

Doctor of Audiology Graduate Handbook
College of Education and Human Services

WEST VIRGINIA UNIVERSITY



DOCTOR OF AUDIOLOGY

**COLLEGE OF EDUCATION AND HUMAN
SERVICES**

2018-2019

GRADUATE STUDENT HANDBOOK

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I. Welcome to Program

a. Description of program

The profession of audiology is an exciting field wherein clinicians provide services to individuals with hearing and vestibular disorders. The demand for certified professionals is continually increasing; consequently, job prospects remain very good. The pre-professional undergraduate program and graduate study in audiology enable graduates to seek jobs in a variety of settings. Audiologists are employed in hospitals, community clinics, physicians' offices, private practices, rehabilitation centers, schools, industry, and other settings. Providing the necessary help to individuals with hearing and vestibular problems can be a very rewarding experience. The Department of Communication Sciences and Disorders at WVU appreciates that you will be joining us in our efforts to advance the practice of audiology. We thank you, and your future patients thank you.

The purpose of the Au.D. program is to produce graduates who have a firm understanding of the normal processes of hearing and communication with the academic and clinical preparation to diagnose and treat the full range of hearing and vestibular disorders in all age groups. Our goal is to prepare audiologists who are competent in a wide variety of clinical settings, including hospitals, clinics, special treatment centers, schools, industry, and private practice. The Au.D. program at WVU is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA).

Effective January 1, 2012, all applicants for the Certificate of Clinical Competence in Audiology (CCC-A) are required to have an earned doctoral degree. The Doctor of Audiology (Au.D.) program at West Virginia University was inaugurated in 2004 to ensure that all graduates had earned the required doctoral degree for the profession of audiology. The program consists of 116 credit hours of academic coursework and clinical practicum experiences, including a one-year duration residency. Graduates must demonstrate acquisition of all knowledge and skills delineated in the current standards for the CCC-A.

Visit our website at <http://csd.wvu.edu/aud> for more information.

b. Program Philosophy

The Doctor of Audiology (Au.D.) program offered by the WVU Department of Communication Sciences and Disorders emphasizes a scholarly and professional approach to hearing, balance and communication disorders. Students in the program are expected to demonstrate both academic and clinical competence. Graduation, therefore, depends on completion of all academic requirements, and the demonstration of clinical expertise. The amount of time required for completion of such training is thus dependent upon the student's background at the beginning of training.

c. Program Objectives

The Au.D. program has been designed to provide a firm understanding of the normal processes of hearing, balance, and communication with the academic and clinical preparation to diagnose and treat the full range of hearing and balance disorders in all age groups. Our goal is to prepare audiologists who are competent to work in a wide variety of clinical settings, including hospitals, clinics, special treatment centers, schools, industry, and private practice. The program's intent is to provide the knowledge and skills necessary to practice audiology autonomously in an effective, ethical, and inclusive manner. To this end, the following goals have been established by the Department of Communication Sciences and Disorders at West Virginia University:

1. Graduates will demonstrate mastery of knowledge and skills necessary to practice audiology in diverse settings encompassing all of the many facets of our profession;
2. Graduates will demonstrate an ability to work autonomously and/or collaboratively with other professions as needed, using sound judgment in a competent and ethical manner;
3. Graduates will contribute to the profession and their community via active membership in professional organizations, scholarly activity, and taking the initiative in public education concerning hearing and balance disorders; and
4. Graduates will be employed as audiologists serving those with balance disorders and hearing loss, industries and the medical community with special emphasis on underserved areas.

d. Department Faculty and Staff

[Audiology Faculty in **Bold**]

FACULTY:

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e. Advisors

As a graduate student in Audiology, you are assigned a graduate advisor. Graduate students are required to meet with his/her advisor individually once a semester. In conjunction with the advisor, the graduate student will develop a plan of study during the first semester. During the ongoing individual advising meetings, the student's plan of study will be reviewed and adjusted to meet the student's individual needs if appropriate. The student and advisor will approve the plan of study utilizing electronic signatures within DegreeWorks.

In addition to the advisor, graduate students are assigned a graduate committee including three full-time faculty members (i.e., the graduate advisor and two other faculty members one of which will include a clinical faculty member). The graduate committee provides the student a group of individuals with whom he/she can discuss academic, clinical, and career issues. At a minimum, the graduate committee will meet with the student once per year (typically during the spring semester) to discuss his/her progress in the program related to academic and clinical knowledge and skills. The graduate committee can be convened by the student, the advisor, or any other member of the CSD faculty. In addition, the Coordinator of Graduate Programs in CSD can be included in these meetings when requested by the student or committee members.

The Coordinator of Graduate Programs in CSD's role in advising is to assign advisors as well as the members of the graduate committee. These assignments will be documented in the student's departmental file, within DegreeWorks, as well as in a letter provided to the student during the semester before enrollment in the program. Changes in advisors or graduate program committee membership can be requested by any person, including the student, to the Coordinator of Graduate Programs and/or the Chairperson of the CSD Department.

To ensure the best advising experience, students are required to bring an electronic device (e.g., laptop or tablet) to advising meetings so that he/she can access DegreeWorks. In addition to discussions regarding academic and clinical progress, the following items will be discussed with students during their advising sessions as he/she progresses through the graduate program.

Audiology:

1. 1st year audiology graduate students
 - a. Discuss expectations of graduate students (Fall)
 - b. Introduce research versus case study option (Fall/Spring)
2. 2nd year audiology graduate students
 - a. Discuss research versus case study option (Fall/Spring)
 - b. Discuss Praxis (Spring)
3. 3rd year audiology graduate students
 - a. Discuss Praxis (Fall)
 - b. Discuss Residency (Fall/Spring)

f. Orientation

- i. New Graduate Student Orientation
The College of Education and Human Services holds a brief orientation for all new graduate students. The orientation is held immediately prior to the beginning of the Fall semester. All students will receive an email with the date and time of new graduate student orientation.
- ii. Department Specific Orientation
Some departments and programs hold orientations that students are strongly advised/required to attend. For our program, orientations will be held on Monday, August 13, 2018.

II. Department Mission and Values

Department Mission

The mission of the Department of Communication Sciences and Disorders at West Virginia University is to enrich the lives of the people of West Virginia and the region by (1) educating ethical, responsible, and knowledgeable professionals who value compassion, acceptance, and interprofessional collaboration, (2) providing excellent evidence-based clinical services, and (3) expanding accessibility to such services.

Values

Welcome: We welcome, accept, and value each person through supportive and inclusive interactions.

Explore: We promote inquiry utilizing evidence-based practice and research in the classroom, clinic, and laboratories.

Collaborate: We value and facilitate interprofessional research and collaboration.

Access: We enhance access to communication, socialization, education, and vocational opportunities.

Respect: We respect our interactions with student, colleagues, clients, and others.

Empower: We empower students, clients, and families to advocate for improved communication.

III. Program of Study

a. Required Coursework

i. List of Required Courses

A *minimum* of 116 credit hours of post-baccalaureate study is required for the Au.D. degree. The *typical* program and sequence of courses for Au.D. students are below:

Clinical Courses

610 Advanced Practice/SLP
 709 Audiology Clinic 1
 729 Audiology Clinic 2
 739 Audiology Clinic 3
 749 Audiology Clinic 4
 759 Audiology Clinic 5
 769 Audiology Clinic 6

Academic Courses

618 Evidence Based Practice in CSD	725 Physiological Measures
702 Anatomy/Physiology of the Ear	726 Physiological Measures Lab
704 Instrumentation	731 Developmental Effects of Hearing Loss
706 Advanced Audiological Assessment 1	734 Auditory Processing Disorders
710 Psychoacoustics	736 Vestibular Evaluation & Rehabilitation
711 Audiology Assessment 2	737 Vestibular Evaluation & Rehab. Lab
713 Adv. Audiological Rehabilitation	738 Professional Issues
714 Neuroanatomy & Physiology	741 Aud. Business Management Practices
715 Amplification 1	743 Industrial Audiology
716 Amplification 1 Lab	745 Seminar in Clinic Supervision
717 Pathologies of the Auditory System	747 Cochlear/Brainstem Implants
720 Audiology Communication Skills	789 Residency* <i>students ineligible for</i>
721 Amplification 2	<i>Residency must register for CSAD 779:</i>
722 Amplification 2 Lab	<i>Audiology Clinic 7 (6 cr.)</i>
723 Pediatric Audiology	797 Research

ii. How to Register for Courses

You can register for WVU classes online. Go to the WVU Portal (<https://portal.wvu.edu/>) and click on “WVU Star System”. The WVU online registration site offers many useful options. To use the site, you will need to log on with your User ID and Personal Identification Number (PIN)

To add/drop courses, you will also need a Term PIN. You must meet with your academic advisor at WVU to obtain your PIN and Term PIN. He/she will also help you in selecting courses to meet your academic goals.

b. Scholarly Work in Audiology

AuD students will choose between completing either a research project or case studies in completion of the scholarly work requirement. During the fall semester of the second year, audiology graduate students will attend a mandatory meeting which will outline the specific details of the research project and case studies options. Based upon the student's choice, additional meetings aligned with either the case studies option or research projection option will be arranged to address the specific requirements for each of these.

Case-studies Options

Students who choose this option will submit detailed case studies assigned by the academic faculty. Although students may choose a specific clinical case (i.e., a client), the type of case must conform to the categories required by the audiology faculty.

Research Project Option

Audiology students who want to be directly involved in research may choose to complete a research project related to an area of clinical or scientific interest. Students who wish to pursue this option will identify a CSD faculty member to mentor the activity and develop a proposal with guidance from the mentor. Students wanting to complete a research project under the supervision of a research Audiologist at the Physician's Office Center (ENT Office) will complete the research proposal and have the project approved by his/her Graduate Advising Committee. Mentors will be responsible for guiding students' development of the research project, evaluate students' progress toward completion of the project, and assign grades accordingly.

Oral Presentation of Scholarly Work

Oral presentations of the scholarly work requirement will be scheduled during the third-year spring term. ***Students will not be permitted to begin residency assignments*** unless the scholarly work presentations have been completed and judged to be satisfactory by the student's advisory committee.

CSAD 797, Research

While working to complete scholarly work requirements, students will register for 1 credit hour of *CSAD 797, Research* in the fall and spring terms of the 2nd and 3rd year of study. Students who propose a project involving extensive research may be required to register for additional hours of *CSAD 797, Research* during each semester they are actively engaged in the project.

c. Typical sequence of study

Although the course sequence may change, a student's length of program will not be increased.

