion of an ASHA standard.

In Remediation:

Student has not demonstrated satisfactory progress towards the objective. This rating indicates "not passing". Any student on track to receive a "remediate" rating should meet with the instructor responsible for the content (academic or clinical) to discuss the

development of a remediation plan. Instructors are encouraged to recommend remediation as soon as problems arise during the semester, to avoid the need for plans that extend beyond the time window. Plans should be developed between the instructor of record, the student and the Graduate Program Director.

CALIPSO Tracking System

The Department of Speech Language Pathology at Saint Mary's College utilizes a secure, on-line program to track clinical experiences: Clinical Assessment of Learning, Inventory of Performance, and Streamlined Office Operations (CALIPSO). This system also enables students to maintain an electronic portfolio and manage a variety of external documents. It allows the Director of Clinical Practice to maintain a comprehensive database of clinical sites and instructors. Students will have access to this system over the course of their graduate studies and then continuing for three years after graduation to allow and ensure access to clinical hours. Students will be trained prior to accessing the CALIPSO system.

Technology Use and Computers

Computers are available to students for clinical activities in the card access clinic work room and for academic use in the computer labs on campus. The computers in the card-accessed clinic work room are for activities related to clinic ONLY. No other student is allowed in the student work room or other clinical areas unless explicitly permitted by the Director of Clinical Practice or Graduate Program Director.

As a user of Saint Mary's information technology resources, it is the student's responsibility to be aware of Saint Mary's policies on using Saint Mary's information technologies and federal, state, and local laws that affect use of technology, in addition to the guidelines specified here. This policy outlines information regarding Saint Mary's expectations, what your rights are and how to report policy violations. Further information about technology and security at Saint Mary's College may be obtained at: https://www.saintmarys.edu/it-policies.

Remediation

Remediation plans are designed to improve a student's knowledge and skills in a specific area judged to fall below an acceptable level of minimum competence. Three scenarios can result in the implementation of a remediation plan.

A remediation plan will be automatically implemented whenever a student receives a score of "remediate" from any instructor or supervisor

A remediation plan may be instituted if a student receives either multiple scores of "emerging" within an individual experience, or multiple scores of "emerging" on the same ASHA standard. The decision to implement a remediation plan under these circumstances will be made jointly by the instructor(s) who gave the "emerging" scores and the Graduate Program Director.

A student may request that a remediation plan be developed for scores of "emerging" that did not already result in a plan. The decision to implement a remediation plan under this circumstance must also be approved by the instructor(s) and the Graduate Program Director. This is to be based on the impact that receiving "emerging" will have on the student's successful completion of the program in a timely manner. For example, a remediation plan may be implemented if few or no future

opportunities are available for that standard to be addressed. A remediation plan may not be approved if there are many future prospects for completion of the standard.

If a remediation plan is necessary, the following steps will take place:

- The Graduate Program Director will meet with the instructor(s) involved including academic and clinical instructors. Students will be involved in these discussions to facilitate successful remediation.
- The plan will outline the activities and/or experiences the student must complete to demonstrate adequate improvement in the area of concern. This plan must include measurable goals that can be completed within one semester, specification of persons who will be responsible for monitoring and implementing plans to achieve each goal, and specific consequences due to the student's failure to meet the plan. The development of the plan is a shared responsibility between students and faculty.
- The student, Program Director, and Director of Clinical Practice (if applicable) will each sign and receive a copy of the plan. If other faculty or clinical instructors are responsible for any portion of the plan, they will also receive a copy.

In the case of academic needs, the faculty instructor(s) involved in identifying areas of need typically will serve as mentor(s) towards the completion of the plan, unless stated otherwise by the Program Director.

The ASHA Standards Assessment Form will be updated to include a "met" in the appropriate row(s) of a new column entitled "remediation." Columns indicating that a "remediate" was received are not expunged from the record.

Completion of the Master's Degree

The graduate degree is not conferred for a mere collection of credits. A well-balanced, unified, and complete program of study is required, including evidence of successful achievement of both academic and clinical skill development. The program utilizes a cohort model, suggesting that all students move through the curriculum at a similar rate.

The M.S. SLP degree in speech-language pathology requires successful completion of a minimum of 61.5 graduate credits. Only courses at the 500-level or above are considered in to be the graduate degree program.

Speech-language pathology students are required to complete written comprehensive examinations.

Failure to complete the program requirements will result in forfeiture of degree eligibility unless the program recommends that the student complete a retake. If a retake or an extension is granted, the student must complete it by the end of the following semester.

PRAXIS Examination

Successfully submit the PRAXIS exam. Reporting institution code: 0970

Comprehensive Examinations

Comprehensive exams are a degree requirement for the M.S. SLP and must be completed within a semester of completion of SLP 587. The exams are waived if the student successfully completes a thesis. A completed comprehensive exams petition form must be submitted to the Department of

Speech Language Pathology the semester prior to taking the comprehensive exam (See Appendix: Forms). Students need to petition the Department of Speech Language Pathology by:

- November 1 to take comprehensive exams in the spring semester

The comprehensive examinations are scheduled over a 2-day period and are typically offered one time per year, the Monday and Tuesday following mid-term break. Students will have a maximum of 2.5 hours to complete each of the three sections, for a total of 7.5 hours.

The purpose of these examinations is to evaluate each student's knowledge of concepts, content, procedures and terminology from their graduate studies as well as their ability to apply this knowledge. These examinations are designed to be summative in nature and to address the eight domains of service delivery and the nine knowledge/ skill areas identified by the Council on Academic Accreditation in Audiology and Speech-Language Pathology. Written examinations consist of the following sections:

- 2 Case Studies (one adult and one pediatric)
- A multiple-choice examination that will include items from the nine major ASHA knowledge areas.

Case studies will require students to integrate information from several courses in order to draw conclusions from the presented information. Students should be prepared to discuss speech, language and hearing disorders; interpret results of an assessment; generate a treatment plan and justify referrals. Information regarding counseling, collaboration, and typical development may also be included. The areas of phonetics, anatomy and physiology, and neurological aspects will be incorporated as deemed necessary, based on the content of various case studies.

