



COMMONWEALTH UNIVERSITY OF PA

2024-2025
Master of Science in
Speech-Language Pathology
Handbook



Department of
Rehabilitation Sciences

Commonwealth University of PA - Bloomsburg

Department of Rehabilitation Sciences

I, _____ acknowledge that I have received a copy of the Master of Science in Speech-Language Pathology Handbook. I understand that I am responsible for knowing the content of this handbook including, but not limited to, the policies for academic retention and dismissal and the expectations for meeting ASHA standards including the necessary number of clinical clock hours.

Signature

Date

This form must be signed and uploaded to Calipso.

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INTRODUCTION

This graduate handbook has been compiled for students enrolled in the Master of Science in Speech-Language Pathology (MS SLP) program offered by the Department of Rehabilitation Sciences at Commonwealth University-Bloomsburg.

The handbook provides an overview of the requirements and expectations of the graduate student enrolled in the program. Information is provided for both academic and clinical aspects of the program. Information pertaining to graduation requirements and professional credentialing (certification and licensure) is also provided. Please note that there is a separate Clinic Handbook specifically developed to provide more detailed information on ASHA clinical hours requirements, expectations for meeting ASHA clinical standards, and the Bloomsburg University Speech, Language, and Hearing Clinic policies and procedures

It is the responsibility of the graduate student to be familiar with the information compiled in this handbook. If you have any questions regarding the content of this handbook, please contact your graduate advisor.

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PROGRAM HIGHLIGHTS

The Master of Science in Speech-Language Pathology (MS-SLP) program at Commonwealth University-Bloomsburg is accredited by The Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology. It is a full-time, five day a week program that requires a full-time commitment from the graduate student. The program consists of 3 semesters and 2 winter sessions of coursework and two additional semesters of off-campus practicum experiences.

During the Fall I semester, students are enrolled in 12 credits of didactic coursework that includes an introduction to clinical experience through the Introduction to Clinic course. These courses lay the groundwork for your clinical experiences in future semesters.

During Winter 1 semester, students will take a 3-credit online multicultural course.

During Spring I semester, students will take 12 credits. Three of these credits are clinical practicum. Students will be assigned two to three clients to be seen in the Bloomsburg University Speech, Language and Hearing Clinic at the start of the semester or will begin a clinical experience at the Central Columbia School District (CCSD) where they will be assigned a small caseload of children to be seen. Clinic operates around the class schedule anytime from 8 am to 7 pm M-Th with evaluations and additional sessions scheduled for Fridays.

During Summer semester, students take 12 credits, including a 3-credit clinical practicum course that again requires that they see clients in the clinic. Students may also be assigned to see children at CCSD for the Extended School Year program. Clinic operates from 8am to 3 pm and classes are in session from 3:20 – 6:30pm M-TH

During Fall II and Spring II semesters, students are enrolled in either School Field Experience or Medical Field Experience for the full semester. In addition, they are enrolled in a 3-credit online course each semester. Students are not required to be on campus during these two semesters. This allows students to choose externship experiences closer to their home or any other location across the country where we have an affiliation agreement.

Students will be required to devote additional time outside of class and clinic to their studies (evenings, nights, and weekends) to be appropriately prepared for class and clinic. We understand that students may need to obtain part-time employment to support themselves financially, but **commitment to the graduate program must be the priority**. There will be times when students must be available for special events (i.e., seminars) and clinical trainings. These activities are part of the academic program, and students are expected to participate (see Department Policy for Dismissal and Academic Expectations).

ACADEMIC PREREQUISITES

Prior to beginning the graduate program in Speech-Language Pathology, students must provide proof of successful completion of either (a) an undergraduate (BS/BA) degree with a major in Communication Disorders/Speech Pathology & Audiology, or (b) an undergraduate (BS/BA) degree and completion of prerequisite courses in Communication Disorders/Speech Pathology & Audiology. For students who graduated from institutions other than Bloomsburg University, final transcripts should be sent to:

Bloomsburg University
Office of Graduate Admissions
161 Arts & Administration Building
Bloomsburg, PA 17815
c/o Master's degree program in Speech-Language Pathology

In the event all required prerequisite courses have not been completed, students will be required to successfully complete missing courses prior to beginning Graduate study or make other arrangements with the graduate coordinator to complete the courses during their graduate program of study.

Please note that ASHA certification requirements stipulate that, in addition to required coursework in communication disorders, the student must also have completed coursework in the following areas: Specific and separate coursework in Human/Animal Biology; coursework in Social Sciences (e.g., Psychology, Sociology, etc.); coursework in Physics/Chemistry; and a stand-alone Statistics course. The graduate advisor will discuss these requirements with students to ensure that all have been successfully completed.

Master of Science in Speech-Language Pathology Course Sequence*

Semester	Course	Credits
Fall 1	CMSD 552 Language Disorders in Preschool Children	3
	CMSD 556 Speech Sound Development and Disorders	3
	CMSD 572 Augmentative Communication and Autism Spectrum Disorders	3
	CMSD 502 Introduction to Clinic	3
	Total	12
Winter 1	CMSD 510 Multicultural Issues in CSD (online)	3
	Total	3
Spring 1	CMSD 558 Clinical Practicum and Professional Issues in Speech-Language Pathology I Seminar Topic: Service Delivery Models	3
	CMSD580 Neuroscience of Communication and Swallowing	3
	CMSD 562 Language Disorders in School-aged Children	3
	CMSD 582 Research in Communication Disorders	3
	Total	12
Summer 1	CMSD 581 Disorders of Feeding and Swallowing	3
	CMSD 566 Clinical Practicum and Professional Issues in Speech-Language Pathology II Seminar Topic: Hearing/aural rehab	3
	CMSD 565 Motor Speech Disorders	3
	CMSD 550 Aphasia	3
	Total	12
Fall 2	CMSD 584 School Field Experience in Speech Language Pathology OR CMSD 586	(6)
	CMSD 586 Medical Field Experience in Speech Language Pathology OR CMSD584	(6)
	CMSD 570 Cognitive Based Language Disorders (online)	3
	Total	9
Winter 2	CMSD 568 Voice and Resonance Disorders (online)	4
	Total	4
Spring 2	CMSD 584 School Field Experience in Speech Language Pathology OR CMSD 586	(6)
	CMSD 586 Medical Field Experience in Speech Language Pathology OR CMSD 584	(6)
	CMSD 554 Stuttering Treatment and Counseling (online)	3
	Total	9
Total Program Credits		61

*Pending Final Approval by Administration

CSD 599 Thesis in Communication Disorders – The option to complete a thesis in addition to the required coursework is available to students who meet specific academic criteria. More information about thesis will be discussed in the Research in CSD course and can be discussed with the Program Coordinator/Advisor. Students who complete a thesis will be required to enroll in 6 thesis credits across 2-3 semesters. These credits are in addition to the 61 credits of required coursework.

The Commonwealth University-Bloomsburg Speech-Language Pathology Graduate Program is accredited by the Council of Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA).

THESIS PREPARATION GUIDELINES

The preparation of a master's thesis provides the student with the unique opportunity to explore in depth an area of interest in the field of speech-language pathology and to contribute to the growing body of literature of our profession. Because the writing of a thesis is an option in the master's program, it represents a level of academic achievement above and beyond the non-thesis option of a terminal master's degree program. Indeed, students who have aspirations of pursuing a Ph.D. at some point in their careers are strongly advised to write a thesis at the master's level. This decision represents a commitment to the pursuit, generation, and dissemination of new knowledge, a philosophy which is vital to the ongoing development of our field. The faculty congratulate you on this decision and look forward to the opportunity to assist you through the process!

To be eligible for a thesis project in the M.S. in Speech-Language Pathology program, students must earn a course grade of A or A- in CSD 582, maintain a GPA of at least 3.7, and receive thesis committee approval by a majority vote of the Speech-Language Pathology faculty.

The Office of Graduate Studies provides general guidelines for the preparation of the thesis in Master's Thesis: Procedures. This document has been developed to provide additional guidelines for the completion of a thesis in the Department of Communication Sciences and Disorders. Adherence to the guidelines contained within will ensure that you complete the thesis in a timely, organized, and thorough manner. Specific tasks are listed for each semester to help you stay on track and minimize anxiety as graduation approaches.

Grading

A grade of "R" is assigned while the project is ongoing. A final grade (pass/fail) for the thesis will only be assigned following (a) a successful defense of the thesis, and (b) completion of the signature page by all committee members, and (c) approval from the Graduate Dean.

Timeline

Following is a timeline of the requirements for the completion the thesis. Students who are unable to complete the requirements stipulated for a particular semester due to extenuating circumstances must obtain approval for an extension from their committee, with a plan to assure the timely completion of the project. For students choosing to complete a thesis, all thesis requirements must be completed prior to conferral of the master's degree.

First Fall

- Meet with the graduate advisor to discuss project ideas.
- Determine an area of focus for the thesis.
- Select a thesis advisor and obtain that individual's agreement to participate.
- With the input of the graduate advisor and the thesis advisor, select two additional faculty to request to serve on the thesis committee, based on area of interest.
- Ascertain faculty willingness to serve on the committee.
- Complete CSD 582 Research in Communication Disorders and earn a course grade of A or A-.
- Complete CITI Training requirements for research with human subjects. (See <https://intranet.bloomu.edu/irb>.)
- Obtain signatures on the *Form for the Appointment of a Thesis Committee*. (See page 6 in Master's Thesis: Procedures.)

First Spring

- Speech-Language Pathology faculty will vote on thesis committees at the first faculty meeting of the Spring semester. If your committee is approved, continue with the following steps.
- Enroll in 1-3 thesis credits (CSD 599). The exact number of thesis credits per semester should be decided with input from the graduate advisor. A total of 6 thesis credits must be taken prior to graduation. These credits may be taken in later semesters if the graduate advisor determines that the first Spring is not appropriate due to course load or other concerns.
- Complete all requirements for all required courses and clinical assignments.
- Complete the Thesis Proposal. The Proposal is a significant piece of work; it is not an outline, but a formal document that justifies the research commitment to be made. This document should include the title page, introduction, literature review, methodology for the study, and references. These sections will later be developed into the first 3 chapters of the thesis, so they should be carefully prepared. It is difficult to stipulate a length for the proposal as this will vary depending on the topic selected and the available body of literature to be reviewed, as well as the complexity of the proposed study.
- Schedule and complete the Proposal Meeting.
- Two weeks prior to the scheduled meeting, provide members of the thesis committee with a copy of the proposal.
- At the meeting, present a summary of the background literature pertinent to the proposed work and an outline of the research proposed. This forum will also include questions from the committee and either approval of the Proposal, approval with recommendations, or recommendations for major changes in the Proposal prior to approval.
- Obtain signatures on the *Thesis or Departmental Paper Proposal Assurance of Compliance with University Research Requirements* form. (See page 7 in Master's Thesis: Procedures.)
- Submit the study protocol to the university's Institutional Review Board (IRB) and obtain the necessary approval form.
- Submit the approved Thesis Proposal, signed *Thesis or Departmental Paper Proposal Assurance of Compliance with University Research Requirements* form, and IRB approval form to the Office of Graduate Studies.

Summer

- Enroll in 1-3 thesis credits (CSD 599), with guidance from the graduate advisor.
- Collect data and initiate analysis, as appropriate.
- Revise the Introduction, Literature Review, and Methodology chapters, as recommended by the thesis committee.

Second Fall

- Enroll in 1-3 thesis credits (CSD 599), with guidance from the graduate advisor.
- Complete data collection and analysis.
- Write the Results and Discussion chapters of the thesis.

Second Spring

- Enroll in 1-3 thesis credits (CSD 599), with guidance from the graduate advisor.
- Finalize the Results and Discussion chapters of the thesis.
- Schedule and complete the Thesis Defense. The defense must be held no later than midterm week in the semester that the student intends to graduate. Any exceptions must be approved by all members of the thesis committee. A thesis defense is open to any interested members of the university community. Therefore, the date, time, and place should be adequately announced at least 1-2 weeks prior to the defense.
- Contact the department secretary to ensure that the defense is announced.
- Two weeks prior to the defense, provide members of the committee with a copy of the thesis.
- At the defense, present the background, methodology, results, and implications of the research. The committee will then ask questions and, at the committee's discretion, other members of the audience may be allowed to ask questions. Discussion of the results of the research is encouraged.
- Obtain approval signatures. The student must bring at least two copies of the approval/signature page to the defense, printed on 100% cotton paper of at least 20 lb. weight. (See Page 10 in Master's Thesis: Procedures.)
- Deliver the signed approval/signature pages to the Office of Graduate Studies. The Administrative Assistant will hold onto them until the Graduate Dean has approved the thesis.
- Revise the thesis as recommended by the committee. Ensure compliance with formatting requirements stipulated in Master's Thesis: Procedures.
- Submit an electronic copy of the final thesis to the Graduate Dean. The Graduate Dean will review the thesis, make suggestions regarding changes they deem necessary, and relay the changes to the student. Once the student makes the necessary changes, the student will then send the final copy back to the Graduate Dean. The Graduate Dean will then give the final approval (via email) to the student.
- Submit hard copies of the final thesis. Print the thesis on 100% cotton paper of at least 20 lb. weight. A minimum of two hard copies must be bound - one copy for the department, one copy for the library. Additional copies may be purchased at the students' discretion. The student must pay for all bound theses. All copies of the final theses must be sent directly to the Office of Graduate Studies. The Graduate Dean will then sign the original signature pages and the signed signature sheets will be inserted into the final printed theses. The Office of Graduate Studies will send the thesis out to be bound; thesis pick-up occurs once a month. Once the bound theses are returned to the Office of

Graduate Studies, the department is notified, and theses delivered directly to the department. The department will then notify the student of their arrival and arrange pick up.

Summary of Thesis Timeline

First Fall

Meet with graduate advisor
Determine thesis topic
Select thesis advisor
Select thesis committee
Obtain signatures on thesis committee form
Complete CITI training

First Spring

Enroll in 1-3 thesis credits (with input from advisor)
Write the Thesis Proposal
Schedule and complete the Proposal Meeting
Obtain signatures on the assurance of compliance form
Submit the study protocol to the IRB for review
Obtain IRB approval form
Submit the following to the Office of Graduate Studies:
 Approved Thesis Proposal
 Signed thesis committee form
 Signed assurance of compliance form
 IRB approval form

Summer

Enroll in 1-3 thesis credits (with input from advisor)
Begin data collection and analysis
Revise Introduction, Literature Review, and Methodology chapters

Second Fall

Enroll in 1-3 thesis credits (with input from advisor)
Complete data collection and analysis
Write Results and Discussion chapters

Second Spring

Enroll in 1-3 thesis credits (with input from thesis advisor)
Schedule and complete Thesis Defense (prior to midterm)
Print signature pages on 100% cotton 20 lb. paper and bring them to the defense
Deliver signed pages to the Office of Graduate Studies
Revise the thesis as recommended by the committee
Ensure compliance with formatting requirements
Submit an electronic copy of the final thesis to the Graduate Dean

PERFORMANCE STANDARDS

Students enrolled in the graduate program in Speech-Language Pathology must possess the necessary skills to provide competent clinical services to individuals with speech, language, swallowing, and hearing disorders. They must be able to provide services in a wide variety of settings with diverse client populations across the life span. Students must meet these standards to qualify for and remain in the program. Reasonable accommodations will be provided to those students with disabilities to enable them to meet these standards and ensure that they are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in this program.

