Department of Communication Sciences & Disorders

CSD Graduate Student Handbook

Master of Science
Clinical Speech-Language Pathology

March 31, 2013

All changes to the last revision are highlighted in yellow!
Students are responsible for following all policies and procedures associated with Northern Arizona University and the Department of Communication Sciences & Disorders.

Policies and procedures may be changed at the discretion of Northern Arizona University and/or the Department of Communication Sciences & Disorders.

CSD students are responsible to follow the most recent handbooks.

Students will be notified of any CSD changes.

This CSD Graduate Student Handbook is a living document and is posted on the CSD website.
Contents
INTRODUCTION .................................................................................................................. 8
NORTHERN ARIZONA UNIVERSITY AND FLAGSTAFF ...................................................... 9
COLLEGE OF HEALTH AND HUMAN SERVICES .......................................................... 10
MISSION STATEMENT OF THE DEPARTMENT ................................................................ 10
ACCREDITATION OF THE DEPARTMENT ......................................................................... 10
CSD FACULTY AND STAFF ............................................................................................. 11
CSD WEBSITE .................................................................................................................. 11
Home ................................................................................................................................ 11
Contact information ......................................................................................................... 11
Program Overview – Courses Required to Enter and Complete the Program ................. 11
Forms ................................................................................................................................. 12
Speech-Language Hearing Clinic ...................................................................................... 12
Students Resources – Financial Aid, Assistantships, and Other Financial Opportunities ... 12
NAU GRADUATE COLLEGE ............................................................................................... 12
Graduate College Website ................................................................................................. 12
Family Resources ............................................................................................................. 12
Housing .............................................................................................................................. 12
Residency ............................................................................................................................ 13
Graduation .......................................................................................................................... 13
Get Involved ....................................................................................................................... 14
Events Calendar .................................................................................................................. 14
Workshop Series ................................................................................................................. 14
Dates and Deadlines ......................................................................................................... 14
Graduate Coordinator’s Manual ......................................................................................... 15
University Graduate Committee ........................................................................................ 15
About the Graduate College ............................................................................................... 15
NAU GRADUATE COLLEGE POLICIES ........................................................................... 15
Link to all Policies .............................................................................................................. 15
Graduate Assistantship, Traineeship, and Fellowship Policy Handbook ......................... 15
Enrolling in Graduate Courses .......................................................................................... 15
Continuous Enrollment Policy .......................................................................................... 15
GPA Requirements .................................................................................................................................................. 16
Class Attendance .................................................................................................................................................. 16
Graduate Course Load Policy .............................................................................................................................. 16
Course Repeat Policy .......................................................................................................................................... 16
Graduate Transfer Credit .................................................................................................................................. 17
Second or Concurrent Master’s Degrees ........................................................................................................... 18
Requirements and Time Limits: Master’s degrees .............................................................................................. 18
Academic Integrity ................................................................................................................................................ 18
Graduate Academic Recognition ........................................................................................................................ 19
Academic Appeal Policy ...................................................................................................................................... 19
Leave of Absence Policy ...................................................................................................................................... 19
Academic Continuation Policy ............................................................................................................................ 20
Withdrawing from NAU ........................................................................................................................................ 20
Academic Contact Hour Policy .......................................................................................................................... 20
Sensitive Course Materials .................................................................................................................................. 20
Institutional Review Board .................................................................................................................................. 21
GRADUATE COLLEGE STUDENT FORMS ........................................................................................................ 21
Graduate College Student Forms Website ........................................................................................................ 21
Specific Graduate College Forms ......................................................................................................................... 21
NAU STUDENT HANDBOOK ............................................................................................................................. 22
NAU Student Handbook Website ...................................................................................................................... 22
Table of Contents .................................................................................................................................................. 22
Appendices ........................................................................................................................................................... 22
NAU ACADEMIC CATALOG ............................................................................................................................. 23
Academic Catalog Website ................................................................................................................................. 23
Organization of the Academic Catalog ................................................................................................................ 23
NAU REGISTRAR .................................................................................................................................................. 27
Registrar’s Website .............................................................................................................................................. 27
Frequently Used Registrar Sites .......................................................................................................................... 27
Registrar Forms .................................................................................................................................................... 27
Frequently Used Registrar Forms ......................................................................................................................... 27
NAU STUDENT AND DEPARTMENTAL ACCOUNT SERVICES (BURSAR) .................................................... 27
Praxis Exam ................................................................. 38
CSD Comprehensive Exam ..................................... 39
Knowledge and Skills Acquisition (KASA) ................. 40
Emails ........................................................................ 40
Mailboxes .................................................................... 40
Remediation in Academic Courses .............................. 40
Clinical Performance Plans ....................................... 40
Switching CSD Tracks ................................................ 41
State Forms that Require our Signature ....................... 41
Office of Academic Assessment ................................. 41
Office of Regulatory Compliance ............................... 41
Injuries ........................................................................ 42
National Student Speech-Language-Hearing Association (NSSLHA) .............................................. 42
CSD Awards ............................................................... 42
Individualized Study Contract .................................... 42
Registration Problems ................................................ 42
CSD Request for Pre-Approval to Take an Elective ....... 42
Dress Code .................................................................. 43
Spa ............................................................................. 43
Computers and Printers .............................................. 43
Positive Behavioral Support Certificate ...................... 43
Assistive Technology Certificate Program .................. 43
Autism Certificate ....................................................... 44
ADDITIOnAL INFORMATION FOR SUMMERS-ONLY STUDENTS ........................................ 44
Required Documents ................................................... 44
Assessment Room ........................................................ 44
Badges ....................................................................... 44
Observations in the NAU Clinic .................................... 44
Clinician Workroom ................................................... 45
Updated Individual Picture for Bulletin Board .............. 45
Special Event Pictures for the Newsletter .................... 45
Coursework .................................................................. 45
Length of Externship ................................................................. 45