Year 1		
Fall I	Spring I	Summer I
CSAD 702 Anatomy and Physiology	CSAD 710 Psychoacoustics	CSAD 720 Audiology Communication Skills
CSAD 704 Instrumentation	CSAD 711 Auditory Assessment 2	CSAD 709 Audiology Clinic 1
CSAD 706 Adv. Audiological Assessment I	CSAD 715 Amplification 1	CSAD 618 Evidence-Based Practice in CSD
CSAD 714 Neuroanatomy and Physiology	CSAD 716 Amplification 1 Lab	
CSAD 717 Pathologies of the Auditory System	CSAD 610 Advanced Practice/SLP	
Year 2		
Fall II	Spring II	Summer II
CSAD 721 Amplification 2	CSAD 713 Adv. Audiological Rehabilitation	CSAD 738 Professional Issues
CSAD 722 Amplification 2 Lab	CSAD 725 Physiological Measures	CSAD 731 Developmental Effects of HL
CSAD 723 Pediatric Audiology	CSAD 726 Physiological Measures Lab	CSAD 749 Audiology Clinic 4
CSAD 736 Vestibular Evaluation & Rehab	CSAD 734 Auditory Processing Disorders	
CSAD 737 Vestibular Eval & Rehab Lab	CSAD 739 Audiology Clinic 3	
CSAD 729 Audiology Clinic 2	CSAD 797 Research (1 credit)	
CSAD 797 Research (1 credit)		
Year 3		
Fall III	Spring III	Summer III
CSAD 743 Industrial Audiology	CSAD 745 Seminar in Clinic Supervision	CSAD 789 Residency (6 credits)
CSAD 747 Cochlear Implants	CSAD 741 Aud Business Management Pract	or CSAD 779 Clinic 7 (6 credits)
CSAD 759 Audiology Clinic 5	CSAD 769 Audiology Clinic 6	
CSAD 797 Research (1 credit)	CSAD 797 Research (1 credit)	
Year 4		
Fall IV	Spring IV	
CSAD 789 Residency (9 credits)	CSAD 789 Residency (9 credits)	

IV. Clinical Information

a. Clinical Practicum

Requirements for graduation include ASHA-approved practicum experience that is equivalent to a minimum of 12 months of full-time, supervised experience. The depth and breadth of clinic experiences must be sufficient for the student to meet all competencies required to meet certification standards. Prior to obtaining the clinical hours, a student must have at least 25 hours of observation of clients who exhibit various auditory disorders.

The West Virginia University Speech and Hearing Clinic is the clinical service component of the Department of Communication Sciences and Disorders. The West Virginia University Speech and Hearing Clinic, located on the third floor of Allen Hall, is equipped to provide basic diagnostic and rehabilitative services. Patients are seen at the Clinic by appointment only, Monday through Thursday. Students who register for audiology practicum are provided opportunities to gain varied experience in keeping with their interests and abilities. The Hearing Clinic at the WVU Physicians Office Center is staffed by certified audiologists. All audiology majors receive additional training in a wide variety of diagnostic and rehabilitative procedures on a large and varied population at the Physicians Office Center or other clinical sites.

Transfer of Clinical Practicum Hours

Graduate students are responsible for having official copies of any clinical practicum hours sent to this department from former programs. After receipt of such hours, the hours will be entered into a practicum record of the student. A maximum of 75 hours (50 clinical practica; 25 observation) transferred from another program may be counted toward Au.D. degree requirements.

Criminal Background Screening

The College of Education and Human Services has a college-wide background check procedure (<http://cehs.wvu.edu/student-resources/become-a-teacher/background-checks>). Students who have a felony conviction or who are registered on the National Sexual Offender Registry will not be eligible for clinical practicum and should pursue another career choice.

If the status of your criminal background check changes during your graduate program, you are required to meet with your academic advisor and/or clinic coordinator. Failure to inform your academic advisor and/or clinic coordinator may result in expulsion from the program. Items appearing on a criminal background check may prevent you from obtaining licensure as an audiologist in the future and/or practicum in some or all sites.

HIPAA Training Requirement

All students enrolled in the Au.D. program at West Virginia University are required to provide verification of completion of training on the Federal Law – Health Insurance Portability and Accountability Act (HIPAA).

Appropriate training must be completed before providing any services to clients or observing the provision of such services and annual re-training is required, as well. The Hearing Clinic Coordinator and/or your Advisor will inform you of how the specific training should be completed. Violation of HIPAA patient confidentiality rules is a serious federal offense and is grounds for immediate dismissal from the program.

Registration Requirements for Clinical Practicum

Each graduate student in Audiology registers for clinical practica in a prescribed sequence. The standard/typical course sequence for clinic practica for Au.D. students is as follows:

Year	Term	Course Number	Number of Credits
First	Spring	CSAD 610	2
	Summer	CSAD 709	2
Second	Fall	CSAD 729	2
	Spring	CSAD 739	2
	Summer	CSAD 749	3
Third	Fall	CSAD 759	4
	Spring	CSAD 769	4
	Summer (Residency begins)	CSAD 789	6
Fourth	Fall	CSAD 789	9
	Spring	CSAD 789	9

Clinic Assignment Procedures

Each graduate student must complete a *Request for Graduate Clinical Practicum* for audiology prior to the beginning of each semester and submit it to Dr. Gayle Neldon, the WVU Hearing Clinic Coordinator, so that clinical assignments may be made. Students must also submit a completed *Request for Graduate Clinical Practicum* to Ms. Karen Haines, the WVU Speech Center Coordinator, prior to the semester they plan to complete practicum requirements in speech-language pathology. Students can request for these forms.

Off-Campus Audiology Clinic Facilities

The Department has affiliation agreements with numerous off-campus clinical facilities. These are available to Au.D. students who may be assigned to these settings to obtain clinical hours during their first four semesters of graduate education.

Limiting Availability for Clinic Practicum Assignments May Delay Graduation

Students should be aware that limiting availability for clinical practicum due to extracurricular work commitments may exclude them from some clinical placements. Furthermore, inability to be placed in some clinical placements may hinder the acquisition of clinical competencies required for graduation. Failure to meet fundamental competencies in clinic practicum may limit residency site selection and, in some cases, result in a delay of the anticipated date of graduation.

Travel Policy

To meet the clinical clock hours and experience requirements, students will be placed in external clinical sites which are up to an hour and 15 minutes from Morgantown. Students are responsible for arranging for transportation to and from the sites.

Practicum Grading

Student progress toward clinical competencies required for graduation and certification will be tracked via Clinical Assessment of Learning, Inventory of Performance, and Streamlined Office-Operations (CALIPSO; <https://www.calipsoclient.com/>), a data management program customized for the Au.D. program (<https://www.calipsoclient.com/audiology/wvu/account/login>)

The formal evaluation tools that are used at the Allen Hall Speech and Hearing Clinic are the WVU Daily Clinical Evaluation Forms and the Skill Competency Evaluation. Supervisors will observe a

minimum of 25% of evaluation/treatment sessions for students enrolled in the speech-language pathology program and 50% of assessments and 25% of treatment for students enrolled in the audiology program. Clinical supervisors will increase the amount of supervision depending on student or client needs.

Students' clinical skills will be evaluated twice a semester by each supervisor utilizing the rubric within CALIPSO. A mid-term and a final evaluation will be completed by each supervisor in CALIPSO and reviewed with the student. This evaluation uses a 5-point scale that is based on the student's ability to perform each skill competency with a specified amount of supervisor input. During the first and second semesters, it is anticipated that students will earn 2s and 3s, indicating a significant amount of supervisor input. However, as students obtain clinical experience, it is expected that skill ratings increase to 3s, 4s and 5s to reflect a decrease in supervisor input and increased ability to perform clinical tasks with greater independence. At the completion of the Residency/Externship or second semester of CSAD 616 (for students who complete a thesis), a cumulative score of at least 3.1/5.0 **PLUS at least one rating of 4.0/5.0 for each competency** must be met. Failure to meet the expected competency levels will result in a delay of the student's graduation.

All clinical practica are graded using a normal grading mode (A-F). If a student's GPA falls below a 3.0 he/she will no longer be eligible for practicum and will only be able to take academic courses until his/her GPA is a 3.0 or better. Specific grading scales for clinical practica are included in the course syllabus for each clinical enrollment.

At the completion of the Externship or second semester of CSAD 616 (for students who complete a thesis) a cumulative score of at least 3.1/5.0 **PLUS at least one rating of 4.0/5.0 for each competency** must be met. If any competency has not been met at a level of 4.0/5.0, the candidate may not graduate until all competencies are met.

In the case of a C grade or lower in clinical practicum, the student's committee, supervisor and clinic coordinator will meet to develop a remediation plan.

Students who do not meet the following expectations may fail clinical practicum.

- Reports are turned in late
- Conferences are missed
- Client folder is removed from the clinic
- Unexcused absences from therapy occur
- Or other activities in violation of ASHA's Code of Ethics and/or the WV Board of Examiners for Speech-Language Pathology and Audiology.

In some external clinical sites, students may need to remind supervisors to complete the evaluation in CALIPSO, as these supervisors typically do not work on WVU's semester schedule.

At the end of each semester, students will complete a final evaluation for each clinical supervisor with whom he/she has worked over the semester. These anonymous evaluations are aggregated by the department's administrative assistant and released to the supervisors as a three-semester average with the previous two semesters.

Clinical Experience Records

Each student is required to enter his/her practicum clock hours into CALIPSO and follow up with his/her supervisor to ensure that the supervisor approves the hours. Students are encouraged to enter

hours at least weekly, if not daily. Supervisors may opt to approve hours every two weeks and are encouraged to not postpone approving hours beyond two weeks.

Upon completion and approval of all clinical experiences, students will receive two signed copies of the summary. Typically, this will occur during the week prior to graduation. Students may use these for their own records as well as for documentation when seeking other certifications and/or licenses.

b. Residency Clinical Experience

Certification requirements for credentials awarded by ASHA and AAA require the equivalent of a minimum of 12-months of full-time experience in supervised clinic practicum. Au.D. students will typically acquire the bulk of this experience by completing a one-year clinical experience during the summer semester of the third year and the fall and spring semesters of the fourth year. Throughout the residency period students will register for CSAD 789 for 6 credits during the summer semester and 9 credits during fall and spring semesters. Au.D. residency placements must involve full-time clinical work (at least 37 hours per week). Facilities that operate on a part-time basis are unacceptable for the Au.D. residency.

During the Au.D. residency, students cannot follow the WVU schedule which includes breaks such as spring breaks. They must follow the site schedule. Any essential absences must be well-documented. Residents must comply with any leave/vacation policies specified by the site and or the site supervisors. Site supervisors will be requested to report all instances of absences to the Au.D. residency coordinator. Absenteeism regardless of reasons can result in extension of the Au.D. residency period and subsequent delay in the graduation date.

Typically, sites reserved for second and third year Au.D. student practicum and externships experiences are not approved for residency. The audiology sites in Morgantown cannot be used for residency placements. Students are responsible for finding their own residency placements. This search should be initiated during the summer of the second year of the Au.D. program. The search will be guided by the WVU Au.D. residency clinical experience coordinator, who can provide valuable tips to students for finding suitable sites. The WVU Au.D. residency clinical experience coordinator also maintains a list of previously-approved residency sites and distributes any new contacts searching for student externs/residents. Although students are responsible for finding their own residency placements, they cannot make any commitments to accept any position until authorized to do so by the audiology residency coordinator and the Au.D. Graduate Affairs Committee (A-GAC). A-GAC review is intended to ensure that the residency clinical experience will provide supervised experiences required for the student to meet all competencies required for certification.

When evaluating potential residency placements, please keep the following in mind:

1. Not all residency sites pay their Au.D. residents. Students should plan for travel, accommodation and other expenses during the one-year residency experience period.
2. Many sites require an interview. Students should plan for travel and other related expenses for the interview. Suggestions for a positive interview experience will be provided by the Au.D. residency coordinator.
3. Some sites require FBI clearance checks (e.g. Children's hospital). Students are responsible for any expenses related to such checks.
4. Some sites will accept only a full year resident. Students should be prepared to graduate accordingly.

