



Governors State
U N I V E R S I T Y

DEPARTMENT OF COMMUNICATION DISORDERS
UNDERGRADUATE STUDENT HANDBOOK 2023-
2024

<https://www.govst.edu/communicationdisordersbhs/>

PREFACE

Welcome to the undergraduate program in the Department of Communication Disorders at Governors State University. To assist your success as a student, the faculty has prepared this Student Handbook. The purpose of the Student Handbook is to acquaint you with the materials, resources, policies, and procedures that will help you to be a successful student in the department.

The department also adheres to policies in the official document of the university, the GSU Catalog. You must familiarize yourself with the GSU Catalog at <http://catalog.govst.edu/>. Note that policies in this Handbook apply if the Catalog contains no information, or if department policies are more rigorous than university policies.

The Student Handbook contains much useful information and advice. A review of the Table of Contents will show you the diverse areas covered. Read the Student Handbook thoroughly and use it well.

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MISSION STATEMENTS

University Mission Statement

Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills, and confidence to succeed in a global society. GSU is dedicated to creating an intellectually stimulating public square, serving as an economic catalyst for the region, and lead as a model of academic excellence, innovation, diversity, and responsible citizenship.

College of Health and Human Services Mission Statement

The mission of the College of Health and Human Services is to provide accessible and quality health and human services professions education; foster a commitment to lifelong learning, scholarship, professional ethics, diversity, and social justice; and infuse its programs into community partnerships for the health, well-being, and economic development of the region.

Undergraduate Program in Communication Disorders

The undergraduate program in Communication Disorders endorses the tenets of the mission statements of the University and of the college of Health and Human Services. The mission of the undergraduate program is to offer pre-professional education in communication sciences and disorders.

THE DEPARTMENT OF COMMUNICATION DISORDERS

The Department of Communication Disorders (CDIS), located within the College of Health and Human Services, offers two degrees. The undergraduate degree is the Bachelor of Health Science (B.H.S.) in Communication Disorders; the graduate degree is the Master of Health Science (M.H.S.) in Communication Disorders.

Communication Disorders, developed in 1971, was one of the first-degree programs at the university. The graduate program was first awarded accreditation in Speech-Language Pathology by the Educational Standards Board of the American Speech-Language-Hearing Association (ASHA) in 1987. The current accrediting body is the Council on Academic Accreditation in Audiology and Speech Language Pathology (CAA), a semi-autonomous body of ASHA. The graduate program was accredited by CAA in 1999, and most recently reaccredited through October 31, 2023. It is up for re-accreditation during the 2023-2024 academic year.

The graduate program also is approved by the Illinois State Board of Education for meeting the academic and practicum requirements for the Professional Educator License (formerly the Student Service Personnel Certificate, Type-73) endorsed in Non-Teaching Speech-Language Pathology.

Faculty in CDIS are all ASHA-certified speech-language pathologists or audiologists. Full-time faculty teach the great majority of the undergraduate required courses; the department also employs adjunct professors, all of whom are experienced and credentialed in their professional area.

The undergraduate program in Communication Disorders is unique in the region in that it enables students to complete their education on a part-time basis. All required courses are offered at least twice each academic year, giving students flexibility in scheduling.

The undergraduate major in CDIS offers pre-professional education in speech-language pathology, audiology, and related areas. The curriculum includes courses in fundamental areas necessary to understand normal aspects of speech, language, and hearing. Courses also are offered to give you basic knowledge concerning disorders of speech, language, and hearing, and assessment and remediation. Education at this level is considered prerequisite to a graduate degree program.

College And Department Personnel

Dean, College of Health and Human Services

Catherine Balthazar, Ph.D., (708) 534-4592; cbalthazar@govst.edu

Chairperson, Department of Communication Disorders

Jessica Bonner, Ph.D., (708) 534-4591; jbonner@govst.edu

Communication Disorders Faculty

Full-Time Faculty

Jessica Bonner- Associate Professor

(708) 534-4591; jbonner@govst.edu

Ph.D., University of Massachusetts (Communication Disorders)

M.S., Howard University (Speech-Language Pathology)

B.S., Xavier University (Speech-Language Pathology)

Certificate of Clinical Competence, Speech-Language Pathology

Nicole Bing - Associate Professor

(708) 534-4597; nbing@govst.edu

Ph.D., University of Illinois at Chicago (Education, Special Education)

M.A., Oklahoma State University (Communication Sciences & Disorders)

B.S., University of Central Oklahoma (Speech-Language Pathology)

Certificate of Clinical Competence, Speech-Language Pathology

Leslie Guca-University Lecturer

708 235-7345; lguca@govst.edu

AuD, University of Florida (Audiology)

M.S., Northern Illinois University (Audiology)

M.H.S. Governors State University (Speech-Language Pathology)

B.S., Northern Illinois University (Communicative Disorders)

Certificate of Clinical Competence, Speech-Language Pathology

Certificate of Clinical Competence, Audiology

Ravi Nigam- Associate Professor

(708) 534-3191; rnigam@govst.edu

Ph.D., Purdue University (Speech-Language Pathology, AAC)