Paperwork Necessary to Start an Externship ................................ 46

Availability of Summers-Only Coordinator .................................. 46
INTRODUCTION

This handbook has been prepared to assist students in the Department of Communication Sciences and Disorders program at Northern Arizona University in their professional education. The handbook provides the department’s policies, procedures, requirements and conditions that must be met in order to satisfactorily complete the Master of Science in Clinical Speech-Language Pathology degree program.

Each student is encouraged to become familiar with the contents of this handbook and to use it as a reference throughout your education in the graduate program in Communication Sciences and Disorders. You will be held responsible for adhering to the contents of this handbook. If there are points that are unclear, please obtain clarification from the department head, clinic director, or your academic advisor.

Elise Lindstedt, PhD, CCC-SLP
Department Chair
NORTHERN ARIZONA UNIVERSITY AND FLAGSTAFF

Northern Arizona University is accredited by the North Central Association of Colleges and Schools and is a public university. Its main campus is in Flagstaff, Arizona. NAU is governed by the Arizona Board of Regents.

- Total Enrollment: 26,002
- Flagstaff Campus: 18,292
- Females: 15,468
- Male: 10,534
- Arizona residents: 18,962
- 7 colleges

http://nau.edu/about/who-we-are/facts/#Colleges

- Graduate School Enrollment: 4,094
  1,907 Full-Time
  2,321 Part-Time

http://www4.nau.edu/pair/quickfact.asp

The NAU campus enjoys a four-season climate and is surrounded by the largest contiguous ponderosa pine forest on the North American continent.

- Flagstaff was founded in 1882 and NAU was founded in 1899
- 738 acres of campus
- Population of Flagstaff: 60,222
- Elevation: 6,950 feet
- Mountain range: San Francisco Peaks
- Sustainable green practices all around the campus
- School colors: blue, sage green, and gold
- School mascot: Louie the Lumberjack
- 100 inches of snow per year
- Sunny days: 288
- 276 days without precipitation
- Navajo, Hopi, Havasupai, and Yavapai reservations

Sign-up for information about what is happening in Flagstaff!

- Flagstaff Convention Bureau: www.flagstaffarizona.org
The Communication Sciences & Disorders Department is one of seven career paths in the College of Health and Human Services. The College provides degrees leading to professions in Athletic training, Communication Sciences & Disorders, Dental Hygiene, Health Sciences, Nursing, Physical Therapy, and Physician Assistants. http://www.nau.edu/CHHS/Welcome/

MISSION STATEMENT OF THE DEPARTMENT

The mission of the Program in Communication Sciences and Disorders at Northern Arizona University is to advance the knowledge and practice in human communication and its disorders, to prepare our students to lead in the professions of Speech Language Pathology and Audiology, and to enable all individuals to communicate, read, write, think, and learn, in order to succeed in a changing world.

To accomplish this mission, we intend to...

- acquire new knowledge through empirical research
- promote scholarship and other creative works
- contribute to the profession at local, regional, national and international levels
- foster critical thought in a learning-centered environment
- incorporate technology to enhance classroom and clinical teaching
- mentor students to achieve professional competence in serving individuals of all ages
- serve as a local and regional clinical resource for individuals with communication disorders
- foster interdisciplinary collaboration
- excel in professional service

The Program of Communication Sciences and Disorders is committed to enriching research, teaching, learning and the professional service environment by embracing the cultural and linguistic diversity of our region and nation.

ACCREDITATION OF THE DEPARTMENT

The graduate program is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA). In March 2009, the Master of Science in Clinical Speech-Language Pathology program was accredited for the 2007-2015 cycle. http://www.nau.edu/CHHS/CSD/About/

Specific outcome data may be viewed at: http://www.nau.edu/CHHS/CSD/Data/
CSD FACULTY AND STAFF

The CSD department has ten full-time academic and clinical faculty members and several part-time faculty members who are American Speech-Language-Hearing Association (ASHA)-certified.  