The core performance standards for this program are identified below along with examples of these standards. These examples are not inclusive of all expected abilities and should be used only for simple comparative purposes by applicants and students currently enrolled in this program.

SKILL	STANDARD	EXAMPLES (NOT INCLUSIVE)
Critical Thinking	Critical thinking sufficient for clinical judgment and reasoning	<ul style="list-style-type: none"> • Accurately assess clients • Interpret assessment data • Develop appropriate intervention goals and objectives • Design effective intervention activities • Evaluate intervention outcomes • Modify planned interventions
Cognitive	Ongoing capacity to learn new knowledge and skills in the areas of prevention, assessment, and intervention	<ul style="list-style-type: none"> • Acquire new knowledge and skills related to prevention, assessment and intervention • Apply new knowledge and skills related to best practices in speech-language pathology • Apply evidence-based practice to service delivery
Interpersonal	Interpersonal abilities sufficient to interact with clients, families, and professionals from a variety of social, cultural, ethnic, and linguistic backgrounds	<ul style="list-style-type: none"> • Establish rapport and relate effectively with clients, families, and other professionals • Work effectively with clients across the life span • Work effectively with clients and families from diverse populations
Communication	Oral and written communication abilities sufficient for professional interactions	<ul style="list-style-type: none"> • Follow verbal and written instructions • Communicate effectively with clients and families from culturally and linguistically diverse populations • Communicate effectively with other professionals and colleagues • Consult with other professionals and colleagues in a professional manner • Communicate clearly and effectively in writing

Mobility	Physical abilities sufficient to provide competent services	<ul style="list-style-type: none"> • Physically assist, position, maneuver, and transport clients during assessment and intervention sessions
Motor Skills	Gross and fine motor abilities sufficient to provide competent services	<ul style="list-style-type: none"> • Manipulate assessment and intervention materials and supplies • Operate equipment, computers, instrumentation, and assistive technology • Document services through data collection, writing or typing
Visual	Visual ability sufficient to provide competent services	<ul style="list-style-type: none"> • Read reports, progress notes, graphs, and related documentation • Accurately read data recordings from instrumentation
Hearing	Auditory ability sufficient to provide competent services	<ul style="list-style-type: none"> • Adequately hear and discriminate the speech of others • Understand mechanically-reproduced voice output (e.g., augmentative communication devices, computer software programs)
Personal Behaviors	Personal behaviors consistent with the ASHA Code of Ethics, the State Licensure Board, the Professional Educators Code of Conduct, and BU Speech, Hearing, and Language Clinic Policies and Procedures	<ul style="list-style-type: none"> • Demonstrate personal responsibility, accountability, integrity and honesty • Demonstrate respect for all clients and their families • Avoid behavior inconsistent with professional standards • Do not allow personal issues to interfere with service delivery • Abide by codes of ethical conduct

SPEECH-LANGUAGE PATHOLOGY GRADUATE STUDENT ESSENTIAL FUNCTIONS

Scholarship/Academic:

- Displays independent learning
- Demonstrates effective, professional oral skills
- Demonstrates professional writing skills
- Uses independent problem-solving skills
- Develops strong knowledge base
- Effectively uses resources
- Contributes to course and clinic related discussions
- Participates in class

Personal:

- Manages time
- Meets deadlines
- Manages stress
- Exhibits appropriate grooming/hygiene
- Takes initiative
- Assumes responsibility
- Displays emotional maturity

Interpersonal:

- Demonstrates leadership
- Cooperates with others
- Relates well to others
- Exhibits commitment to course of study

Professional:

- Engages in ethical behavior
- Provides services in a professional manner
- Participates in professional student organizations

Clinical:

- Accepts and implements instructor and supervisor feedback
- Applies academic information to clinical practice
- Utilizes resources
- Demonstrates clinical problem-solving
- Exhibits flexibility when faced with changing situations
- Collaborates with others
- Manages time effectively
- Meets all deadlines
- Respects clients
- Follows clinic policies and procedures
- Prepares adequately for sessions
- Seeks assistance when needed
- Respects clinical setting/property
- Is accountable
- Completes documentation as required
- Makes original contributions to client care plans

PROFESSIONALISM

A speech-language pathologist is a licensed and certified professional. Professions require certain behaviors of their practitioners. These professional behaviors, which may or may not directly involve other people, have to do with tasks and responsibilities related to those served by the profession and with relations among other professionals. Your education and training are essential in preparing you to engage professionally with others. Following are expectations of those who seek to join the profession of speech-language pathology.

1. You show up on time, prepared, and properly attired.
2. You show up in a frame of mind appropriate to the professional task.
3. You accept the idea that “on time,” “prepared,” “appropriate,” and “properly” are defined by the situations, by the nature of the task, or by another person.
4. You accept that your first duty is to the welfare of the persons served by your profession, and that “welfare” is a complex mix of desires, wants, needs, abilities and capacities.
5. You recognize that professional duties and situations are about completing tasks and about solving problems in ways that benefit others, either immediately or in the long term. They are not about you. When you are called upon to behave as a professional, you are not the patient, the customer, the star, or the victim.
6. You place the importance of professional duties, tasks, and problem solving above your own convenience.
7. You strive to work effectively with others for the benefit of the person served. This means you pursue professional duties, tasks and problem solving in ways that make it easier (not harder) for others to accomplish their work.
8. You properly credit others for their work.
9. You sign your work.
10. You take responsibility for your actions, your reactions, and your inaction. This means you do not avoid responsibility by offering excuses, by blaming others, by emotional displays, or by helplessness.
11. You do not accept professional duties or tasks for which you are personally or professionally unprepared. You do what you say you will do by the time you said you would do it, to the extent you said you would do it, and to the degree of quality you said you would do it.
12. You take active responsibility for expanding the limits of your knowledge, understanding, and skill.

13. You vigorously seek and tell the truth, including those truths that may be less than flattering to you.

14. You accept direction (including correction) from those who are more knowledgeable or more experienced. You provide direction (including correction) to those who are less knowledgeable or less experienced.

15. You value the resources required to perform professional duties, tasks, and problem solving, including your time and that of others.

16. You accord respect to the values, interests, and opinions of others that may differ from your own, as long as they are not objectively harmful to the persons served.

17. You accept the fact that others may establish goals for you. While you may not always agree with those goals, or may not fully understand them, you will pursue them as long as they are not objectively harmful to the persons served.

18. When you attempt a task for the second time, you seek to do it better than you did it the first time. You revise the ways you approach professional duties, tasks, and problem solving in consideration of peer judgments of best practices.

19. You accept the imperfections of the world in ways that do not compromise the interests of those you serve, or your own pursuit of excellence.

20. You base your opinions, actions, and relations with others upon sound empirical evidence, and upon examined personal values consistent with the above.

21. You expect all of the above from other professionals.

Chial, M. (1998). Conveying expectations about professional behavior. *Audiology Today*, 10(4), 25.

CLINICAL AND ACADEMIC KNOWLEDGE AND SKILLS ASSESSMENT (KASA)

Students will have regular and ongoing opportunities to assess their knowledge and skills acquired in the academic and clinical components of the program. The results of this assessment will be used to plan and implement program improvements. Students may review their KASA any time in Calipso and each semester during the advisement meeting with their academic/graduate advisor their KASA will be reviewed. This will provide the student regular feedback regarding their progress in achieving the expected knowledge and skills in all academic and clinical components of the program.

Student achievement of specific knowledge and skills provided in a course is the decision of the course instructor. It is the instructor's responsibility to update the KASA at the end of each semester. If you do not achieve the knowledge and skills in a course, extra work/activities (outside of class) may be provided. The decision as to whether additional remediation work has any effect on class grading is determined by the individual instructor. The primary purpose of the additional work/activities is to allow students the opportunity to obtain the required knowledge and skills to evolve into a competent professional.

While completion of the MS SLP curriculum and clinical requirements meets Bloomsburg-Commonwealth University criteria to be awarded the degree, this does not guarantee state licensure or professional certification. As requirements may vary, students are responsible for verifying their eligibility for licensure and certification in the state where they intend to practice.

M.S. SLP PROGRAM RETENTION AND PROGRESSION POLICY

The graduate students in the M.S. in Speech-Language Pathology program must adhere to the academic expectation of the School of Graduate Studies, maintaining a QPA of 3.0 with no more than one grade lower than a C throughout the graduate program. A single grade lower than C (Q.P. less than 2.0) must be repeated. A second grade lower than C (Q.P. less than 2.0) will result in automatic academic dismissal. Please see the Graduate Academic Progress, Probation, and Dismissal Policy, [PRP 3565](#) , for more information.

As per department policy, if a grade lower than a B- is earned in the final clinical practicum course (CMSD 576), the course must be repeated with a minimum grade of B prior to enrolling in a field experience (CMSD 584 or CMSD 586). If a grade lower than a B- is earned in a field experience (CMSD 584 or CMSD 586), the course must be repeated. To progress in graduate school, students must maintain adequate academic standing and adhere to previously listed department expectations.

DEPARTMENT ASSESSMENT/EVALUATION AND REMEDATION PROCESS

- **Purpose:** The purpose of remediation is to identify, remediate, and counsel those students who exhibit characteristics associated with difficulties in their performance in the graduate program in Speech-Language Pathology.
 - **Rationale:** The rationale is to assist the student to correct deficiencies as early as possible. Any student who fails to meet course requirements or programmatic expectations may not acquire the knowledge and skills necessary to progress through or complete their graduate program.
 - **Implementation:** Remediation is a system of support available for the student who is struggling. It is the student's responsibility to analyze their performance and make necessary changes, comply with the Remediation Plan, complete the remediation as assigned and ultimately meet the knowledge and skills standards required by the American Speech-Language and Hearing Association (ASHA). Additionally, the student who does not comply with the Remediation Plan will be referred by course instructor to the committee of Graduate Advisor, Graduate Program Director, Clinic Director and Department Chairperson to determine suitability for continuation in the program. To be eligible and remain on remediation all students must adhere to the graduate policy PRP 3565.
1. In concert with policies and standards governing our assessment methods, all faculty will provide opportunities for both formative and summative assessment in each course.
 2. No later than midterm each semester the course instructor will notify any student who is struggling to attain knowledge and skills targeted in the course for discussion and coordination of educational needs.
 3. When deemed necessary a formal remediation plan will be developed by the course instructor. The Graduate Advisor and program faculty would be informed of any student who requires formal remediation. The Graduate Advisor will maintain documentation of any remediation plans developed for students. The student's grade for a course will not be changed by remediation. Final course grade will be independent from success or failure of remediation.
 4. Remediation may include, but is not limited to, the following: additional readings assigned by the instructor, additional papers or ungraded quizzes; additional oral or written ungraded exams; repeating the course with the approval of graduate Dean.
 5. If the course instructor is satisfied that after remediation the student demonstrates the required knowledge and skills, the KASA will be updated to reflect the meeting of the ASHA standards. If not, the student will be referred by the course instructor to the Graduate Advisor, Graduate Program Director, Clinic Director and Department Chairperson to determine suitability for continuation in the program.

Remediation Plan Development: _____

Meeting date: _____ **Level: (Circle one)** **Course** **Program**

Present:

Identified Concern:

Knowledge and Skills Requiring Remediation:

Supportive Evidence for Need for Remediation:

Prior Results from Formative Assessment:

Plan for Corrective Action:

Time Frame:

Next Review Date:

Signatures (Student, Faculty)
Program Level must include Coordinator, Department Chairperson and Graduate Dean.

PROGRAM RETENTION AND DISMISSAL POLICY AND PROCEDURES

Students in the Graduate Speech-Language Pathology Program are required to maintain a minimum GPA of 3.0 and meet the aforementioned Speech-Language Pathology Graduate Student Expectations and Academic Standards (See PRP 3565). The faculty may recommend academic probation, counseling, suspension, or dismissal for those students who do not meet these expectations or standards. At-risk students will be recommended for a program of remediation, after which they must meet the expectations. Students who are unable to meet these requirements following remediation may be recommended for dismissal from the program.

Failure to meet academic standards will be handled according to the Graduate School's policy regarding academic good standing (PRP 3565 and the Department Retention Policy).

Student conduct that makes them ineligible for licensure by the Pennsylvania State Board of Examiners in Speech-Language and Hearing may be cause for dismissal from the program (refer to Act 238 of 1984, PA Code Title 49, 45.1) Students may also be recommended for dismissal for the following:

1. Repeated offenses of the Commonwealth University Academic Integrity Policy (PRP 3512).
2. Other violations of the University's Student Code of Conduct (<http://www.bloomu.edu/pilot/standards#A>) validated by official documentation of university, local, state, or federal agencies.

PROCEDURE

The following procedure (PRP 3557) will be followed when a student has failed to meet Department Expectations and/or has violated the Commonwealth University's Student Academic Integrity Policy (PRP 3512) or the University Code of Conduct.

Charges may be brought by any faculty member as the result of a student or staff member who observes or become aware of incidents of unsuitable behaviors or academic dishonesty. Students who observe or become aware of incidents of unsuitable behaviors or academic dishonesty are expected to report it to an appropriate faculty member or chairperson of the department.

1. The faculty member who initiates a report of unsuitability must notify, in writing, the student, Department Chairperson, and speech pathology faculty of their concerns regarding unsuitability.

Reporting faculty are responsible for gathering data and written anecdotal information documenting the student's performance, skills, behavior, etc., that substantiate the report. This documentation must be submitted to the Department Chairperson and reviewed by all speech pathology faculty within one month of notification.

2. The involved student may collect documentation supporting his or her claim to suitability. This documentation must be submitted to the Department Chairperson and the faculty within one month of notification.
3. Within two weeks of receiving the documentation, the Department Chairperson will schedule a joint meeting of the following:

Department faculty
The reporting faculty member(s)
The student; and
The student's representative—at the student's option

After the meeting, the evidence will be reviewed and a plan of remediation or corrective action will be devised.

4. The Department Chairperson and the faculty will collectively review the case and remediation plan within 5 working days of meeting with the student. At this time the decision will be made.
5. The Department Chairperson will notify the student in writing within two working days of the decision, and if applicable, meet in person to discuss remediation plan.
6. Students may appeal the decision by following appropriate processes currently.

ADVISEMENT

Frequency: Every fall and spring semester, the graduate advisor will meet with all the graduate students one-on-one around midterm to monitor clinical and academic progress. More advising meetings can be scheduled as needed.

Documentation: Graduate advising notes will be stored in CALIPSO.