Assessment of Written Comprehensive Examinations

The Comprehensive Examinations are assessed as a Pass/Fail for each individual case study and multiple-choice exam section. A student must achieve minimum competency level in order to pass any portion of the examination. Students who do not pass the multiple-choice section of the comprehensive examination will meet with faculty to present an oral defense. For each of the case studies, a minimum of two faculty members will independently read the responses. The final rating assigned to each response depends on both faculty members' assessment. In the case of disagreement between reviewers, a third reviewer will determine the rating. Students will receive comprehensive exam results no later than two weeks following the examination. Individuals who receive a Fail on a case study or multiple-choice section on the comprehensive exams will be given an opportunity to orally present revisions for that area. Only individual sections that are failed will require revisions. Oral defenses will be scheduled individually to accommodate student/faculty schedules.

A student who does not pass the oral defense should consult the Graduate Program Director, who will recommend a strategy for remediation, such as enrolling in additional coursework for credit or audit, reading additional materials, etc. The candidate may then apply to re-take the comprehensive exam in the subsequent semester.

Pursuing a Thesis Option

All students wishing to pursue the thesis option will be expected to complete a scholarly activity that will be of sufficient quality for professional presentation and/or publication. A thesis is intended to

acquaint the student with research methodology. It is expected that original research or replication of a research project will be undertaken. Students who select the thesis option must identify an advisor that they believe will provide the best guidance in the pursuit of their objectives.

Research Standards

The student may not use the name or stationary of Saint Mary's College in connection with personal research without the sponsorship of a member of the SLP Program faculty.

Students in the M.S. SLP program will complete the training module for Social and Behavioral Research with Human subjects through the Collaborative Institutional Training Initiative (CITI Program). CITI is dedicated to promoting the public's trust in the research enterprise by providing high quality, peer-reviewed, web-based educational courses in research, ethics, regulatory oversight, responsible conduct of research, research administration, and other topics pertinent to the interests of member organizations and individual learners. Students will print out and turn in their "Completion Report" to the department to document successful completion of the training. Research involving human subjects must meet the guidelines of the Saint Mary's College Institutional Review Board. The student must consult the academic faculty to assure these guidelines are followed.

https://citiprogram.org/

https://www.saintmarys.edu/institutional-research
https://www.saintmarys.edu/portal/institutional-review-board

Procedures for Complaints against Graduate Education Programs

A complaint about any accredited program or program in candidacy status may be submitted by any student, instructional staff member, speech-language pathologist, audiologist, and/or member of the public.

1. Criteria for Complaints

Complaints about programs must: (a) be against an accredited educational program or program in candidacy status in speech-language pathology and/or audiology, (b) relate to the standards for accreditation of education programs in audiology and speech-language pathology, and (c) 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.

All complaints must be signed and submitted in writing to the Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology, American Speech-Language-Hearing Association.

The complaint must clearly describe the specific nature of the complaint and the relationship of the complaint to the accreditation standards, and provide supporting data for the charge. The complainant's burden of proof is a preponderance or greater weight of the evidence. Complaints will not be accepted by email or facsimile.

The complaint form 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 For
more information:

http://caa.asha.org/programs/complaints/

2. Determination of Jurisdiction

Receipt of a complaint is acknowledged and forwarded to the Executive Committee of the CAA within fifteen (15) days of receipt of the complaint. The original letter of complaint is placed in a National Office file separate from the program's accreditation file. The Executive Committee determines whether the complaint meets the above-specified criteria.

If the Executive Committee of the CAA makes the determination that the complaint does not meet the above-listed criteria, the complainant is informed within thirty (30) days of the letter transmitting the complaint to the chair that the CAA will not review the complaint.

3. Evaluation of Complaint

If the Executive Committee of the CAA determines that the complaint satisfies the above-listed criteria, the CAA will evaluate the complaint.

a. The chair of the CAA informs the complainant within thirty (30) days of the letter transmitting the complaint to the chair that the Council will proceed with an evaluation. Because it may be necessary to reveal the identity of the complainant to the affected program or to other potential sources of relevant information, the complainant will be required to sign a waiver of confidentiality within thirty (30) days of the letter indicating that the CAA will proceed with its evaluation. The complainant is given the opportunity to withdraw the complaint during that time. If the complainant does not wish to pursue the matter, the investigation is concluded. If the complainant does not wish to withdraw the complaint, the complainant is asked to keep the initiation of an investigation confidential.

b. Within fifteen (15) days of receipt of the waiver of confidentiality, the chair of the CAA notifies the program director and the institution's president or president's designee by certified return receipt mail that a complaint has been registered against the program. The notification includes a redacted copy of the complaint without revealing the identity of the complainant. The program's director and the institution's president or president's designee are requested to provide complete responsive information and supporting documentation that they consider relevant to the complaint within forty-five (45) days of the date of the notification letter.

c. Within fifteen (15) days of receipt of the program's response to the complaint, the chair of the CAA forwards the complaint and the program's response to the complaint to the CAA. The materials are redacted and the identity of the complainant and the program under investigation is not revealed to the members of the CAA or to recipients of requests for information, unless a majority of CAA members consider such disclosure necessary for

the proper investigation of the complaint. If the majority of Council members conclude that individuals other than the complainant, the program director, and the institution's president or president's designee may have information relevant to the complaint, the chair of the CAA requests such information.

d. After reviewing all relevant information, the CAA determines the course of action within thirty (30) days. Such actions include, but are not limited to: dismissal of the complaint recommending changes in the program within a specified period of time as they relate to standards (except for those areas that are solely within the purview of the institution) continuing the investigation through an on-site visit to the program placing the program on probation withholding/withdrawing accreditation.

e. If the CAA determines that a site visit is necessary, the program director and the institution's president or president's designee are notified, and a date for the site visit is expeditiously scheduled. The program is responsible for expenses of the site visit. The site visit team is selected from the current roster of CAA site visitors. During the site visit, emphasis is given only to those standards with which the program is allegedly not in compliance. The site visit team submits a written report to the CAA no later than thirty (30) days following the site visit. As with all other site visits, only the observations of the site visitors are reported; site visitors do not make accreditation recommendations. The CAA forwards the report to the program director and the institution's president or president's designee within fifteen (15) days. The program or institution should provide a written response to the chair of the CAA within thirty (30) days of the date on which the report is postmarked to the program director and the president or president's designee. The purpose of the response is to verify the accuracy of the site visit report.

f. The CAA reviews all evidence before it, including the site visit report and the program's response to the report, and takes one of the following actions within twenty-one (21) days: dismisses the complaint, recommends modifications of the program within a specified period of time (except for those areas that are solely within the purview of the institution), places the program on probation, withholds/withdraws accreditation.

g. If the CAA withholds/withdraws accreditation, the program director and the institution's president or president's designee are informed within fifteen (15) days of the CAA decision that accreditation has been withheld/withdrawn. Notification also includes justification for the decision, and informs the program of its option to request Further Consideration. Further Consideration is the mechanism whereby the program can present appropriate standards and ask the CAA to reevaluate its decision to withhold/withdraw accreditation. If the program does not exercise its Further Consideration option, the CAA's decision to withhold/withdraw accreditation is final and no further appeal may be taken. If accreditation is withheld/withdrawn, the chair of the CAA notifies the Secretary of the United States Department of Education at the same time that it notifies the program of the decision.