CSD WEBSITE

Home
The CSD website provides a thorough composite overview of our program. Use it to achieve maximum success in this program.  
http://www.nau.edu/CHHS/CSD/Welcome/

Contact information
Communication Sciences and Disorders  
Attention: (CSD office or individual’s name)  
208 E. Pine Knoll Dr.  
PO Box: 15045  
Flagstaff, AZ  86011

Speech@nau.edu  
Phone: 928-523-2969  
Fax: 928-523-0034  
Health Professions Building #66  
CSD Office, Room 302, 928-523-2969  
Speech-Language-Hearing Clinic, Room 327, 928-523-8110

http://www.nau.edu/CHHS/CSD/CSD-Contact/  

Program Overview – Courses Required to Enter and Complete the Program
There are three possible tracks provided to students that lead to the master’s degree in Clinical Speech-Language Pathology. Each link describes the Program of Study for each track. Programs outline the sequential order of the required coursework. Each track has specific required Foundational and Prerequisite coursework. Programs of Study are provided with each Track. Courses are taken in the order stated on the program, with the exception of some flexibility with elective courses.  
http://www.nau.edu/CHHS/CSD/Program/Foundational-and-Prerequisite-Courses/  

Full-Time Track
This track is for students with an undergraduate degree in Speech-Language Pathology and is usually completed in 6 sessions.  
http://www.nau.edu/CHHS/CSD/Program/Full-Time-Track/
Full-Time Leveler Track
This track is for students with an undergraduate degree in another field and is usually completed in 7 sessions.
http://www.nau.edu/CHHS/CSD/Program/Leveler-Track/

Part-time Summers-Only Track
This track is for students employed in the field as Speech-Language Pathology Assistants (or at a minimum, its equivalent in each state) and is usually completed in 10 sessions.
http://www.nau.edu/CHHS/CSD/Program/Summers-Only/

Forms
All forms are found on the CSD website. http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/.
They are organized into three categories: Speech-Language-Hearing Clinic Forms, 602 and 608 Required Forms, and Other Forms.

Speech-Language Hearing Clinic
The CSD department operates a full-range Speech-Language-Hearing Clinic operated by faculty members and students for conditions/disorders in twelve major areas. The Clinic has its own manual and students involved with the Clinic are responsible for the stated policies and procedures in the manual.
http://www.nau.edu/CHHS/CSD/Clinic/

Students Resources – Financial Aid, Assistantships, and Other Financial Opportunities
NAU offers a variety of possibilities to students for financial assistance. CSD offers a limited number of assistantships to first-year, full-time students only.
http://www.nau.edu/CHHS/CSD/Student-Resources/

NAU GRADUATE COLLEGE

Graduate College Website
The Graduate College website provides detailed information to our CSD students pertaining to all aspects of their involvement with the university while a graduate student.
http://www.nau.edu/gradcol/
Some frequently used sites follow.

Family Resources
http://www.nau.edu/GradCol/Student-Resources/Getting-Started/Family-Resources/

Housing
http://www.nau.edu/GradCol/Student-Resources/Getting-Started/Housing/
Residency
http://home.nau.edu/registrar/az_residency.asp

Graduation

- You must complete the Graduate College Graduation Application to get a conferred degree. Even if you are not attending the graduation ceremony, this application must be completed!
- At the top of the application, write when you want to “walk”.
- The process leading to graduation is complex and requires the student to carefully follow Graduate College requirements.
- Refer to NAU calendar dates to make sure that you know your anticipated “conferred degree date”.
- Order your Master’s cap, gown, and hood from the NAU bookstore. If eligible, with a 3.9 GPA or higher, order an honor cord, too. The most recently documented GPA on your transcript is used to determine eligibility. Make sure you request for: College of Health & Human Services, Clinical Speech-Language Pathology, Master’s degree. Your gown will be black and your hood will be gold with a lemon tassel.
- NAU Graduation Programs, which are distributed at the NAU Graduation ceremony, may be ordered by emailing Tina.Sutton@nau.edu, at least one week after the ceremony.
- Unofficial transcripts can be verified at: www.nau.edu/Registrar/ > Transcripts/Verification.
- Your CSD 608 will post on your transcript 2-3 weeks before the transcript will show your conferred degree date. Keep checking your transcript.

- Graduation and CSD:
  - Your degree will be an MS in Clinical Speech-Language Pathology.
  - Before completing the graduation application, you need to have registered for CSD 608. That means you need to have secured your Externship site, submitted your Registration Checklist form, and submitted your Externship Information form to the CSD office.
  - You are allowed to change your expected graduation date only by moving it forward one session. Inform the CSD department (speech@nau.edu) and Graduate College (Tina.Sutton@nau.edu) of the change. If you decide to change the date, again, a completely new graduation application must be submitted to the CSD department.
  - Summers-Only students do not have to submit a copy of their Program of Study. CSD uses the updated one in the office.
  - Paperwork requirements for completion of CSD 608: Externships generally end on the last day of finals. This may vary depending upon when you start your Externship.
  - After you graduate, a packet is sent to you from the CSD department. This packet includes a Letter, your KASA, your Logs, and your Observation hours.
  - After your CSD 608 grade posts, it takes about 1-3 weeks before your transcript shows your “conferred” degree and date.

- Graduation Ceremony:
  “Walking” in a ceremony does not necessarily mean you are “graduating” or “being conferred” unless you have completed your entire Program of Study. Some of our students “walk” before being “conferred”.