M.Sc., University of Mysore (Speech and Hearing)

B.Sc., University of Mysore (Speech and Hearing)

Certificate of Clinical Competence, Speech-Language Pathology

Camille O'Quin - Visiting Professor

(708) 534-4594; coquin@govst.edu

Ed.D., Illinois State University (Special Educational)

M.A., Northwestern University (Speech-Language Pathology)

B.S., University of Illinois (Speech and Hearing Science)

Certificate of Clinical Competence, Speech-Language Pathology

Danielle Osmelak- Assistant Professor

(708) 235-7532; dosmelak@govst.edu

Ed.D., Olivet Nazarene University (Ethical Leadership)

M.S., Eastern Illinois University (Communication Disorders and Sciences)

B.S., Eastern Illinois University (Communication Disorders and Sciences)

Certificate of Clinical Competence, Speech-Language Pathology

Judy L. Platt- Director of Clinical Education and GSU's ASHA Continuing Education Unit Administrator

(708) 534-4595; jplatt@govst.edu

M.H.S., Governors State University (Communication Disorders)

B.S., Southern Illinois University at Carbondale (Speech Pathology and Audiology)

Certificate of Clinical Competence, Speech-Language Pathology

Elaine Reyna- University Lecturer, Undergraduate Program Coordinator

(708) 235-7535; ereyna@govst.edu

M.S., New York Medical College (Speech-Language Pathology)

B.S., Purdue University (Audiology and Speech Sciences)

Certificate of Clinical Competence, Speech-Language Pathology

Angela Riccelli-Assistant Professor

(708) 534-4593; ariccelli@govst.edu

Ed.D., University of St. Francis (Educational Leadership)

M.H.S., Governors State University (Communication Disorders)

B.A., Northern Illinois University (English and Linguistics)

Certificate of Clinical Competence, Speech-Language Pathology

Part-Time Faculty

Claire Thompson- University Lecturer (Clinical Practicum Supervisor)

(708) 567-2095; clthompson5@comcast.net

M.A., Governors State University, 2000 (Education Administration)

M.H.S., Governors State University, 1978 (Communication Disorders)

B.S., Elmhurst College, 1974 (Speech Language-Pathology)

Certificate of Clinical Competence, Speech-Language Pathology

Adjunct Faculty

- Imani Crenshaw, M.Ed., Teacher of the Deaf and Hard of Hearing
- Katherine Doherty, M.A., Certificate of Clinical Competence, Speech-Language Pathology
- Dawn Mayerak, M.H.S., Certificate of Clinical Competence, Speech-Language Pathology
- Christopher Spiel, M.H.S., Certificate of Clinical Competence, Speech Language Pathology
- Cristiane White, M.H.S., Certificate of Clinical Competence, Speech-Language Pathology
- LaTanya Craig, SLP.D., Certificate of Clinical Competence, Speech-Language Pathology

Administrative Aide

The department's administrative aide is **Ms. Megan Barelli, 708-534-4590, mbarelli@govst.edu**. The program administrative aide is your most important link to the faculty when you cannot reach them directly. She will relay messages between you and faculty members and ensure that your papers are delivered to them. The program administrative aide is here to answer questions, provide forms and information needed, maintain student files, and to set appointments for tests and laboratory use. When in doubt about class times or rooms, contact her.

Graduate Assistant

A graduate assistant is employed by the department faculty to assist with classes or

other academic activities. She/he is here to **assist you in the laboratory, provide tutoring**, or in any other ways related to your classes. If you require assistance with items in the CDIS Laboratory, please call the office administrator to find out when the graduate assistant will be available. The graduate assistant can be reached at 708-534-7392 and cdis1@govst.edu.

Students

The department would not exist without students, and you are an indispensable part of it. You should consider yourself as such. For that reason, it is important that department faculty and staff be able to contact you easily. Therefore, **it is imperative that you inform the office administrator of any changes in your name, address, phone number, and e-mail address**. Outside of classes, much of the contact between you and department staff will be via e-mail.

PLANNING YOUR ACADEMIC PROGRAM

Your Academic Advisor

Pam Penn (formerly Stipanich)

Assistant Director of Undergraduate Academic Advising

Office: Room 3386, Bldg C

Email: pstipanich@govst.edu

Direct Phone: 708-235-2840 Advising Center: 708534-8043 Fax: 708-534 8958

Ms. Penn is available to help you in all aspects of your academic program, including selecting courses, interpreting department policies, and planning for the future. Consult with her at least once each term. The best time to do this is during the Registration period, months before the term begins. At this time, you should develop a Student Study Plan (see below) by deciding on your courses for the coming term(s), and review your plan for progressing through the program with Ms. Penn.