If the program chooses to request Further Consideration, the CAA must receive the request within thirty (30) days from the date of the notification letter. With the request for Further Consideration, the program must submit additional written documentation to justify why accreditation should not be withheld/withdrawn. A hearing with the CAA is not provided for Further Consideration requests. The CAA will evaluate the request for Further

Consideration and take one of the following actions within thirty (30) days: recommends modifications of the program within a specified period of time (except for those areas that are solely within the purview of the institution) places the program on probation withholds/withdraws accreditation

h. Within fifteen (15) days of its decision the CAA notifies the program and the complainant of its decision.

i. If the CAA decision after Further Consideration is to withhold/withdraw accreditation, the program may appeal the decision in accord with the Appeal Procedures described in the Accreditation Manual.

Academic Life, Saint Mary's College

Saint Mary's College offers graduate students an outstanding curricular program in the form of master's degrees and a professional doctorate. These programs are supported by the Office of Graduate Studies as well as other offices and services throughout the College. This office also implements graduate academic policies and procedures of the College.

Divisions of Academic Affairs

The Acting Dean of Graduate Studies currently heads the Office of Graduate Studies which includes the Director of Graduate Admissions, the Assistant Director of Admission Marketing for Graduate Programs, the Director of Instructional Technology and Support for Graduate Programs. This office serves the needs associated with the incoming graduate student, readying him or her for his or her status as a degree seeking student. In concert with the Acting Dean of Graduate Studies and the Graduate Program Directors, additional offices on campus support the ongoing needs of our graduate students.

These additional offices, as well as the individual graduate program within which the student is accepted, provide direct support for students seeking advising, course registration assistance, advice on study strategies, stress relief, and career advising.

College Academic Offices, Programs and Services

Career Crossings Office

The Career Crossings Office (CCO) offers services to graduate students through their graduate study and beyond. Information on career resources and programs is available online at saintmarys.edu/career-center, by contacting the office in 114 Spes Unica by calling (574) 284-4775, or emailing cco@saintmarys.edu. Services and assistance can be provided in person as well as by email, Skype, and telephone.

Exploring Career Options

Instrumental to the foundation of career development and growth of students, the CCO provides support and guidance in exploring career options associated with fields of interest. The CCO can provide counseling and access to:

- Career assessments including the Strong Interest Inventory, Myers-Briggs Type Indicator, and StrengthsQuest.
- Informational interviewing.
- "What Can I do With a Degree in…?"and alumni career path resources.
- Career Resource Center with books and resources to explore career options.

Job Searching

The CCO helps students explore career goals and strategies to meet their individual needs and maximize job search results. Information and resources are available to develop networking, researching, and résumé and cover letter writing skills.

Résumé and Cover Letter Writing

Résumés and cover letters are an opportunity to provide a great first and lasting impression with potential employers. The CCO assists with developing and fine-tuning job search correspondence to make a positive impact on employers. In addition, the Career Resource Center provides several print publications on writing effective résumés and cover letters that are available for browsing and checking out. Resources are available through the CCO portal community as well.

Networking and Interviewing Skills

Perhaps the most difficult to develop and master, networking and interviewing skills are critical to the success of job searches. The CCO provides one-on-one mock interviewing and counseling sessions to assist in developing interviewing skills as well as in learning the basics of networking. Throughout the year, the CCO hosts programs that allow students to utilize and develop both networking and interviewing skills.

On-Campus Recruiting Program

Employers from various industries visit the Saint Mary's campus each year to recruit for jobs and internships. Employers conduct interviews, information sessions, and information tables in which students are encouraged to participate and explore options offered by the employers. A current list of employers recruiting on campus is available in College Central Network. The office also hosts an annual career and internship fair.

College Central Network

All students have an account created for them to access the College Central Network system, featuring numerous job and internship opportunities. Students and can review postings, apply for positions, post résumés, and more. Access the site at http:// collegecentral.com/saintmarys.

Alumnae Resource Network

The ARN houses contact information for over 8,000 alumni throughout the United States and abroad working in all industries and with all types of employers. Access the ARN at http://connect.saintmarys.edu.

Career Resource Center

The CRC houses hundreds of publications on career-related topics. Books and resources are available for check-out from the CRC or can be browsed in the office.

The Center for Women's Intercultural Leadership

The Center for Women's Intercultural Leadership (CWIL) was established at Saint Mary's College in December 2000 with the support of a grant from the Lilly Endowment Inc. CWIL is an innovative collaboration between Saint Mary's College faculty, staff, students and local community leaders and national and global partners. CWIL advances Saint Mary's College's mission of "preparing students to make a difference in the world" by empowering students to realize their call to leadership and to develop the intercultural knowledge and competence critical in today's increasingly interdependent world. In the spirit of the College's sponsors, the Sisters of the Holy Cross, CWIL promotes human transformation and systemic change, from the local to the global context, by providing challenging justice- based educational opportunities.

The Center is organized around three core components. Intercultural Leadership empowers students to use diversity, gender, and culture as a strength in their leadership. Global Education promotes engagement with other cultures through study abroad experiences, a student club, international student services, and the internationalization of the College's curriculum. Research and Scholarship serves as an interdisciplinary think tank where scholars can contribute to an ongoing dialogue about how human cultures interact and the roles women play in today's global reality.

Accessibility Resource Office

Saint Mary's College will provide reasonable accommodations to qualified graduate students with disabilities who request accommodations and provide appropriate documentation.

Documentation should be provided by an appropriately credentialed professional: a physician for physical disabilities, a psychologist with training in the learning disabilities of adults and adolescents for learning disabilities, or a mental health provider licensed to diagnose psychiatric disabilities. The specific content of the documentation will vary with the nature of the student's disability, but in all cases it should include a diagnosis, justification, recommendations, and a clear rationale for the recommendations.