13
• Quadruple Connection:
These four tasks impact each other! Follow your information extremely carefully so that our department is in a position to appropriately submit your graduation application to the Graduate College.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Externship</td>
<td>Month receiving conferred degree</td>
<td>Take Praxis</td>
<td>Submit Externship Information form</td>
<td>Register 608</td>
</tr>
<tr>
<td>January</td>
<td>May</td>
<td>FT: December is last month to take</td>
<td>By November 15</td>
<td>By November 15</td>
</tr>
<tr>
<td>May</td>
<td>August</td>
<td>SO: March is last month to take</td>
<td>By April 15</td>
<td>By April 15</td>
</tr>
<tr>
<td>August</td>
<td>December</td>
<td>FTL: May is last month to take</td>
<td>By April 15</td>
<td>By April 15</td>
</tr>
</tbody>
</table>

Get Involved
http://www.nau.edu/GradCol/Student-Resources/Enhancing-Your-Education/Get-Involved/

Events Calendar
http://www.nau.edu/GradCol/Student-Resources/Enhancing-Your-Education/Upcoming-Events/

Workshop Series
http://www.nau.edu/GradCol/Student-Resources/Enhancing-Your-Education/Workshop-Series/
This series always includes information about creating resumes.

Dates and Deadlines
http://www.nau.edu/GradCol/Student-Resources/Deadlines/
http://extended.nau.edu/Calendar.aspx
Graduate Coordinator's Manual
The CSD Graduate Coordinator is Cindy Doyen. Each department has a designated Graduate Coordinator and the following manual is used by all coordinators and serves as a useful resource for students, too.
http://www2.nau.edu/gradcol/Pubs/GradCoorManual.pdf

University Graduate Committee
The CSD UGC member is Dr. Anna Sosa.
http://www.nau.edu/GradCol/University-Graduate-Committee/

About the Graduate College
This site gives further information about the Graduate College Newsletter, Mission, statistics, staff directory, alumni connect, and giving to the Graduate College.
http://www.nau.edu/GradCol/About/

NAU GRADUATE COLLEGE POLICIES

Link to all Policies
http://www.nau.edu/GradCol/Student-Resources/Succeeding/Policies/
Overview of some NAU policy statements: http://www4.nau.edu/avpaa/UCCPolicy/plcystmt.html

Students are held responsible for following all policies.

Graduate Assistantship, Traineeship, and Fellowship Policy Handbook
http://nau.edu/GradCol/Financing/Grad-Assistantships/

Enrolling in Graduate Courses
“You must be qualified by background and level of academic maturity to enter our graduate courses. If a course is listed with a pre-requisite, you must have received credit for the pre-requisite as a condition of admission to the course. Otherwise, you must present satisfactory evidence to the course’s instructor that you can complete the work successfully. You can enter a graduate course that has no pre-requisites if you have been admitted to graduate study; however, we assume you have at least the equivalent of an undergraduate minor in that course area.”

Continuous Enrollment Policy
“You are expected to pursue your graduate degrees with a minimum of interruption and maintain continuous enrollment. If you are in a master’s degree program and do not enroll for three consecutive
semesters (does not include summer), you will be considered withdrawn from the university and must reapply for readmission to resume your degree program.”

**GPA Requirements**

“If you are working toward a graduate degree, or graduate certificate, you must maintain a 3.0 grade point average for all courses taken and for all courses required in your plan. No more than 6 units of "C" grades can be counted on a master’s degree. A grade below "C" does not earn graduate credit. A graduate student with a grade point average below 3.0 is placed on probation. Admission to a program may be denied or revoked for any graduate student who receives unsatisfactory grades. If you have more than 6 units of graduate work with a grade of "C" or below, you cannot continue in your master’s or doctoral plan, regardless of your grade point average. A graduate student with a grade point average below 3.0 is placed on probation.”

**Class Attendance**

Additional requirements to the Graduate College policy are detailed in individual CSD class syllabi.

**Graduate Course Load Policy**

Per Arizona Board of Regents policy, students may take:

- Fall and Spring: may be approved for 16-21 credits
- Summer: may be approved for 15-16 units; no unit overloads granted for Summer; Summers-Only students may register for only four CSD courses each summer (2 each session). A fifth course (3-4 credits) is allowed if in a different department or is the Praxis Review course.
- Winter: may be approved for 4 units; no unit overloads granted for Winter

All requests require advisor approval.

**Course Repeat Policy**

“Graduate students do not normally repeat courses. If you receive a grade of "D" or "F" in a graduate course, you may repeat the course. If you repeat a course, both grades are used to compute your overall grade point average; however, you can only use credits earned for repeated courses once to fulfill graduation requirements. If you wish to repeat a course, you must submit the Graduate Course Repeat Enrollment Form, available on the Registrar’s Office website.”

Additional CSD Course Repeat policy:
A student not meeting course learner outcomes or clinical competencies at any time during their program of study may receive “Remediation in Academic Courses” or be placed on a
“Clinical Performance Plan”. These actions are designed to help a student acquire the knowledge, skills and clinical competencies expected from the academic or clinical course. The focus is to meet each student’s needs and delineate how the student will demonstrate mastery of learner outcomes. They may include (a) supplemental oral or written tests or quizzes, (b) written assignments (c) special projects, (d) demonstration of a clinical competency or (e) repeat of the course or clinical rotation. The course instructor sets the conditions and is responsible for verifying that the learner outcomes or clinical competencies have been met.

A student who has not adequately met course learner outcomes by the end of the session and receives a grade of “C” or below typically is required to repeat the course. Policies regarding course repeats are set by each course instructor and stated in each course syllabus. See each course syllabus for the instructor’s policies regarding demonstration of learner outcomes and course retake requirements.