5. Some sites require specialized training before initiation of residency experience (e.g. Army audiology sites require the students to go through 3-month officer training before initiating the audiology residency). Students should plan for such additional expenses and the related delay in graduation.

Application Procedures

Each residency site will have its own application procedures and requirements. The Au.D. residency coordinator will assist students in completing the application process. Requests for specific sites must be made in writing using a specific form provided for this purpose.

Once a residency site is identified, students will submit their application to the audiology residency coordinator. The residency coordinator will forward the application to the Audiology Graduate Affairs Committee for review and approval of the residency placement. The students will be informed about the status of their application by the audiology residency coordinator.

Assessment Procedures

Students are required to create a portfolio as part of the Au.D. residency. The WVU Au.D. residency coordinator will provide guidelines for creating the portfolio and assess the contents of the portfolio at the completion of the residency period. Students are required to submit a monthly summary report during the duration of their residency to the WVU Au.D. residency coordinator. In some cases, more frequent reports may be required based on student performance. The WVU Au.D. residency coordinator will provide guidelines on creating the summary report. He/she will also provide feedback on each submitted report.

Students are responsible for regular submission of their hours. Practicum hours must be approved at least monthly by the 7th of each month to be credited. Residency supervisors are required to submit a clinic evaluation form regularly throughout the year. Students who are unable to meet knowledge and skills competencies at their main Au.D. residency site should be prepared to go to other approved sites at their own expense.

At the end of the residency, students will be required to complete an evaluation of the residency site with reference to the efficiency and adequacy of the site in providing the Au.D. residency. Additionally, the 4th year coordinator will conduct an exit interview prior to graduation. The interview may be conducted via phone, FaceTime, or Skype in the event that the student cannot appear in person. All questions related to the Au.D. experience should be directed to the designated WVU Au.D. residency coordinator.

Supervision of Externship/Residency

In order to ensure that students receive appropriate supervision during extern and residency placements, supervisory arrangements for extern and residency placements must be reviewed by the externship/residency coordinator(s) and approved by the CSD-Audiology Graduate Affairs Committee.

Licensure and Certification

At least one of the audiologists supervising Au.D. students during the externship and residency period must hold a current Certificate of Clinical Competency in Audiology (CCC/A) from the American Speech-Language-Hearing Association (ASHA) and maintain certification during the entire period of student supervision. Please note: Not all practicing audiologists have the CCC/A. Clinic experience supervised by audiologists who do not hold a current CCC/A will not satisfy ASHA certification requirements. Supervising audiologists must hold professional license in the appropriate state(s).

Experience

Supervisors of Au.D. students must have at least 3 years of clinical experience following a master's degree or 2 years of clinical experience following a doctoral degree.

Objectivity

Supervisors of Au.D. externs and residents must provide formative and summative assessments of student performance. It is essential that these assessments be accurate and objective. In order to ensure the objectivity of performance assessments, students may not enter into supervisory arrangements which represent a conflict of interest. For instance, the ASHA Membership and Certification Handbook (CF Requirements and Procedures) specifies that a family member or individuals related in any way to the clinical fellow may not serve as a supervisor, students cannot pay individuals to supervise them etc.

To restate the above matter clearly, Au.D. residency site-supervisors cannot be related to the student in any way.

During the Au.D. residency, the site supervisor will be requested to provide ongoing assessments of student performance. At the end of the residency, the student will also be asked to evaluate the residency site. Having a relative as a site supervisor creates a clear conflict of interest.

Students can go to the site of a family relative and gain experience any time in the future. The option of going to a different site for an extended period will be available to them only during the Au.D. residency period. We do not want students to miss out on this unique opportunity of gaining audiology practice perspectives from a viewpoint that is different than the family viewpoint.

Timelines for Residency Procedures

The following timelines are intended to ensure compliance with ASHA certification requirements, allow completion of Au.D. requirements prior to grading deadlines for spring graduation, and provide sufficient time for students to relocate to the residency site. Typically, the 4th year experience/Residency ***begins the first Monday after the finals week of the spring term*** at the conclusion of the third-year course work. When necessary, a later start date must be negotiated between the site and the program. Students are expected to be engaged full-time at the residency site throughout the period specified by the Begin and End dates reported on their residency application form. Absenteeism from residency placements will likely extend the time needed to complete clinical education requirements and delay graduation.

Eligibility Requirements for Residency

Au.D. students must meet ALL of the following requirements in order to be approved for residency placement beginning in the third summer term:

- Successful completion of all academic coursework required for the Au.D. degree;
- A minimum of 325 clock hours in supervised clinic practicum; and
- A student must have at least a 3.0 grade point average at the completion of CSAD 769 (Audiology Clinic 6) in order to begin their 4th year placement. A student must also have met level 3 competence on all skills as shown towards the end of the handbook.
- Oral presentation of scholarly work (selected case-study or research project)

In addition to the above, some states require a provisional license for providing clinical services during the 4th year. When applicable, students are responsible for completing all the requirements for obtaining the provisional license and for securing the provisional license before initiating the 4th year experience

Students who do not meet ALL of the necessary qualifications will be required to successfully complete 6 semester hours of CSAD 779: Audiology Clinic 7 during the third summer term, and may apply for residency placement to begin the fourth fall term of the Au.D. course of study.

c. Tasks to be completed during residency

- i. Register for 6 credit hours of CSAD 789 during summer terms.
- ii. Register for 9 credit hours of CSAD 789 during the fall semester.
- iii. Register for 9 credit hours of CSAD 789 during the spring semester.
- iv. If your residency lasts beyond the three semesters, register for 1 credit for continuous enrollment.
- v. In addition to the above, you must record your clinic hours on a regular basis to accumulate a total of 1,820 hours before the end of the residency experience.
<http://www.asha.org/Certification/Certification-Standards-for-Aud--Clinical-Practicum/>
- vi. Meet any other requirements stated in the course syllabus for CSAD 789.

If you are going to graduate in May, apply for graduation during the Spring semester of the 4th year by the published deadline. Similarly follow the stated timelines for August graduation.

<http://graduation.wvu.edu/home> This site also provides information about the procedures you need to complete if you wish to walk through a graduation ceremony before completing all the degree

d. State Licensure

Each of the 50 states requires audiology practitioners to be licensed or registered. Many states require Au.D. students to obtain a provisional license before they can provide clinical services during their residency year. Information on licensure in West Virginia can be obtained at: <http://www.wvspeechandaudiology.com>

Academic preparation, examination, and other requirements for licensure vary from state to state. Students are responsible for obtaining (provisional) licensure in the state where the residency year will be completed. An overview of licensure requirements is available at: <http://www.asha.org/advocacy/state/>

Many states have reciprocity agreements, whereby practitioners licensed in one state are automatically eligible for licensure in other states. For this reason, students are encouraged to pursue licensure in West Virginia. Even if you do not intend to practice here, a West Virginia license will make it easier for you to obtain a license in other states with reciprocity agreements. In West Virginia, information on licensure may be obtained by contacting:

West Virginia Board of Examiners for Speech-Language Pathology and Audiology
99 Edmiston Way
Box 11, Suite 214
Buckhannon, WV 26201
Phone: (304) 473-4289 (In state Toll free: 877-462-5460)
Fax: (304) 473-4291
e-mail: wvbeslpa@wv.gov

V. Graduation Requirements

a. Program requirements for graduation

The Doctor of Audiology degree program is a competency-based program and students are expected to achieve a minimum competency level of B or S in all required courses and in clinic practicum.

The *minimum* graduate requirements for the Doctor of Audiology degree program are:

- a. 116 semester hours of course work, including:
 - 66 semester hours in CSAD courses and associated laboratories;
 - 3 semester hours in research methods;
 - 4 semester hours (minimum) in research;
 - 19 semester hours of clinic practicum (17 audiology, 2 speech-language pathology);
 - 18 semester hours of clinic residency;
 - 6 additional semester hours of either clinic residency or clinic practicum;
- b. an overall graduate grade point average of at least 3.00 (A=4.0) with a minimum competency level of B or S in all courses and clinical practicum;
- c. successful completion of ASHA-approved practicum experience that is equivalent to a minimum of 12 months of full-time, supervised experience.
- d. a Scholarly Work submitted in written form, presented orally before a forum of CSD faculty and students, and approved by the student's mentor (for research option) or expert faculty evaluators (for case studies option); and
- e. taking the Praxis exam in audiology (**Praxis code: 5342**).

All regular students in the Doctor of Audiology program must be full-time in residence during the entire program of study. Students with a background in speech-language pathology and audiology are required to spend a **minimum of 4 years (11-12 semesters)** to complete the requirements for the Doctor of Audiology degree. For students without a background in communication sciences and disorders, a **minimum of 5 years (13-14 semesters)** is usually required for completion of the Doctor of Audiology degree. Any of the following is likely to require extension of the minimum duration for completion of the program of study and delay graduation:

1. Unsatisfactory performance (e.g., C or lower grades) in academic courses
2. Unsatisfactory performance in clinic practica or residency assignments
3. Failure to meet requirements for provisional licensure, as established by the West Virginia Board of Examiners for Speech-Language Pathology and Audiology (WVBOE), prior to residency placement
4. Failure to take the Praxis exam at least once.
5. Violation of the AAA, ASHA and/or WVBOE Code of Ethics

If it is necessary for the graduate student to alter his/her graduate education by reducing the number of courses and/or clinical assignments during one or more semesters due to illness, family situations, etc., the duration of his/her graduate education is automatically extended, and he/she should not expect to graduate according to the originally projected graduation date. Also, students who accept residency placements that require preliminary training or other commitments that extend the residency period beyond the duration of graduate study specified above should not expect to graduate according to the originally projected graduation date.

The course of study for Doctor of Audiology students is sequenced so that basic knowledge and skills are nurtured during the first year. These are reinforced, and advanced topics are introduced during the second

year. Mastery of audiologic competencies is developed largely during the third and fourth years of the program.

i. Continuous Enrollment

Students who fail to complete all academic or clinical requirements in the minimum time periods described above must maintain continuous enrollment as a condition of their continued candidacy for the graduate degree. At least 1 hour of academic credit (*CSAD 799, Colloquium*) must be recorded each semester (Fall, Spring, and Summer semesters) to satisfy the conditions of continuous enrollment.

ii. Transfer Credits

A student wishing to apply credit earned at another institution of higher education to a graduate degree at WVU must obtain a transfer of graduate credit form from the Office of Admissions and Records. This form requires the signature of the department chairperson or designee. The student must also have an official transcript from the other institution sent to the Office of Admissions and Records. It is strongly recommended that students have transfer credit approved prior to enrolling. No more than 9 semester hours from other institutions *may* be transferred for credit towards the graduate degree in Audiology.

iii. Auditing Courses

For a variety of reasons, a student may wish to audit a course. Prior to making this decision, the student needs to meet with the instructor of the course. The student should be prepared to share a syllabus or otherwise demonstrate his/her knowledge of the course content if the course wanting to be audited is a required course for the program. If the student's request to audit a course is approved, an Audit Agreement (see Appendix) will need to be completed by the student and instructor. The instructor will specify within the Audit Agreement the expectations for attendance and assigned activities (e.g., readings, quizzes, assignments, and exams).