The student is responsible for arranging accommodations with the Accessibility Resource Office and with his or her professors each semester. Students in online graduate programs who need accommodations must email the Accessibility Resource Office to set up an appointment via phone or video chat such as Skype. The student will sign a release of information allowing the Accessibility Resource Office to inform his or her professors of the approved accommodations each semester, and must make a follow-up appointment to meet with each professor to discuss the implementation of the accommodations. Faculty are not authorized to grant academic accommodations and those receiving requests will refer students back to the Accessibility Resource Office.

Office of Student Success

Located in the Academic Resource Center in Madeleva Hall, the Office for Student Success offers workshops, programs, and individual consultation for all Saint Mary's College students. This office provides assistance to students covering topics such as time management, study strategies, and stress relieving strategies.

College Academic Policies and Procedures

Degree Requirements

All students will follow the policies for program completion, GPA requirement, and maximum time to degree established by the individual graduate programs at Saint Mary's College. Students are required to earn at least a B- in each graduate course in order for the course to count toward degree completion; some programs may have more rigorous grade requirements. Individual programs may also require a capstone experience, comprehensive examination, clinical practicum, oral defense, or field experience. Please see earlier sections regarding these requirements for the Speech Language Pathology program.

Academic Calendar

The academic year is divided into two semesters and one summer session. The fall semester begins in late August and ends before the Christmas holidays. The spring semester begins in mid-January

and ends in May. The summer session begins in mid-May and continues until mid-August. There is a one-week mid-semester break in the fall and spring, short Thanksgiving and Easter recesses, and a vacation of approximately a month between fall and spring semesters.

Most graduate courses taught in the fall and spring semesters are taught for the duration of the 15-week semester. Graduate courses taught in the summer vary in length depending on the program. All courses taught in the summer are compressed.
https://www.saintmarys.edu/academics/resources/academic-calendar

Assignment of Credit Hours

Saint Mary's College operates under a semester credit hour system and defines credit hours based on the Carnegie unit. Each semester hour of credit represents one hour per week (15 weeks) of lecture or recitation and 2 to 3 hours of time spent in independent preparation (readings, papers, etc.). The length of a clinical, laboratory, practicum, or internship period depends upon the requirement of the course. Normally, one semester hour of credit is awarded for satisfactory work in two or three hours of clinical, laboratory, practicum, or internship work per week for a 15-week semester.

The assignment of credit policy applies equally to courses offered for less than 15 weeks, such as summer session courses. Such courses contain an equal or greater number of hours of direct instruction and independent preparation as the same course offered in the standard 15-week semester.

The assignment of credit policy applies equally to courses delivered through all modes of instruction including online courses. A course taught online must first be reviewed and approved by the Online Academic Excellence Committee. An online course is approved only once it has been determined that the course covers the same content and achieves the same outcomes as the same course taught on campus.

Registration

Graduate students register for courses through PRISM, the online registration system for Saint Mary's College, via the my.saintmarys.edu portal. Registration dates are published on the graduate program academic calendar. No student shall attend any class unless he or she is registered for the class. Credit will not be awarded to a student who is not officially registered.

Enrollment

All degree seeking graduate students must register each semester during the dates and times posted by the College Registrar. Any admitted student who fails to maintain continuous enrollment (see the Continuous Enrollment policy) must apply for reinstatement to the College's Provost, who will review the student's case with the Graduate Program Director of the relevant program. Students should consult their programs' policies for additional requirements regarding full-time enrollment status. The College defines full time, half time, and less than half time enrollment statuses in the following manner:

	Fall/Spring	Summer
Full-time status	8 credit hours	6 credit hours

Half-time	4 to 7.5 credit hours	3 to 5.5 credit hours
Less Than Half-Time	3.5 or fewer credit hours	2.5 or fewer credit hours

Continuous Enrollment

Once admitted to a graduate degree program, graduate students must be registered for a minimum of one credit hour (not audit) or a zero credit hour "continuous enrollment" course during all phases of their graduate education. All students, including those who have completed all coursework, must register each semester until all degree requirements are met. Students are responsible for completing the registration process each semester. A student who does not maintain continuous enrollment must communicate with the director of the relevant graduate program prior to applying for reinstatement.

Those students who have completed all coursework and are writing a master's thesis or preparing for a comprehensive exam should register for the corresponding course in their department of study for the purpose of continuing enrollment. Courses with grades of "V" (audit) are not considered valid registration for continuous enrollment purposes; students completing work for a course in which they received an "X" (incomplete) must maintain continuous enrollment in the following semester while completing all incomplete courses.

A student who does not meet the continuous enrollment requirement unless they have received an approved leave of absence, is considered inactive and not in good academic standing. Continuous enrollment may continue until the student's length of continuous enrollment reaches the Maximum Time Frame for Completion of Degree as determined in the policies of the program into which the student matriculated. If degree requirements are not completely met by the maximum time to degree, the student is considered inactive.

Attendance

A student is expected to attend every meeting of a class for which he or she is registered. The responsibility for attendance rests with the student. Excused absences may be granted to students who must miss class for serious and documentable reasons of personal health, family concerns (emergency or important event in student's family).

Add/Drop

Full semester courses offered in the fall or spring semester may be added until the end of the first week of class. Courses meeting less than 16 weeks, including all summer courses, must be added no later than the first day of class.

Auditing a Course

A graduate student may elect to take a graduate or undergraduate course on an audit basis with the approval of the instructor and as long as space is available. Auditors are not permitted in laboratory courses, practicum, internship, or clinical experiences. No credit will be given for the course.

Audited courses will be indicated on the student's transcript with a grade of V. Courses taken for audit do not apply toward any academic degree and do not count as a part of a student's full-time or part-time course load for purposes of financial aid or for loan deferments. Full time graduate students may audit free of charge. All part time graduate students will be charged full tuition for

each course audited. Tuition for an audited course is the same as a credit course. A student wishing to declare an audit must do so in accordance with the Registrar's posted academic calendar.

Undergraduate Courses Taken by Graduate Students

Graduate students may elect to take undergraduate courses for credit. All graduate students, full-time and part-time, will be charged the current graduate tuition rate. Undergraduate courses do not affect a graduate student's grade point average. Students interested in taking an undergraduate course should contact the Office of the Registrar for assistance.