A student receiving a grade below “B” in a clinical rotation must repeat the course, unless this is the student’s third grade of “C” or below, at which time the graduate college policy of dismissal from the graduate program is in effect and the department will make that recommendation to the graduate college.

If a graduate course is repeated at another university, the grade from that course must be submitted on an official transcript from that university, with the following completed form, https://www4.nau.edu/registrar/forms/Graduate_Course_Repeat_Enrollment_Form.pdf, to your advisor. If the course is repeated at NAU, an official transcript is not necessary, but the form must be given to your advisor. All graduate college policies pertaining to grades of “C” or below apply to the course. Your Program of Study is increased by the number of repeated courses that you are requested to take.

Graduate Transfer Credit
http://nau.edu/GradCol/Student-Resources/Succeeding/Transfer-credit/

Parameters of course acceptance:
- From an accredited institution
- Grade of A or B
- Earned within the six-year period required for completing your master’s degree at NAU
- Be applicable to a graduate degree at the institution where the credit was earned
- Meet the Arizona Board of Regents’ requirement for credit
- Be a graduate level course (usually 500 & 600 level courses but not always)
- Continuing education classes are not transferable
- Courses taken after entering NAU are not eligible for transfer (exception for courses repeated)

Parameters of transferring courses:
- Number of hours you transfer from other institutions cannot exceed twenty-five percent of the total minimum credit hours required for your master’s degree (5 courses)
- Separate form must be used for each university
- NAU course transfers do not require a petition
Dates will be looked at carefully and a course taken while an undergraduate will usually be denied unless you can present an undergraduate Program of Study showing that the course was not on the undergraduate POS.

Need to provide an original transcript to your adviser, unless you submitted the transcript to NAU during the admission process.

May need to attach a syllabus or course catalog description if the title is not adequately descriptive.

When Petition is approved/denied by Grad College, they notify the student/department at the same time.

Transferred course grades are not figured in to your GPA.

Special parameters for transferring NAU courses:

- Allowed to transfer two, 400-level classes, if within NAU, but still follows the 6 year limit; proof required that wasn’t on undergraduate program of study; petition not required.

Second or Concurrent Master’s Degrees

http://www4.nau.edu/academiccatalog/2011/Introduction/Important_Policies/Graduate/GradDegreeReq/ReqMasterDegrees.htm

Second Master’s Rule:
“With the approval of your advisor or committee, you can use up to 9 hours of course work from a previous master's degree (earned at Northern Arizona University or another university) to satisfy the requirements for a second master's degree at Northern Arizona University. You must meet all program requirements for the second master's degree and all but the 9 hours must be earned at Northern Arizona University. The six-year time limit does not apply to courses from a previous master's degree.”

- A petition to transfer credit is not necessary, but the student must complete the form for approval by the department as an internal review.

Concurrent Master’s Degree:
CSD does not allow a student to pursue a concurrent master’s degree while enrolled in the CSD graduate program.

Requirements and Time Limits: Master’s degrees

http://www4.nau.edu/academiccatalog/2011/Introduction/Important_Policies/Graduate/GradDegreeReq/ReqMasterDegrees.htm

“You must complete all requirements for your master’s degree within a six-year period. If you take courses from other institutions and transfer them to your program at Northern Arizona University, they must also be taken within the six-year period.”

Academic Integrity

“The university takes an extremely serious view of violations of academic integrity. As members of the academic community, NAU’s administration, faculty, staff and students are dedicated to promoting an atmosphere of honesty and are committed to maintaining the academic integrity essential to the education process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the basic principles of integrity and impedes learning. Students are therefore responsible for conducting themselves in an academically honest manner.”

“Individual students and faculty members are responsible for identifying instances of academic dishonesty. Faculty members then recommend penalties to the department chair or college dean in keeping with the severity of the violation. The complete policy on academic integrity is in Appendix G of NAU’s Student Handbook [http://www4.nau.edu/stulife/handbookdishonesty.htm](http://www4.nau.edu/stulife/handbookdishonesty.htm).”

**Graduate Academic Recognition**


Students with a 3.9 or higher GPA graduate with distinction. The most recently documented GPA on your transcript is used to determine eligibility.

**Academic Appeal Policy**

[http://www2.nau.edu/gradcol/Forms/Academic AppealsProcess.pdf](http://www2.nau.edu/gradcol/Forms/Academic AppealsProcess.pdf)

“This appeal process is to be used by graduate students for appeal of an academic matter other than a grade appeal. Examples of matters that would be appropriate for this type of appeal would be appeal of a decision on preliminary or comprehensive exams, or matters related to non-graded lab work or academic research. All appeals must be initiated no later than the end of the next regular semester. No hearings or meetings will be held during semester breaks or summer. Faculty members and administrators must base decisions on university policy and sound academic policy. Generally, this process addresses whether an action may be considered arbitrary, capricious, or contrary to university policy.”

Specific details pertaining to the sequence of events to follow are delineated in the remainder of this policy.

