

# 2014-2015 CDIS Graduate Student Handbook Addendum

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*Students admitted to the MHS in Communication Disorders program for the Fall of 2014 should reference this document along with the 2014-2015 CDIS Graduate Student Handbook.*

*The information in this Addendum supplements, but does not substantially differ from, that found in the 2013-2014 and 2014-2015 Handbook. It is intended to simplify and clarify program policies and procedures and provide minor updates. Please contact your advisor if you have any questions.*

## New Program Faculty

**Nicole Koonce**- Assistant Professor  
(708) 534-597; [nkoonce@govst.edu](mailto:nkoonce@govst.edu)

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](mailto: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

## Updated Links

The university launched a new webpage and it is periodically updated. The links below should be used in order to access the main web pages you will need to get university related information.

GSU Homepage      [www.govst.edu](http://www.govst.edu)

CDIS Homepage      [www.govst.edu/chhs/dcd](http://www.govst.edu/chhs/dcd)

MHS Homepage      [www.govst.edu/chhs/dcd/mhs](http://www.govst.edu/chhs/dcd/mhs)

GSU Portal <https://mygsu.govst.edu>

Blackboard [www.bb9.govst.edu](http://www.bb9.govst.edu)

## Program Requirements Frequently Asked Questions

### Grades

#### *What happens if I get a C in a graduate course?*

Students in the master's program are required to maintain a 3.0 overall GPA and to graduate with no more than one C in a required course. If you receive a grade of C it is an indication that you have not achieved the knowledge competencies required for entry-level practice in speech-language pathology. You will be advised to re-take that course and receive a better grade. Multiple grades of C in graduate courses will prevent you from being admitted to candidacy and progressing in the program. Students who receive a C in more than one graduate course will not be permitted to continue in the program.

#### *What happens if I get a C in a practicum?*

A grade of C in a practicum course indicates a serious problem in meeting the competencies required for entry-level practice, and as such, will not be accepted as meeting degree requirements. You will be referred to the student review process and required to re-take that practicum. You will only be permitted to re-take a practicum once. A subsequent grade of C in practicum will terminate your participation in the program.

### Registration

#### *When can I register?*

Graduate students are permitted to register for university courses in general during open registration periods as indicated in the GSU Catalog. You may register for CDIS undergraduate courses at that time as well. Graduate courses are restricted through authorizations. You must wait until the CDIS Administrative Aide (Brenda Parham) emails you to indicate that you have been authorized for graduate courses before you can register.

#### *Why can't I register?*

Registration problems can occur for multiple reasons. The university occasionally puts holds on registration for reasons such as nonpayment, missing information, and academic progress disruptions. To find out if your registration has been put on hold by the university, contact the Registrar.

Another problem may be that your registration for CDIS courses has not been authorized. This can occur if you do not have an approved schedule grid on file, if you have not met candidacy requirements, or if you have not maintained satisfactory academic progress and good standing. Check with your advisor to resolve any issues that are preventing you from registering in a timely fashion.

## Candidacy

### *When should I apply for candidacy?*

Students apply for candidacy after completing three CDIS courses and meeting all candidacy requirements. You and your advisor should put a target time for applying on your course scheduling grid. It is expected that you will apply for candidacy no later than three semesters after you begin your graduate program. Candidacy applications should be submitted as soon as the requirements are met; usually, this after grades have been posted for the first or second semester of your program and you can show that you have successfully completed at least three CDIS courses. You should not delay your application past the date when registration for the subsequent semester begins.

### *What happens if I don't apply for candidacy on time?*

If you have any problems applying for candidacy on time you should consult your advisor as soon as possible. Students will not be authorized to register for CDIS classes after they have missed the deadline for applying for candidacy as indicated on their course scheduling grid. If this happens, you must contact your advisor to explain why your application is late and establish a new timeline. However, it is expected that you will meet the candidacy requirements and submit your application no later than three semesters after you begin your graduate program. Continued difficulties meeting candidacy requirements will impede your progress and result in referral to the student review process. You may be required to develop a new course scheduling grid and/or engage in remediation.

### *What happens after I apply for candidacy?*

Once you submit your candidacy application to your advisor, your advisor presents your application to the faculty for consideration. In most cases, students clearly are making satisfactory progress and are eligible for candidacy. Your advisor will send you a letter indicating that you have been admitted to candidacy, usually within four to six weeks of your application.

Occasionally, students meet most of the criteria for admission to candidacy, but may need continued work in order to be fully admitted. For example, the faculty may advise that you retake a class if you received a poor grade (below a B), or you may have been unsuccessful passing a required test. Your advisor will send you a letter indicating that you have been conditionally admitted to candidacy, and what further requirements you must meet to be fully admitted. Conditional admission will allow you to register for one additional semester before being fully admitted to candidacy. You do not have to submit a new candidacy application unless indicated in the letter from your advisor.

On rare occasions, a student may not meet the criteria for admission to candidacy. Your advisor will send you a letter indicating that you have not been admitted to candidacy, along with the reasons. The letter will indicate the next steps you may take. Generally speaking, students who are denied candidacy are not permitted to continue in the program.