Topics for discussion during advising:

1. Course registration
2. Library and clinic resources and tools
3. Licensure and certification requirement
4. FERPA, HIPAA, Infection Control
5. Thesis
6. Academic probation (GPA < 3.00), course repeat, remediation
7. Program's academic or clinic requirements and progress, KASA, CALIPSO
8. Questions/concerns about currently enrolled courses, class registration for next semester, policies, and procedures
9. Language proficiency
10. Professionalism
11. Professional goals
12. Received, read, and agree with the graduate student handbook, clinical handbook
13. Comply with following policies
 - a. PRP 3881 – Student Disruptive Behavior Policy <https://www.bloomu.edu/prp-3881-student-disruptive-behavior-policy>
 - b. PRP 3407 - Student Responsibility: <https://www.bloomu.edu/prp-3407-student-responsibility>
 - c. PRP 3506 - Class Attendance: <https://www.bloomu.edu/prp-3506-class-attendance-policy>
 - d. PRP 4802 - Student Code of Conduct and Judicial Process:
 - e. PRP 3408 - Student Use of University Assigned Email Accounts:
<https://www.bloomu.edu/prp-3408-student-use-university-assigned-email-accounts>
 - g. PRP 3463 - Graduate Admissions, Withdrawal, Course Repeat, Transfers, and Graduation Requirements: <https://www.bloomu.edu/prp-3463-graduate-admissions-withdrawal-course-repeat-transfers-and-graduation-requirements>
 - h. Student Religious Observances Policy:
https://intranet.bloomu.edu/documents/middlestates/E_72.pdf
 - i. PRP 2412 – Mandatory Reporting of Child Abuse: <https://bloomu.prod.acquia-sites.com/prp-2412-mandatory-reporting-child-abuse>
 - j. Other Policies: <https://www.bloomu.edu/about/administration-and-governance/policies>

PROGRAM COMPLAINTS

Commonwealth University Bloomsburg Complaint Procedure

In order to provide students with opportunities to express and share concerns, file complaints, or lodge grievances below is a listing of available student resources regarding methods for reporting purposes. If someone is unsure of which process applies to a particular issue, please contact The Office of The Dean of Students by phone at 570-389-4734 or email: deanofstudents@bloomu.edu

Policies:

- PRP 3592 Academic Grievance Procedure:

<https://www.bloomu.edu/prp-3592-academic-grievance-procedure>

- PRP 2060 - Americans with Disabilities: <https://www.bloomu.edu/prp-2060-americans-disabilities>
- PRP 4789 - Harassment and Discrimination Policy: <https://www.bloomu.edu/prp-4789-harassment-and-discrimination-policy>

Complaint Procedure

Complaints about Faculty/Instructors

Students are encouraged to always attempt to resolve issues with faculty by meeting with the faculty member/instructor to discuss their concerns. If the issue cannot be resolved between the faculty and the student, the student should contact the department chairperson to schedule an appointment. Anonymous complaints or second-hand complaints (i.e., heard from others, speaking for others) will not be addressed. If the issue is not satisfactorily addressed, the student should take the complaint to the Dean of Graduate Studies or the Dean of the College Health, Science and Technology. This procedure is similar for complaints about the Program Director or Graduate Coordinator.

Complaints about Clinic Supervisors

Similar to the procedure for complaints against faculty, students should attempt to resolve any issues with a clinic supervisor by meeting with them first. If the issue is not resolved, the student should meet with the Clinic Director to discuss the issue. If a resolution is not reached, the complaint escalates to the Dean of the College of Health, Science, and Technology.

Complaints about the Program

A locked complaint box is available to students that is located outside the Department secretary's office. This box is locked, labeled "Suggestions, Comments, Complaints", and students may file a general complaint anonymously. However, anonymous complaints against individuals (i.e., supervisors, faculty, other staff, or students) will not be addressed. The Department secretary checks the box weekly and collects the complaints and forwards them to the Department Chairperson who will address the complaint as they deem appropriate. All complaints are placed in a file and housed in a locked cabinet in the Department Chairperson's office.

Complaints about other Students

Students are encouraged to always attempt to resolve issues with other students through open and honest discussion. If the issue cannot be resolved between the students, the graduate student should contact the Graduate Advisor to schedule an appointment. If the issue cannot be resolved with the advisor, the advisor will refer the student to the appropriate office for handling the situation (e.g., Dean of Students, Dean of Graduate Studies).

Complaints against Graduate Education Programs to CAA

The CAA will address concerns via the complaint process that are clearly related to a program's compliance with accreditation standards. The CAA cannot intervene in disputes between individuals and programs, and cannot affect outcomes such as grade changes, reinstatement to the graduate program, employment, etc., as part of this complaint process.

Before filing a complaint, it is strongly recommended that you read Chapter XIII: Complaints in the Accreditation Handbook (<https://caa.asha.org/siteassets/files/accreditation-handbook.pdf>).

Criteria for Complaints

Complaints about programs must meet all of the following criteria:

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

**Note: For graduates, former students, or former faculty or staff filing a complaint, the date of separation should be the date on which the individual was no longer considered a student in or employee of the graduate program (i.e., graduation, resignation, official notice of withdrawal or termination), and after any institutional grievance or other review processes have been concluded.*

Complaints must meet the following submission requirements:

- Complaints against a program must be filed in writing using the CAA’s official Complaint Form (<https://caa.asha.org/programs/complaints/>). The Complaint Form must be completed in its entirety. The CAA does not accept complaints over the phone.
- The complainant’s name, address, and telephone contact information and the complainant’s relationship to the program must be included in order for the Accreditation Office staff to verify the source of the information. The CAA does not accept anonymous complaints.
- The complaint must include verification, if the complaint is from a student or faculty/staff member, that the complainant exhausted all pertinent institutional grievance and review mechanisms before submitting a complaint to the CAA.
- Documented evidence in support of the complaint must be appended, including as appropriate relevant policies/procedures, relevant correspondence (including email), timelines of referenced events, etc. **Do not** enclose entire documents, such as a handbook or catalog; only the specific pages should be included that present content germane to the complaint. Page numbers to these appendices should be referenced in the complaint. Materials may be returned to the complainant if not properly organized to support the complaint.
- All complaints and supporting evidence must be submitted in English, consistent with the business practices of the CAA.
- The complaint form must be signed and submitted with any relevant appendices via U.S. mail, overnight courier, or hand delivery—not via e-mail or as a facsimile—to:
*Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology
American Speech-Language-Hearing Association
2200 Research Boulevard, #310
Rockville, MD 20850*

The complainant’s burden of proof is a preponderance, or greater weight, of the evidence. It is expected that the complaint includes all relevant documentation at the time of submission.

Copies of the CAA’s complaint procedures, relevant Standards for Accreditation, and the Complaint Form are available in paper form by contacting the Accreditation Office at accreditation@asha.org or 800-498-2071. All complaint materials (completed and signed complaint form and relevant appendices) must be typewritten or printed from a computer.

-See more at: <https://caa.asha.org/programs/complaints/>

COMMONWEALTH UNIVERSITY POLICIES

PRP 3408 - Student Use of University Assigned Email Accounts

ISSUED BY: James Mackin, Ph.D., Provost and vice President for Academic Affairs

EFFECTIVE DATE: Fall 2006

NOTES: Approved by BUCC 02/22/06. Reported to the University Forum 03/01/06.

The University assigned student email account shall be the primary means of official communication with all students at Commonwealth University. Students are responsible for all messages and attachments sent to them via their university assigned email account or posted to course websites and/or course management systems such as Blackboard. Students will not be able to forward their university assigned account to an alternate email account. This policy does not preclude departments or offices from using traditional, non-electronic modes of communication at their discretion.

Students are required to continue to use their Commonwealth University e-mail account through all residency experiences, as well as while they are completing their research requirements. Faculty and staff **will not** use any other e-mail account.

PRP 3565 – Graduate Academic Progress, Probation, and Dismissal

Effective Date: June 3, 1997

<https://www.bloomu.edu/prp-3565-graduate-academic-progress-probation-and-dismissal>

Procedures:

1. Satisfactory Progress

Satisfactory academic progress at the graduate level is evaluated on the basis of several criteria

- a graduate student's ability to earn the minimum of credit hours necessary to the degree program with a minimum quality point average of 3.0. A grade of less than C (Q.P. less than 2.0) must be repeated.
- a second grade less than C (Q.P. less than 2.0) will result in automatic academic dismissal.
- a graduate student's ability to successfully meet the requirements at the appropriate time of all comprehensive examinations of the degree program with acceptable grades.
- a graduate student's ability to complete the thesis requirement of the degree program with a passing grade.

Non-degree students (Category 510), except for those in Supervisory Certificate Programs, are excluded from consideration for satisfactory progress.

2. Academic Probation

a. A graduate student who is not maintaining an overall quality point average of 3.0 in one of the following student categories may request to attend on academic probation for one additional grading period (semester or summer):

regular graduate students (Category 540)

degree candidates (Category 550)

non-degree students (Category 510) in Supervisory Certificate Programs

Enrollment is limited to a maximum of nine semester hours for the grading period in probationary status. A student on academic probation is not eligible to hold a graduate assistantship. To be removed from academic probation, a graduate student with a quality point average deficiency must attain the minimum overall quality point average of 3.0 as required by the School of Graduate Studies for regular graduate students and degree candidates. A student who attains a 3.0 QPA or higher for the first grading period in academic probationary status, but does not attain the overall QPA as required, may be recommended by his/her academic advisor, the graduate program coordinator, and the department chairperson to the Assistant Vice President for Graduate Studies and Research for continuation on probation for one additional grading period.

b. A graduate student who receives a failing or unacceptable grade, as defined in advance by the department administering the graduate program, in any Comprehensive Examination will be placed on academic probation. Students will be allowed a maximum of two reexaminations unless the program requirements are more restrictive, in which case the maximum permitted by the program will prevail. Prior to re-examination, the student must meet with his/her examination committee or its representatives to discuss deficiencies and steps to be taken to correct them. Reexamination normally would be only once during a term or semester unless the student requests expedited reexamination in order to meet a graduation deadline. A student who passes a reexamination is automatically removed from probationary status.

c. Graduate students who submit a master's thesis which receives a failing grade may not attend on academic probation.

3. Duration Of Degree Work

Full-time graduate students are expected to complete their programs of study within two calendar years of continuous enrollment. However, all requirements for a master's degree, including any courses accepted by transfer, must be completed within six calendar years. A student who is unable to complete degree requirements within six calendar years may be dismissed upon recommendation to the Assistant Vice President for Graduate Studies and Research by the academic advisor, program coordinator, and department chairperson. Students who fail to register for any courses over a two-year period will automatically be placed in an inactive category and must reapply to the graduate program. The period for completion of a

master's degree may be extended for sufficient reason. Written application for extension must be made to the Assistant Vice President for Graduate Studies and Research prior to the end of the six-year period.

4. Academic Dismissal

A graduate student not maintaining satisfactory progress, who is not permitted to enroll in probationary status, is excluded from registration and his/her academic record is marked "academic dismissal." Dismissal is automatic if the overall QPA is below the minimum after two grading periods in probationary status or after failing to pass the Comprehensive Examination two times while in probationary status. A graduate student under academic dismissal is not eligible to attend courses offered in the School of Graduate Studies for a period of at least one calendar year. A dismissed graduate student may, after a period of one year, reapply to the School of Graduate Studies in order to undertake studies in a new degree program or to further his/her studies in a non-degree status. A dismissed graduate student is not permitted to register for any courses offered by the program from which he/she was dismissed. Under exceptional circumstances and with the approval of the Assistant Vice President for Graduate Studies and Research, a program may readmit a dismissed student. In the latter instance, the normal six-year limitation for expired courses shall be applied.

5. Procedures

Graduate students who fail to meet the minimal standards for satisfactory progress will be notified by the Registrar's Office and/or the Assistant Vice President for Graduate Studies and Research. Failure to request academic probation will result in academic dismissal (see above). Such students may submit a request in writing to their academic advisors to attend while on academic probation. Upon recommendation of the academic advisor, graduate program coordinator, department chairperson, and approval by the Assistant Vice President for Graduate Studies and Research, probationary status will be granted. Exceptions to these procedures under extraordinary circumstances will be by written request to the Assistant Vice President for Graduate Studies and Research.

6. Appeals

Graduate students dismissed for academic reasons may appeal their dismissal within one year, in writing, to the Graduate Council. The decision of the Council is final.

PRP 4789 - Harassment and Discrimination Policy

Repeals PRP 2010 / Revision PRP #6814 / Replaces PRP #6814 / Revision PRP #4789 Reviewed and approved by President's Executive Staff 8/17/15, Reviewed and endorsed by AFSCME 11/10/15, Reviewed and endorsed by SCUPA 10/22/15, Reviewed and endorsed by SPFPA 03/04/16, Reviewed and endorsed by OPEIU 03/09/16, Reviewed and endorsed by Meet and Discuss 02/15/16, Endorsed by Secretariat 09/19/16 and Endorsed by FORUM 09/28/16

Effective date of implementation: October 27, 2016

Issued by David L. Soltz, President

I. Rationale and Purpose

Central to the mission of Bloomsburg- Commonwealth University of Pennsylvania is the establishment and maintenance of an environment in which the dignity and worth of all individuals within the institutional community are respected. Therefore, it is the responsibility of each person on campus to respect the personal dignity of others and to demonstrate a basic spirit that precludes unlawful harassment and discrimination. The University has established this policy to promote an educational and work environment that is free from all forms of harassment and discrimination, whether because of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status or any other characteristic protected by law. The University is committed to freedom of thought, discourse, and speech and the attainment of the highest quality of educational and academic pursuits. Nothing in this policy is meant to infringe upon the First Amendment or other constitutional rights of any individual.

Unlawful harassment or discrimination in any context is unacceptable but of particular concern to an academic community in which students, faculty and staff must rely on bonds of intellectual trust and dependence. Therefore, unlawful harassment or discrimination will not be tolerated. Those inflicting such behavior on others are subject to the full range of institutional disciplinary actions, up to and including separation from the University, also in addition to any legal action that may accompany such acts.

Students, faculty, staff and third-party vendors are permitted to file complaints under this policy against non-students. All complaints of discrimination and harassment against students should be filed with the Dean of Students Office and are subject to PRP 4790 Student Sexual Misconduct Policy and PRP 4802 the Student Code of Conduct. Refer to Part IV.D.b. of this policy on how to file a complaint.

This policy is available on the Bloomsburg- Commonwealth University website (http://www.bloomu.edu/policies_procedures) and at: The Department of Equity and Accommodations.

Warren Student Services Center, Room 043
Waller Administration Building, Room 103
Telephone: 570-389-4553
Electronic Mail: equity@bloomu.edu
Office Hours: 8:00 a.m. – 4:30 p.m.

II. Statement Of Non-Discrimination

Bloomsburg- Commonwealth University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. Questions regarding the University's obligations and policies should be directed to the Department of Equity and Accommodations. Questions specific to Title IX may be referred to the Title IX Coordinator in the Student Services Building, 054, (570) 389-4529, or to the Office of Civil Rights, United States Department of Education, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, (215) 656-8541.