It is important for you to go to Ms. Penn with any questions about the department, courses, or policies that are not answered in this Handbook. Asking fellow students may result in incorrect or confusing information. It is your advisor's intention to ensure your academic and professional progress. The undergraduate coordinator (Ms. Elaine Reyna) or any faculty member also is available to answer your questions. You may see Ms. Reyna during posted office hours, or you may call her for a special appointment to assist you with special issues.

Degree Audit

The **Degree Audit** is a computer-generated report obtained through a student information data system that provides an analysis of your academic progress toward a degree. It will specify the amount of transfer credit accepted, and the total credit hour requirements for

the degree. Ms. Penn will review your degree audit with you and help you determine any required CDIS courses, general education courses, electives, and any other requirements.

Student Study Plan

The **Student Study Plan (SSP)** is a formal document that outlines the courses required for students to complete the bachelor's degree to be used along with a **Student Study Plan Grid**. The Student Study Plan Grid is a term-by-term projection of your course enrollments until you graduate. The program requires the SSP/grid for use at the graduate level and recommend its use at the bachelor's level. In addition, the SSP/grid is used in conjunction with the programs **Advising Guide** that assists students in planning their course sequence (see Appendix A). The advising guide helps students understand prerequisite courses, recommends electives, suggests courses that are best paired and the most appropriate term-by-term sequence for completing courses.

Governors State University is in the process of building a "**Student Planning Module**" based on the program's SSP and advising guide. Degree-seeking students should review the degree audit and Student Planning Module with Ms. Penn, and revise the plan as needed (typically no later than the first semester of enrollment). You are bound to complete requirements per your degree audit/University Course Plan, and you must consult Ms. Penn before making any decisions or changes outside of the degree audit. If you have any questions about what is required you must contact her. Failure to complete requirements outlined on the degree audit will impede progress toward graduation.

You should use the projected CDIS Schedule of Courses for Academic Years for the most current years available if you need to revise the Student Planning Module or develop your own study plan grid. The course schedules are posted on the CDIS website at www.govst.edu/chhs/dcd/bhs.

The projected course schedule may change as you progress through the program. If the schedule changes or if for other reasons you vary your enrollment from the University/program course sequence, you must discuss this with Ms. Penn, Ms. Reyna, and/or the department chair.

Also, faculty members may assist with SSPs, review transfer credits for courses they teach, and decide whether the courses are acceptable to meet the department's requirements. When it is unclear, you may be asked to provide course descriptions or syllabi, and sometimes course materials. Difficult decisions are often made by consensus of all faculty. Refer to the section on "Transfer of Credit" in this [Handbook](#) for more detailed information.

Students should maintain the Degree Audit and a Student Planning Module/Student Study Plan throughout the program.

Blank copies of the [Student Study Plan](#) and accompanying [Student Study Plan Grid](#) are available on the BHS Student Resources link at www.govst.edu/chhs/dcd/bhs. The

University is finalizing details on the availability of the University Study Plan.

Transfer Of Credit

Undergraduate courses judged by the CDIS faculty to be comparable to those in the curriculum will be accepted for transfer provided that:*

1. Must be judged by faculty as a comparable course;
2. You received a grade of "C" or better;
3. The course must be from an accredited program;
4. The course is not more than ten years old.

NOTE: There are some exceptions to this policy depending upon the content area of the course, the grade you received, and your work experience in the area.

Registration

Registration for all courses is completed online. Be sure to visit the Registration link on the GSU website at <http://www.govst.edu/register/>. Here you will find all the information you need about registration including the Schedule of Classes and Registration Instructions.

Currently, undergraduate lecture/discussion courses are limited in enrollment to 30 students. If you know you will need a course at a particular time in your academic career, register as early as you are allowed. If a course you want is full, continue trying to register during the first week of classes, when students frequently drop courses. It is your responsibility to keep checking for openings. Although students with more credit hours have registration priority, the parameters are broad. Within a credit hour range, registration is on a first come, first served basis. Student registration is no longer held for non-payment so that you may register early.

Please be aware that problems with registration can occur for multiple reasons. The university occasionally puts holds on registration for reasons such as missing information (e.g., pre-requisites), and academic progress disruptions. To find out if your registration has been put on hold by the university, contact the Registrar.

PROGRAM ORIENTATION

During the Fall semester of each year (early September), the program hosts an orientation for students seeking a bachelors or second bachelor's degree in the Department of Communication Disorders (CDIS). Students who have declared CDIS as a major are required to attend, and freshmen/sophomore students interested in the major are encouraged to attend. The program reviews various aspects of the program including aspects reviewed in this handbook (e.g., advising, program planning and course sequencing, degree requirements, communication, and interpersonal skills, applying to graduate school, NSSLHA, etc.). The orientation provides an opportunity to meet faculty, to

meet peers outside of classes, and to ask questions about the program.

DEGREE REQUIREMENTS

Bachelor Of Health Science in Communication Disorders

Lower-Division Credit

Governors State University will allow a maximum of 80 lower division semester credits to be applied toward the bachelor's degree.

General Education Requirements

You must meet the university's general education requirements. See the [GSU Catalog](#) for details. All courses applied toward general education requirements must be completed with a grade of "C" or above. Pass/Fail grades will not be accepted.