The student will need to register for the course and will pay fees. However, no grade will be earned by the student. A student that audits a course must let one semester pass before enrolling in a course for credit and changes in course enrollment (i.e., grade or audit) must be done during the registration period.

iv. Time Limits

A course taken more than eight years prior to the conferring of the graduate degree in Audiology must be reevaluated if it is to be used toward meeting degree requirements. Reevaluation can be accomplished by submitting the following information for approval to the office of graduate education:

1. A letter from the course instructor listing the criteria used to revalidate the course material.
2. A copy of the student's performance on the revalidation examination.
3. A letter from the graduate coordinator and/or dean supporting the revalidation.

b. Praxis Examination in Audiology

Au.D. students are required to take the PRAXIS specialty examination in audiology (Praxis code: 5342) at least one time before graduating. Students who do not take the examination will not fulfill the requirements for graduation.

Recommendations

Ordinarily, the PRAXIS exams are administered several times during the year (https://www.ets.org/praxis/register/centers_dates). It is suggested that students schedule the examination upon completion of all required coursework. That is the end of the eighth semester for a student with an undergraduate pre-professional background or the end of the tenth semester for a student without an undergraduate background.

Score Reporting Requirements

You must indicate on the registration form that the score is to be sent to the Department of Communication Sciences and Disorders at West Virginia University (listed as “WEST VIRGINIA UNIV SLP/AUD” on the Praxis website; **Code: 0329**). Note: Graduation may be delayed if you do not schedule the examination appropriately, and/or fail to have the scores reported directly to the Department. You may also want to send your scores to the WV State Board of Examiners for SLP/AuD (**Code: 8481**).

Registration information, including Test at a Glance, General Information and Study Tips, and Reducing Test Anxiety, may be obtained online at: <https://www.ets.org/praxis>. Additional information on audiology examination content and preparation tips can be accessed at: <http://www.asha.org/certification/praxis/>.

c. Graduation application

Students anticipating a May graduation must complete an *Application for Graduation and Diploma* form by February of the year of intended graduation. This form and additional information, including specific application deadlines for August and December graduation, can be accessed at the West Virginia University Graduation website or using this weblink: <http://graduation.wvu.edu/home> .

In addition to the application for graduation and diploma, students must also complete the *CSD Graduation Information* form. Students who do not wish to attend Commencement also need to complete an address form, so their diploma can be mailed to them. These forms may be obtained from the designated academic specialist. Failure to comply with these procedures will delay graduation.

VI. Student Expectations

a. Graduate Student Expectations

Code of Ethics

All students are responsible for being familiar with the following Codes of Ethics:

American Academy of Audiology (AAA):

<https://www.audiology.org/publications-resources/document-library/code-ethics>

American Speech-Language and Hearing Association (ASHA):

<http://www.asha.org/policy/ET2016-00342/>

West Virginia Board of Examiners for Speech-Language Pathology and Audiology (29CSR5):

<http://www.wvspeechandaudiology.com/Home/Legislative-Rules>

Essential Functions

In accordance with ASHA, it is the position of the Au.D. program that professional competence in providing services to individuals with communication disorders requires **cultural competence** as well. The Program thus supports the information provided by ASHA on cultural competence at

<http://www.asha.org/Practice-Portal/Professional-Issues/Cultural-Competence/>

and encourages all students and professionals to use ASHA's Cultural Competency checklist:

<http://www.asha.org/uploadedFiles/Cultural-Competence-Checklist-Service-Delivery.pdf>

In addition, students must possess fundamental sensory/observational, communication, motor, intellectual/cognitive, and social/behavioral abilities that will allow them to acquire the knowledge and skills requisite to audiology practice, to function effectively in a broad variety of clinical situations, and to render competent patient care. These abilities are described in more detail in the document *Essential Functions for Students in the Doctor of Audiology Program*, available at:

<http://csd.wvu.edu/files/d/49bccdcb-acd0-4635-9318-21bfa1681e73/essential-functions-aud.pdf>

When working in the WVU Speech and Hearing Clinics, or in any off-campus clinical site, students are expected to perform all duties in a professional manner and to observe appropriate infection control procedures. Accordingly, students are expected to conform to US Centers for Disease Control and Prevention guidelines regarding infection prevention and minimum expectations for safe care.

<https://www.cdc.gov/infectioncontrol/pdf/outpatient/guide.pdf>

Behaviors Expected of a Professional

Students enrolled in the graduate programs within the Department of Communication Sciences and Disorders are expected to exhibit professional and ethical behavior as outlined by the ASHA Code of Ethics. The following list of violations are examples, but not comprehensive. Minimally, graduate students in the department shall not:

1. Commit violations of student conduct as outlined in the WVU Student Handbook;
2. Utilize drugs or other pharmaceutical agents inappropriately or illegally;
3. Engage in behavior that may endanger clients, families, the public, students, or faculty;
4. Engage in behavior that deceives, defrauds, or harms the public or the public's perception of the profession(s);
5. Falsify intentionally or through neglect, the health records of clients at the university or external facilities;
6. Deceive a patient and/or family regarding his/her status as a graduate student;

7. Fail to maintain client or patient confidentiality, including failure to follow the Health Insurance Portability and Accountability Act (HIPAA) standards;
8. Obtain payment in any form for services;
9. Engage in unprofessional conduct, act, or omission that would be considered unprofessional as outlined in the professional standards by the American Speech-Language-Hearing Association, state licensure boards, and other licensing or certification agencies.

Policy for Violations of Expected Professional Conduct

If a student violation of conduct is alleged the following steps will be taken to ensure the safety of the student(s), faculty, staff, and clients.

Hearing Committee and Procedures

1. Upon notification of a possible violation of student conduct, the student will be contacted in writing by the Chair of the Department of Communication Sciences and Disorders that an investigation has begun. If necessary, the student will be removed from academic coursework and/or clinical experiences until the allegation has been resolved.
2. In writing, the student will be notified of a hearing including the student, the student's academic advisor and graduate committee, as well as the Chair of the Department of Communication Sciences and Disorders within 15 business days of the allegation.
 - a. The Chair of the Department of Communication Sciences and Disorders will conduct the hearing but not participate as a voting member unless to cast a tie-breaking vote.
 - b. The student's graduate advisor will maintain a record of the hearing as well as record the decision of the panel and any disciplinary actions to be taken by the committee and/or student.
 - c. Evaluations of the evidence will require a finding of student responsibility based upon a preponderance of the evidence against the student by the majority opinion of the panel.
3. During the hearing, a student is guaranteed the following rights:
 - a. The student has a right to a fair and impartial hearing in all proceedings of any hearing panel.
 - b. The student is not required to provide testimony and refusal to do so is not considered admittance to the alleged violation or acceptance of responsibility for said violation.
 - c. The student will be informed in writing throughout the process including a written summary of the allegation and any steps to be taken prior to the hearing, notice of the hearing in sufficient time as to prepare, and a summary of the panel's decision.
 - d. The student has a right to be present during the questioning of individuals during the hearing, to question witnesses, and/or to present evidence in his/her defense.
 - e. The student may request the attendance of other persons at the meeting and will complete the needed paperwork to allow said persons to attend.
4. Upon the conclusion of the hearing, the student and graduate advisor will receive a written decision from the Chair of Communication Sciences and Disorders Department indicating the outcome of the hearing as well as any steps needing to be taken by the student and the date at which these should be completed. The written decision will be provided to the student and graduate advisor within two business days of the conclusion of the hearing.

Appeal of the Hearing Committee Decision

A student found in violation of the Graduate Code of Conduct as outlined by the Department of Communication Sciences and Disorders who is suspended, dismissed or terminated from the program may appeal in writing to the Dean of the College of Education and Human Services. The written appeal

must be received by the Dean of the College of Education and Human Services within five business days of the receipt of the written decision by the hearing panel.

The written appeal must clearly address the reason for the appeal. Acceptable reasons for an appeal relate to:

- Violations of due process rights during the hearing process;
- Disciplinary actions that are not aligned with the magnitude of the infraction to which the student was found responsible; or
- Finding of new information that was not previously available during the hearing and would impact the decision of accountability or the sanction which was assigned.

The Dean of the College of Education and Human Services or Designee will act upon the appeal. The decision of the Dean of the College of Education and Human Services or Designee is final and cannot be appealed.

Disciplinary Files and Records

The record of disciplinary cases shall be maintained in the Chair's office for the Department of Communication Sciences and Disorders.

All written correspondences to the student including the initial letter of notification regarding the alleged violation, the hearing notice, and the decisions of the hearing panel and any relevant disciplinary actions will be maintained in the student's advising file located in the Department of Communication Sciences and Disorders.

Reporting to External Authorities

Alleged violations of university, federal, or state laws will result in notification of the proper agencies by the Chair of the Department of Communication Sciences and Disorders. Investigations or decisions by these external entities will be peripheral to the investigation and decisions of the student's hearing panel within the Department of Communication Sciences and Disorders.

b. Grade Requirements

i. Effects of "C", "D", "F", or "U" Grades

The graduate degree program in Audiology is a competency-based program. Therefore, students are expected to achieve a *minimum competency* level of "B," "P," or "S" in all required courses. If a student receives a grade of "U" or "C" (or "D" or "F") in a required course, he/she must meet with his/her academic advisor and academic graduate committee prior to beginning additional course work.

1. Students who receive a grade other than "A," "B," "P," or "S" in a course taken for credit toward the graduate degree must comply with a *competency-based remediation plan* agreed to by the student and the student's graduate advisory committee. If after one remediation the student has still not met all competencies addressed in the course, the student's committee may opt to deny the student clinical practicum until competency is met.
2. If a student's overall (cumulative) GPA falls to 2.99 or lower, he/she will not receive any clinical assignments (practicum or residency) until the GPA meets or exceeds 3.00.

c. Classroom Conduct**i. Use of Personal Electronic Devices in the Classroom and Clinic**

Unless otherwise directed by the course instructor or clinical supervisor, it is the policy of the West Virginia University Department of Communication Sciences and Disorders that:

1. Cell phones should be silenced and put away during all class periods, and that students are not to leave class with the purpose of checking them;
2. While laptops and tablet computers may be permitted for purposes of note-taking, activities including (but not limited to) web browsing, texting, messaging, and any form of social networking are prohibited during class periods;
3. In addition to cell phones and computers, no technology, including (but not limited to) electronic calculators, portable media (mp3) players, smartphones, personal data assistants, and e-book readers, should be at or near students' seats during any in-class test, quiz, or other form of learning assessment; and
4. Students who require assistive technology must present documentation from Disability Services to the course instructor at the beginning of the semester.