III. Definitions

A. People Involved:

- 1) **Respondent:** The person whose actions are alleged to have violated the harassment and/or discrimination policy.
- 2) **Complainant:** The person who is alleging, in good faith and in compliance with University policies, the occurrence of harassment and/or discrimination.
- 3) **Advisor:** A person who may advise the Complainant or the Respondent throughout the disciplinary process. For all complaints except sexual violence, the Advisor must be a Bloomsburg- Commonwealth University employee or student or, for a member of a collective bargaining agreement, a union representative. For complaints of sexual violence, the Advisor may be any person chosen by the Complainant or the Respondent.
- 4) **Confidential Resources:** University employees who are not required to report *any* information regarding an incident of alleged sexual violence to the Title IX Coordinator. (Please refer to Part X.A. for additional information regarding confidential resources).
- 5) **Limited Confidential Resources:** University employees who are not required to report *personally identifying* information regarding an incident of alleged sexual violence to the Title IX Coordinator. Only general information such as the nature, date, time and general location of the incident would be reported by these individuals. (Please refer to Part X.A. for additional information regarding limited confidential resources).
- 6) **Mandatory Reporters/Responsible Employees:** All other University employees not identified as confidential or limited confidential resources.

Prohibited Conduct:

- 1) **Sexual harassment** - Any unwelcome sexual advances, requests for sexual favors or other harassing or physical conduct of a sexual nature when:
 - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement, or evaluation; or
 - b. Submission to or rejection of such conduct is used as the basis for employment or educational advancement, or evaluation; or
 - c. Such conduct is sufficiently severe, persistent or pervasive from the perspective of a reasonable person in the victim's position, considering all circumstances, so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which substantially limits or interferes with an individual's work or educational performance or opportunities.

An act is unwelcome when the individual did not solicit or invite conduct, and particularly if the individual indicates that the conduct is undesirable or offensive. Conduct may be unwelcome even where the individual acquiesces or does not complain. However, if an individual actively participates in sexual banter or discussions without indicating that the conduct is undesirable or offensive, the behavior will not likely meet the definition of "unwelcome."

Sexual harassment also includes acts of sexual violence. Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (for example, due to the victim's use of drugs or alcohol, or because of an intellectual or other disability). A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

- 2) **Harassment** – Verbal or physical conduct that is directed at an individual because of the individual's race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, veteran status or any other characteristic protected by law, and that is sufficiently severe, persistent or pervasive so as to have the effect of creating an intimidating, hostile, or offensive employment or educational environment, which substantially limits or interferes with an individual's employment or educational performance or opportunities.

3) **Discrimination** – Actions, including different treatment of an individual in employment or educational performance or opportunities, based on race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, veteran status or any other characteristic protected by law, that are sufficiently severe, persistent or pervasive so as to have the effect of creating an intimidating, hostile or offensive employment or educational environment, which substantially limits or interferes with one’s employment or educational performance or opportunities.

4) **Retaliation** – Actions taken against the Complainant as a result of filing a harassment or discrimination complaint, or against any participant for their participation in or objection to any matter brought under this policy, is a violation of this policy and the individual will be subject to disciplinary action and University sanctions.

5) **Abuse of Reporting** – Complainants must bring a charge in good faith and in compliance with University policies. False and malicious accusations of harassment or discrimination will not be tolerated and those individuals found to have made such accusations will be subject to disciplinary action and University sanctions.

IV. Harassment/Discrimination Complaint Procedures

A. Introduction

An individual who believes that the individual has been discriminated against or harassed, or who has been subjected to retaliation, as defined in this policy, by another University employee or vendor, may seek resolution through the following procedures.

Complaints alleging sexual harassment, including sexual violence, will be forwarded to the Title IX Coordinator. An investigation may be warranted without a formal signed complaint if the University has sufficient notice that sexual harassment may have occurred, or the allegations of sexual harassment are particularly serious. The University will assist complainants of sexual harassment, upon request, with changes in academic, living, transportation and working situations if the changes are reasonably available.

Given the variety of behaviors covered by this policy, the Complainant may elect to begin the complaint process with either the informal complaint resolution (Option 1) or the formal complaint resolution (Option 2). In cases alleging sexual violence, only the formal complaint resolution may be exercised. If the Complainant elects to begin with the informal complaint resolution, they do not waive the right to proceed to the formal complaint resolution process should they elect to do so.

B. Role of Advisors

Advisors may accompany the Complainant or Respondent during any point of the procedure, including the filing of the complaint, informal and formal resolution. Advisors may suggest questions or provide advice to that individual, but may not directly question any party. Advisors are required to maintain confidentiality, to the fullest extent possible and permitted by law, of all information learned within the complaint proceedings.

Personal legal counsel for the Complainant or the Respondent may not be present during either informal or formal complaint resolution proceedings for all complaints except those involving Sexual Violence.

C. Informal Resolution (Option 1)

The purpose of the informal complaint resolution is to encourage the reporting of complaints concerning harassment or discrimination and to facilitate satisfactory resolution of the complaint as quickly as possible. Informal resolution is available for all complaints except those alleging sexual violence. The Complainant may directly file such a complaint in writing with the Department of Equity and Accommodations.

The Director of The Department of Equity and Accommodations or designee, or the President or President’s designee, will facilitate a discussion between the Complainant and the Respondent in order to resolve the complaint. If the complaint is resolved, the Complainant and Respondent will receive a short-written memorandum setting forth the agreed upon solution and the Department of Equity and Accommodations will follow up with the parties, typically three to four weeks after the agreement is reached, to assess whether the agreement is working. If the Complainant is not satisfied with the informal resolution process or outcome, or no

longer wants to participate in informal resolution, or if the Respondent declines to participate in the informal resolution process, the Complainant may file a formal complaint at any time.

D. Formal Resolution (Option 2)

1. Filing a Formal Complaint

The Complainant may file a formal complaint against the Respondent with the Department of Equity and Accommodations at any point during the resolution process. Formal complaint forms are available in the Department of Equity and Accommodations and on the University website.

a. Time for Filing

Prompt reporting of a complaint before behavior becomes severe or pervasive is strongly encouraged.

In order to give the Complainant time to finish a class, a semester, a particular job assignment, an evaluation period or for any other similar reasonable timeframe, the Complainant may file a formal complaint of harassment or discrimination up to one hundred and eighty (180) days following the alleged incident of harassment or discrimination. Formal complaints filed within this period will be investigated even where the Complainant has terminated any association with the University.

The Director of Equity and Accommodations or the President may extend for a reasonable period of time any of the deadlines specified in this section and the University may be obligated under Title IX to conduct an investigation for complaints filed outside of the 180-day time frame.

b. Where to File Your Complaint And Who Will Investigate

1) Complaints against: University students

File complaint at: The Dean of Students Office

Process: The Department of Equity and Accommodations or the Dean of Students Office will conduct an investigation and the investigator will forward a report and any evidence gathered to the Dean of Students Office. Action will be taken in accordance with The Student Code of Conduct and where applicable, the **Student Sexual Misconduct Policy (PRP 4790)**.

2) Complaints against: Faculty

File complaint at: The Department of Equity and Accommodations

Process: The Department of Equity and Accommodations will conduct an investigation in accordance with this policy and Article 43 of the APSCUF faculty Collective Bargaining Agreement. The investigator will forward a report and any evidence gathered to the Office of the President. The Office of the President will review the report and make a final determination in accordance with the applicable collective bargaining agreement.

3) Complaints against: A Non-Faculty University Employee (except those enumerated below)

File complaint at: The Department of Equity and Accommodations

Process: The Department of Equity and Accommodations will conduct an investigation and the investigator will forward a report and any evidence gathered to the Respondent's supervising Vice President for review and final determination. The Vice President determines the resolution and sanctions. If the Respondent is a member of a union, the investigation, review and resolution will be in accordance with this policy and the applicable collective bargaining agreement.

4) Complaints against: An individual from The Department of Equity and Accommodations

File complaint at: The Office of the President

Process: The Department of Equity and Accommodations will conduct an investigation and the investigator will forward a report and any evidence gathered to the Office of the President, who will make a final determination.

5) **Complaints against:** A University Vice President

File complaint at: The Department of Equity and Accommodations

Process: The Department of Equity and Accommodations will conduct an investigation and will forward a report and any evidence gathered to the Office of the President for review and final determination.

6) **Complaints against:** The President of the University

File complaint at: The Department of Equity and Accommodations

Process: The Department of Equity and Accommodations will communicate and cooperate with the Office of Chief Counsel, PASSHE, to identify the individual or office who will investigate the specific complaint. The investigator will forward a report to the Chancellor for review and final determination by the Chancellor or designee.

2. **Disciplinary Process**

Notice and Timeline. Both the Complainant and the Respondent shall be fully informed of the steps taken during the investigation and disciplinary process. Absent extenuating circumstances, the University will abide by the following timelines:

Charges: Within 15 calendar days of the filing of a complaint, the Director of Equity and Accommodations or the Office of the President will assess whether the allegations, if true, constitute a violation of the Policy and should be investigated. The Respondent will be notified either of the charges and who will be investigating the complaint, or both the Respondent and the Complainant will be notified that the allegations are not a violation of the Policy and that no further investigation will be conducted.

Investigation: Within 15 days of notice of the charges, the investigator will begin the investigation by conducting individual investigation meetings. The investigator will meet with the Complainant, the Respondent, (and respective advisors if they so desire), and any witnesses who can corroborate or clarify the facts. All investigations shall proceed in accordance with the applicable Collective Bargaining Agreement, if any.

Report: Within 35 days of notice to the Respondent, the investigator will conclude the investigation. The investigator will draft a report setting forth the facts gathered and the evidence collected during the investigation meeting(s). If discipline may result, the report will be provided to the Respondent in advance of a predisciplinary conference and will be forwarded to the supervising Vice-President of the Respondent, or in the case of faculty, to the President. In cases of sexual harassment involving a student, the Complainant will also receive a copy of the report.

Predisciplinary Conference (PDC): The PDC consists of a meeting with the President or supervising Vice-President and the Respondent, who may be accompanied by an advisor. In cases of sexual harassment involving a student, the Complainant will be offered a meeting as well. The University may or may not provide such a meeting for all other complainants.

Final Determination: Within 60 days of the filing of the complaint, the supervising Vice-President or the President will make a final determination as to whether the complaint is founded or unfounded. The Respondent and the Complainant will be notified of the final determination and any rights of appeal.

3. Confidentiality and Records. During the complaint process, the University will make every effort to assure confidentiality and protect the privacy rights of the Complainant and the Respondent. To the extent possible, the information reported and disclosed in a complaint and related proceedings will be shared only with individuals responsible for addressing the complaint. The University will maintain an appropriate record in the confidential files of the Department of Equity and Accommodations. All documents related to the proceedings will be subject to confidentiality protections provided by law, including the Family Educational Rights and Privacy Act (FERPA).

4. Interim Suspension from Employment. If warranted, the President may suspend the Respondent from the Respondent's primary duties and responsibilities to protect the Complainant or prevent harm to others until the matter is resolved. Such suspension will be in accordance with any applicable collective bargaining agreements.

5. Failure to participate in the investigation. If the Respondent elects not to participate in the investigation, the investigator shall complete the report based on the information in the investigator's possession. No adverse inference will be drawn from the lack of participation.

6. Final Determination

a. Unfounded Report - No Violation. If the matter is determined as unfounded after the conclusion of an investigation, the Department of Equity and Accommodations or Office of the President will issue a letter to that effect to the Complainant and the Respondent and the matter will be deemed closed.

b. Founded Report - Violation. If the matter is determined to be founded, the appropriate Vice President or the President will assess sanctions. The President's Office or supervising Vice President will inform the Complainant via letter that appropriate disciplinary action has been taken, but will generally not list specific disciplinary actions which may be a part of the Respondent's personnel file except where the sanction directly relates to the harassed student (e.g., a no contact order) or involves a finding of violence.

c. Sanctions. In all instances, the President or supervising Vice-President retains the sole power and discretion to take formal disciplinary action against an employee. Individuals who are found to have violated this policy will be subject to disciplinary actions as set forth by the applicable Collective Bargaining Agreement, Board of Governor Policy, or University Policy. Such action against employees could include, but is not limited to, an informal oral reprimand, a written reprimand, required training, suspension or other disciplinary action up to and including termination of employment.

E. Right of Appeal

The Complainant and the Respondent shall be entitled to one written appeal of any decision rendered. Appeals must be based only on new evidence that was not considered during the investigation, evidence of an inappropriate or unfair investigation, or evidence of a denial of due process rights.

Appeals shall be filed in writing with the Department of Equity and Accommodations no later than ten days after the date the decision was received.

Appeals will be heard by the President's Appeal Board. The President's Appeal Board will be comprised of a faculty member, an administrator and a staff member appointed annually by the Office of the President. The Appeal Board will make a recommendation and forward its recommendation to the President. The President will rule on all appeals and all rulings are final.

V. Consensual Relationships: Rationale and Policy

Professionalism in all interpersonal relationships is central to the mission and goals of the University. Therefore, romantic and/or sexual relationships in which power differentials are inherent are discouraged. There are inherent risks in any romantic or sexual relationship between individuals in unequal positions of power (i.e.: faculty/student, supervisor/employee, supervisor/student employee, student supervisor/student, coach/student athlete). In some circumstances, these relationships may be perceived as consensual by the individual whose position confers power without actual consent by the person with less power. Furthermore, circumstances may change, and conduct that was previously welcome, may become unwelcome. The existence of a prior consensual relationship will not bar a claim of sexual harassment and may not constitute a defense.

An individual with direct supervisory or evaluative responsibilities who is involved in such a relationship must disclose this relationship in a timely manner to the Department of Equity and Accommodations. This disclosure may result in removing or reassigning the supervisory and evaluative responsibilities specific to the employee or student with whom the individual is in a relationship. While no relationships are prohibited by this policy, failure to disclose such relationships to the Department of Equity and Accommodations constitutes a violation of this

policy and may result in disciplinary action as set forth by the applicable Collective Bargaining Agreement, Board of Governor Policy, or University Policy.

An individual who has been involved in a consensual sexual relationship who experienced harassment or discrimination as a result of that relationship may file a complaint under this policy. Complaints will be investigated by the Department of Equity and Accommodations pursuant to the formal disciplinary process set forth above.

VI. Education, Training and Resources

The University offers Harassment & Discrimination Training programs for students, faculty and staff members through an on-line program and via in-person trainings throughout the year. Training is provided to all new employees within 60 days of employment, all new students during orientation, and is available to all students, faculty and staff throughout the year. The University offers information and counseling on matters related to harassment and discrimination to all students, faculty and staff whether or not the individual files a complaint.

VII. Title IX Reporting and Obligations

In regard to Title IX reporting, all employees, with the exception of those identified as confidential or limited confidential, must promptly report to the Title IX Coordinator all known information in regard to complaints of or witnessed acts of sexual harassment, including sexual violence.