Core Requirements (54 Hours)

CDIS 2100	Introduction to Sign Language (3)
CDIS 3099	Introduction to Communication Disorders (3)
CDIS 3400	Phonetics (3)
CDIS 3500	Speech and Hearing Science (3)
CDIS 3600	Anatomy and Physiology of Speech and Hearing (3)
CDIS 4100	Language Development: Early Stages (3) <i>Prerequisite CDIS 3400</i>
CDIS 4150	Language Development: Later Stages (3) <i>Prerequisite CDIS 3400</i>
CDIS 4200	Sociolinguistics (3) <i>Prerequisite CDIS 3400</i>
CDIS 4300	Neuroscience for the Study of Communication Disorders (3) <i>Prerequisite CDIS 3600</i>
CDIS 4400	Introduction to Audiology (3) <i>Prerequisite CDIS 3500</i>
CDIS 4600	Augmentative and Alternative Communication (3) <i>Prerequisite: CDIS 3099</i>
CDIS 4900	Clinical Methods in Communication Disorders (3) <i>Prerequisite CDIS 3099</i>
CDIS 4901	Clinical Methods Lab (1) Co-requisite course (CDIS 4900) <i>Prerequisite: CDIS 3099</i>
MATH 2100	Statistical Methods (3)
PSYC 1101	Principles of Psychology (3)
PSYC 3201	Child Development (3)
SPED 2100	Survey of Students with Exceptionalities (3)

Electives

You may have the opportunity in your program of studies to enroll in elective courses. You should decide on those with your academic advisor as you complete your Student Study Plan. The CDIS faculty highly recommends elective courses in sign language, cognitive or developmental psychology, or in computer applications in education.

Total - 120 Hours

Requirements for Professional Educator License

You are required to complete the academic requirements for the Professional Educator License endorsed in Non-Teaching Speech-Language Pathology (formerly the School Service Personnel Certificate, Type-73). To qualify, you must complete a master's degree in communication disorders from an approved institution and complete the required general and professional education requirements. These latter courses typically are completed during the student's undergraduate program.

Asha Certification

You are not eligible for clinical certification by the ASHA until you complete your master's degree. However, it is typical to complete the general education requirements for the ASHA certificate during undergraduate education. General education requires transcript credit in (1) statistics, (2) biological science, (3) physical science, and (4) behavioral/social science.

Clinical Observation Hours

The American Speech-Language-Hearing Association (ASHA) Standard V-C requires a *minimum* of 25 guided clinical observation hours prior to gaining clinical clock hours. Your hours must be signed by an ASHA certified Speech-Language Pathologist (i.e., CCC-SLP) in good standing, who has completed their clinical instruction/certification continuing education requirement, in order to qualify. Please follow these instructions carefully in order to earn observation hours during your undergraduate experience at Governors State University (GSU). If you are a graduate student taking undergraduate prerequisites, please use these observation hours to solidify your learning experience and add to any pre-existing observation hours. Of note, these hours *must be* associated with a CDIS course to qualify.

During the Covid-19 pandemic, some of the procedures for obtaining observation hours have been modified. Please note that while Covid-restrictions are in place, students are not permitted to schedule in-person observations and during Fall 2020, only select instructors will offer observations of pre-recorded sessions. Participating instructors will assign Master Clinician (MC) sessions or offer a pool of MC sessions for their course.

Please follow each instructor's guidelines, in order to successfully secure your hours. The number of hours listed for each course may not be offered during Covid and courses/instructor offering may be more limited than usual.*

Course Number	Course Description	Number of Hours/Modality*
CDIS 3099	Intro to CDIS	5-10
CDIS 4100	Language Development: Early Stages	5
CDIS 4150	Language Development: Later Stages	2
CDIS 4200	Sociolinguistics	2
CDIS 4600	AAC	1
CDIS 4900	Clinical Methods in CDIS	5 5
		TOTAL: 25

Please note that you *are not guaranteed* observation hours; you must follow guidelines and instructions carefully in order to earn these hours. In addition, given the phased roll out of this new protocol, some students may earn more *OR* less than 25 hours during their GSU undergraduate experience.

YOU are responsible for keeping track of your hours, and upon *completion* of your hours you must submit the Pre-Clinical Observation Record Forms(s) to the Director of Clinical Education, Mrs. Judy Platt. You **MUST** submit the *original* (not copy) Pre-Clinical Observation Record Form(s) to Mrs. Platt upon *completion* of your hours; **DO NOT** submit incomplete forms. In addition, you are required to use the same form across courses, until it is completely filled at which time you may begin use of a subsequent form. You are **NOT** to use one form per course. All required forms can be obtained through your instructor or you may contact Professor Elaine Reyna ereyna@govst.edu.

A HIPAA quiz/assignment is required in each course in which observation hours will be obtained.