VII. Financial Support

Financial Assistance is available in a variety of forms. Any student with financial need can apply for assistance at the Student Financial Aid Office on the second floor of the Mountainlair (304-293-5242). The relevant website can be found here: <http://financialaid.wvu.edu/>. Some programs in the college offer teaching and research assistantships. Applications for college teaching and graduate assistantships are available in the Center for Student Advising & Records. Students facing an emergency that might affect their ability to continue in school can apply for the emergency loan at the Financial Aid Office in the Mountainlair on the Downtown Campus (304-293-5242). Restrictions apply.

a. Graduate assistantships

Students enrolled in the graduate program for speech-language pathology are encouraged to apply for graduate assistantships that contribute to his/her growth of professional skills and knowledge. There are a limited number of Graduate Assistantships available through the department including Graduate Teaching Assistantships and at times Graduate Research Assistantships. To learn about available positions in the department as well as the College of Education and Human Services, students can view open positions at the Graduate Studies web page, <https://cehs.wvu.edu/grad/ga-positions>. Students are responsible for adhering to the following policies and procedures regarding graduate assistantships.

i. Graduate Assistantships During Residency

It is the policy of the CSD Department that graduate students in the Doctorate of Audiology program are not permitted to have graduate assistantships when completing their residency.

ii. Graduate Assistantships Outside of the CSD Department

It is the policy of West Virginia University that graduate students enrolled in Speech-Language Pathology or Audiology be engaged in Graduate Assistant positions that contribute to students' professional skills and knowledge. To ensure this, it is the policy of the Department of Communication Sciences and Disorders (CSD) that Graduate Assistant positions outside of the Department of Communication Sciences and Disorders will require **prior approval** by the Department Chair of CSD for university tuition waivers to be approved by the Department of CSD.

Prior to signing a contract with a department or office outside the Department of CSD, graduate students should present to the Department Chair the following items for review.

- Letter of appointment or contract including the specific job responsibilities and any specific work requirements (e.g., specific times during the week).
- Completed *CSD Graduate Assistantship Approval Form*.

After reviewing the documents, the Department Chairperson will complete the *CSD Graduate Assistantship Approval Form* which will be filed in the student's academic file in the Department of CSD. A new *CSD Assistantship Approval Form* will be required for each academic year.

b. Tuition waivers

Waivers of University tuition are provided for graduate students with assistantships, fellowships and based upon merit. College tuition and University fees cannot be waived. Typically, graduate students can receive tuition waivers from only one source each term unless on a partial graduate assistantship. Graduate students in speech-language pathology and audiology programs are not permitted to utilize University tuition waivers during enrollment of residency (CSAD 789).

For more specific information, please refer to the Graduate Education and Life website (<https://graduateeducation.wvu.edu/funding-and-cost/tuition-waivers>).

c. Travel and research funding

Graduate student support for travel to professional conferences as well as in the completion of research projects is available through the College of Education and Human Services (CEHS) as well as the Department of Communication Sciences and Disorders. Funding is dependent upon the availability of funds as well as the student's role at the conference (i.e., attendance vs. presentation). For information regarding the CEHS funding, please refer to the Student Research Resources and Funding website (<https://cehs.wvu.edu/student-resources/student-research>). For more information regarding funds through the CSD department, please contact Dr. Michelle Moore (mimoore@mail.wvu.edu).

VIII. Student Resources

Students experiencing difficulty adjusting to or completing graduate school are urged to discuss their concerns with their academic and/or clinical instructors or advisors. In cases where the difficulties cannot be completely addressed within the Department, advisors can refer students for additional services elsewhere on campus. Additionally, students can seek these resources as needed. Some of the key support services at WVU are listed below along with descriptions/wording from their websites

a. Health and wellbeing

i. Student counseling services

The Carruth Center for Psychological and Psychiatric Services, is now located in the on the Evansdale Campus in the new Health and Education building. It is right next to the Student Rec Center. It is staffed by a group of psychologists, psychiatrists and interns who can help with a variety of personal problems. This service is free to full time students. Medication evaluation and management services are available through the center's medical consultants. There is a policy to limit the number of sessions—up to 12 are at no cost. If additional sessions are requested and approved, a \$12.00 service fee per session will be incurred. There is no limit or costs associated with group treatment/support services. Students are directed to this center for personal therapy, since services are covered under student fees. Special groups are also offered during the year on such things as: test anxiety, ACOA, and so forth. Check with the center on which groups are being offered (293-4431); see: <http://well.wvu.edu/ccpps>.

ii. Student health

Since 2008-09 student health services at West Virginia University has been organized under an umbrella program known as WellWVU, which can be reviewed on-line at: <http://well.wvu.edu>.

WellWVU is a comprehensive portal that includes traditional health services such as general ambulatory care, laboratory and radiology testing ordered by a Health Service physician, routine gynecology, family planning, some immunizations, physical therapy, dietitian services, and psychiatric services. Male or female physicians can be requested. You will notice that the Carruth Center for Psychological and Psychiatric Services is now located within this portal.

Many general health education programs are also offered. These include alcohol and substance abuse education, sexual assault prevention and education, and AIDS awareness.

Please see the FAQ section of the WellWVU web site for a complete listing of the services, arranging appointments, costs, fee structure, eligibility, insurance and the like at the website given above.

If you do need to be hospitalized in connection with any condition or are referred outside the Health Service for care or testing, you will need to absorb these costs, or have your hospitalization insurance pay for them. Low cost supplemental health insurance coverage is available for all students and required if you are an international student. See the WellWVU web site: <http://studentinsurance.wvu.edu/>.

b. Student Services**i. Information Technology Services**

ITS serves students, staff, faculty and researchers by identifying, providing and supporting the tools they need to succeed. They make sure the networks, data centers, Internet and phones are robust and reliable. They support dozens of applications that are critical to the University's administrative functions and academic mission, including the online learning system, eCampus. They protect the confidentiality and integrity of data. Some IT teams at WVU serve the needs of specific academic units or departments, independently of central ITS.

ii. Commuter student program

The program can help you make your transition a little easier. It provides fun activities where you can meet other students, academic progress counseling, referral information, information on campus events and activities, community service opportunities, and a place to relax between classes. The Downtown Commuter Lounge is located in *G-11 Elizabeth Moore Hall*, and the Evansdale Commuter Lounge is located in *Mountaineer Station*, at the base of the Health Sciences PRT Station. The Downtown Commuter Lounge offers free lockers, WiFi, comfortable chairs, a refrigerator, and a microwave. Should you need a quieter, less social place to study on campus, check out the Betty Boyd Lounge on the main floor of Elizabeth Moore Hall.

<http://commuter.wvu.edu/>

iii. Accessibility Services

The Office of Accessibility Services (OAS) is dedicated to enhancing the educational opportunities for students with temporary or permanent disabilities at West Virginia University and all of its campuses. To ensure access to University programs, specialists work individually with students to help them achieve academic success. <http://accessibilityservices.wvu.edu/>

iv. Career Service Center

The Center is designed to assist WVU students and graduates with acquiring employment. They use up-to-date methods of career selection and planning, including computer-assisted programs. To use the placement service requires completing an orientation program that the department recommends taking early in your studies. All job search credentials (e.g. references) can be on file at the Career Services Center to greatly simplify your search for employment. Special seminars are offered on resume' writing and other topics. Job fairs are also used to assist students. Information about the Career Services Center is available online at <http://careerservices.wvu.edu/>. The main office is located above the bookstore in the Mountainlair. There is satellite office located in 149 of the Engineering Sciences Building on the Evansdale campus (by appointment only).

v. Office of Graduate Education and Life

The office of Graduate Education and Life provides a number of services that help graduate students network with one another and get help with your future professional goals. Additional information about the office can be found on their web site: <http://graduate.wvu.edu>

vi. Diversity Offices

The Division of Diversity, Equity, and Inclusion (<http://diversity.wvu.edu>), the Center for Black Culture and Research (<http://cbc.wvu.edu/>), and the Division of Student Life offer programming and services related to diversity issues on campus. The DEI also houses the Office of Accessibility.

- vii. **Writing Studio**
The Eberly Writing Studio promotes students' long-term academic success by supporting effective communication in a variety of ways. The Graduate Writing Studio assists any Master's or doctoral student in the development of the professional skills necessary to complete their graduate programs successfully and prepare for future positions within and beyond the university. The Graduate Studio also offers writing groups, writing retreats, and occasional workshops. There are special resources available for multilingual writers.
<http://speakwrite.wvu.edu/writing-studio>
- viii. **Title IX and Office Quality Assurance**
This office offers an interactive bystander intervention training program that teaches students to realistically and effectively intervene in high-risk situations. It also offers in-person training sessions designed to provide education on individuals' rights under Title IX and resources that are available both on- and off- campus. Additionally, conversations on sexual assault, power-based personal violence, consent, and prevention efforts are facilitated. <http://titleix.wvu.edu/>
- ix. **Support for Student Parents**
A flex-care center for children located in the Student Rec Center. MKZ provides safe and developmentally appropriate activities for children aged six weeks through eight years while their parents are using the facility. WVU child care assistance programs are designed to help offset the costs associated with child care. These programs are aimed at providing financial assistance to students who are parents. <http://childcare.wvu.edu/>
- x. **Veteran Programs**
Please visit <https://wvuveterans.wvu.edu> for additional information and forms.
Mountaineer Mentor: This program involves proactive services and transitional support so that the responsibility for a successful transition need not fall upon the turning individual alone.
Veteran Benefits: A variety of benefits for military veterans, including business loans, mortgages, education-expense, assistance and unemployment payments.

c. **Student Life**

- i. **Parking on Campus**
Like many campuses, parking at WVU is difficult. The problem is amplified due to the hilly terrain on the campuses and within Morgantown, reducing the opportunity to pave large, flat parking lots. Commuters can park at the Coliseum (a 15-minute walk to Allen Hall) without a WVU Parking Permit. There is a metered short-term parking lot located behind Lot 46 adjacent to Allen Hall and directly above the entrance to Allen Hall up the hill, in back of the President's house. Students can park for up to four hours by using the meters. The Parking Office does patrol and issue tickets for these short-term lots until 9:00 p.m. A very limited number of permits for lots on the Evansdale Campus are available.
- ii. **Housing**
See <http://housing.wvu.edu/> for resources relative to student housing, meal plans and graduate student housing.

iii. Campus Security

The Department of Public Safety at WVU provides 24- hour, seven-day-a-week protection by trained personnel (304-293-2677 [293-COPS]). See their web site for contact information and description of their services: <http://police.wvu.edu/>. The main office is located at 992 Elmer Prince Drive; Morgantown, WV 26506-656.

Depending on where you grew up and your lifestyle choices, Morgantown may seem more or less safe to you. However it may feel, Morgantown generally has a low crime rate, but it is not free of such problems, as theft, sexual assault, drug-related activities, etc. Anyone living in an urban environment, even one with the “small town” atmosphere of Morgantown, should exercise normal prudence and caution in moving about the city after dark, take reasonable measure to preserve the security of your personal possessions and living space.

It is advised that after dark students leaving Allen Hall should exit in groups through the Oakland Street entrance, and use the lighted walkways outdoors to access parking lots in the back of the building.

Report any concerns, incidents or suspicions promptly to University Police Services at the number provided above.

iv. Campus smoking policy

WVU is a smoke-free environment; smoking is not permitted in any building or on any university owned and operated properties.

v. Personal Rapid Transit (PRT)

There is an electric, computer-controlled tram system that connects the downtown area, main campus, Evansdale Campus and the Medical Center. Students ride for free with a swipe of their WVU ID Cards. Operating hours and a map can be found on-line at <http://transportation.wvu.edu/prt>

Bus services are also available to WVU students with their ID cards, see the website for services, hours and routes: <https://transportation.wvu.edu/bus-services>

vi. Mobile Access

If you have a web-enabled mobile device, you may down load a WVU-specific mobile application (iWVU) developed by local computer science student, Jared Crawford.