**Leave of Absence Policy**


“Leave of Absence requests must be filed no later than the last day for adding classes during the semester in which the leave is to start, and cannot be granted retroactively. Students on an approved Leave of Absence will not be required to apply for readmission. Students who are absent beyond the end of an approved Leave of Absence will be required to apply for readmission as a graduate student and to the appropriate academic department. A Leave of Absence will be extended beyond a year only under exceptional circumstances. Such an extension must be requested on this form.”
Academic Continuation Policy

“If you are working toward a graduate degree or certificate, you must maintain a 3.0 grade point average for all courses taken and for all courses required in your plan. No more than 6 units of "C" grades can be counted on a master's degree. A grade below "C" does not earn graduate credit. A graduate student with a grade point average below 3.0 is placed on probation. Admission to a program may be revoked for any graduate student who receives unsatisfactory grades. If you have more than 6 units of graduate work with a grade of "C" or below, you cannot continue in your master's or doctoral plan, regardless of your grade point average.”

The CSD Department utilizes the following system to alert a student of inadequate grades:
Letter #1 following one “C”: Reiteration of NAU and CSD policies; recommendations; possible “Academic Remediation in Course” or “Clinical Performance Plan”.
Letter #2 following two “C’s”: Reiteration of NAU and CSD policies; recommendations; possible “Academic Remediation in Course” or “Clinical Performance Plan”.
Letter #3: From Department Chair discussing discontinuation in the CSD program

Withdrawing from NAU

“Withdrawing from a given term (Fall, Winter, Spring, or Summer) at Northern Arizona University means reducing your course load to zero credit units for that particular term. It does not necessarily involve withdrawing entirely from Northern Arizona University. In most cases, if you withdraw from one term, you are still eligible to enroll for the next term. Please be aware that you are not considered to have withdrawn if you drop courses during a term or session in which you also receive credit for other courses.”

Complete details for this policy are given on the website.

Academic Contact Hour Policy
http://www4.nau.edu/avpaa/UCCPolicy/plcystmt.html

“The Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-206, Academic Credit) states: an hour of work is the equivalent of 50 minutes of class time...at least 15 contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium as well as a minimum of 30 hours of student homework is required for each unit of credit.”

Sensitive Course Materials
http://www4.nau.edu/avpaa/UCCPolicy/plcystmt.html

“If an instructor believes it is appropriate, the syllabus should communicate to students that some course content may be considered sensitive by some students.”

“University education aims to expand student understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas, and creative representations. In the course of college studies, students can expect to encounter—and critically appraise—materials that may
differ from and perhaps challenge familiar understandings, ideas, and beliefs. Students are encouraged to discuss these matters with faculty.”

**Institutional Review Board**

[http://www.research.nau.edu/default.aspx](http://www.research.nau.edu/default.aspx)

“Any study involving observation of or interaction with human subjects that originates at NAU—including a course project, report, or research paper—must be reviewed and approved by the Institutional Review Board (IRB) for the protection of human subjects in research and research-related activities.

The IRB meets monthly. Proposals must be submitted for review at least fifteen working days before the monthly meeting. You should consult with your course instructor early in the course to ascertain if your project needs to be reviewed by the IRB and/or to secure information or appropriate forms and procedures for the IRB review. Your instructor and department chair or college dean must sign the application for approval by the IRB. The IRB categorizes projects into three levels depending on the nature of the project: exempt from further review, expedited review, or full board review. If the IRB certifies that a project is exempt from further review, you need not resubmit the project for continuing IRB review as long as there are no modifications in the exempted procedures.

A copy of the IRB *Policy and Procedures Manual* is available in each department’s administrative office and each college dean’s office or on their website: [http://www.research.nau.edu/compliance/irb/index.aspx](http://www.research.nau.edu/compliance/irb/index.aspx). If you have questions, contact the IRB Coordinator in the Office of the Vice President for Research at 928-523-8288 or 523-4340.”

[http://www4.nau.edu/avpaa/UCCPolicy/plcystmt.html](http://www4.nau.edu/avpaa/UCCPolicy/plcystmt.html)

**GRADUATE COLLEGE STUDENT FORMS**

**Graduate College Student Forms Website**

[http://www.nau.edu/GradCol/Student-Resources/Succeeding/Forms/](http://www.nau.edu/GradCol/Student-Resources/Succeeding/Forms/)

**Specific Graduate College Forms**

Extension of Time Limit (master’s degree), Petition for

[http://www2.nau.edu/gradcol/Forms/ExtensionOfTimeLimitMSTR.pdf](http://www2.nau.edu/gradcol/Forms/ExtensionOfTimeLimitMSTR.pdf)

Graduate Assistantship Forms and Handbook

[http://nau.edu/GradCol/Financing/Grad-Assistantships/](http://nau.edu/GradCol/Financing/Grad-Assistantships/)

Graduate Course Repeat Enrollment Form

[https://www4.nau.edu/registrar/forms/Graduate_Course_Repeat_Enrollment_Form.pdf](https://www4.nau.edu/registrar/forms/Graduate_Course_Repeat_Enrollment_Form.pdf)

Graduation Applications and Addendums

[http://nau.edu/GradCol/Student-Resources/Succeeding/Graduation/](http://nau.edu/GradCol/Student-Resources/Succeeding/Graduation/)

Leave of Absence, Petition for

[http://www2.nau.edu/gradcol/Forms/LeaveOfAbsence.pdf](http://www2.nau.edu/gradcol/Forms/LeaveOfAbsence.pdf)

Override Authorization

[https://www4.nau.edu/registrar/forms/overri~1.pdf](https://www4.nau.edu/registrar/forms/overri~1.pdf)
NAU STUDENT HANDBOOK

NAU Student Handbook Website
http://home.nau.edu/studentlife/handbook.asp
Students are responsible for following all policies.