The University Honors Program

While recognizing academic excellence, the University Honors Program is designed to give undergraduate students an opportunity to pursue an enriched education while attending Governors State University. In so doing, honors students develop greater depth within their academic major by completing advanced work within their existing curriculum. Additionally, honors students obtain greater breadth by taking an interdisciplinary honors seminar in which guest speakers from across the university's campus address a common integrative theme.

Having been exposed to a rich diversity of academic perspectives, students then

complete projects relevant to their academic majors. Lastly, students work on their final honors project in cooperation with a faculty mentor.

Curricular Components:

- One course within the student's major in which they "contract" with the instructor to do advanced work;
- One advanced interdisciplinary Honors Seminar; and
- An honors thesis/project/internship which is completed under the supervision of a faculty mentor.

Beyond the above enriched academic program, honors students also have the combined benefits of a speakers series, the support and guidance of a faculty mentor, participation in special social events, and membership in a community of scholars and learners. This will be reflected on the student transcripts and with a letter of commendation by the president of the university.

For more information, contact your academic advisor or the Office of the director of the University Honors Program at 708.534.4578.

Test of Academic Proficiency (TAP)

Effective August 2019, no test of basic skills is required for the PEL. Currently, master's degree students are not required to pass the TAP or other tests of basic skills (i.e., ACT or SAT).

Although the requirement for basic skills test has been eliminated, students in the master's of health science (MHS) program much pass the Non-teaching: Speech Language Pathology exam (#232, formerly #154). The Non-teaching exam is a graduation requirement at the MHS level.

Application to Graduate School

Education at the undergraduate level in communication disorders is considered prerequisite to a graduate degree program. Most students will apply to graduate school to complete their professional education in speech-language pathology. To apply to GSU's graduate program, you should be familiar with the following.

Application Materials

You will need to submit an application for graduate school. Procedures for application are available online at the department's website at <http://www.govst.edu/chhs/dcd/mhs> under "How to Apply."

APPLICATION PROCESS MHS PROGRAM IN COMMUNICATION DISORDERS

Application Deadline for Admission: January 15, 2024

All of your application materials must be complete in CSDCAS by midnight, January 15th. Applicants with missing payments, transcripts, recommendation letters, or personal statements by the deadline will not be considered for admission. Applicants who have not completed all sections of the application by the deadline will not be considered for admission. It is the applicant's responsibility to be "completely verified" within the CSDCAS system and meet deadline requirements.

To apply to the Master's program you must use CSDCAS. DO NOT use the general online application system at Governors State University.

Steps To Apply:

- (1) **Complete an online application.** Access the Communication Sciences and Disorders Centralized Application Service (CSDCAS) at <https://www.csdcas.org/>. There you will be able to open an account, free of charge, to begin building your online application. The CSDCAS application process is separate from and replaces the Governors State University general online application system. You do not need to do both.

Collect and submit all required information and documentation. Follow the instructions provided in the GSU page on CSDCAS. You will be required to submit the following. **ALL required payments, information, and documentation in your CSDCAS account MUST BE VERIFIED by midnight January 15th, 2024.**

- Application fees payable to CSDCAS (not to GSU)
 - A list of all college courses you have taken at every institution of higher education that you have attended, along with the year, semester, and grade for each
 - Official transcripts from every institution of higher education that you have attended
 - A personal statement
 - Letters of recommendation - You are required to submit a minimum of three (3) letters of recommendation. You should use three qualified recommenders who can attest to your *academic and professional abilities*. A minimum of two letters of recommendation should be provided by faculty members and/or instructors in Communication Disorders who can address your academic abilities and potential to succeed in graduate school.
 - **You are NOT required to submit GRE scores.**
- (2) **Admission Interviews:** Applicants will be notified in February if they will be invited to interview. Notifications will arrive through email messages sent to the applicant's email address entered in CSDCAS. Interviews will be scheduled in February/March. During Covid and since, interviews have been virtual for

applicants seeking admission. It is anticipated that in-person interviews (on-campus) will be in place for the 2023-2024 academic year.

It is the applicant's responsibility to reserve time for this interview. Applicants must interview in person and telephone interviews will not be permitted. Please contact the Department Chair, Dr. Jessica Bonner (jbonner@govst.edu) if you have questions regarding scheduling an interview. Applicants who fail to attend an interview or do not respond to the invitation will not be considered further.

NOTE: If you are reapplying to the graduate program at GSU from a previous year, please be aware that ALL applicants will be required to create a new application for the application cycle and have new references, personal statements and transcripts sent to CSDCAS.

Students are encouraged to begin the application process early during the application cycle. Many students will not have fall grades available until late December. You are encouraged to continue working on entering fall course information in early January so that your grade point average will be as up to date as possible. You may need to request a second transcript reflecting fall grades to submit to CSDCAS for verification.