This app provides access to a broad range of information about the university including a calendar, maps, schedules, transportation, eCampus and MIX; as well menus, a twitter client and access to the campus newspaper.

On your web-capable mobile device such as an iPhone, iPod, iPad, Smartphone, or PDA, launch your web browser and go to m.wvu.edu. You will need a web/data plan from your carrier or a WiFi connection to access and use iWVU.

vii. Fitness Facilities

Fitness facilities are located inside the Coliseum as well as in the areas surrounding the coliseum. Facilities include weightlifting, exercise equipment, squash and racquetball courts, an indoor swimming pool, and tennis courts. The Student Recreation on the Evansdale Campus has weight/fitness areas; aquatics areas; an elevated three-line jogging/walking track; a wellness center, and three large multipurpose rooms.

IX. University, College, and Departmental Policies

a. Student Concerns and Grievance Procedures

Students should seek solutions to all concerns in a manner that is consistent and follows the basic tenants of fairness and justice.

Therefore, the following procedures for problems associated with academic coursework, advising, clinical experiences (but not related to grade appeals or complaints to CAA regarding compliance with standards for accreditation), should be adhered to by all those within the Department of Communication Sciences and Disorders.

1. Students should first seek to resolve the problem directly with the other person. If the student is concerned about speaking with the faculty or staff person directly or is not satisfied with the outcome of the meeting, the student should seek guidance from the Chair of Department of Communication Sciences and Disorders.
2. The student should contact the Chair of Department of Communication Sciences and Disorders if the student is not satisfied with the outcome of the meeting with faculty or staff member.
3. If the Department Chair is unable to resolve the concern in a satisfactory manner, the student may contact the Dean of College Education and Human Services or Designee for additional guidance.
4. If the Dean of Education and Human Services or Designee is unable to assist in resolving the situation in a manner that is satisfactory, the student may then contact the Provost's Office to request further assistance regarding the situation.

b. Grade Appeal Policy

All students have the right to appeal final course grades which they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin (Not for reasons involving charges of academic dishonesty). The grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved. This procedure provides a mechanism whereby a student may appeal a failing grade or a grade low enough to cause the student to be dismissed from some program or to require the repetition of a course. Grade appeals that do not meet this classification are not precluded.

Step 1 - The student shall discuss the complaint with the instructor involved prior to the mid-semester of the succeeding regular semester, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the chairperson of the instructor's department or division (or, if none, the dean). The chairperson or dean shall assume the role of an informal facilitator and assist in their resolution attempts. If the problem is not resolved within five academic days from when the complaint is first lodged, the student may proceed directly to Step 2.

Step 2 - The student must prepare and sign a document that states the facts constituting the basis for the appeal within five academic days from when the original complaint was lodged. Copies of this document shall be given to the instructor and to the instructor's chairperson (or, if none, to the dean). If, within five academic days of receipt of the student's signed document, the chairperson does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the instructor's dean (see Step 3).

Step 3 - Within five academic days of receipt of the complaint, the instructor's dean shall make a determination regarding the grade, making any recommendation for a grade change to the instructor involved. If the instructor involved does not act on the dean's recommendation, or if the student disagrees with the decision of the dean, the dean will refer the case to a representative committee, appointed by the dean, for final resolution. This committee shall consist of three or more faculty members, including at least one person outside the instructor's department.

1. Upon receiving an appeal, the committee will notify in writing the faculty member involved of the grade challenge, which shall include a statement of the facts and evidence to be presented by the student.
2. The committee shall provide to the faculty member involved and the student making the appeal written notification of their right to appear at a hearing to be held before the department, college, or school representative committee, together with the notice of the date, time, and place of the hearing.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. The final decision of this committee shall be forwarded to the instructor and to the dean involved. If the decision requires a change of grade, the instructor shall take action in accordance with the committee's decision.
5. If the instructor does not act within five academic days, the dean shall make any necessary grade adjustment.
6. In the case of grade appeals, the dean functions as the president's designee; therefore, implementation of this decision shall end the appeal procedure.

See also: <http://catalog.wvu.edu/archivedcatalog/2012-2013/graduate/enrollmentandregistration/>

c. Accreditation Issues

Students may register complaints regarding CAA accreditation standards as met by the Doctor of Audiology program at West Virginia University by following procedures outlined on page 66 in the ASHA accreditation handbook, which can be accessed using this link:

<http://caa.asha.org/wp-content/uploads/Accreditation-Handbook.pdf>

The handbook includes the specific procedures for filing complaints, outlines the criteria for submitting complaints, discusses the determination of jurisdiction, explains how complaints are evaluated, and outlines a summary of time lines. All complaints must be submitted in writing to the Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology, American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850.

d. Appeal Procedures for Cases Involving Academic Dishonesty

Academic dishonesty includes plagiarism, cheating, and dishonest practices in connection with examinations, papers, and projects, as well as forgery, misrepresentation, and fraud. Some cases of forgery, misrepresentation, or fraud that occur outside the context of courses or academic requirements may be referred directly to the Office of Student Life/Judicial Affairs by any member of the University community. In such cases, the Office of Student Life/Judicial Affairs will arrange a hearing following the procedures outlined in the BOG Policy 31.

An Unforgivable F (UF) is a University sanction levied as a result of a violation of the Student Conduct Code Article III (B) 1. Thus, the appeal process for a UF as well as for other cases involving academic dishonesty is different than a standard grade appeal (see above), which follows academic channels that

end with a decision by the dean of the college involved. This sanction can be given only after a student has gone through the University student conduct process.

To initiate and process a charge of academic dishonesty, including plagiarism, cheating, and academic fraud, and/or to begin the process of issuing an Unforgivable F, the instructor must do the following:

1. Notify the student in writing of the charge and the penalty and schedule a conference within five academic days of discovering the infraction.
2. Meet with the student to discuss the issue, to review all relevant materials, and to complete the Notification of Academic Misconduct (NAM) form (<http://facultysenate.wvu.edu/>) as soon as possible but no longer than five academic days following the discovery of the violation.

Responsibility/Resolution

1. If the student accepts responsibility for both the charge and the sanctions, he or she signs the NAM, and the case is closed. Within five academic days of resolution of the case, faculty should make three copies of the NAM form: one for the student, one for faculty records, and one for the Office of Student Judicial Affairs (84 Boreman North, P.O. Box 6430).
2. If the student does not accept responsibility as charged, he or she may appeal to the chair of the department. If the student and chair reach a resolution, the chair should make three copies of the NAM form: one for the student, one for departmental records, and one for the Office of Student Judicial Affairs (84 Boreman North, P.O. Box 6430). These copies should be distributed within five academic days of resolution of the case.
3. If the student and the chair do not reach a resolution, the student may appeal to the Student Conduct Board, which is comprised of members of the University Committee on Students Rights and Responsibilities. This appeal must be initiated within five academic days of the student's meeting with the chair.
4. If the student appeals to the Student Conduct Board, a panel of three faculty and two students or any odd number with faculty comprising the majority will be convened, the case will be examined, and a decision will be reached.
5. If the student disagrees with the decision of the Student Conduct Board, he or she may appeal to the provost, whose decision is final

<http://catalog.wvu.edu/archivedcatalog/2012-2013/graduate/enrollmentandregistration/> - Appeal Charge

e. **Sexual Harassment Policy**

Unwelcome sexual advances, requests for sexual favors and other spoken or physical conduct of a sexual nature constitute sexual harassment.

Two general types of sexual harassment may be encountered:

1. The Quid Pro Quo type of sexual harassment occurs when submission to or rejection of such conduct by an individual is used as the basis for employment decisions; and

2. The Hostile Work Environment type of sexual harassment occurs when unwelcome sexual conduct unreasonable interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even if it leads to no tangible or economic job consequences.

Behavior that may constitute sexual Harassment

- | | |
|---------------------------------|---|
| <i>Sexual Comments</i> | <ul style="list-style-type: none"> • <i>Jokes or remarks that are stereotypical or derogatory to members of the opposite sex; repeated comments about a person's anatomy; sexual innuendoes.</i> |
| <i>Undue Attention</i> | <ul style="list-style-type: none"> • <i>Flirtation; being overly helpful, too friendly, or too personal – but show of sexual innuendoes.</i> |
| <i>Obscene Language</i> | <ul style="list-style-type: none"> • <i>Excessive “dirty swearing.</i> |
| <i>Visual Sexual Displays</i> | <ul style="list-style-type: none"> • <i>Unwanted display of pornographic pictures posters, cartoons or other material.</i> |
| <i>Body Language</i> | <ul style="list-style-type: none"> • <i>Leering at one's body; standing too close.</i> |
| <i>Invitations</i> | <ul style="list-style-type: none"> • <i>Personal invitation to dates or to one's house or apartment – but where sexual expectations are not stated.</i> |
| <i>Telephone Calls</i> | <ul style="list-style-type: none"> • <i>Unwanted and unsolicited telephone calls at home or in the workplace.</i> |
| <i>Social Touching</i> | <ul style="list-style-type: none"> • <i>Unwanted physical contact.</i> |
| <i>Physical Advances</i> | <ul style="list-style-type: none"> • <i>Kissing; hugging; patting; pinching; fondling; provocative touching; suggestive body movements.</i> |
| <i>Explicit Sexual Advances</i> | <ul style="list-style-type: none"> • <i>Clear invitation for sexual encounter – but propositions containing no threats or promises.</i> |
| <i>Sexual Bribery</i> | <ul style="list-style-type: none"> • <i>Explicit sexual propositions which include or strongly imply promises or rewards for complying (e.g., higher grades, better recommendations) and/or threats of punishment for refusing (e.g., lower grades, poor recommendations).</i> |

What Should You Do When Subjected to Sexual Harassment?

You may choose to inform the initiator that advances are UNWELCOME and must cease. If

harassment continues, report the incident(s) to immediate supervisor and/or AA/EO - Social Justice Office. Include the names of witnesses, if applicable, and approximate times and dates that the incident(s) occurred. Or you may request intervention from the immediate supervisor and/or the AA/EO - Social Justice Office. Include names of witnesses, if applicable, and approximate times and dates that the incident(s) occurred.

If advances are from a supervisor, document date, approximate time and location of incident(s) and name(s) of witnesses if applicable. Report the incident to the supervisor's supervisor and/or the AA/EO - Social Justice Office.

WVU faculty, administrators, and supervisors who receive reports of sexual harassment have a responsibility to notify the AA/EO - Social Justice Office within twenty-four hours of the incident. Every individual has the right to file a formal grievance alleging sexual harassment internally through the AA/EO - Social Justice Office, or externally through a Federal compliance agency.