The President or supervising Vice-President retains the sole power and discretion to take formal disciplinary action against an employee who does not report. Individuals who are found to have violated this policy will be subject to disciplinary actions as set forth by the applicable Collective Bargaining Agreement, Board of Governor Policy, or University Policy.

If the University has sufficient notice that sexual harassment may have occurred or the allegations of sexual harassment are particularly serious, the Title IX Coordinator may determine that an investigation is warranted without a formal complaint. If such an investigation is conducted, the University may take interim measures it deems necessary during an investigation to ensure the safety and well-being of the Complainant and the University community. The University will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and remedy its effects.

VIII. Complaints With External Agencies

Individuals are encouraged to use these complaint procedures but are not required to do so and may choose to pursue complaints in other forums. In addition to or in place of the University's procedures, complainants may choose to file a complaint with federal or state agencies such as the Pennsylvania Human Relations Commission (717) 787-9780, the U.S. Equal Employment Opportunity Commission (800) 669-4000, or the Office of Civil Rights of the U.S. Department of Education (215) 656-8541.

This policy is not intended to interfere with any rights an employee may have under an applicable collective bargaining agreement. Unionized individuals may choose to pursue a complaint through the appropriate Collective Bargaining Agreement grievance procedures.

IX. Posting of the Policy

This policy shall be available at the Department of Equity and Accommodations in the Warren Student Services Center Building, room #043, the Waller Administration Building, room #103, and on the University website.

X. Resources

All parties have access to a variety of campus, community, state and federal resources. Below is a list of some of those resources. Questions regarding confidentiality and privacy may be directed to the resource.

To assist in navigating the campus and community support resources available, an individual may want to consider enlisting the support of an advocate. Advocates are available 24/7 both on campus at Bloomsburg

University (570) 336-4994 and through the local community at Women's Center, Inc. (570) 784-6631. An individual may even find it beneficial to work with advocates from both resources.

A) **Campus Resources**

Confidential Resources: Physicians, Consulting Psychiatrists, Licensed Psychologists, Psychological Counselors and Religious/Pastoral Counselors are employees who are not required to report information to the Title IX Coordinator or Deputy Coordinator.

Center for Counseling & Human Development – *(confidential resource)*

(Location: Warren Student Services Center, #240, Phone: 570-389-4255, Hours: M-F 8:00 am to 4:30 pm)

This office helps students develop human relations skills and personal growth. Typical counseling concerns may include study skills, depression, relationship issues, stress management, assertiveness and effective communications, racism, sexism, homophobia, human sexuality, anxiety, drug and alcohol abuse, eating disorders, survivors of rape, incest, and sexual assault, depression, ACOA and family issues, self-esteem. You have the right to a confidential relationship with your counselor. Information you share in counseling will not be revealed outside the center without your written permission.

Catholic Campus Ministry – *(confidential resource)* (Location: Newman House, 353 E. 2nd St., Bloomsburg, PA 17815, Phone: 570-784-3123)

CCM supports students of all needs, so that everyone can feel welcome as a part of CCM and as a young adult growing in faith.

Protestant Campus Ministry – *(confidential resource)* (Location: St. Paul's Episcopal Church, Corner of Main and Iron Streets, Phone: 570-520-0878)

Protestant Campus Ministry (PCM) is a multi-denominational fellowship staffed by an ordained minister in the Presbyterian Church (USA).

Limited Confidential Resources: Certified Registered Nurse Practitioners, Registered Nurses, Physician Assistants, University Sexual Misconduct Advocates and the Coordinator of the Women's Resource Center are employees who are required to report non-identifying information to the Title IX Coordinator or Deputy Title IX Coordinator.

Student Health Center – *(limited confidential resource)*

(Location: Kehr Union Building, #324, Phone: 570-389-4451, Hours: M-F 8:00 am to 6:00 pm)

The SHC mission is to provide high quality, basic health care services to Bloomsburg University students. Our strong emphasis on health promotion and preventative health education is designed to ensure our students reach their educational goals. The SHC adheres to the general principles and standards of ethical conduct endorsed by the American College Health Association: to do no harm, provide service in a caring manner, respect autonomy, protect privacy, maintain competence, promote justice and respect diversity. Victims of assaults may seek a variety of services and referrals from the Student Health Center. The Health Center Staff will review a victims' options and available resources, and may need to refer students to a hospital for more specific services such as a rape kit exam.

University Resource Advocates for Sexual Misconduct/Title IX – *(limited confidential resource)*

(Phone: 570-336-4994, Hours: 24/7)

Bloomsburg-Commonwealth University strives to support survivors of sexual offenses, domestic violence, dating violence, sexual assault, and/or stalking and offers non-judgmental support, empowerment, and a safe place to express/explore all options available to a survivor, respondent, and/or friends. The University has advocates on call 24/7 during traditional class sessions. Any student can call the advocates directly for assistance such as accommodations, a hospital escort, discuss campus judicial options, safety plan, or answer any other questions/concerns. Additionally, advocates can work with students to provide campus accommodations such as

altering academic schedules and housing arrangements. The majority of the on call advocates are female identified; there are also male identified advocates available upon request.

Women’s Resource Center Coordinator – *(limited confidential resource)*

(Location: Schuylkill Hall, entrance on right across from Old Science, Phone: 570-389-5283, Hours: M-F 8:00 am to 4:30 pm)

The Coordinator of the WRC serves as one of several trained University Sexual Misconduct Advocates.

The WRC is a safe and inclusive place for all students. The Women’s Resource Center is dedicated to improving the status of women students, faculty, and staff at Bloomsburg University. We do so through the development and implementation of educational programs, community outreach, victim advocacy, and referral services. The Center encourages individuals to utilize the University Sexual Misconduct Advocate on call at 570-336-4994 when the center staff is not available.

Additional Resources: All other resources and employees are required to report identifying information to the Title IX Coordinator to ensure resources and information are provided and to assess campus safety. In all cases the highest privacy will be respected within those professional parameters.

Dean of Students Office

(Location: Kehr Union Building, #101, Phone: 570-389-4734, Hours: M-F 8:00 am to 4:30 pm)

This office can connect a student with advocacy and support but is primarily responsible for a student related Title IX (sexual misconduct) investigation and judicial process. A sexual misconduct complainant against a student may also be filed with The Office of the Dean of Students. This office has a designated professional who works specifically with sexual misconduct (Title IX) cases, this is the Associate Dean of Students and Deputy Title IX Coordinator for Students.

Gender Issues and Social Justice Committee

(Location: <http://www.apscuf.org/universities/bloomsburg> for contact information)

The APSCUF State Gender Issues & Social Justice (GISJ) Committee seeks to identify institutional policies and procedures that perpetuate unfair disadvantages for historically marginalized faculty groups. The Bloomsburg University GISJ committee charge is to review policies to ensure no member of the campus community is discriminated against on the basis of age, disability, gender, marital status, national origin, race, sexual orientation, gender identity, gender expression, or any other attributes as identified by the committee. Information about the committee, its membership and their contact information can be found under BU Member Resources at <http://www.apscuf.org/universities/bloomsburg>

Office of Diversity, Equity, and Multicultural Affairs

(Location: 229 Kehr Union Building, Phone: 570-389-4510, Hours: M-F 8:00 am to 4:30 pm)

This office promotes diversity, inclusion, and the acceptance of individual rights for all members of the University community, while creating a climate of respect and trust for the dignity and self-worth of all human beings. Equity and Accommodations addresses acts of discrimination and harassment and conducts investigations and disciplinary hearings. Students may file harassment charges through Equity and Accommodations (via Title IX) if they are sexually harassed or assaulted by faculty, staff or vendors.

Residence Life Office

(Location: First Floor of Elwell Hall, Phone: (800) 287-7543, Hours: M-F 8:00 am to 4:30 pm)

This office serves students both academically and personally. Residence Life Staff are knowledgeable about University and local resources and can help you connect with various agencies and offices, receive medical help, attend meetings as an ally, and be a support person. If you wish to contact a staff person after 4:30pm please use our on-call number (570)336-8550 and speak with our on-call staff member.

Title IX Coordinator

(Location: 142 Elwell Hall, Phone: 570-389-4808, Hours: M-F 8:00 am to 4:30 pm)

The Title IX Coordinator oversees the University's response to Title IX reports and complaints, identifies and addresses any systemic problems, and takes any necessary steps to ensure the safety of the Bloomsburg University community. The Title IX Coordinator is advised of all reports and complaints raising Title IX issues. The Title IX Coordinator or designee will evaluate requests for confidentiality in light of the University's responsibility to provide a safe and nondiscriminatory environment for all students. In addition, The Title IX Coordinator will ensure that victims of sexual misconduct are aware of available resources, services, and interim safety measures to assist with the physical and emotional aftermath of the incident, as well as all complaint filing options.

University Police

(Location: Rear of Andruss Library, Phone: 570-389-2211, Hours: 24/7)

The Bloomsburg-Commonwealth University Police Department employs commissioned police officers who enforce Pennsylvania Crime and Vehicle Codes and University Policies. Developing a safe and secure environment in an academic institution is the responsibility of the entire community. Within our community, the University Police Department is assigned the responsibility to identify programs, methods, and approaches to assist the institution toward achieving a safe and secure environment.

Financial Aid Office

Location: 106 Arts and Administration Building, Phone: 570-389-4297, Hours: M-F 8:00 am to 4:30 pm

<https://www.bloomu.edu/offices-directory/financial-aid>

Community Government Association - Campus Lawyer

(Location: 421 Kehr Union Building)

Availability per schedule posted on below website

<http://www.bloomu.edu/cga>
Student specific resource

B) Community Resources

Columbia County Victim Witness Program

(Location: 35 West Main Street Bloomsburg, PA 17815, Phone: 570-389-5658 **Fax:** 570-389-5682)

The Columbia County Victim Witness Program is a free program dedicated to assisting all Crime Victims with the rights and service to which they are entitled under the Pennsylvania Crime Victims Bill of Rights and the standards set forth by the Pennsylvania Commission on Crime and Delinquency. If you are a Victim of Crime and in need of assistance, please contact the Victim Witness Coordinator.

Columbia Montour Family Health

(Location: 2201 5th Street Hollow Road, Bloomsburg, PA 17815, Phone: 570-387-0236)

Columbia Montour Family Health provides: birth control information & supplies, gynecological exams, emergency contraceptive pills, pregnancy testing and counseling, STD testing and treatment, HIV testing, counseling/education and cancer screening. Fees are based on ability to pay. All services are by appointment only.

Geisinger-Bloomsburg Hospital

(Location: 549 Fair St, Bloomsburg, PA 17815, Phone: 570-387-2111, Hours: 24/7)

The hospital employs trained Sexual Assault Nurse Examiners who use a Sexual Assault Evidence Collection Kit, often referred to as a Rape Kit, to preserve forensic evidence. Hospital staff may also provide health services such as STD testing, morning after pill, HIV/AIDS testing, etc.

Geisinger Medical Center, Danville

(Location: 100 North Academy Ave., Danville PA 17822, Phone 570-271-6211)

The hospital employs trained Sexual Assault Nurse Examiners who use a Sexual Assault Evidence Collection Kit, often referred to as a Rape Kit, to preserve forensic evidence. Hospital staff may also provide health services such as STD testing, morning after pill, HIV/AIDS testing, etc.

Planned Parenthood Wilkes Barre Medical Center

(Location: 63 North Franklin Street, Wilkes-Barre, PA 18701. Phone: 570-824-8921)

Planned Parenthood provides services on a walk-in basis, with or without insurance, that include pregnancy testing, the Morning-After Pill, STD testing and treatment, HIV testing, abortion referrals, and general women's and men's health care.

The Women's Center, Inc.

(Location: 111 North Market Street, Bloomsburg, PA 17815, Phone: 570-784-6631, 24 Hour Hotline 800-544-8293 or 570-784-6631)

The philosophy of the Women's Center is that all individuals are equal to one another and have the right to live in a non-violent environment. Services include emergency shelter for battered women and children, individual and group counseling, medical advocacy, support groups, safety planning, advocacy and accompaniment. Emergency services are also available to men. All services are free and confidential. Information shared with an advocate from a Rape Crisis Center, such as The Women's Center, Inc., is confidential.

Town of Bloomsburg Police Department

(Location: 301 East Second St, Bloomsburg, PA 17815, Phone: 570-784-4155, Emergency Phone: 911, Hours: 24/7)

The Bloomsburg Police Department's mission is to protect life and property, to serve the public with integrity and professionalism, and to achieve an atmosphere of mutual respect and cooperation with all citizens. The Bloomsburg Police are responsible for investigating all sexual assaults that occur off campus and can assist a victim with transportation to a hospital for a forensic examination (rape kit).

Columbia County Public Defender

(Location: 16 West Main Street, Bloomsburg, PA 17815, Phone: 570-416-5792)

<http://columbiapa.org/publicdefender/index.php>

North Penn Legal Services: Columbia & Montour County Office

(Location: 168 E. Fifth St., Bloomsburg, PA 17815-2206, Phone: 570-784-8760, Toll Free 877-515-7079)

www.northpennlegal.org/

<http://>

State Resources

Pennsylvania Coalition Against Rape (PCAR)

(Sexual Assault Hotline: 888-772-7227, Hours: 24/7)

The mission of the Pennsylvania Coalition Against Rape (PCAR) is to work to eliminate all forms of sexual violence and to advocate for the rights and needs of victims of sexual assault. PCAR works at the state and national levels to prevent sexual violence. Incepted in 1975, PCAR continues to use its voice to challenge public attitudes, raise public awareness, and effect critical changes in public policy, protocols, and responses to sexual violence.

Pennsylvania Human Relations Commission (PHRC)

(Location: 333 Market St., 8th Floor Harrisburg, PA 17101-2210; Phone: (717) 787-4410 (717) 787-7279 TTY users only Office Hours: 8:30 a.m. to 5:00 p.m. M-F phrc@pa.gov)

The Pennsylvania Human Relations Commission, or PHRC, enforces state laws that prohibit discrimination: the **Pennsylvania Human Relations Act**, which covers discrimination in employment, housing, commercial property, education and public accommodations; and the **Pennsylvania Fair Educational Opportunities Act**, which is specific to postsecondary education and secondary vocational and trade schools. In general, PA law prohibits discrimination based on race; color; religious creed; ancestry; age (40 and over); sex; national origin; familial status (only in housing); handicap or disability and the use, handling or training of support or guide animals for disability. Retaliation for filing a complaint, opposing unlawful behavior or assisting investigations is also illegal. PHRC investigates employment discrimination complaints on behalf of the U.S. Equal Employment Opportunity Commission, or EEOC. These partnerships protect the rights of complainants under both state and federal law.

Rape Abuse and Incest National Network (RAINN)

(Sexual Assault Hotline: 800-656-4673, Hours: 24/7)

RAINN is the nation's largest anti-sexual violence organization and operates the National Sexual Assault Hotline in partnership with more than 1,100 local rape crisis centers across the country. RAINN also carries out programs to prevent sexual violence, help victims and ensure that rapists are brought to justice. Services are confidential and note if they are free.