ELIGIBILITY

To be considered for admission to the MHS in Communication Disorders Program at GSU, applicants must

- have **completed** a bachelor's degree at a university with regional accreditation **by their projected entry date into the master's program.**
- have **at least five completed courses in the discipline on their transcripts** at the time of application to be considered for admission to the graduate program.
- meet general university criteria for admission.
 - have a cumulative grade point average (GPA) of 3.0 or higher on a 4.0 scale for all undergraduate course work.
- have a (GPA) of 3.0 or higher for all undergraduate course work in the discipline.

The Graduate Record Examination (GRE) is no longer a requirement for the application to the CDIS Program at GSU.

ABOUT ADMISSIONS INTERVIEWS

Interviews will follow the following basic procedures whether on-campus interviews (or virtual).

Prospective students will have the opportunity to interview with faculty and complete a self-guided tour the university. The purpose of the interview is two-fold. First, it will

allow prospective students and faculty the opportunity to become acquainted and gain a better understanding of the suitability of the program for individual applicants. Second, applicants will have an opportunity to demonstrate their potential for success in the graduate program and in the profession of speech-language pathology through personalized, individual meetings with faculty members.

The interviews are approximately 40 minutes in length and will be scheduled with one applicant and two faculty members. Faculty members will be evaluating interpersonal skills and individual needs and expectations pertinent to the graduate program and the profession. Prospective students will have the opportunity to provide information and ask questions. After the interviews, both students and faculty will complete a written survey that will be added to the application. Applicants who remain interested in the program and who continue to be eligible will be offered a position in the program.

Applications for admission are due January 15th, 2024. The admissions committee will review applications and offer virtual interviews to qualified and highly ranked applicants in February/early March. Selected applicants will be invited to interview through an email message through CSDCAS and must respond within five days to secure an appointment. Applicants who do not respond within that time, or who fail to attend the interview once scheduled, will not be considered further.

Applicants may indicate first and second choice sessions in the response to the invitation.

Each session will begin with an introduction and overview of the program, designed to highlight the unique strengths and features of the GSU Master's program in Communication Disorders. Applicants will then interview with faculty members.

Formal tours are available upon request.

Open House. The department of Communication Disorders is offering a series of Open Houses to allow interested potential applicants an opportunity to answer questions and get to know students and faculty. Please see the CDIS website for more information.

APPLICATION FOR GRADUATION

You are required to apply for graduation. It does NOT happen automatically. Graduation applications now are available online at GSU website. Graduation applications are processed twice each year.

- Students planning to graduate at the end of Spring and Summer terms are required to submit a graduation application by early January.
- Students planning to graduate at the end of the Fall term are required to apply for graduation by late August.

- It is critical that you adhere to these important deadlines.

Information about graduation and commencement is available at www.govst.edu/graduation.

Here you will find information about the process for graduation application. Deadlines for submission of graduation applications also are provided. Be certain to read these instructions carefully.

Commencement is the ceremony where you walk across the stage to receive your diploma; this ceremony takes place once each year (May). You will be invited and have the option to participate in Commencement or not. Summer graduates are permitted to participate in the May commencement prior to completing their degree requirements. You do not have to participate in Commencement to obtain your degree, but you do need to apply for graduation to receive your degree and have it posted to your transcript. Diplomas are mailed out about 6 weeks after the end of the semester you graduated in.

DEPARTMENT POLICIES

GSU has established academic policies on such matters as grading, student conduct, *etcetera*. These are detailed in the [GSU Catalog](#) and [Student Rights and Responsibilities at Governors State University](#). CDIS adheres to these policies. In addition, the Communication Disorders faculty has adopted the following policies:

ACADEMIC PERFORMANCE

CDIS follows the university's policies for academic performance. Criteria for grades are presented in the syllabus for each course. Undergraduates are required to graduate with a GPA of at least 2.00 in CDIS courses.

EXAMINATIONS

You are required to take examinations at the designated time. It is your responsibility to notify the instructor in advance if you cannot take an examination because of illness or emergency. Illnesses or emergencies, such as family deaths, must be documented by an appropriate professional, for example, a physician. Failure to notify the instructor prior to the examination time may result in a forfeiture of the opportunity to take the examination. Faculty do not give make-up examinations for low grades.

ACADEMIC HONESTY

Students are expected to fulfill academic requirements in an ethical and honest manner. This expectation pertains to the following: use and acknowledgment of the ideas and work of others, submission of work to fulfill course requirements, sharing of

work with other students, and appropriate behavior during examinations. These ethical considerations are not intended to discourage people from studying together or from engaging in group projects. The university policy on academic honesty appears in the appendix of the [University Catalog](#).

Evidence of cheating or plagiarism on an examination, paper, or project will result in an unsatisfactory grade on that work and/or the course, and possible disciplinary action, at the discretion of the instructor.