Contact information:
Division of Diversity, Equity, and Inclusion
1085 Van Voorhis Road, Suite 250
(304) 293-5600

g. Nondiscrimination Policy

West Virginia University is an Equal Opportunity/Affirmative Action Institution and is committed to social justice. The Department of Communication Sciences and Disorders fully supports that commitment and expects to maintain a positive clinical and learning environment based upon open communication, mutual respect, and nondiscrimination. Our facility does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin. CSD Ph.D. Handbook revised on 5/5/17 13 The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion. If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise [the course instructor] and make appropriate arrangements with the Office of Disability Services (293-6700). For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see <http://diversity.wvu.edu/>. Faculty Senate, adopted 2-11- 2013]

h. Guidelines for Absences due to Military Service Requirement

In accordance with the "Veteran Friendly" designation, WVU faculty may allow students who are members of the US Armed Forces (including the National Guard and Active Reserve) to make up tests and assignments that are missed during a semester if the student is officially called up for military service requirements for a limited period; and if the delayed coursework completion will not irreversibly impact the students' ability to appropriately master the required subject matter. Absence due to required military obligation should not exceed a cumulative amount of three weeks, and the students should follow the appropriate protocol as presented below.

i. Family Education Rights and Privacy

Students at West Virginia University benefit from the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal

and formal hearings. A more detailed explanation of rights afforded to students by FERPA can be found at <https://ferpa.wvu.edu/explanation-of-rights>.

Designation of Directory Information:

WVU designates the following categories of student information as public or “Directory Information.” This information may be disclosed by West Virginia University for any purpose, as its discretion:

Name of Student; Official Address; Telephone Number; Place of Birth; Age of Student; Names and Addresses of Parents; Major and Minor Fields of Study; Class Status (i.e. Freshman); Enrollment Status (i.e., full time or part time); Dates of Attendance; Previous Educational Institution(s) Attended; Degree(s) and Date(s) Conferred, including anticipated graduation dates; Awards; Honors; Participation in Officially Recognized Activities and Sports; Weight and Height of Members of Athletic Teams; and Duties and Responsibilities, including Dates of Service, of Graduate Assistants, Student Workers, Interns or Student Volunteers

Designation of Limited Use Directory Information:

WVU designates the following categories of student information as “limited Use Directory Information”:

University issues student electronic mail addresses (“Email Addresses”); and Photographs, videos or other media containing a student’s image or likeness (collectively “Student Images”).

Accordingly, this information will not be provided to external parties not contractually affiliated with the University. Use and disclosure of this information shall be limited to (1) publication on websites hosted by, on behalf of, or for the benefit the University, including the online directory available at <http://directory.wvu.edu>; (2) those officials within the University who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official institutional purpose.

Withholding Directory Information:

Currently enrolled students, using the Official Form, may withhold disclosure of Directory Information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of the University Registrar at West Virginia University, PO Box 6878, Morgantown, WV 26506. Official forms requesting the withholding of Directory Information are available in the Office of the Registrar. Such requests will be processed as soon as is practicable upon receipt.

The failure on the part of any student to specifically request, on the Official Form, the withholding of Directory Information indicates individual approval for disclosure. Additionally, a request to withhold Directory Information shall have no effect on previous disclosures, if any, made by WVY before the receipt of a request to withhold Directory Information; nor will a student’s request to withhold Directory Information revoke an otherwise valid written FERPA release already on file with the University.

j. Full-Time Residency

All regular students in the Doctor of Audiology program must be full-time in residence during the entire program of study. The minimum duration for graduate study is 11 consecutive semesters (including summer sessions) for students with an undergraduate background in Speech-Language Pathology and Audiology (Communication Sciences and Disorders) and 13 semesters for students without such an undergraduate background.

The course of study for Doctor of Audiology students is sequenced so that basic knowledge and skills are nurtured during the first year. These are reinforced, and advanced topics are introduced during the second year. Mastery of audiologic competencies is developed largely during the third and fourth years of the program.

k. Leave of Absence Policy

Graduate students in good standing who wish to be away from their academic endeavors at WVU for one or more semesters but intend to return at a later date may request a leave of absence. Students should consult with their program or school/college concerning the required procedure to request a leave of absence. Some programs (such as some master's programs or part-time programs) may not require students to request a leave of absence in order to enroll sporadically and remain in good standing. Doctoral students admitted to candidacy who wish to not enroll for one or more semesters must be granted a leave of absence in order to maintain their candidacy. Leaves of absence are not required for summer terms unless otherwise specified by a student's program.

Minimally, requests for leaves of absence must be submitted in writing to a student's program director or department chair prior to the beginning of the semester for which the leave is desired. The program director or department chair (or an appropriate faculty committee or other administrator) determines whether or not to grant the leave of absence, the length of time granted, and any conditions the student must meet to return to the program following the leave of absence (including a date by which the student must inform the program that he or she plans to return). The student is informed in writing of the outcome of his or her request, and a copy of the outcome is retained in the student's records.

Information concerning military deployments during a semester is available in the Undergraduate Catalog

l. Designation for Directory Information

WVU designates the following categories of student information as public or "Directory Information." This information may be disclosed by West Virginia University for any purpose, at its discretion:

Name of Student; Official Address; Telephone Number; Place of Birth; Age of Student; Names and Addresses of Parents; Major and Minor Fields of Study; Class Status (i.e., freshman); Enrollment Status (i.e., full time or part time); Dates of Attendance; Previous Educational Institution(s) Attended; Degree(s) and Date(s) Conferred, including anticipated graduation dates; Awards; Honors; Participation in Officially Recognized Activities and Sports; Weight and Height of Members of Athletic Teams; and Duties and Responsibilities, including Dates of Service, of Graduate Assistants, Student Workers, Interns or Student Volunteers.

m. Designation of Limited Use Directory Information

WVU designates the following categories of student information as "Limited Use Directory Information": University issued student electronic mail addresses ("Email Addresses"); and Photographs, videos or other media containing a student's image or likeness (collectively "Student Images").

Accordingly, *this information will not be provided to external parties not contractually affiliated with the University*. Use and disclosure of this information shall be limited to (1) publication on websites hosted by, on behalf of, or for the benefit the University, including the online directory available

at <http://directory.wvu.edu>; (2) those officials within the University who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official institutional purpose.

n. Withholding Directory Information

Currently enrolled students, using the Official Form, may withhold disclosure of Directory Information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of the University Registrar at West Virginia University, PO Box 6878, Morgantown, WV 26506. Official forms requesting the withholding of Directory Information are available in the Office of the Registrar. Such requests will be processed as soon as is practicable upon receipt.

The failure on the part of any student to specifically request, on the Official Form, the withholding of Directory Information indicates individual approval for disclosure. Additionally, a request to withhold Directory Information shall have no effect on previous disclosures, if any, made by WVU before the receipt of a request to withhold Directory Information; nor will a student's request to withhold Directory Information revoke an otherwise valid written FERPA release already on file with the University.

Note: Because faculty, administrators, and staff are limited in communication with parents, family members, or other representatives, students should contact their advisor, professors, supervisors, or the department chair *directly* when program issues need to be addressed.

X. Appendix

- a. Graduate Student Conduct Agreement**
- b. Appearance Standards**
- c. Confidentiality and Non-Disclosure Agreement**
- d. Au.D. Competency Evaluation**
- e. Audit Agreement**
- f. Memorandum of Understanding for WVU Audiology Graduate Students**
- g. Graduate Assistantship Approval Form**
- h. Request for Leave of Absence**

**Department of Communication Sciences and Disorders
Graduate Student Conduct Agreement**

I have read and agree to abide by codes, policies, and procedures outlined in the Communication Sciences and Disorders Academic and Clinical Handbooks as well as ASHA's Code of Ethics.

I understand that failure to abide by these codes, policies, and procedures of the Department of Communication Sciences and Disorders as well as state and federal laws governing the provision of health care services will result in disciplinary action by the program including possible dismissal from the program and/or legal liability.

Printed Name

Signature

Date

*This form must be signed and the original will be filed in the student's departmental advising folder.

WVU Speech and Hearing Clinic

805 Allen Hall

PO BOX 6122

Morgantown, WV 26506-6122

(304) 293-4241

Appearance Standards

Adapted from guidelines from WVU Physician's Office Center

In order to project a professional image for the facility, clinicians who enter the Speech and Hearing Clinics must dress and be groomed in an appropriate manner within accepted standards of good taste. These standards apply whenever you are working with clients and/or their families as a service provider or observer.

THE DRESS CODE APPLIES TO ANYTIME YOU ARE IN THE CLINIC WHETHER OR NOT YOU ARE SEEING PATIENTS. THIS INCLUDES STAFFINGS, RESEARCH, MEETINGS, ETC.

THIS DRESS CODE IS ALSO THE MINIMUM REQUIRED FOR OFF-CAMPUS CLINICAL PLACEMENTS. INDIVIDUAL PLACEMENTS MAY HAVE MORE STRINGENT RULES.

General Standards for All Clinicians

- ❖ Name tags must be purchased and worn at all times in clinic. The nametag should state your first and last name, plus Graduate Clinician or Therapy Assistant beneath the name.
- ❖ Adequate precautions must be taken to maintain good personal hygiene. Such precautions include: regular bathing; use of deodorants; and regular dental hygiene. Only light fragrance is to be worn, if at all.
- ❖ Hair maintenance:
 - Women
 - Neat and clean
 - Styled off the face and out of the eyes
 - Men
 - Neat and clean
 - Styled off the face and out of the eyes
 - Beard and/or mustache neatly trimmed
- ❖ All clothing must be clean and wrinkle-free.
- ❖ Body piercings and tattoos – Clients may find body adornments, such as eyebrow piercing, tongue piercings, and obvious tattoos, offensive. Additionally, large piercing rings including earrings, may pose a safety hazard to you if you are working with children. Any visible or potentially visible body art needs to be removed or covered. Oral or facial piercings (tongue, lip, eyebrow, nose) must be removed. Any arm/shoulder/neck tattoos must be covered with long sleeves or a high collar. Any leg and/or ankle and/or foot tattoos must be covered with dark tights or pants. Using Band-Aids to cover tattoos is unacceptable. Failure to abide by this policy may result in difficulty obtaining clinic hours.

Dress, shoes, and hand care

- ❖ Women

- Dresses, skirts, and skorts must be business-like in appearance. Clothing should fit well without being tight or clingy. **Tight clothing is not considered professional.** Skirt and skorts can be any length below the knee but no shorter than 2 inches above the knee.
- Hosiery must be worn with dresses, skirts, and skorts.
- Slacks must be business-like in appearance. Docker-style pants are permitted.
- Mid-calf or knee socks or hosiery must be worn with pants.
- Business-like shoes or dress shoes with heels no greater than 3 inches in height. Shoes worn during clinic should look nice. Open-back shoes such as clogs and mules are acceptable. Open-toed dress shoes or sandals are permitted with hosiery. No flip-flops or athletic shoes are allowed during the provision of clinical services.
- Clean fingernails, short to medium in length. Tasteful nail polish is permitted.
- Any pants/skirt/shirt combination must cover the midriff when your arms are raised and also cover the back when bending over. No excessively baggy pants (crotch of pants to the knees, or riding excessively low on the hips).

❖ Men

- Business-type shirts and pants must be worn. Shirts for men must have collars. No Hawaiian or other "loud prints. Ties are recommended when seeing patients. Shirts must be tucked in. Docker-style pants are permitted. Sweaters are permitted.
- Neckties are required at other sites and therefore are recommended.
- Dark-colored socks.
- Business-like, low-heeled shoes
- Clean fingernails, short to medium length.