Table of Contents

- History and Traditions
- Academic Policies
- Support Services
- Student Activities
- Student Government
- Student Organizations
- Mission and Goals of Residence Life
- Rules and Regulations

Appendices

- Appendix A: Family Educational Rights and Privacy Act (FERPA)
- Appendix B: Policy on Off-Campus Speakers
- Appendix C:
  - Student Code of Conduct
  - Student Disciplinary Procedures (Hard Copy available at Student Life and Cline Library)
  - Student Conduct Record Retention Policy
  - Disclosure of Student Disciplinary Records
- Appendix D: State Law on Campus Disorder
- Appendix E: Student Grievance System
- Appendix F: Classroom Disruption Policy
- Appendix G: Academic Dishonesty
  - Policy for Appeal of Charge of Academic Dishonesty
- Appendix H: Policy for Grade Appeal
- Appendix I: Standards of Residence - Residence Life Judiciary Handbook
- Appendix J: Fraternity and Sorority Organizational Sanctions
- Appendix K: Hazing Policy
- Appendix L: Statement Regarding Assembly
- Appendix M: Safe Working and Learning Environment Project
“NAU’s Safe Working and Learning Environment Policy seeks to prohibit discrimination and promote the safety of all individuals within the university. The goal of this policy is to prevent the occurrence of discrimination on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, or veteran status and to prevent sexual harassment, sexual assault or retaliation by anyone at this university.”
http://www4.nau.edu/avpaa/UCCPolicy/plcystmt.htm

- Appendix N: Drug Free Schools
- Appendix O: Residency and Financial Assistance Eligibility Policy
- Appendix P: Institutional Excuse Form
- Appendix Q: Appeal Policy for Program Dismissal for Undergraduate Students

NAU ACADEMIC CATALOG

Academic Catalog Website
http://www4.nau.edu/academiccatalog/2011/academiccatalog.htm
Students are held responsible for following all policies. Many policies have already been discussed in previous sections of this handbook. Some policies not previously discussed are delineated.

Organization of the Academic Catalog
A. Introduction, Services, and Policies
1. Why Come to NAU
2. Admissions
   o Conditional Status.
     Additional CSD Conditional Status policy
     If you do not qualify for regular status, you may be accepted on conditional status. To change from conditional status to regular status, you must meet all requirements as stated in your acceptance letter. Your advisor contacts the Graduate College to request a change in status when you have completed the conditions of your admission.
       ➢ New students with a GPA of less than 3.0 are always accepted with conditional status.
       ➢ Full-Time students: You must earn, during your first session in the program, at least 12 hours of A/B grades to remain in the program.
       ➢ Summers-Only students: You must earn, during your first summer in the program, at least 12 hours of A/B grades to remain in the program.
3. Financial Information
4. Residency Requirements
5. Enrollment, Grading, and Academic Policies
   o In Progress/Incomplete.
     ➢ Grades of Incomplete: one year to complete course requirements to earn a letter grade.
In Progress: have more than one year to complete course requirements to earn a letter grade; 6 year time limit to complete the program; CSD does not use this grade.

- Transcripts
- Appeals
- Student Anti-Retaliation Policy

6. General, Degree, and Graduation

7. Support Services
- Bookstore
  - Escort service is provided: 928-523-3611.
  - Child Abuse and Child Neglect
    - It is your responsibility to report child abuse and/or child neglect to Child Protective Services or to the Police. Both organizations share information.

This link provides important information related to reporting child abuse and/or child neglect in the state of Arizona. [www.azdes.gov/main.aspx?menu=154&id=2068](http://www.azdes.gov/main.aspx?menu=154&id=2068). This is the number to call in Arizona: 1-888-767-2445.

If you do not live in Arizona, you will need to obtain your state’s Child Protective Services’ website and hotline. You will need to obtain your state’s Police Department’s number.

In case of an emergency, always call 911.

Law enforcement, only, receives the report about abuse/neglect if the alleged person does not live in the home with the child!

Child abuse and child neglect may include:
- Physical abuse (i.e. nonaccidental physical injuries)
- Sexual abuse (i.e. sexual conduct or contact with child, using child in pornography, prostitution, or other types of sexual activity)
- Emotional abuse or neglect (i.e. child suffers severe anxiety, withdrawal, depression, or other severe emotional disturbance due to acts or omissions by the parent or caretaker)
- Neglect when child is placed at substantial risk of harm (i.e. food, clothing, shelter, supervision, medical care)

Some important features about reporting include:
- CPS works on behalf of children and families of Arizona.
- CPS works to ensure the safety of children while maintaining the integrity of the family.
- Any individual may call CPS.
- AZ law requires doctors and psychologists to report to CPS.
- The name of the person making the report or providing information is confidential.
The person making a report to CPS is immune from civil or criminal liability, UNLESS the person acted with malice or, UNLESS such person has been charged with, or is suspected of, the abuse or neglect in question.

CPS may talk to alleged victims and their siblings without parental permission. The talk often takes place at the school.