NON-ACADEMIC PERFORMANCE

The Communication Disorders faculty believes there are non-academic criteria that are important to function as a speech-language pathologist. Consequently, you are required to meet the following criteria:

1. Oral communication abilities adequate for modifying the speech-language problems of clients served. The department adheres to ASHA's position statement, "Students and Professionals Who Speak English with Accents and Nonstandard Dialects."
2. Auditory ability adequate for identifying speech-language problems and assessing progress.
3. Interpersonal behaviors that reflect professional standards.
4. Assessment of non-academic requirements involves the professional judgments of faculty and administrators. It is crucial that client and patient rights to appropriate speech and language services be protected. It is the University's responsibility to protect both students and the clients they will serve. The CDIS faculty deals with these issues through regular reviews of student progress during faculty meetings. Potential problems are raised as soon as possible with the student, modification strategies and procedures are suggested, and the student is given time to respond.

Generally, when problems are first noticed, the first-level of feedback to the student is from the individual instructor whose class is involved. The second-level of feedback is from the academic advisor of the student. The third-level of feedback consists of a referral to the student for an individual meeting with the selected and appropriate members of the Student Review Committee.

On rare occasion, it is necessary to counsel students out of the program for non-academic reasons. Before arriving at such a decision, there is extensive discussion, clear feedback to the student regarding the problems, and agreement among the faculty as to the course of action. The intentions are to (1) give students a fair opportunity to succeed, and (2) identify problems early enough so that students do not spend time in an inappropriate curriculum.

STUDENTS WITH DISABILITIES

GSU is committed to providing all students equal access to all university programs and facilities. Students who have a documented physical, psychological, or learning disability and need academic accommodations, must register with Access Services for Students with Disabilities (ASSD). Please contact the Coordinator of ASSD in Room B1201 in person; by e-mail, assd@govst.edu; or by calling 708-235-3968. If you are already registered, please contact your instructor privately regarding your academic accommodations.

GRIEVANCE PROCEDURES

A grievance is a serious complaint regarding an important academic or non-academic decision that a student believes is unfair or not in compliance with the university's stated policies. It is an official complaint resolution process that is available as recourse for students if they are unable to resolve issues directly with the faculty involved.

Most students complete their programs without any significant academic or non-academic complaints. Occasionally, students may disagree with a professor regarding academic issues such as grades, assignments, and course requirements. Please review your syllabus and course communications such as assignment descriptions and lecture notes prior to initiating a complaint. Remember that the faculty are committed to student success and are available as a resource even when there are disagreements. Most of the time, these disagreements can be settled through direct communication with the professor.

Informal resolution is the first step. If you have attempted resolution with the professor, the next step is to contact the department chairperson. The department chairperson will expect you to prepare a written description of your complaint and how you have attempted to resolve it prior to meeting in person. You will have the opportunity to schedule a meeting and discuss your complaint with the department chairperson, who will work to find a resolution. Should you find that the dispute is still not resolved, you have the option to file a formal grievance.

Most disputes can, and should, be resolved without filing a grievance. If you do need them, procedures for filing a grievance are outlined [Policy 5 Student Grievance](#), available online in the MyGSU Portal, as well as in the GSU [Student Handbook](#).

CDIS DEPARTMENT SERVICES AND RESOURCES

CDIS Department Office

The department is located in room F1405. Faculty offices and mailboxes are in this suite. Also there are the clinical materials room, equipment storage room, and student mailboxes.

Clinical Materials Room

This room is within the CDIS office suite. It houses a wide range of diagnostic and therapeutic materials, as well as anatomical models, and some instructional materials (*e.g.* various videotapes and CDs).

You may use the materials by making an appointment with the office administrator or graduate assistant. If you are unsure how to use or find material find out when the graduate assistant will be working and schedule your appointment accordingly.

You may borrow materials. Check the materials out with the office administrator or the graduate assistant. The borrowing time limit is one week, unless there is an immediate demand for the item, in which case it will be less. It is important to remember that once you borrow an item, you need to return it for others to use.

Communication Disorders Laboratories

The CDIS Laboratories house a wide range of materials and equipment necessary for the study of speech-language pathology and audiology. The laboratories include electroacoustic equipment, audiological equipment, speech and hearing science instrumentation, and augmentative and alternative communication devices.

CDIS Department Web Site

The CDIS department maintains a site as a link from the university's home page. The university's home page address is <http://www.govst.edu> and the department's home page is <http://www.govst.edu/chhs/dcd>. You should check this site frequently for important resources, updates on schedules, events, and department information.

NATIONAL STUDENT SPEECH-LANGUAGE-HEARING ASSOCIATION

GSU Chapter of NSSLHA

You are urged to join the GSU Chapter of the National Student Speech-Language-Hearing Association (NSSLHA- GSU). Purposes of this organization are to: 1) promote a feeling of belonging for students in CDIS; 2) foster communication between students and faculty; and 3) expose students to pertinent experiences they would not get in classrooms or practica.

Obtain a membership form from the chapter president, or in the CDIS Office. Yearly dues currently are \$10.00. There is a membership drive each Fall, but you may join at any time during the year. Membership is good for the academic year (September to August).

The chapter ordinarily maintains a bulletin board for posting important announcements and messages to students. The NSSLHA bulletin board is near the Department office.