Pass/Fail Option

Graduate students cannot elect a Pass/Fail grading option for graduate courses. Graduate students may elect a Pass/Fail grading option for undergraduate courses. See the "Pass/Fail Option" in the Undergraduate Policies and Programs section.

Repeating a Course

A graduate student may retake any course at Saint Mary's College; however, all grades are a part of the student's permanent academic record and remain on the student's transcript as well as in all GPA calculations. If a course is repeated, credit will be awarded only on the most recent attempt.

Withdrawal from a Course

After consultation with the instructor and the graduate program director, a student may withdraw from a course after the add/drop deadline and until the last day of class as stated in the course syllabus. If the student is passing the course at the time of withdrawal, the grade of "W" is recorded on the student's transcript for that course. A grade of "F" is recorded for a withdrawn course in which the student is failing.

Inactive Status

Students who do not maintain continuous enrollment are considered inactive. Please see the Reinstatement policy for more details.

Course Numbering

Courses appearing in this *Bulletin* are numbered according to the following guidelines:

- 400 level courses are assumed to be primarily for undergraduates. If the course material is described as sufficiently advanced, graduate credit may be granted upon approval of the Graduate Program Committee. Requests for graduate credit for 400 level courses must provide information to verify that the course material is at the graduate level for all students or that graduate students are required to do additional work beyond the level required of undergraduates in the course.
- 500 level courses are assumed to be primarily for first-year graduate students; senior majors or other students may also take them or others by special permission. These students are limited to six credit hours of graduate work.

- 600 level courses are assumed to be for master's and doctoral students. Only rarely are exceptional undergraduate students allowed to take these courses and they are limited to six credit hours of graduate work.
- 700 level courses are assumed to be for master's and doctoral students.
- 800 and 900 level courses are assumed to be primarily for doctoral work, beyond the master's level.

Grade Point Average (GPA)

A grade point average is determined by dividing the total grade points earned by the number of graded semester hours of the coursework taken. The quality points for a particular course are found by multiplying the grade points assigned to the letter grade by the number of semester hours of the course. (See also: Grade Scale.)

Saint Mary's computes a semester GPA and a cumulative GPA for all graded graduate courses taken. The GPA excludes grades of courses transferred from other colleges. The GPA also excludes grades earned in undergraduate coursework taken at Saint Mary's College. The student's official GPA is maintained in the registrar's office and is truncated at two decimal places on the academic transcript.

Grade Reports

Students may view final grades via PRISM through the my.saintmarys.edu portal. At the end of each semester a student will be mailed a grade report only upon request. The grade report is withheld if a student has not met all financial obligations to the College, and PRISM access denied.

Grade Scale

At the end of each semester the student receives a final grade in each course based upon the instructor's evaluation of course requirements. The following grades are used in calculating the GPA:

Grade Points

Letter Grade	**per semester hour**
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

Grades not included in calculating the GPA:

H/S/U honors/satisfactory/unsatisfactory

NR	no grade reported
P	pass (course taken on pass/fail basis)
V	successful audit
W	withdrew with permission
X	incomplete

Grades lower than a B- may be awarded for courses in graduate programs and are used

to calculate both semester and cumulative GPA; however, they will not be accepted for completion of graduate coursework. If a student receives lower than a grade of B- in a required course, he or she must either retake the same course or its equivalent as determined by the program to fulfill the degree requirement.

Incomplete Grade

All work for credit is expected to be completed within the term it is attempted including independent studies. This expectation of students should also guide faculty members who teach graduate courses. That is, faculty are obligated to evaluate and grade graduate work by the end of the term in which the course is offered.

An incomplete grade (X) should only be given when an emergency or other legitimate reason prevents a student, who has been passing the course, from completing some critical portion of the required work. An incomplete grade is not automatic and must be negotiated with the course instructor prior to the final exam week. If an incomplete is granted by the instructor, the student is generally expected to complete the course requirements within

30 days after the beginning of the next term. If no change has been made by the approved due date, the grade will convert to a grade of F. Extensions for incompletes beyond 30 days require formal approval from the Graduate Program Director.

Transfer Credit

Pre-Admission Graduate Credits: A program may accept graduate coursework completed at another accredited college or university toward meeting its degree requirements. Official transcripts must be submitted to Graduate Admission from the records office where the credits were earned. A student may transfer graduate credits earned at another accredited college or university only if all of the following requirements are satisfied.

- The student has graduate degree-seeking status at Saint Mary's College.
- The courses taken were graduate courses that are appropriate for their graduate program at Saint Mary's College.
- Grades of B (3.0/4.0 scale) or better were achieved.
- Generally, the courses to be transferred were completed within a five-year period prior to admission to a graduate program at Saint Mary's College.
- The transfer is approved by the Graduate Program Director of the student's intended program.

Typically, no more than six semester graduate credit hours may be transferred into a Saint Mary's College graduate program. Additional graduate credit hours may be transferred by students who already have an earned graduate degree. A student pursuing a master's degree at Saint Mary's may transfer up to 9 credit hours.

Grades for accepted transfer courses are not included in the student's Saint Mary's GPA.

Certain types of graduate credits are not accepted for transfer to Saint Mary's College graduate programs. In particular, graduate programs do not accept credit awarded

- for life experience;
- for courses taken at non-collegiate institutions (e.g., government agencies, corporations, and industrial firms);
- or by post-secondary institutions that lack candidate status or accreditation by a regional accrediting association, or some equivalent international accreditation.

All transfer credit is subject to review and approval, as outlined above.

Transfer students who join a previous cohort will be charged according to the tuition rate applied to that cohort.

Pre-Admission Graduate Credits Earned by Saint Mary's Undergraduate Students

Saint Mary's graduate courses completed while a student is an undergraduate at Saint Mary's may be accepted into a graduate program. The following requirements need to be satisfied:

- The student has graduate degree-seeking status at Saint Mary's College.
- The courses taken were graduate courses that are appropriate for their graduate program at Saint Mary's College.
- Grades of B (3.0/4.0 scale) or better were achieved.
- Generally, the courses to be transferred were completed within a five-year period prior to admission to a graduate program at Saint Mary's College.
- The transfer is approved by the Graduate Program Director of the student's intended program.