## Test of Academic Proficiency (TAP)

### *Do I have to take the TAP?*

All graduate students in CDIS must meet the requirements for admission to candidacy. One of these requirements is to present a passing score on the TAP or its equivalent, as defined by the Illinois State Board of Education (ISBE).

You DO NOT have to take the TAP under the following circumstances:

- You hold a current and valid Professional Educator License from ISBE.
- You have taken the ACT or SAT within the past 10 years and achieved the minimum score indicated as acceptable by ISBE.

### *How do I report my scores for the TAP or ACT/SAT?*

Both the CDIS Department and ISBE need to know when you have met the TAP requirement. For the department, please submit a copy of your score report on the relevant test. You do not need to pay to order an official copy. You should give this score report to your advisor as soon as you have it.

If you take the TAP, your scores are automatically reported to ISBE. If you are using your ACT/SAT scores instead, then follow the directions on the last page of this document.

## Progress Checklist

- Admission process completed
  - Handbook Affidavit signed and submitted
  - Essential Functions signed and submitted
  - ACT/SAT or TAP scores submitted
  - Writing Sample evaluated
- Advising Completed
  - Study Plan Approved
  - Approved Course Scheduling Grid on file with Administrative Aide
  - Courses Entered in Authorization Book
- Registration Eligibility Each Semester
  - Continued Status as a Student in Good Standing with the University and Program
    - Official transcripts submitted to GSU
    - Immunization information submitted to GSU
    - GPA 3.0 or better
  - Up to date, approved course scheduling grid
  - Adequate academic progress
    - Completion of courses as planned
    - Completion of candidacy requirements as planned
    - Submission of candidacy application as planned on study plan grid
    - Grades of A or B in all CDIS courses
- Admission to Candidacy
  - 3 graduate courses completed
  - TAP or equivalent passed and documented with department
  - Application submitted
  - Faculty recommendation for admission
- Clinical Achievements
  - Practicum request and resume submitted and up to date
  - Pre-practicum documentation submitted and up to date
    - Immunizations
    - Background check
    - Liability insurance
  - Screening and prevention hours completed
  - Practicum documentation submitted
    - Signed Clinical Hours
    - Evaluations
- Qualifying Examination Application Submitted
- Qualifying Examination passed
- Single Subject Project
  - Proposal approved
  - Project completed

- Project presented
  - Project accepted
- Application for Graduation Submitted

## **ACT Plus Writing or SAT Score in Lieu of the Test of Academic Proficiency (TAP) for Individuals Enrolled in an Approved Illinois Preparation Program for Teachers (Effective January 1, 2014)**

### **ACT PLUS WRITING/SAT SCORES CAN BE USED IN LIEU OF A PASSING SCORE ON THE TEST OF ACADEMIC PROFICIENCY (TAP) FOR STUDENT TEACHING.**

**STEP ONE:** IF YOU DO NOT HAVE AN ACCOUNT, CREATE AN ACCOUNT ON THE EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) AT <http://www.isbe.net/ELIS/default.htm>.

**STEP TWO:** CONFIRM THAT YOUR SCORE REPORT MEETS THE COMPOSITE SCORE REQUIREMENTS:

- ACT Plus Writing 22 or higher
- SAT 1030 (critical reading + mathematics = 1030 or higher)

**STEP THREE:** REQUEST THAT YOUR SCORES BE SENT TO ISBE DIRECTLY FROM ACT OR SAT.

- The score report must arrive in a sealed envelope addressed to ISBE from ACT or SAT. Go to <http://www.actstudent.org/scores/send/>
- The score can be no older than 10 years old at the time it is received by ISBE. Once received, it is good for life.
- If requesting an ACT Plus Writing score report, use ACT code 3001 when ordering. There is no ISBE code for SAT. Request that your SAT score report be sent to the Illinois State Board of Education, Division of Educator Licensure, 100 North First Street, S-306, Springfield, IL 62777.

**STEP FOUR:** CHECK YOUR ELIS ACCOUNT TO VERIFY THAT YOUR ACT/SAT SCORE REPORT HAS BEEN ACCEPTED IN LIEU OF THE TAP. Please allow 60 days for this information to be added to your ELIS account. **NOTE THAT YOUR ELIS ACCOUNT MUST REFLECT THE ACT PLUS WRITING OR SAT IN LIEU OF THE TAP PRIOR TO BEGINNING STUDENT TEACHING.** SCORE REPORTS THAT ARE RECEIVED PRIOR TO THE ESTABLISHMENT OF AN ELIS ACCOUNT WILL BE HELD FOR 30 DAYS. AFTER 30 DAYS, THE REPORT MAY NOT BE CREDITED TO YOUR ACCOUNT.

SPECIAL NOTE: ISBE will not return official score reports that reflect a score less than listed above, lack a writing component, or are more than ten years old at the time of application. Such score reports will be shredded and therefore, cannot be used to apply for an Illinois license or endorsement.