NSSLHA-GSU sponsors several different events over the course of a year, designed to benefit members or the chapter organization. At its monthly meetings, the chapter may sponsor a social event, guest speaker, or faculty forum. Meetings are announced in classes and notices posted in or around the office. The chapter also sponsors public service activities, such as hearing or speech/language screenings, or events promoting Better Speech and Hearing Month. The intent of the people active in the chapter is to provide a balance of social, scholarly, and service activities during the year.

Members of NSSLHA-GSU are eligible for many benefits. Members have often been fully or partially reimbursed for registration at conventions and workshops.

NSSLHA-GSU is supported financially in a variety of ways. The first and foremost is through the membership dues. The chapter also receives support from the university's Office of Student Life. Also, for the past several years, the chapter has sponsored fund-raising activities.

National NSSLHA

Although it is not required in order to be a member of NSSLHA-GSU, it is to your advantage to join NSSLHA at the national level. The cost is \$60.00 per year. For this you receive an ASHA journal, the NSSLHA journal, and special convention registration rates. In addition, you will be billed reduced dues/fees when applying for ASHA membership and certification (*i.e.*, ASHA Conversion Program). Information and membership forms are available in the CDIS Office. There is also useful information on the ASHA website at <http://www.nsslha.org/default.htm>.

UNIVERSITY SERVICES AND RESOURCES

The Academic Resource Center

The Academic Resource Center is designed to assist students in developing the academic skills required at an upper division and graduate university. To accomplish this, the ARC provides workshops in reading, writing, grammar, composition, and mathematics, as well as private tutoring. For the student who prefers to work alone, the ARC maintains a good selection of programmed learning materials, workbooks, and various other student aids. The services are free and are available to all students. Although professors may refer students to the ARC, you may elect to attend the center on your own.

Counseling and Wellness Center

The Counseling and Wellness Center at Governors State University (GSU) has a staff of experienced professionals who provide a variety of counseling services for GSU undergraduate and graduate students. The counselors support and adhere to the professional, ethical, and legal standards as described by the American Psychological Association, as well as other professional organizations. Their mission is to contribute to

the overall quality of campus life for students, and to support the academic endeavors of our students.

The professional staff of the Counseling and Wellness Center offers confidential counseling for currently enrolled students seeking to address academic, career, or personal concerns.

Access Services for Students with Disabilities (ASSD)

The Office of Access Services for Students with Disabilities (ASSD) is dedicated to creating an accessible environment and providing equality of educational opportunities for students with documented disabilities. GSU's goal is to focus on a student's ability not the disability. ASSD ensures compliance with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973. Students must provide documentation by a qualified professional who can verify the functional impact of the disability as well as provide recommendations for appropriate accommodations. To arrange for appropriate accommodations, contact the coordinator of Access Services for Students with Disabilities at (708) 235-3968 or ASSD@govst.edu.

The Writing Center

The Writing Center provides assistance to undergraduate and graduate students with one-on-one tutoring sessions through the online writing center and beginning research and documentation help in the library. The center also offers assistance for students who plan to take writing examinations, such as the Basic Skills Exam. For more information, call 708-534-4508, or visit the website at https://www.govst.edu/Academics/Services_and_Resources/Writing_Center/

Career Services

The Office of Career Services offers several programs and services to assist students and alumni in their search for professional employment. Refer to the GSU Catalog for more information. Before graduating it is an excellent idea to have letters of recommendation from Communication Disorders faculty placed on permanent file in the Office of Career Planning and Placement.

The department maintains a file of employment opportunities. See the office administrator or graduate assistant. You may also receive notification about potential employment via e-mail.

University Library

The University Library maintains an extensive collection of materials of interest to CDIS students. Currently there are more than 1200 books and 70 journals related to communicative disorders. The Library maintains a complete collection of relevant abstracts and several computerized databases, for example PsycINFO, Medline, and ERIC. In addition, the Library has an increasing number of subscriptions to full-text on-line scholarly journals. The Library's database search capabilities are among the finest

anywhere. You should make extensive use of them for projects and papers. In addition to its own collection, the Library has an inter-library loan agreement with most college and university libraries in Illinois. Visit the library's website at <http://www.govst.edu/library/>.

Financial Assistance

In addition to the grants and loans available through the Office of Financial Aid, there are a number of small grants, awards, and scholarships available to CDIS students. Applications and nomination forms are distributed to the department faculty periodically. Some are competitive, some require nominations from the faculty, some are need-based, and some are merit-based. If you would like to be considered for grants and awards, talk to your advisor. Keep him/her updated on your activities at work, school, and in the community. This information will make it easier for faculty to nominate students for the grants and awards for which they are best qualified.

Academic Computing Services

The CDIS faculty encourages you to use electronic media and resources to assist you in your academic work. Microcomputer facilities are available for your use in Academic Computing Services (ACS), on the second floor of D-Wing. Computers may be used for word processing, class activities, and access to the Internet. You can get an electronic mail (e-mail) account there. Laboratory assistants will be there to help you.

APPENDIX A. Undergraduate Advising Guide
<Add Link>