Standards of Satisfactory Academic Progress (SAP)

The Higher Education Act of 1965, as amended, requires Saint Mary's College to develop and enforce standards of satisfactory academic progress prior to awarding any federal financial aid funds to students. Standards of satisfactory academic progress were established to encourage students to successfully complete courses for which federal financial aid is received, and to progress satisfactorily toward degree completion. These policies apply to the following aid programs:

- Federal Work Study Program
- Federal Perkins Loan Program
- Federal Direct Loan Program
- Federal Direct Graduate PLUS Loan Program

Please note that these financial standards of academic progress are separate from, and in addition to, academic standards required by the College for continued enrollment.

The criteria used to determine academic progress are cumulative grade point average, number of credits earned, and maximum time frame for completion of degree. To ensure that a student is making progress throughout his/her course of study, Saint Mary's College assesses the student's progress at the end of each payment period (fall, spring, and summer). All periods of enrollment are reviewed, including semesters during which no financial aid was received.

Maximum Time Frame for Completion of Degree

Students are required to complete their degree requirements within a maximum time frame. Once students reach their total maximum time frame, or it is determined they cannot complete their degree within this time frame, they are no longer eligible to receive federal aid without an approved Satisfactory Academic Progress appeal. Students must complete their degree within 150% of the published length of their degree program.

Graduate programs vary considerably in length. Therefore, graduate students must complete their programs according to the length established by their respective department. The published length of Saint Mary's College's graduate programs is as follows:

Degree	Program Length	150% Max Time Frame
MS: Speech Pathology	60 Credits	90 Credits
MS: Data Science	36 Credits	54 Credits
Doctor of Nursing Practice	77 Credits	115.50 Credits
Master of Autism Studies	36 Credits	54 Credits
Dual Degree: Speech Pathology & Autism Studies	87 Credits	130.5 Credits

Academic Integrity and Academic Honesty

Saint Mary's College is dedicated to intellectual inquiry and the personal and professional growth of its students. Academic integrity is foundational to the vibrant academic life and social structure of the College and represents the mutual engagement in learning between students and faculty members. Academic integrity is grounded in certain fundamental values which include truth, honesty, respect, responsibility, and fairness that form the basis for a vibrant academic culture. The highest standards of academic integrity are expected of all graduate students and faculty members in academic coursework and research activities. Activities that compromise truth gleaned through the advancement of learning and knowledge development undermine intellectual effort.

Academic integrity, in all its forms, is an explicit value of the College. Academic honesty is a form of academic integrity. Academic honesty can be best understood by the ethical standards guiding faculty in their academic work. Specifically, an individual's contributions, in terms of words and scholarly findings, are attributable to the individual scholar alone; no other individuals can honestly claim another's ideas as their own. Furthermore, the integrity of scholarly knowledge rests on the accurate demonstration of the assumptions and reasoning that produced it. These standards are used as the implicit basis for teaching and learning in the College.

Responsibilities for Academic Honesty

Academic honesty consists of truth telling and truthful representations in all academic contexts. All members of the academic community have a responsibility to ensure that academic honesty is maintained.

Faculty responsibilities include:

- Upholding the College's principles of academic honesty.
- Mitigating opportunities (where reasonable) for dishonesty,
- Promulgating this policy to graduate students by placing it in the course syllabi.
- Protecting students' privacy, whether in confronting an individual suspected of dishonesty or receiving reports of dishonesty from others.
- Communicating and sharing evidence of the dishonesty with the student.
- Imposing an appropriate penalty as stated in the syllabus or as stated in the department handbook if dishonesty happens outside of class.

- A student who has been found to commit an act of academic dishonesty in a program requirement that lies outside of a particular course, (e.g. comprehensive, thesis, project, or presentation), may fail this requirement. Each program will determine the way in which a student can address the successful completion of this requirement. Students will not be dismissed from their program of study unless they have more than one violation of academic honesty or a single violation of academic honesty that is so egregious as to warrant dismissal. Whether a single instance of academic honesty is raised to the level of the egregiousness will be determined by the Dean of Graduate Studies and the Graduate Program Director.

- Reporting instances of academic dishonesty to the designee of the Provost.

Student responsibilities include, but are not limited to:

- Refraining from violations of academic integrity.
- Completing individual assignments with their own work.
- Completing collaborative assignments by appropriate division of labor.
- Completing internship, clinical or practicum assignments including time of service with their own work.
- Refusing to participate in an act of academic dishonesty.
- Notifying instructors of dishonesty that is observed.

Violations of academic integrity include, but are not limited to: cheating on assignments or exams, fabrication of data, tampering, sabotaging another student's work, plagiarism, falsification of records

and official documents, unauthorized access to computerized academic or administrative records or systems, and aiding and/or facilitating any such activities. It is assumed that all work submitted by a student represents the student's own ideas and work. Verbatim copying, paraphrasing, adapting or summarizing the work of another, regardless of the source — whether books, journals, periodicals, websites, or other forms of media—must be properly cited. Any representation of the work of another that is not properly referenced is considered to be plagiarism. Ignorance of what constitutes plagiarism is not a defense to an allegation of a violation of the academic integrity policy. Any act that involves misrepresentation regarding the student's academic work or that abridges the rights of other students to fair academic competition is unacceptable.

Any context in which students neglect or actively decline to be fully honest in academic work is academic dishonesty. Similarly, failure to report observations of academic dishonesty is considered to constitute a violation of academic integrity. The medium in which full honesty is ignored—whether electronic, print or verbal (e.g., verbally claiming responsibility for another person's academic work)—is immaterial. Neither is it important whether the academic work in question is required for a course or optional, a quiz or a test, a term paper or an in-class essay, graded or ungraded, etc. Neither does it matter whether the student benefits directly or at all from the dishonesty.

Professional Standards

Individual graduate programs at Saint Mary's College may have additional, discipline-specific ethical guidelines as appropriate to the program.

Governmental Requirements for Some Professions

Some professions (e.g. nursing, teaching, social work, speech therapy, accounting, etc.) require specific requirements for licensure and/or hiring (e.g. acceptable criminal background check, sex offender check, drug and alcohol testing, citizenship or permanent resident status documentation, valid immigration status for non-US citizens, valid social security number, etc.). Such requirements may also apply to required clinical and field work, or other out-of-class room experience necessary to complete degree requirements in the majors related to these professions. These requirements are determined by laws and regulations at both the state and federal levels and are subject to change.

