



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

DEPARTMENT OF COMMUNICATION DISORDERS
UNDERGRADUATE STUDENT HANDBOOK 2016-2017

www.govst.edu/chhs/dcd/bhs

PREFACE

Welcome to the undergraduate program in the Department of Communication Disorders at Governors State University. To assist you in being a successful 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 imbues 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 being a model of 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 recently was reaccredited through October 31, 2015. It is up for re-accreditation during the 2015-2016 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 appropriately 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 approaches to their 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

Elizabeth Cada, Ed.D. (708) 534-7295; bcada@govst.edu

CHAIRPERSON, DEPARTMENT OF COMMUNICATION DISORDERS

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

COMMUNICATION DISORDERS FACULTY

Jennifer Armstrong- Associate Professor
(708) 534-4593; jarmstrong@govst.edu

Ph.D., University of Illinois at Urbana-Champaign, 2006 (Speech-Language Pathology)
M.A., Hampton University, 1997 (Speech-Language Pathology)
B.A., Hampton University, 1992 (English Education)
Certificate of Clinical Competence, Speech-Language Pathology

Catherine Balthazar- Professor and Chair
(708) 534-4592; cbalthazar@govst.edu

Ph.D., Indiana University, 1995 (Speech-Language Pathology)
M.A., Indiana University, 1990 (Speech-Language Pathology)
B.A., University of Iowa, 1987 (Linguistics)
Certificate of Clinical Competence, Speech-Language Pathology

Jessica Bonner- Associate Professor

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*Ph.D., University of Massachusetts, 1992 (Communication Disorders).
M.S., Howard University, 1984 (Speech-Language Pathology).
B.S., Xavier University, 1982 (Speech-Language Pathology).
Certificate of Clinical Competence, Speech-Language Pathology.*

Eileen M. Brann- Assistant Professor
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*PhD. University of Illinois, Chicago, 2013 (Special Education)
M.Ed., University of Illinois, Chicago, 2011 (Measurement, Evaluation, Statistics, Assessment)
M.S., Illinois State University, 1976 (Speech Pathology)
M.S., Illinois State University, 1975 (Speech Pathology)
Certificate of Clinical Competence, Speech-Language Pathology*

Lidia Huerta- Senior University Lecturer
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*M.H.S., Governors State University, 2000 (Communication Disorders)
B.H.S., Governors State University, 1997 (Communication Disorders)
Certificate of Clinical Competence, Speech-Language Pathology*

Nicole Koonce- Assistant Professor
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*Ph.D., University of Illinois at Chicago, 2012 (Education, Special Education)
M.A., Oklahoma State University, 2000 (Communication Sciences & Disorders)
B.S., University of Central Oklahoma, 1998 (Speech-Language Pathology)
Certificate of Clinical Competence, Speech-Language Pathology*

Annmarie Mead - University Lecturer
amead@govst.edu

*Certificate of Completion, Sign Language Interpreting, Harper College, 2003
NIC Advanced level
RID CT/CI Certified
ISAS Level 4 transliteration
EIPA level 3.5
Illinois State Licensed Master Level
State of Missouri Licensed*

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

*Ph.D., Purdue University, 1999 (Speech-Language Pathology, AAC)
M.Sc., University of Mysore, 1988 (Speech and Hearing)
B.Sc., University of Mysore, 1983 (Speech and Hearing)*

Certificate of Clinical Competence, Speech-Language Pathology.

Judy L. Platt- Director of Clinical Education
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*M.H.S., Governors State University, 1980 (Communication Disorders)
B.S., Southern Illinois University, Carbondale, 1975 (Speech Pathology and Audiology)
Certificate of Clinical Competence, Speech-Language Pathology.*

Kim Prokes- University Lecturer (Clinical Practicum Supervisor)
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*M.A., Western Illinois University, 1974 (Speech Language Pathology)
B.S., Western Illinois University, 1973 (Speech-Language Pathology)
Certificate of Clinical Competence, Speech-Language Pathology.*

Claire Thompson- University Lecturer (Clinical Practicum Supervisor)
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*M.A., Governors State University, 2000 (Educational 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.*

ADMINISTRATIVE AIDE

The department's administrative aide is Mrs. Brenda Parham, 708/534-4590, bparham@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, contact her.

GRADUATE ASSISTANT

A graduate assistant is employed by the department faculty to assist in the operation of classes and other academic activities. She/he is here to assist you in the laboratory, 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 Stipanich

Office: Room G184
email: pstipanich@govst.edu
Phone: 708-235-2840
Fax: 708-534-8958

Ms. Stipanich 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 Advance Registration period, usually two months before the term begins. At this time you should review your Student Study Plan (see below), decide on your courses for the coming term, and review your progress through the program.