State Employee Assistance Program (for BU employees only)

(SEAP Hotline: 800-692-7459, TTY Hotline 800-824-4306)

The State Employee Assistance Program (SEAP) is a free assessment and referral service that is designed to assist commonwealth employees and their family members in resolving a wide variety of personal problems that may lead to deteriorating employee job performance. SEAP offers services related to substance abuse, mental health issues, family issues, financial issues, legal services, and mediation.

Victims Compensation Assistance Program

(Location: PO Box 1167, Harrisburg, PA 17108-1167, Phone: 800-233-2339 or 717-783-5153)

This Program covers the cost of the forensic examination if the victim presses charges and cooperates in the criminal prosecution. All of your medical information will remain confidential. Remember, you must request this once you are in the hospital emergency room.

Federal Resources

Equal Employment Opportunities Commission (EEOC)

(Location: 801 Market Street, Suite 1300, Philadelphia, PA 19107-3127, Phone: For general inquiries or to begin the process of filing a complaint of discrimination, please call 1-800-669-4000. If you have existing business with the Philadelphia District Office or know the name of the person you are trying to reach, please call 1-866-408-8075, Fax: 215-440-2606, TTY: 1-800-669-6820)

The Philadelphia District Office is open Monday through Friday from 8:30 a.m. to 5:00 p.m. Walk-in hours for filing a charge are Monday-Thursday from 8:30 a.m. to 3:30 p.m.

If you live outside Philadelphia and surrounding vicinities (20-25 mile radius) or a disability prevents you from coming in person, please mail your Intake Questionnaire to our office.

The U.S. Equal Employment Opportunity Commission enforces Federal laws prohibiting employment discrimination. These laws protect against employment discrimination when it involves: Unfair treatment because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information; harassment by managers, co-workers, or others in the workplace, because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information; denial of a reasonable workplace accommodation needed because of religious beliefs or disability; retaliation because of complaints about job discrimination, or assisted with a job discrimination investigation or lawsuit. If you believe that you have been discriminated against at work, you can file a "Charge of Discrimination." Not all employers are covered by the laws PHRC enforces, and not all employees are protected. This can vary depending on the type of employer, the number of employees it has, and the type of discrimination alleged. Also, there are strict time limits for filing a charge that complainants should be aware of.

Office of Civil Rights U.S. Department of Education

(Location: Philadelphia Office, Office for Civil Rights, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, Telephone: 215-656-8541, FAX: 215-656-8605; TDD: 800-877-8339, Email: OCR.Philadelphia@ed.gov)

OCR enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive Federal funds from the Department of Education. These laws prohibit discrimination on the basis of race, color, and national origin, sex, disability, and on the basis of age. These laws extend to all state education agencies, elementary and secondary school systems, colleges and universities, vocational schools, proprietary schools, state vocational rehabilitation agencies, libraries, and museums that receive U.S. Department of Education funds. OCR also has responsibilities under Title II of the Americans with Disabilities Act of 1990 (prohibiting disability discrimination by public entities, whether or not they receive federal financial assistance).

U.S. Citizenship & Immigration Services

(Location: Pennsylvania – Philadelphia Field Office, 30 N. 41st Street, Philadelphia, PA 19104, Phone 267-292-6700)

<https://www.uscis.gov/about-us/find-uscis-office/field-offices/pennsylvania-philadelphia-field-office>

PRP 3512 – Academic Integrity Policy

Issued by: James Mackin, Ph.D., Provost and VP Academic Affairs

Notes: Revised by BUCC 4/22/98, Presented to Forum 4/29/98, Effective date: 5/28/98 Revised by BUCC 2/22/06, Reported to Forum 3/1/06

Effective date: Fall 2006

What is Academic Integrity?

Academic integrity refers to the adherence to agreed upon moral and ethical principles when engaging in academic or scholarly pursuits. The university's academic integrity policy is part of an effort to nurture a community where trust, honesty, and personal integrity guide all of our dealings with one another. Personal integrity is vital to our pursuit of educating and becoming educated. This student academic integrity policy is only part of, not the entirety of, efforts to foster a community of trust; trust is built first on our actions toward each other. The responsibility to be honest, fair and forthright with others is a responsibility that each member of the Bloomsburg University community must accept. The conditions of an academic integrity policy spell out the nature of the expectations we have of one another, and explain the sanctions that follow the failure to live up to these expectations. The following policy sets a standard for all of us to live up to and exceed.

What is Academic Dishonesty?

The following types of behaviors are examples of academic dishonesty. This list is not, and cannot be, exhaustive. Students who are unsure if an act is academically dishonest have a duty to consult their professor before engaging in the act.

1. Cheating: (a) Using notes, study aids, or information on an examination which are not approved by faculty; (b) Altering graded work after it has been returned and submitting the work for regrading; (c) Allowing another person to do one's work and submitting that work under one's own name; (d) Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

2. Plagiarism: Submitting material that in part or whole is not one's own work without attributing those same portions to their correct source.

3. Fabrication: (a) Falsifying or inventing any information, data, or citation; (b) Presenting data that were not gathered in accordance with standard guidelines that defined the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

4. Misrepresenting Circumstances: (a) Lying; (b) Presenting a professor (verbally or in writing) with false or incomplete information.

5. Impersonation: (a) Representing oneself as another student in an examination; (b) Signing another's name on an attendance roster; (c) In general doing the work required of another student and/or allowing another to do your work.

6. Obtaining an Unfair Advantage:

(a) Stealing, reproducing, circulating or otherwise gaining access to examination material prior to the time authorized by the instructor; (b) Stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use (c) Unauthorized collaborating on an academic assignment; (d) Retaining, processing, using, or circulating previously given examination materials, where those materials are to be returned to the instructor at the conclusion of the examination; (e) Intentionally obstructing or interfering with another student's academic work; or (f) Otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

7. Aiding and Abetting Academic Dishonesty: (a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) Providing false information in connection with any inquiry regarding academic integrity.

8. Falsification of Records and Official Documents: (a) Altering documents affecting academic records; (b) Forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add from, ID card, or any other official University document.

9. Unauthorized Access to Computerized Academic or Administrative Records or Systems: (a) Altering computer records; (b) Modifying computer programs or systems; (c) Releasing or dispensing information gained via unauthorized access; or (d) Interfering with the use or availability of computer systems of information.

How can faculty encourage Academic Integrity?

It is necessary for the administration and faculty to do all that is possible to encourage high standards of academic integrity. Steps that could be taken include:

1. Course Requirements: Have the syllabus clearly state what is and is not acceptable in the course. This may include a statement of an individual or department's policy on what constitutes plagiarism, the scope of permitted collaboration, testing behaviors, policy on recycling assignments and papers, and missed assignments or exams.

2. University Policy: Briefly review the university Academic Integrity Policy on the first day of class, orally or by reference to a syllabus.

3. Examination Security: Safeguard examinations. In no event should the student be given access to, custody of, or any responsibility over examinations prior to their administration.

4. Examination Environment: Consider preventive techniques, such as alternate seating or alternate exam formats, and reasonable proctorial activities.

5. Availability of Past Examinations and Assignments: Establish individual and/or departmental policies for returning examinations for students to keep, collecting and securing examinations, and/or placing copies of old examinations on reserve in the library.

6. Student Responsibility: Faculty are encouraged to state in all syllabi that students who are unsure if an act is academically dishonest have a duty to consult their professor before engaging in the act.

What happens when a student is suspected of Academic Dishonesty?

The first step in any alleged case of academic dishonesty will be for the faculty member to inform the student that dishonesty is suspected and that steps will be taken to resolve the issue.

If the faculty member would like to resolve the issue informally and if the student accepts the charges and the penalty, then the faculty member chooses between Options I and II.

Option III is required when the student does not accept the charges or the penalty, or the faculty member believes that a penalty greater than failing the course is appropriate.

If dishonesty is discovered at or after the end of the semester, the faculty will not enter a grade for that student; thus the student will receive an “X” grade. The faculty will either contact the student directly to set up the initial meeting or contact the Office of Academic Affairs who will notify the student of the need for such a meeting.

Option I: Informal Confidential Resolution

The faculty member may resolve the charge confidentially with the student, discussing the alleged offense and explaining any penalty that might follow; students who dispute the fairness of the charge or the penalty may elect to have the matter arbitrated by the Academic Grievance Board.

The professor has a range of sanctions within the boundaries of the course in which the dishonesty occurred. Possible sanctions include verbal and written reprimand, an appropriate additional assignment, and lowering the grade on the assignment on which the dishonesty occurred. If the professor wishes to impose more severe sanctions, including lowering the course grade, he or she must file an Academic Integrity Policy Violation Report Form with the Director of Student Standards.

The faculty member is strongly encouraged to have this agreement in writing, and to keep that document and any evidence in a secure location.

Option II: Informal Resolutions with a Filed Report

The faculty member may follow the guidelines given in Option I, Informal Confidential Resolution, and, in addition, file an Academic Integrity Policy Violation Report Form with the Director of Student Standards. The Report Form explains the offense and penalty and includes an acknowledgment by the student of the offense and penalty. The penalty agreed to on the Academic Integrity Policy Violation Report Form will be void if the student has a record of a previous offense. A second or repeat offense requires resolution by the Academic Grievance Board.

Option III: Formal Resolution by the Academic Grievance Board

If the student accepts the charges (1) but does not accept the penalty or (2) has had a previous offense, the sanction will be determined by the Provost (or his/her designee) in consultation with the Director of Student Standards.

If the student does not accept the charges, the case will be arbitrated by the Academic Grievance Board. The faculty member should fill out the Academic Integrity Formal Resolution Notification Form. Once it is determined that a case will be heard by the Academic Grievance Board, the Director of Student Standards will notify all involved parties of the need to convene the Board. The Office of Academic Affairs will

provide the student with written notification of the time and place of the hearing and with a copy of any written charges. The hearing will be recorded and a recommendation made to the Provost as to whether a policy violation occurred.

The Provost will make the final determination as to whether academic dishonesty occurred. If the student is cleared of the charges, the initial report form will be destroyed and the student's record will be totally clear of the event. If it is determined that a violation did occur, the Provost will determine the appropriate sanction in consultation with the Director of Student Standards.

The decision of the Provost will be final.

PRP 2060 - Americans with Disabilities

<https://www.bloomu.edu/prp-2060-americans-disabilities>

Introduction

Bloomsburg-Commonwealth University of Pennsylvania is committed to academic excellence, equal opportunity and freedom from discrimination for all individuals. In keeping with these commitments, and in accordance with the Americans with Disabilities Act of 1990, as amended, and the Rehabilitation Act of 1973, the University will make every reasonable effort to provide equality of opportunity and freedom from discrimination for all members of the University community and visitors to the University, regardless of any disability an individual may have. Accordingly, the University has taken positive steps to make University facilities accessible to individuals with disabilities and has established procedures to provide reasonable accommodations to allow individuals with disabilities to participate in University programs.

An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

The University is committed to the goal of fairly balancing the provision of reasonable accommodations with the academic integrity and rigor demanded of institutions of higher learning.

Reasonable accommodations or modifications may include the provision of auxiliary aids and services for individuals with disabilities, unless the provision of such would fundamentally alter the nature of the course, services, facilities, program or activity the University offers, or would result in an undue financial or administrative burden on the institution. The University is aware of the complexities related to the definition of reasonable accommodation in the postsecondary environment and will actively consult with students, faculty, staff and administration as a matter of course.

Contacts and Resources

Bloomsburg-Commonwealth University seeks to provide students, employees and campus visitors with disabilities reasonable and effective accommodations to ensure equal access to the University's learning and work environments, and sponsored events. University Disability Services operates as a centralized service for addressing the needs of students with disabilities and as a resource center for students, faculty, and staff.

How to Request an Accommodation for Current Students

Students: To request an accommodation in the University learning environment, students with a disability must submit appropriate documentation and meet with a staff member in University Disability Services to discuss the needs and requested accommodation(s). The staff member will review and evaluate the documentation provided by the student. The staff member may further solicit the input of faculty members and department chairs/program directors/deans regarding the potential accommodation(s) considered. Depending on the accommodation requested, the determination of reasonableness may necessitate a continuing dialogue between the student, the academic program dean and/or faculty members, and University Disability Services. Descriptions of the process, necessary lead time and required documentation may be accessed online at <http://bloomu.edu/disabilities> or by calling 570-389-4265/5205, Warren Student Services Center, #043, Monday through Friday, 8:00 am to 4:30 pm. Students attending one of Bloomsburg-Commonwealth University's additional locations off campus should follow this same process.

How to Access Resources for Campus Visitors

Prospective Students or Employees, Spectators for an Event or Other Campus Visitors: Questions regarding accessibility and/or accommodations may be addressed by contacting University Disability Services, Warren Student

Services Center, #043, Monday through Friday, 8:00 am to 4:30 pm, 570-389-4265/5205. As an additional resource, there is a Bloomsburg-Commonwealth University of Pennsylvania map (<https://www.bloomu.edu/documents/campus-map>) for locating and accessing campus buildings.

Seeking Resolution in the Event of a Complaint

Individuals who wish to register a University complaint under PRP #2060, ADA Policy, may elect to begin the process with either informal complaint resolution or the formal complaint resolution.

Informal Resolution Process:

The purpose of the informal resolution process is to encourage the reporting of complaints concerning ADA matters by students, faculty, staff, and/or other parties and to facilitate satisfactory resolution of the complaint as quickly as possible.

The ADA Coordinator will facilitate a discussion between the complainant and the other individual(s) in order to resolve the complaint. If the complaint is resolved, the complainant and other individual(s) will receive a short memorandum setting forth the agreed upon solution. The ADA Coordinator will follow-up with the parties, typically three to four weeks after the agreement is reached, to assess whether the agreement is working. If the complainant is not satisfied with the informal resolution process or outcome, or no longer wants to participate in informal resolution, or if the other individual(s) declines to participate in the informal resolution process, the complainant may file a formal complaint at any time.

Formal Resolution Process:

Students, faculty, staff or visitors wishing to officially register a University complaint under PRP #2060, ADA Policy, may do so by submitting a statement to the ADA Coordinator. The complaint should be filed within 45 days of the alleged violation and must include the issue(s), the complainant's name, telephone number, address, date the complaint is submitted to the ADA Coordinator, and the date of the alleged violation. The ADA Coordinator will initiate the following action:

Investigation Process:

Within 45 calendar days of receiving the complaint, the ADA Coordinator will conduct an investigation and submit the investigation report to the appropriate Vice President. The ADA Coordinator will then assist the Vice President in implementing the agreed upon resolution.

Appeal Process:

An individual shall be entitled to one written appeal of any decision rendered by the appropriate Vice President. Appeals must be based only on new evidence that was not considered during the investigation, evidence of an inappropriate or unfair investigation, or evidence of a denial of due process rights. Appeals shall be filed in writing with the ADA Coordinator no later than ten days after the date the decision was received.