Saint Mary's College strongly urges all admitted and current students to research and understand the appropriate requirements for their intended course of study and profession. Compliance with these requirements is the responsibility of the student and the graduate. You should become informed and continue to monitor such requirements as laws and other legal requirements are subject to change.

Research Conduct

Research involving human subjects must meet the guidelines of the Saint Mary's College Institutional Review Board. The student must consult his or her advisor to assure these guidelines are followed. The student must also complete CITI training. The student may not use the name of Saint Mary's College in connection with personal research without the sponsorship of a member of the student's program faculty. This permission is freely and generously given, but the College insists upon its right to determine the context in which its name is used.

Academic Standing

Good Academic Standing

A degree-seeking graduate student is in good academic standing if he or she: 1) meets the standards of quality of his or her academic program; 2) makes satisfactory progress toward completion of degree requirements within the established time limit; 3) meets the requirement regarding continuous registration; 4) meets the minimum required cumulative grade point average of 3.0. Individual degree programs may have policies in place for satisfactory academic progress. Students are responsible for verifying additional satisfactory progress policies as required by his or her degree program. If a student fails to satisfy the requirements of his or her degree program, the student may be dismissed from his or her program based on the academic unit's recommendation to the College.

Academic Probationary Status

A graduate student is expected to maintain a B average throughout his or her program of study (3.0/4.0 GPA). The student and his or her advisor will receive written notification of academic probationary status from the Graduate Program Director if:

- The student earns a grade lower than a B- in a course; or
- The student earns a single semester GPA lower than 3.0.

Written Communication will be directed to the student's permanent address on file with the College. A second course grade lower than a B- may result in dismissal from the program even if the cumulative GPA is above 3.0. Students may continue on academic probation for no more than two consecutive semesters. No grades below a B- may be counted as fulfilling degree requirements; such grades will be calculated into the grade point average. Grades below B- such as a C or D grade are awarded to graduate students and are used to calculate both semester and cumulative GPA; however, they will not be accepted for completion of graduate course work. Students may be required to repeat courses to complete the degree.

The faculty, staff, and administration of Saint Mary's College are committed to helping students achieve success in his or her graduate studies. Therefore, the GPA of each graduate student is reviewed at the end of each semester by his or her advisor to determine whether action is necessary.

Completing Degree Requirements in Academic Probationary Status

A student may complete all remaining degree requirements during a semester in which the student was in Probationary Status. If the student's cumulative GPA at the end of the semester is 3.0 or above, the student's probationary status will be elevated to Good Academic Standing. If the student's cumulative GPA is below 3.0, the student remains in Academic Probationary Status.

Dismissal from the Program

Saint Mary's College reserves the right to dismiss a student from a graduate program when the student's poor academic performance or conduct warrants such action.

Poor Academic Performance

Poor academic performance may be demonstrated by remaining in probationary status for more than two academic terms (see Academic Standing policy). Failure to make satisfactory progress

toward program completion may also be considered poor academic performance (see Completion of the Master's Degree policy). Individual programs may define additional criteria for poor academic performance. Please review the policies of the relevant graduate program. The Provost will review extreme cases of poor performance (such as a single semester GPA of 2.3 or below) to determine the student's eligibility to continue.

Misconduct

All students enrolled at Saint Mary's College are expected to adhere to all College policies and procedures as defined by our Community Standards and Code of Student Conduct. Students are also expected to avoid academic misconduct (see Academic Honesty policy), research misconduct, and other fraudulent, unprofessional, or unethical behaviors as defined in the policies of the relevant graduate program.

Notification and Appeal

Students will be notified in writing within 10 business days of the decision for dismissal. Students who have been dismissed have a right to appeal and are advised to consult the appeal process below.

Appeal Process

A student may complete all remaining degree requirements during a semester in which the student was in Probationary Status. If the student's cumulative GPA at the end of the semester is 3.0 or above, the student's probationary status will be elevated to Good Academic Standing. If the student's cumulative GPA is below 3.0, the student remains in Academic Probationary Status.

Leave of Absence

A leave of absence (LOA) is a period of time during which a student remains in the intended graduate program but is inactive. Students do not take courses at Saint Mary's College during a leave of absence or engage in academic or practicum activities that are part of their program of study.

Whenever possible, students must request a LOA in advance of the leave from the Graduate Program Director at Saint Mary's College. A LOA will only be granted under extraordinary circumstances including but not limited to such events as prolonged illness, serious injury, family circumstances, relocation, change in employment status, etc.

A request for an LOA must be made in writing and should include the length of time desired for the LOA, the reason for the leave request, and a defined plan to return to the program after the LOA is complete.

Without prior approval from the Graduate Program Director, transfer credits will not be granted for courses taken elsewhere during a leave of absence.

Students who do not qualify for or are not granted a LOA may transition to inactive status (See policy on Continuous Enrollment and Academic Standing: Inactive Academic Status). Inactive status does not require formal approval but does count against the Maximum Time Frame for Completion of Degree.

Withdrawal from the Program

A graduate student wishing to withdraw from a program is required to notify the Office of Graduate Studies and the Program Director.

The date of official written notification will determine the official date of withdrawal. If a graduate student withdraws from the program between the first day of class and the end of the drop period, he/she will be dropped from all classes and a notation of enrollment and a withdrawal entry is made on his/her permanent record. If a graduate student withdraws from the program after the official drop period, he/she will receive grades of "W" or "F" from his/ her instructors depending on progress to date.

A graduate student might be non-responsive to attempts to communicate with him/her regarding his/her absence from a course or all courses in the graduate program in which he/ she was registered. A student who has not participated in coursework and has been non- responsive will receive an official notification from the Dean of Graduate Studies. If the student does not respond in seven (7) days, the student may be administratively withdrawn by the Dean of Graduate Studies.

Reinstatement

A student who does not maintain continuous enrollment must request reinstatement into the graduate program in which they were matriculated. Any student who wishes to apply for reinstatement into his or her program of study may do so with permission from the Graduate Program Director of the relevant program and the Acting Dean of Graduate Studies.

A readmission application must be submitted to the Graduate Programs office. It must be accompanied by transcripts of any academic work pursued by the student while not at Saint Mary's College. The program may require the student to complete additional work if the length of the student's inactivity from the program merits it.

Students who may be reinstated to a graduate program are reinstated with Probationary Academic standing.