It is important for you to go to Ms. Stipanich 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. Any faculty member also is available to answer your questions. You may see a faculty member during their posted office hours, or you may call them for a special appointment to assist you with special issues.

STUDENT STUDY PLAN (SSP)

The SSP is the formal document specifying what is required for you to complete your degree. Contact Ms. Stipanich to begin preparing your SSP. Changes in the SSP can only be made by you and Ms. Stipanich jointly. If you have any questions about what is required, you must contact her. Failure to complete requirements outlined on the SSP will impede progress toward graduation.

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. You must develop an SSP in consultation with Ms. Stipanich no later than the first term of enrollment. It will specify the amount of transfer credit accepted, the total credit hour requirements for the degree, required courses, and other requirements. Carefully read and follow the instructions provided. Do not hesitate to ask your advisor for assistance.

The Student Study Plan Grid is a term-by-term projection of your course enrollments until you graduate. You should use the projected CDIS Schedule of Courses for Academic Years 2015-2016 and 2016-2017 when developing your study plan grid. The course schedules are posted on the CDIS website at www.govst.edu/chhs/dcd/bhs.

Because this grid is only a projection, it may change as you progress through the program. Each time you vary your enrollments from those you projected, you and Ms. Stipanich should complete a new grid. Each time you do that, the old grid will be removed from your file, and the new one inserted.

Submit your SSP and Student Study Plan Grid to Ms. Stipanich, who will review it. If there are problems with it, she will contact you. Also, faculty members may 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.

Once Ms. Stipanich approves the SSP, she will sign it, and mail a copy to you, with a letter indicating that your SSP has been approved. The original will be kept in your file in the CDIS Office.

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. You received a grade of "C" or better
2. 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.

SEQUENCE OF COURSES

Many of the courses in the undergraduate CDIS curriculum have other undergraduate courses as prerequisites. Therefore, you should enroll early in the prerequisites (e.g., CDIS 3300, CDIS 3400, CDIS 3500, and CDIS 3600). Later on, enroll in the courses that focus on disorders of speech, language, and hearing. Do not attempt to enroll concurrently in a course and its prerequisite. The following CDIS courses have prerequisites.

Course	Prerequisite
CDIS 4100 Language Development: Early Stages	CDIS 3400 Phonetics
CDIS 4150 Language Development: Later Stages	CDIS 3400 Phonetics
CDIS 4200 Sociolinguistics	CDIS 3400 Phonetics
CDIS 4300 Neuroscience	CDIS 3600 Anatomy and Physiology of Speech and Hearing
CDIS 4400 Introduction to Audiology	CDIS 3500 Speech and Hearing Science
CDIS 4500 Introduction to Assessment and Intervention	CDIS 3300 Introduction to Communication Disorders
CDIS 4600 Augmentative and Alternative Communication	CDIS 3300 Introduction to Communication Disorders

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.

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 3300	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 4500	Introduction to Assessment and Intervention in Communication Disorders (3) <i>Prerequisite CDIS 3300</i>
CDIS 4600	Augmentative and Alternative Communication (3) <i>Prerequisite: CDIS 3300</i>
EDUC 2310	Foundations of Education (3)
EDUC 3440	Educational Psychology in Action (3)
SPED 2100	Survey of Students with Exceptionalities (3)
PSYC 1101	Principles of Psychology (3)
PSYC 3201	Child Development (3)
STAT 2100	Statistical Methods (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 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.

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)

The Test of Academic Proficiency (TAP) is one of the examinations required for the Professional Educator License (PEL) endorsed in Non-Teaching Speech-Language Pathology. At GSU, the master's program in Communication Disorders is an educator preparation program. A PEL is required for speech-language pathologists employed in Illinois public schools.

Effective July 1, 2012, the Illinois Licensure Board now requires the following: "No candidate may be fully admitted into an educator preparation program at a recognized Illinois institution until he or she has passed a test of basic skills" (105 ILCS 5/21B-30, School Code). While the bachelor's degree program does not qualify you for the Professional Educator License, we still encourage undergraduate students to take and pass the Test of Academic Proficiency during your undergraduate programs if they plan to apply to graduate schools in the state of Illinois. In fact, some graduate schools may require evidence of successful completion of the TAP in order to be considered for admission to graduate school. At the very least, students would be required to pass the TAP very early in their graduate programs. Please be aware that the results of the TAP are valid for a period of ten years following successful completion of the exam. Individuals who already have current teaching credentials in the state of Illinois do not have to take the TAP again.