The appeal will be reviewed by the University ADA Complaint Committee which consists of a Dean of Students Office representative, the Assistant Vice Provost for Academic Programs, Policies and Collaborations and Dean of Undergraduate Education, a representative from the Center for Professional Development and Career Experience, the Director of Human Resources and Labor Relations and a faculty representative. The ADA Complaint Committee will make a recommendation and forward the recommendation to the President. The President will rule on all appeals and all rulings are final. All parties will be notified in writing of the decision.

The ADA Coordinator may extend for a reasonable period of time any of the deadlines specified in this section in order to conduct an investigation according to this policy and ADA guidelines.

Informal or Formal Resolution:

In the event that a conflict of interest exists in pursuing the complaint with the ADA Coordinator, or in the event that the complaint is against the ADA Coordinator, the complainant should bring the complaint to the Director of Human Resources.

In the event that a conflict of interest exists in pursuing the investigation report with the appropriate Vice President, or in the event that the complaint is against the Vice President, the ADA Coordinator will conduct the investigation and forward the investigation report to the President for review and final determination.

Individuals are encouraged to use these complaint procedures but are not required to do so and may also choose to pursue complaints in other forums. In addition to or in place of the University's procedures, complainants may choose to file a complaint with federal or state agencies such as the Pennsylvania Human Relations Commission, 333 Market St., 8th Floor, Harrisburg, PA 17101-2210, (717) 787-9780, the U.S. Equal Employment Opportunity Commission, 801 Market Street, Suite 1300, Philadelphia, PA 19107-3127, (800) 669-4000, or the Office of Civil Rights of the U.S. Department of Education, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, (215) 656-8541.

This policy is not intended to interfere with any rights an employee may have under an applicable collective bargaining agreement. Unionized individuals may also choose to pursue a complaint through the appropriate Collective Bargaining Agreement grievance procedures.

Confidentiality

During this process, the University will make every effort to assure confidentiality and protect the rights of the complainant and other individual(s). To the extent possible, the information reported and disclosed in a complaint and related proceedings will be shared only with individuals responsible for addressing the complaint. The University will maintain an appropriate record in the confidential files of the ADA Coordinator. All documents related to the proceedings will be subject to confidentiality protections provided by law, including the Family Educational Rights and Privacy Act (FERPA).

Statement of Non-Discrimination

Bloomsburg-Commonwealth University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulation, contact: Title IX Coordinator, Bloomsburg-Commonwealth University of Pennsylvania, Elwell Residency Hall, 400 East Second Street, Bloomsburg, PA 17815; Phone: (570) 389-4529; Email: titleixcoord@bloomu.edu.

Additionally, inquiries concerning Title IX and its implementing regulation can be made to the U.S. Department of Education, Office of Civil Rights, Region III, The Wanamaker Building, 100 Penn Square East - Suite 505, Philadelphia, PA 19107; Phone: (215) 656-6010; Fax: (215) 656-6020.

M.S. SLP GRADUATE CHECKLIST

Fall #1 Prior to the Start of the Program

___ Ensure that your academic file is up to date and all necessary required undergraduate ASHA courses have been completed. Submit final transcripts to the School of Graduate Studies.

___ Register for an account on Calipso, the department's program for tracking students' Knowledge and Skills Acquisition.

___ Ensure that all (25) guided observation hours are completed and signed by an ASHA certified SLP who has at least nine months of clinical experience after the awarding of the CCC and has completed 2 CEUs related to supervision of graduate students. Documentation must be entered into Calipso.

___ Obtain Liability Insurance for in-house clinic experience. See section on Professional Liability Insurance in this handbook.

___ Provide verification of a current PA Criminal Record Check, Child Abuse Clearance, Fingerprinting, (PPD) tuberculosis screening, and two-year CPR training (for health care professionals), as well as Mandated Reporter Training certificate. Maintain originals and upload a copy in Calipso.

FALL #1

___ Obtain photo identification including card swipe access to clinic facilities (Office of Student Life, lower level of Elwell Hall)

___ Consider applying for student membership in local NSSLHA, NESHAP, PSHA, and national NSSLHA. Forms may be obtained from the organizations. Obtain information on the NSSLHA-ASHA conversion program. (Must be a member of national NSSLHA for two years to be eligible for conversion discount).

___ Complete Infection Control Training

___ Complete HIPAA Training

___ Complete Mandated Reporter Training

___ Consult with the graduate advisor and/or faculty regarding thesis, if interested.

___ Begin investigating possible externship locations. Consult with externship coordinator.

___ Meet with graduate advisor for advisement and KASA monitoring.

___ At the end of the semester, ensure that any clinic hours earned have been entered into Calipso

Spring #1

___ Submit requests for potential externship metro areas to externship coordinator.

____ Review schedule of required Praxis Exams (i.e., PDE teacher certification and ASHA CCC-SLP). Information will be covered in clinic seminar as regulations change. Consult Dr. Kimberly Bolig in the student teaching office kbolig@commonwealthu.edu (570) 389-4608.

The following Praxis tests must be completed for the Instructional I certificate (PA Department of Education)^{1,2} or Educational Specialist² and to obtain ASHA certification² and PA licensure:

1. *Fundamental Subjects: Content Knowledge (Usually completed in the summer session)*
2. *The Praxis Exam in Speech-Language Pathology*

____ Meet with graduate advisor for academic advising.

____ For those students who have chosen to complete a thesis: Form your thesis committee and obtain necessary signatures on the Form for Formation of a Thesis Committee. The first spring semester is generally used to complete the introduction and methods sections. The student should be working toward their required prospectus meeting and completion of human subject review requirements.

____ At the end of the semester, ensure that all clinic hours have been entered into Calipso.

Summer #1

____ Register and take *Fundamental Subjects: Content Knowledge* Praxis test if you are planning to pursue the Instructional I Teacher Certification. Send all scores to the proper recipients.

____ Renew PA Criminal Record Check. Information and application will be provided through the department secretary or on-line at <https://epatch.pa.gov/home>

____ Renew PA Child Abuse Clearances. Information and application will be provided through the department secretary.

____ For those students who have chosen to complete a thesis, the summer semester is often the time period in which a significant portion of data collection will be completed.

____ At the end of the semester, ensure that all clinic hours have been entered into Calipso.

Fall #2

____ Consider taking required certification examination (see *Spring 1* section above).

____ Fulfill all immunization requirements for externships according to their timelines. Most immunizations are offered by the health center or through local clinics for a fee. Keep a copy of all health records. (TB, Meningitis, and Hepatitis) Many sites require a two-step TB test.

____ Renew Liability Insurance for Externship Experience. Consult with the Clinic Director or clinic secretary. (Must be obtained no more than 90 days before beginning externship. Must be purchased through a designated liability insurance provider).

____ Complete Infection Control Training (refresher).

___ Complete HIPAA Training (refresher).

___ Meet with graduate advisor for advisement.

___ For those students who have chosen to complete a thesis, data collection and data analyses should be completed by the end of this semester.

___ At the end of the semester, ensure that all clinical hours have been entered into Calipso.

Spring #2

___ Register for and take the Praxis exam

___ Consult Dr. Kimberly Bolig in the student teaching office kbolig@bloomu.edu 570-389-4608 for the current procedure for applying for PA teacher certification.

___ Verify that all ASHA hours (in-house clinic and externship) have been entered into Calipso.

___ Meet with advisor to review KASA.

___ Order cap and gown.

___ Apply for graduation

___ Complete online Exit Interview questionnaire.

___ For those students who have chosen to complete a thesis, successful thesis defense and final approval of the thesis paper should be completed by the end of this semester.

___ Download any necessary documents from CALIPSO to ensure future access for licensure, certification, and/or employment applications.

___ Graduate!

___ Begin search for a site to complete the CFY.

___ Begin to fill out application for ASHA certification and membership.

___ Once you secure a position as a SLP, apply for a provisional PA License

Information can be found here: <http://psha.org/pdfs/provisional-licensure-application-process.pdf>

Explanation of Checklist Items

ASHA Observation Hours

A student must have documentation of at least 25 ASHA observation hours in his or her academic file in the secretary's office and in Calipso. All observation hours must be completed prior to any in-house clinic experience. For non-BU undergraduates, a record of observation hours must be submitted with appropriate signatures and ASHA account numbers. All hours (observation and undergraduate clinical clock hours) must be approved by the Clinic Director and entered into Calipso.

Tracking ASHA Hours

All clinic hours are entered into Calipso and verified, through signatures, by the appropriate clinic supervisor. Tracking of each student's ASHA hours is ongoing and is conducted by the Clinic Director, Graduate Coordinator, and clinic supervisors.

Liability Insurance

Speech-Language Pathology students are required to carry liability insurance during all in-house clinic experiences and externships.

Prior to the externship (no more than 90 days before beginning of externship), the student must purchase insurance through a designated liability insurance provider. Forms can be obtained on-line and submitted directly to the company. Documentation of liability insurance must be in your folder prior to the externship.

Photo Identification

Students must obtain photo identification badges to wear during pre-clinic shadowing experience and all in-house clinics. Photo IDs are available through Student Life located in the lower level of Elwell.

Card Swipe System

BU identification cards can be obtained in the lower level of Elwell. These cards are necessary to access the card swipe system in the clinic. Clinic Photo IDs will not access the system. If problems arise with your swipe card, contact the department secretary.

Knowledge and Skills Acquisition (KASA) Tracking

Each semester, faculty will document acquisition of knowledge and skills gained in their course(s) by completing KASA form in Calipso.

CPR

Students are required to obtain and maintain current approved two-year CPR certification training. Students are required to obtain the necessary training (i.e., adults, children and infants) prior to

starting the graduate program. Bloomsburg University does not cover the cost of certification. It can be obtained through the American Heart Association or American Red Cross.

Infection Control Workshop

Students must complete an online workshop on infection control prior to clinic and again before the externship. Students must practice infection control preventative measures in all clinical experiences.

HIPAA

Students must attend a workshop on HIPAA prior to clinic and again before the externship. Students must comply with HIPAA regulations in all clinical experiences.

TB Test

Students must have negative TB test results prior to in-house clinic and again before the externship. TB testing is available on campus through the Bloomsburg-Commonwealth University Health Center. Students must upload test results in Calipso. Any other immunizations required by the externship site must be taken care of by the student. TB tests must be completed every year. Please note that many health care settings require a two-step TB test process. Students are responsible for knowing and complying with any specific requirements of their externship site, such as vaccinations, drug testing, etc.

Acts 33 and 34

Act 33 (Pennsylvania Child Abuse History Clearance) and Act 34 (Request for Criminal Record Check) checks must be completed for all students who will be working with children in Pennsylvania during their pre-clinic shadowing, in-house clinics, and externship. For out-of-state externships, the student must contact the State Police or State Department of Education for specific requirements and procedures. Criminal Record Check may be completed on-line at <https://epatch.pa.gov/home>

Fingerprinting

Students must obtain fingerprinting before Fall #1 clinic rotation. Fingerprinting is available in the bookstore. Documentation must be placed in Calipso. Fingerprinting is also required for many externship sites.

Mandated Reporter Training

Students are required to complete a workshop on recognizing and reporting child abuse prior to the beginning of the first fall semester.

PRAXIS Exams

Students seeking teacher certification in Pennsylvania must decide which certification they will seek (Instructional I vs. Educational Specialist) and take the necessary exam, preferably, prior to graduation. Bloomsburg-Commonwealth's University's M.S. program is accredited by the Pennsylvania Department of Education and our certification is a post-baccalaureate teacher certification. The National Exam is required for both teacher credentials. For students seeking the Instructional I, the Fundamental Subjects: Content knowledge (Praxis II) is required (in addition to the National Exam). Testing dates and locations are provided in the Praxis Exam Booklet available through the Registrar's Office or on-line at www.ets.org. It is recommended that tests be taken prior to the externship. If seeking teacher certification out-of-state, the student must contact the State Department of Education for requirements and procedures (see attached listing of phone numbers and addresses). Please see <https://www.asha.org/advocacy/state/> for a state by state listing of licensure and teacher certification requirements.

National Exam in Speech-Language Pathology (for ASHA CCC)

Students are encouraged to take the National Exam prior to graduation to qualify for the ASHA Certificate of Clinical Competence. It is recommended that the students take the test before the externship to allow time to re-take the exam, if necessary. The passing score for purposes of ASHA certification is 162 (on a 100–200 scale). Scores *must* be forwarded to the University. Test dates and locations are provided in the exam booklet available through the Registrar's Office. Information about these tests may be obtained from www.ets.org.

Contacting Externship Sites; Interviewing with Externship Sites; Setting up a Placement File

Students will receive information regarding existing sites and instructions for securing new externship sites from the externship coordinator during Fall #1. Requests for potential externships are to be submitted prior to beginning Spring #1. Sites may require interviews.

Applying for Graduation

Application for graduation is generally completed in the Fall before anticipated graduation and is done through Banner. We suggest that you complete this form prior to leaving for your externship.

Teacher Certification

For those interested in PA teacher certification, you are required to consult with Dr. Kimberly Bolig in the student teaching office during your externship (Spring #2). No applications for teacher certification are processed until after the M.S. degree is conferred.

Reserving Graduation Gowns

Reservation forms for graduation caps and gowns are available at the Bloomsburg Commonwealth's University Bookstore website in the Spring #2 semester prior to graduation.

Reporting Final ASHA Clock Hours to the Department Secretary

We must have a record of all acquired ASHA clinical practicum hours that you have obtained during your tenure in our program. This record is kept in Calipso. Please ensure that your externship clinical supervisor(s) has signed off on your hours in Calipso.

Application for ASHA Membership and Certification/CFY Procedures and Applications

Information about applying for certification, CFY procedures, and ASHA membership are available on the ASHA web site at <http://asha.org/certification/>. This information will be reviewed during clinic seminar courses. Since you have attended an ASHA certified program, you are eligible for automatic approval of your application by ASHA providing that (1) the program director/graduate advisor verifies that all coursework and practicum requirements have been met, and (2) the application of the Certificate of Clinical Competence is received by the National Office no later than three years after the degree has been awarded.

*** You will complete your application for membership and certification online and the department will be forwarded a copy of the necessary approvals. All paperwork in Calipso must be up to date with hours documented for the Graduate Coordinator to sign off on your ASHA certification application. ***

NSSLHA-ASHA Conversion

NSSLHA members may obtain reduced rates for ASHA membership and certification through the conversion program. Detailed information is provided in your Graduate Handbook and online at <https://www.nsslha.org/membership/conversion-discount/> Individuals must be a member of national NSSLHA for two years prior to applying for ASHA membership to obtain the discount.

Revised 8/2024

PRAXIS INFORMATION

Note: For every separate test date you register for, you are required to pay a \$50 registration fee (for paper-based only).

Recipient of Scores:

Item #11/12

Test Name	Code	Agency
National Certifying Exam	RA2480	Commonwealth U of Pennsylvania
	R5031	American Speech-Language-Hearing Association (if you are unable to find it under that code, type ASHA under the name section)
	R8053	State Board of Examiners for SLP/Audiology (for PA licensure)
	RA0253	Commonwealth U-SLP/AUD Bloomsburg
	List D	Licensure in other states
All other tests		
	RA2480	Commonwealth U of Pennsylvania
	List C	Check list C if you are seeking licensure in other states
	8033	PA Dept of Ed (not necessary if you test in PA-scores reported automatically) If you test outside of PA, you need to have scores sent using this code.