Academic Appeals

Grade Appeals

The instructor has the jurisdiction in determining and assigning grades at the end of the semester. The criteria for assigning grades must be stated in the course syllabus and communicated to students at the beginning of the course. Students have the right to appeal a final grade that they believe was not consistent with grading polices stated in the syllabus and/or different from those applied to other students in the same course. Before appealing, the student must meet with the instructor to discuss his or her dissatisfaction with the grade. This process must be initiated within 30 days of the start of the new semester. If the grade dispute is not settled at this level, the student and instructor will confer with the Graduate Program Director. If the issue is still not resolved, the student may initiate a formal grade appeal to the Provost. The appeal must be initiated within 10 working days of the decision being sent by the Graduate Program Director. The Provost will appoint three faculty members from across the graduate programs to serve on a Graduate Hearing Board. This Graduate

Hearing Board will make a recommendation to the Provost. The Provost will notify the student of the final disposition of the appeal. The decision of the Provost is final.

Dismissal Appeals

A student has the right to appeal a dismissal from the graduate program for academic reasons other than academic dishonesty by submitting an appeal in writing to the Provost within 10 working days of the decision being sent by the Graduate Program Director. The appeal must include reasons the student believes s/he should be reinstated and a plan for future success. The decision on the student's status will be made by the Provost after consultation with members of the graduate program in which the student is enrolled. The Provost will notify the student of the decision. The decision of the Provost is final.

In cases of dismissal for academic misconduct, refer to the policy on Academic Integrity and Academic Honesty below.

In cases of dismissal for non-academic reasons, refer to the Code of Student Conduct.

Graduation Requirements

Petitioning for Graduation

A graduate student planning to participate in the commencement ceremony held in May must file a degree petition with the Office of the Registrar. This includes Degree Candidates described in the following paragraph. This petition must be approved by the Graduate Program Director of the department.

Degree Candidates /Late Completion of Graduate Degree Requirements

If a student will have completed all of his/her degree requirements no later than the end of a given calendar year, permission may be requested from the Office of Graduate Studies to walk in commencement exercise as a "degree candidate" in the May of that calendar year (in the only ceremony Saint Mary's provides its graduates). "Graduate Degree candidates" do not receive a diploma and are not graduates of Saint Mary's College until the end of the semester following the completion of all degree requirements.

Permanent Record and Transcript

A student's permanent academic record is maintained in the Office of the Registrar. Official transcripts of the permanent record are available to each student or alumna. Requests for transcripts must be submitted in writing to the registrar or through the secure area within PRISM via the my.saintmarys.edu portal. Transcripts will not be issued to students or alumni who have not met their financial obligations to the College.

Privacy of Education Records (FERPA)

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of education records for all students at Saint Mary's College. Education records are considered confidential and may not be released to third parties (including parents) without the written consent of the student except in specific circumstances. Additional information about FERPA and student records privacy can be found at www.saintmarys.edu/academics/ resources/registrar.

Appendix: Forms

Comprehensive Examination Petition

Saint Mary's College
Master of Science in Speech-Language Pathology

Comprehensive exams must be completed within a semester of completion of SLP 587 and is a degree requirement. Completed form must be submitted to the Graduate Program Director in the Department of Speech Language Pathology. The due date to petition is: **November 1**

Name: Date Submitted:

Expected Degree Completion date:
Month (circle one): DECEMBER MAY AUGUST
Year: _____

Semester SLP 587 completed or planned to complete:

Semester (circle one): FALL SUMMER SPRING
Year: _____

Student Signature: _____
Date:_

By signing this form, I acknowledge that I petition to complete my comprehensive examination and that this examination is a degree requirement.

To be completed by Graduate Program Director or Advisor(s)

Signature _____ Date Received _____

_____Approved _____Advising warranted

Graduate Student Petition for Graduation

SAINT MARY'S COLLEGE
NOTRE DAME, IN

Graduate Student Petition for Graduation

Complete and submit to Registrar's Office
Email: registrar@saintmarys.edu Fax: 574-284-4842
Due February 1 for May Commencement

Please Print

Name: _____ Phone: _____ ID#: _____

Degree: Please indicate the degree program you are completing

☐ Doctorate of Nursing Practice

☐ Master of Science in Data Science

☐ Master of Science in Speech Language Pathology

Diploma Information: Print your name as it is to appear on your diploma. Ex. Jane Marie Doe

To ensure proper pronunciation of your name at Commencement, please provide a detailed explanation. (sound it out) Ex. Jāne Marie Dō _____

Please indicate the semester and year in which you intend to complete all requirements for graduation.

☐ Summer 20___ ☐ Spring 20___ ☐ Fall 20___

Will you attend the annual Commencement Ceremony on May 18, 2019? **Check one:**

☐ Yes, I will be attending the ceremony

☐ Unfortunately, I will not be attending a ceremony and would like my diploma mailed to the following address:

_____

If you have borrowed Federal Loans while attending Saint Mary's College, you must complete the Exit Counseling at http://www.studentloans.gov in order to receive your diploma. All financial obligations must be met prior to receiving your diploma.

I understand the petition instructions. I am applying to complete all the requirements and graduate during the term indicated above. I understand that this petition does not guarantee completion on degree requirements or of graduation. I understand that if I do not meet requirements to graduate during the intended term I must reapply for a later term.

_____ _____
Signature Date

For Office Use Only Faculty: please complete courses needed to complete degree.

Spring courses:		
CRN	Subj	Num

Summer courses:		
CRN	Subj	Num

Fall courses:		
CRN	Subj	Num

☐ Approved for Graduation Advisor/Dept Signature _____

Checklist for Completing the M.S. SLP/PRAXIS

This checklist should help ensure that you meet requirements for the degree at the appropriate times:

Complete prerequisite undergraduate course deficiencies.

Secure regular admission to the M.S. SLP program.

Enrollment in clinical practicum is required for all semesters throughout the program.

Successfully complete all knowledge and skills outcomes associated with the clinical (KASA) and academic training program.

Complete sufficient clinical experience to obtain a minimum of 400 clock hours, at least 325 hours at the graduate level with experiences across three types of clinical settings, and meet all minimum requirements for the Certificate of Clinical Competency (CCC).

Achieve minimum competency on all sections of Comprehensive Exams.

Submit the application for graduation at the beginning of the semester of graduation. (See Appendix: Forms)

Successfully submit the PRAXIS exam. CODE - 0970

(Optional) Completed Thesis