The following list includes items specifically prohibited in the Speech and Hearing Clinics:

- ❖ Pants of a 'jeans' style, **regardless of color or fabric.** This includes pants with one or two back patch pockets and any pockets with studs or other hardware.
- ❖ Overalls and cargo-style pants.
- ❖ Pants, skirts or tops which are tight.
- ❖ Tops which reveal the waist when bending over.
- ❖ Skirts with a high slit to above the knee.
- ❖ Shorts.
- ❖ Birkenstocks, high-heeled shoes over 3 inches, athletic style shoes.
- ❖ Translucent or transparent tops or shirts.
- ❖ Midriff tops, Tee shirts, halters, low necklines, tank tops, sweatshirts. Low-cut tops, tube tops, or shirts that show-through are not allowed. Tops should be high enough so that undergarments and cleavage are not visible. All tops must have straps that are at least 3" wide. Tops should not be too tight so as to gap in the front.
- ❖ Large or excessive jewelry.
- ❖ Strong cologne or perfume.

Appearance Standard Statement

I have read the WVU Department of Communication Sciences and Disorders Appearance Standard governing clinical observation and practicum. I understand that failure to abide by this standard may result in difficulty obtaining practicum or loss of practicum hours.

Print Name _____

Signature _____

Date _____

WVU SPEECH AND HEARING CLINIC

Confidentiality and Non-Disclosure Agreement

I, _____, do affirm that I will not divulge WVU Speech and Hearing Clinic DATA TO ANY UNAUTHORIZED PERSON FOR ANY REASON. Neither will I directly nor indirectly use, or allow the use of, WVU Speech and Hearing Clinic data for any purpose other than that directly associated with my official assigned duties. I understand that ALL PATIENT INFORMATION, including financial data, is strictly confidential.

Furthermore, I will not, either by direct action or by counsel, discuss, recommend, or suggest to any unauthorized person the nature or content of any WVU Speech and Hearing Clinic information. I will type all reports in the Speech Clinic Prep room or Hearing Prep room. I will not save copies of reports or information on any client including on removable memory, in email accounts or on personal computers unless all protected health information is de-identified.

Violation of confidentiality is cause for disciplinary action, including immediate dismissal from the program.

I understand that signing this document does not preclude me from reporting instances of breach of confidentiality.

I have read and understand the memorandum above:

Student Name, Printed and Signed

Date

Signature of Speech Clinic Coordinator/Hearing Clinic Coordinator

Date

Au.D. Competency Evaluation

Skills Assessment Detail

The competency statements that comprise this document have been designed for the purpose of practicum goal-setting and the monitoring and evaluating of students' clinical performance. The organizational structure is designed to enable our program to determine if and when a student has mastered the specific skill competencies identified on our certification standards. The specific competency statements from the standards that the student is required to master and are addressed with this evaluation form are shown on the last page of the packet. The competencies are categorized into four skill areas: Specific Evaluation Skills, Specific Treatment Skills, General Clinical Skills, and Professional Skills.

The following table displays the desired performance rubric to use in evaluating students' clinical performance. Use the scale numbers to indicate the student's level of performance for the competencies appropriate to the particular clinical experience. It is not anticipated that each of the listed competencies on the form will be evaluated for each clinical experience. Enter a performance level value only for those specific skill competencies the student demonstrated in this clinical experience. Leave the other skill competencies blank. Comments can be entered for each specific skill category.

Performing Rubric

The standard against which students are rated is an entry-level audiologist. Competencies are met at levels 4 and 5.

Not Evident – Performance equivalent to an initial skill experience. Specific direction from supervisor does not alter unsatisfactory performance.

Emerging – The clinical skill/behavior is beginning to emerge. Efforts to modify may result in varying degrees of success. Maximum amount of direction from supervisor needed to perform effectively.

Developing – Inconsistently demonstrates clinical skill/behavior. Exhibits awareness of the need to monitor and adjust and make changes. Modifications are generally effective. Moderate amount of direction from supervisor needed to perform effectively.

Refining – Displays minor technical problems, which do not hinder the assessment or treatment process. Minimum amount of direction from supervisor needed to perform effectively.

Independent – Adequately and effectively implements the clinical skill/behavior. Demonstrated independent and thoughtful problem solving.



CALIPSO Cumulative Evaluation
Student Name

- Young Child (0-5)
- Child (6-17)
- Adult (18-64)
- Older adult (65+)

Performance Rating Scale (Score)

- 1 - Not evident 4 - Refining
- 2 - Emerging 5 - Independent
- 3 - Developing

Client(s)/Patient(s) Multicultural Aspects (check all that apply)	Client(s)/Patient(s) Linguistic Diversity (check all that apply)
<input type="checkbox"/> Ethnicity	<input type="checkbox"/> English
<input type="checkbox"/> Race	<input type="checkbox"/> English Language Learner
<input type="checkbox"/> Culture	<input type="checkbox"/> Primary English dialect
<input type="checkbox"/> National origin	<input type="checkbox"/> Secondary English dialect
<input type="checkbox"/> Socioeconomic status	<input type="checkbox"/> Bilingual
<input type="checkbox"/> Gender identity	<input type="checkbox"/> Polyglot
<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Gender identity
<input type="checkbox"/> Religion	<input type="checkbox"/> Sign Language (ASL or SEE)
<input type="checkbox"/> Exceptionality	<input type="checkbox"/> Cognitive / Physical Ability
<input type="checkbox"/> Other	<input type="checkbox"/> Other

Foundations of Practice	Score
1. Utilizes universal precautions and infectious/contagious disease control practices (std IV-A21, std 3.1.1A)	
2. Determines whether instrumentation is in calibration according to accepted standards (std IV-A23, std 3.1.2A)	
3. Demonstrates knowledge of equipment operation. Uses instrumentation according to manufacture's specifications/recommendations (std IV-A24, std 3.1.2A)	
4. Applies principles and applications of counseling to patients, families, and other appropriate individuals. Uses counseling that effectively communicates results/recommendations and addresses concerns in an effective and culturally sensitive manner. (std IV-A26, IV-D2c, std 3.1.4A)	
5. Understands and functions within the policies, procedures, protocols and business practices of the clinical facility including prompt completion of all billing, including assigning correct CPT and ICD codes, tracking forms, data entry and other documentation as required (std IV-A28, std 3.1.4A)	
6. Consults/collaborates as appropriate with interprofessional teams in assessment and in coordination of care while maintaining a climate of mutual respect and shared values. Maintains or establishes links with external programs (std IV-A29, IV-F6, std 3.1.1A, 3.1.4A, 3.1.6A)	

Number of items scored: 0 Number of items remaining: 6 Section Average: 0.00

Prevention and Identification	Score
1. Implements protocols, activities, and screening measures that are clinically appropriate, culturally sensitive, age- and site- specific to prevent and identify hearing and communication dysfunction FOR CHILDREN (i.e., newborn hearing screening/follow-up and school screenings). (std IV-B1, IV-B2, IV-B3, std 3.1.3A)	
2. Implements protocols, activities and screening measures that are clinically appropriate, culturally sensitive, age- and site- specific to prevent and identify hearing and communication dysfunction FOR ADULTS. Administers programs designed to reduce the effects of noise exposure, tinnitus, and toxic agents to the auditory and vestibular systems (i.e., community & occupational conservation programs). (std IV-B1, IV-B2, IV-B3, std 3.1.3A)	

**Department of Communication Sciences and Disorders
Audit Agreement**

Student Name: _____ ID#: _____

Course #: _____ Course Name: _____

Sem./Yr.: _____ Instructor's Name: _____

I hereby request that my enrollment status in the above-named class be listed as "audit." I understand and agree to the following:

1. Graduate credit will NOT be granted for this course, and my grade will reflect the audit on my college transcript. It may NOT be converted to a letter grade at a later time.

2. As the student, I agree to the instructor's following terms regarding attendance:

3. As the student, I agree to the instructor's following terms regarding class and course activities (including participation in class as well as completion of assigned activities):

4. I agree to adhere to the instructor's classroom policies and understand that failure to meet the above expectations may result in my removal from the course.

Student's Signature Date

Instructor's Signature Date

Advisor's Signature Date

***A copy of this agreement will be provided to the instructor and student with the original being filed within the student's graduate advising folder.*

Request for Leave of Absence**Memorandum of Understanding for WVU Audiology Graduate Students
Re: Graduate Assistantship and Other Employment Positions**

Students in the Doctor of Audiology (Au.D.) program at West Virginia University are required to complete both academic content and clinical skills competencies. The fourth year of the program includes a full time clinical experience in an outside placement. However, prior to the fourth year, Au.D. students receive on-campus and local clinic placements to develop their skills and competencies.

Graduate students in the West Virginia University Department of Communication Sciences and Disorders may have opportunities to be awarded graduate assistantships that provide financial assistance based on specified work requirements. Graduate assistantships may require work commitments that have the potential to limit the clinical experiences due to scheduling conflicts. Similarly, employment outside of the academic environment may require the same work commitments. An increased number of graduate students with assistantships and/or work commitments at any given time compounds the potential scheduling conflicts. This is of particular concern during the second and third year of the program, since a graduate assistantship or work commitment is not compatible with the fourth-year full time clinical experience.

Therefore, students should be aware that limiting availability for clinical practicum due to work commitments may have the potential to exclude them from some clinical placements. Further, inability to be placed in some clinical placements may hinder the acquisition of clinical competencies. Therefore, residency site selection may be limited based on the number and types of unmet competencies remaining. In some cases, a delay of graduation may be possible.

I have read and understand the memorandum above.

Signature of Audiology Graduate Student

Date

Signature of WVU Hearing Clinic Coordinator

Date

Signature of Graduate Advisor

Date

**Communication Sciences and Disorders
Graduate Assistantship Approval Form**

I _____ have reviewed the Department of Communication Sciences and Disorders (CSD) policy on Graduate Assistantships that are external to the CSD Department. If approved, I understand that my primary obligation is to complete the program requirements for my degree program including clinical, academic, and professional requirements. Failure to meet my clinical, academic, and professional requirements will necessitate a meeting with my graduate advisor and committee in regard to my ability to continue as a Graduate Assistant. I am requesting approval for a Graduate Assistantship.

Sponsoring Unit/Department:

Duties and Responsibilities:

Specific requirements of the position (e.g., days or times in the week) include the following:

Explanation of how the position will expand professional knowledge and skills:

After reviewing the CSD Graduate Assistantship Approval Form as well as the letter of appointment/contract, the Graduate Assistantship as described above is

Not approved
Rationale:

Approved

Chair of Communication Sciences and Disorders

Date



Request for Leave of Absence from Graduate Program Study

CEHS graduate students who need to take time away from the studies must request and be granted a leave of absence, per University policy:

http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising_and_evaluation/#LeavesAbsence

Students will submit the request prior to their leave. However, in exceptional circumstances (e.g., sudden illness or trauma), it may not be possible to do so. In these cases, a leave of absence may be requested and granted retroactive to the date in which the students takes leave from their program of study. **Leaves are granted for one semester only.** Students must resubmit the request upon taking a second semester of leave. After one calendar year of leave, the student will be dismissed from his/her program of study, but invited to apply for readmission.

Date of Request: ____ / ____ / 20__

Semester Leave Requested	Year
____ Fall	20__
____ Spring	20__

Brief explanation for requested leave of absence:

Student Signature

Date

Program of Study Adviser

Department Chair

Associate Dean for Graduate Education

OFFICE OF THE DEAN

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Morgantown, WV 26506-6122
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