***Don't forget to have your National Certifying Exam scores sent to both Commonwealth U of Pennsylvania and Commonwealth U-SLP/AUD Bloomsburg. It is very important the University has these scores on file!**

*If you are seeking out-of-state certification, you should check the requirements for that state. Some states may accept test of different names to meet requirements that are similar to PA's. You may need to make some phone calls to be sure.

Praxis Information

Helpful Reminders:

- Register online at <https://www.ets.org/praxis/register/>. You will need to establish a username and password with ETS. The online registration shows you how many seats are still available at the test site where you wish to register.
- The National Certification Exam for speech pathology is not listed in the Registration Bulletin under Required Tests for Pennsylvania, because it is not required for teachers. The Praxis series are tests for teachers, but they also administer the National Exam. A passing score is now 162 on a 200-point scale.
 - * The exam code is 5331.
- If registering by mail, remember that you'll need a separate form (found online) for each date you register to take tests.
- **Register early!**
- Carefully review the test day instructions from ETS. Bring approved identification, arrive early and follow all instructions. https://www.ets.org/praxis/test_day/procedures
- For general inquiries about the PRAXIS you can call 1-800-772-9476.
- More information: <http://www.ets.org/praxis/about/bulletin/>

TEACHER CERTIFICATION INFORMATION

CSD professionals have three levels of credentialing – the ASHA Certificate of Clinical Competence, the state license to practice, and the state teaching credential. These certificates are always optional (they are not graduation requirements) but they are needed in some combinations for professional practice. Our program is accredited by ASHA and meets ASHA standards as well as PA state license requirements and Pennsylvania Department of Education (PDE) standards. Teacher credentialing requirements vary by state and the student is responsible for meeting the requirements of the state where they plan to work. In some states the license to practice also serves to qualify professionals to work in the schools. Please see ASHA's state-by-state listing for individual state requirements. <https://www.asha.org/advocacy/state/>

Commonwealth University's M.S. in SLP program is approved by PDE for the Instructional I certificate and Educational Specialist certificate. A professional can hold only one of these certifications. Which certificate should you obtain? This depends upon your professional goals. The following information comes from a webinar held jointly by the PDE and the PA Speech-Language-Hearing Association

What are the Similarities and Differences between the Instructional and Educational Specialist Speech Language Pathologist?

- Both perform the same duties working with students
- Both may be evaluated using the Education Specialist rubric
- The instructional certificate holder may be the teacher of record for a self-contained speech and language-impaired student classroom
- The instructional certificate holder may add additional certifications via testing (e.g., ELL; supervisory) whereas the educational specialist may not.

Our program is approved by the PDE for BOTH certifications. The Instructional I requires a passing score on the Fundamental Subjects/Content Knowledge Praxis test (5511; passing score 150) in addition to the National Examination in speech pathology (5331; passing score 162). The Educational Specialist certification requires the National Examination only. The primary differences in the two certifications in our program preparation is the nature of the externship. Students should carefully consider their professional goals and what type of placement best meets their needs when requesting externship metro areas, recognizing the competitive nature of entry level positions in health care and school settings.

You **MUST** complete an externship in a medical setting so that you obtain clinical experiences across the life span and with that population. Medical placements are not as plentiful as school placements and it is not possible to guarantee a student any specific site or time frame for placements. The externship coordinators make every effort to meet students' requests but students must understand that meeting program requirements is primary. *Meeting program requirements does guarantee that every student can earn the Educational Specialist certificate.*

Both teaching credentials qualify the student for employment in PA schools as a speech-language pathologist. The two PDE certifications will be further discussed at various points throughout your prog

SUMMARY OFFENSES, MISDEMEANORS, FELONIES

How Teacher Certification is Affected

Under Pennsylvania law (PA Crime Code) summary offenses or expungements cannot be used to deny teacher certification. However, it is legal for a school district to deny employment based on past citations. Even though a summary offense may not appear on a background check, it does remain on record with the police and is accessible by the school district.

Misdemeanor offenses appear on background checks and the state reserves the right to deny issuance of teacher certification.

How State Licensure is Affected

Under Pennsylvania law (Act 238 of 1984), the Licensure Board may refuse to issue or may revoke licensure for:

1. Fraud, misrepresentation or concealment of information in obtaining a license.
2. Aiding or abetting any person in the violation of the act or noncompliance.
3. Being convicted of a felony or misdemeanor in any state within ten years prior to the date of application for license.
4. Unprofessional conduct as defined by the Board.

Examples of Offenses

1. Drugs
2. Driving under the influence
3. Assault
4. Underage Drinking
5. Provision of Alcohol to minors
6. Shoplifting
7. Drug Paraphernalia

Repeat offenses are filed at a higher level.

PA CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS

The PA Code of Professional Practice and Conduct for Educators can be found [here](#)

CLINICAL PRACTICE REQUIREMENTS

The following clinical practice requirements must be obtained to allow you to participate in your clinical experiences. Information on these clinical practice requirements and websites where they can be obtained is listed below. You are required to submit **copies** of these documents via email to staudsp@bloomu.edu. It is important that you keep the original documents in a secure location. The Department of Communication Sciences and Disorders will not make copies of any of the clinical practice requirements. Failure to submit these requirements by the deadline may negatively impact your development of clinical skills and negatively impact your clinic course grade.

Clearances

As a professional you are required to obtain the specific clearances and submit copies of the clearance to the department prior to any patient contact. Information as to how these clearances are to be obtained are provided below.

1. FBI Fingerprinting for the Department of Education:

- a. Steps:
 - i. Go to <https://uenroll.identogo.com>
 - ii. Enter Service Code: **1KG6RT**
 - iii. Click “Schedule/Manage Appointment”
 - iv. Fill out the additional information
- b. Additional Information:
 - i. An email will be received with the results upon completion of the fingerprints.
 - ii. **THIS EMAIL CAN ONLY BE VIEWED ONCE**, therefore, it is critical you verify the file is saved to your computer, it is able to be viewed, and printed **PRIOR** to exiting.
 - iii. The email may go to your junk mail, so monitor that mailbox as well.
 - iv. The email subject will be “PAsafeCheck status@dev.pasafecheckidentogo.com”.
 - v. If you do not provide the appropriate documentation, you will be required to complete the fingerprinting process a second time.

2. Pennsylvania Criminal Record Check:

- a. Steps:
 - i. Go to <https://epatch.pa.gov/home>
 - ii. Click “Submit a New Record Check”
 - iii. Accept the Terms and Conditions
 - iv. Select “Individual Request” and then “Continue”
 - v. Fill Out the Information
 1. **YOU MUST CHOOSE EMPLOYMENT.**
 2. **DO NOT** choose “volunteer”.
- b. Additional Information:
 - i. This can be printed out immediately.

3. PA Child Abuse History Clearance:

- a. Steps:

- i. Go to <https://www.compass.state.pa.us/cwis/public/home>
- ii. Create an individual account
- iii. Choose the **School Employee Governed by Public School Code**
 - 1. Apply as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code
- iv. Pay online (similar to the Pennsylvania Criminal Record Check)
- b. Additional Information:
 - i. Approximately a **week** after you submit the online form and pay, you will be able to access and print the certification from the website.

Mandated Reporter of Child Abuse

Speech-language pathologists are designated as mandated reporters of abuse. Prior to any patient contact, you must complete the Mandated Reporter of Child Abuse Training and submit a copy of the completion certificate to the department.

1. Mandated Reporter Training:

- a. Steps:
 - i. Go to <https://www.reportabusepa.pitt.edu/PublicStudentSignUp.aspx>
 - ii. Fill in the required information and click “Submit”
Complete the Training
- b. Additional Information:
 - i. The certificate can be printed upon completion of the training.

Tuberculosis (TB) Test

You are required to submit a copy of the results of a TB test (one step) to the department. TB tests generally can be completed at your primary care physician’s office.

Cardiopulmonary Resuscitation (CPR) Certification:

You must also obtain CPR certification and submit a copy of the certification to the department. A 2-year certification for healthcare providers can be obtained from either the American Heart Association or from the American Red Cross.

1. CPR Certification:

- a. A two-year certification for healthcare providers from either the American Heart Association or the American Red Cross is acceptable.
- b. For the American Heart Association, you are to complete **BLS for Healthcare providers-CPR & AED (Adult/Child)**.

Professional Liability Insurance:

You are required to obtain professional liability insurance and submit a copy of the proof of coverage to the department. This insurance protects you against covered claims arising from real or alleged errors or omissions, including negligence, in the course of your professional duties. Remember, legal defense and settlement costs are paid in addition to your limits of liability. In the event of a lawsuit, your liability insurance policy may include the following:

- Provide you with your own attorney
- Pay all reasonable costs incurred in the defense or investigation of a covered claim
- Pay you for lost wages
- Provide reimbursement if licensing board issues were involved
- Pay court costs and settlements in addition to the limits of liability

The policy **MUST** be a **minimum** of \$1,000,000.00. Below are a few companies that provide the required professional liability insurance.

HPSO Liability Insurance: Click [here](#) for link

Proliability by Mercer Liability Insurance: Click [here](#) for link

Lockton Affinity Liability Insurance: Click [here](#) for link

NSSLHA-TO-ASHA CONVERSION PROGRAM

1. What exactly is the NSSLHA-to-ASHA Conversion Discount?

The NSSLHA-to-ASHA Membership Conversion Discount provides a reduction in the initial membership and certification fees for students when they transfer their membership to ASHA.

2. How will I know if I qualify for the conversion program discount?

To qualify for the conversion program discount a student must have paid national membership dues to NSSLHA for two consecutive years including the year of graduation from a master's program. NSSLHA members who qualify for the conversion program discount will receive a letter and/or e-mail from the National Office informing them of their eligibility for the discount. You may also call the Action Center at 800-498-2071 to inquire about eligibility with an Action Center Specialist.

3. What constitutes two consecutive years of national membership?

If a student is graduating from a master's or doctoral program in 2016, that student must have paid national membership dues in 2015 and 2016 to qualify for the conversion program discount. This discount is not available to students who are members of the local chapter only. A student must have paid national membership dues to receive this discount.

4. How much of a discount will I receive?

Students who qualify for the NSSLHA-to-ASHA Membership Conversion Program Discount receive a \$225.00 savings off the initial fee of \$511.00 for membership and certification in ASHA. See: <https://www.nsslha.org/membership/conversion-discount/>

5. What if I do not have two consecutive years of national membership. Do I still qualify for the conversion program discount?

You must have two consecutive years of national membership including the year of graduation to receive the conversion program discount. If you have one year of national membership at the time of graduation you may be eligible for the "recent graduate" conversion rate.

6. What is the recent graduate conversion rate?

The recent graduate conversion rate gives a student a \$50 discount off the initial fee of \$511 for ASHA membership and certification.

7. How long after I graduate can I receive the conversion program discount?

NSSLHA members who qualify for the conversion program discount are eligible to receive the discount until August 31 of the year following their master's graduation. For example, a student graduating from a master's program in 2024 has until August 31, 2025 to convert their membership from NSSLHA to ASHA with the discount.

8. When is the best time to convert membership from NSSLHA to ASHA?

NSSLHA members are advised to apply for ASHA membership and certification by the August 31 deadline of the year after graduation to ensure that they will receive the conversion program discount. If a student waits until September 1 or later, he/she will lose the discount and will have to pay the recent graduate conversion rate.

9. What is the Gift to Graduate Program?

When you apply for ASHA membership and certification between May 1 and August 31 of the year following graduation, you'll be able to receive membership and certification through to December 31 of the following year-which means you'll receive up to 20 months of membership for the price of 12. That's over and above the discounted dues we offer you...a potential savings of \$350.

10. What if I am in my CF (Clinical Fellowship)? Should I wait until I am done to convert my membership to ASHA?

You do not have to wait until you complete your CF/externship to convert your membership from NSSLHA-to-ASHA. Once you apply for ASHA membership and certification you become an "ASHA member in process" and will have access to all ASHA membership benefits.

11. If I am converting to ASHA do I have to renew my membership in NSSLHA during my CF?

You do not have to renew your membership in NSSLHA during your CF/externship. As long as you have the two consecutive years of national membership at the time of your master's/doctoral graduation AND you apply for ASHA membership and certification by the August 31 deadline you will receive the conversion program discount.

12. Where can I find more information about the Conversion Program Discount?

If you have a question about the NSSLHA-to-ASHA Conversion Program Discount that is not addressed here, please e-mail NSSLHA at nsslha@asha.org with your question.

13. If I decide to pursue a doctorate should I apply for ASHA membership and certification or should I renew my membership in NSSLHA?

This is a tough question and only you can determine the best answer for you. NSSLHA membership is not available to a student that applies for ASHA membership and certification.

If you decide to renew your membership in NSSLHA:

You will continue to receive the same level of benefits and services as an ASHA member.

You will continue your eligibility for the conversion program discount.

If you decide to apply for ASHA membership and certification:

ASHA maintains a "Certified Graduate Student Member" rate which is less than the certified-member rate.

You will be able to practice professionally while you pursue your doctoral degree.

14. If I convert my membership to ASHA now, will I have to pay the ASHA rate for Convention?

Only students with national membership in NSSLHA will receive the NSSLHA rate for the ASHA Convention. Students in a CF who choose to convert their membership to ASHA before registering for the ASHA Convention will be charged the ASHA member rate to attend the Convention.

15. What if I graduate this year and I didn't join NSSLHA last year? Can I pay for national membership to get the conversion rate?

If you apply for membership between September 1 and December 31 of the year BEFORE graduation, you will be required to pay for both years at the time you join. The cost for both years of membership is \$120. If you do not get both years of membership by December 31, you will only be able to have membership of the new year after January 1. Thereafter, when applying for ASHA you must apply under the "Recent Graduate" rate

IMPORTANT CONTACTS

For Pennsylvania Teacher Certification

Dr. Kimberly Bolig, Teacher Certification Officer
kbolig@commonwealthu.edu
(570) 389-4608

State Department of Education
333 Market Street
Harrisburg, PA
(717) 783-6788

For Pennsylvania Licensure

Board of Examiners for Speech-Language & Hearing
Bureau of Professional & Occupational Affairs
PO Box 2649
Harrisburg 17105-2649
(717) 783-1389

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Speech-Language%20Pathology%20and%20Audiology/Pages/default.aspx>

For ASHA Certification

American Speech-Language-Hearing Association
2200 Research Boulevard
Rockville, MD 20850-3289
Members: 800-498-2071
Non-Members: 800-638-8255
www.asha.org

ASHA RESOURCES

2020 Certification Standards:

The SLP 2020 certification standards can be found [here](#)

Scope Of Practice

The SLP Scope of Practice can be found [here](#)

Asha Code of Ethics

The ASHA Code of Ethics can be found [here](#).