The Illinois Licensure Testing System (ILTS) is the only source for the Test of Academic Proficiency. The current registration bulletin is available at the website for the Illinois Licensure Testing System (ILTS) at <http://www.il.nesinc.com/>. Registration and test preparation information are provided in the bulletin. Multiple test dates are available throughout the year at a variety of locations. More information about preparation for the Test of Academic Proficiency is available at http://www.govst.edu/Academics/Colleges_and_Programs/College_of_Education/Workshops_and_Professional_Development/. Be sure to consult with CDIS faculty if you have any questions about the TAP.

ACT/SAT scores can be used in lieu of a passing score on the Test of Academic Proficiency (TAP):

- a. ACT Plus Writing composite score of 22, or
- b. SAT composite score of 1030 (critical reading, mathematics) with writing.

Official ACT/SAT score Reports will not be accepted unless they arrive at ISBE in a sealed envelope from ACT/SAT and reflect a writing component. **Do not request that ACT or SAT forward a score report to ISBE unless you are certain you achieved the minimum score allowable on the respective test for program admission or licensure.**

You can register for the ACT and SAT through the following links:

ACT <http://www.actstudent.org/>
SAT <http://sat.collegeboard.org/register>

If you elect to use ACT or SAT scores in place of the TAP, please follow the instructions provided at www.govst.edu/chhs/dcd/bhs under Student Resources.

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."

MHS IN COMMUNICATION DISORDERS APPLICATION PROCESS

DO NOT use the university's general online application system.

TO APPLY TO OUR PROGRAM – READ CAREFULLY

Application Deadline for admission Fall 2016: January 15th, 2016.

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 meet deadline requirements.**

- (1) **Complete an online application.** Access the Communication Sciences and Disorders Centralized Application Service (CSDCAS) at <http://www.capcsd.org/csdcas/students>. 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. **Submit all required payments, information, and documentation in your CSDCAS account by midnight January 15th, 2016.**

- 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.
- (2) **Campus Interviews:** Applicants will be notified by February 15th if they will be invited to interview on campus. Notifications will arrive through email messages sent to the applicant's email address entered in CSDCAS. **Interviews will be scheduled on Friday, February 19th, Saturday, February 20th, Friday February 26th, and Saturday, February 27th.** If needed due to weather or other extenuating circumstances, some interviews may be scheduled on March 11th or 12th.

It is the applicant's responsibility to reserve time for this interview. Applicants for whom an on-campus interview represents an unreasonable hardship may contact the Department Chair, Dr. Catherine Balthazar (cbalthazar@govst.edu) to arrange for a tele-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 2015-2016 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 NOT required for the application to the CDIS Program at GSU.

ABOUT CAMPUS INTERVIEWS

Beginning with the 2015-2016 application cycle, the Communication Disorders Program will be adding a new step to its graduate admissions process. Prospective students will now have the opportunity to come to campus and interview with faculty and 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 will be approximately 15 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, 2016. The admissions committee will review applications and begin offering on-campus interviews to qualified and highly ranked applicants in early February. 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.

Interviews will be scheduled on Friday and Saturday, with a morning and afternoon session available each day. Applicants may indicate first and second choice sessions in the response to the invitation. Individuals for whom an on-campus interview represents undue hardship may request a tele-interview.

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 be scheduled to complete a writing sample, interview with faculty members, and then a tour hosted by current GSU students. A light snack will be provided.

TEST OF ACADEMIC PROFICIENCY (TAP)

While not required for application to the graduate program, individuals who seek admission are strongly encouraged to complete the Test of Academic Proficiency (TAP) required for the Professional Educator License in Illinois before entering the master's program. The TAP requirement may be met by equivalent performance on the ACT or SAT within the 10 years prior to admission to the program. Instructions for the TAP or ACT/SAT equivalency may be found at www.govst.edu/chhs/dcd/bhs under Student Resources. This test **IS NOT** considered during the application process, but taking and passing it before you start graduate school will be of great benefit to you (see the CDIS Graduate Student Handbook for details at www.govst.edu/chhs/dcd/mhs).

APPLICATION FOR GRADUATION

You are required to apply for graduation. 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 an 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 takes place once each year during the month of May. Summer graduates are permitted to march in the May commencement prior to completing their degree requirements.

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.

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 here 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 Center

The Counseling Center of the Academic Resource 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 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) 534-4508.

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 <http://www.govst.edu/writingcenter/>.

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.