All records are confidential.

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### Emergencies

- To report an Emergency, call Police at: 928-523-3000.
- Non-emergencies and updates about emergencies in progress, call Police at: 928-523-0007.
- Website: [https://www5.nau.edu/emergencyinformation/Default.aspx](https://www5.nau.edu/emergencyinformation/Default.aspx).
- Sign up for NAU alert on your phone: [https://www5.nau.edu/emergencyinformation/naualert.aspx](https://www5.nau.edu/emergencyinformation/naualert.aspx).
- NAU Emergency Alert Notification System is followed on this campus.
- Presentations from Police Department: [http://www4.nau.edu/police/Presentations.htm](http://www4.nau.edu/police/Presentations.htm).

### Weapons, Explosives, and Fireworks

- [http://www4.nau.edu/police/WeaponsPolicywRequest.pdf](http://www4.nau.edu/police/WeaponsPolicywRequest.pdf)
- Any object or substance designed to (or which would be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as BB guns, air guns, and pellet guns), electronic control devices (such as Tasers or stun guns), chemicals such as Mace, tear gas, or oleoresin capsicum, **(This does not prohibit normally available over-the-counter, self-defense chemical repellents; the general public may not possess chemical repellents labeled “for police use only” or “for law enforcement use only.”)** swords, knives with blades five inches or longer, martial arts weapons, bows and arrows, and similar devices.

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- Cline Library
- Counseling Center. [http://www4.nau.edu/counseling/](http://www4.nau.edu/counseling/)
- Disability Resources. [http://www4.nau.edu/dr/](http://www4.nau.edu/dr/)

“If you have a documented disability, you can arrange for accommodations by contacting Disability Resources (DR) at 523-8773 (voice) or 523-6906 (TTY), [dr@nau.edu](mailto:dr@nau.edu) (e-mail) or 928-523-8747 (fax). Students needing academic accommodations are required to register with DR and provide required disability related documentation. Although you may request an accommodation at any time, in order for DR to best meet your individual needs, you are urged to register and submit necessary documentation ([www.nau.edu/dr](http://www.nau.edu/dr)) 8 weeks prior to the time you wish to receive accommodations. DR is strongly committed to the needs of student with disabilities and the promotion of Universal Design. Concerns or questions related to the accessibility of programs and facilities at NAU may be brought to the attention of DR or the Office of Affirmative Action and Equal Opportunity (523-3312).”
It is at the discretion of the student to provide the letter to any professor or the CSD department

- Letters are only valid for one session
- Accommodations are provided, by the professor, only from the date that the student presents the letter to the professor
- Only accommodations listed on the letter are provided to the student

- Housing
- Information Technology Services
  - [http://www.nau.edu/its/](http://www.nau.edu/its/)
  - Provides services like the Computer Lab and the LOUIE system
  - Hours for the Computer Labs: call ITS, 928-523-1511
  - South campus lab: behind Du Bois
  - North campus lab: in Student Union
  - Student Technology Center: 928-523-9294

- Information Technology Fee: Mandatory fee approved by The Arizona Board of Regents in March 2006. It enhances the university’s student learning environment and increases NAU’s capacities to meet digital environment expectations. This fee will help support a wide array of technologies that are increasingly critical to NAU students’ higher education experience. This fee is refundable if classes are dropped before the first day of the applicable term.”

- International Student Services
- Learning Assistance Centers
- LOUIE Information System Education
- Multicultural Student Center
- Native American Student Services
- Office of Student Life
- Parking Services
- Student Government
- Student Support Services
- Alumni
- Transcripts
- Bookstore
- NAU Foundation

8. Alumni of NAU

B. NAU’s Academic Plans
C. NAU – Yavapai
D. NAU – Yuma
E. Extended campuses
F. Courses
G. Directory
NAU REGISTRAR

Registrar's Website
http://home.nau.edu/registrar/default.asp

Frequently Used Registrar Sites
Calendars
- Registrar calendar: http://home.nau.edu/registrar/calendars.asp
- Graduate College calendar: http://nau.edu/GradCol/Student-Resources/Deadlines/
- Extended Campus calendar: http://extended.nau.edu/Calendar.aspx
Contact
http://home.nau.edu/registrar/contact_us.asp
Enrollment
http://home.nau.edu/registrar/enrollment.asp
FERPA
http://home.nau.edu/enrollmentservices/ferpa.asp

Registrar Forms
http://home.nau.edu/registrar/forms.asp
All forms are located on this website. Frequently used forms follow.

Frequently Used Registrar Forms
Change to Residency Status
Changes to Student Information Forms: Address Change, Name Change
Enrollment and Petition Forms
Administrative Drop/Add Form
Enrollment (Add)/Drop Request
Override Authorization
Petition to Drop a Class After the Deadline
Transcript Request Form
Graduation forms: Change of Expected Graduation Date, Graduation Application Packet

NAU STUDENT AND DEPARTMENTAL ACCOUNT SERVICES (BURSAR)

Student and Departmental Account Services' Website
http://home.nau.edu/bursar/

Tuition Due Dates and Payment Methods
http://home.nau.edu/bursar/ddpm.asp
**NAU Tuition and Fees**
http://home.nau.edu/bursar/ tuition_fees.asp

Full-Time students and tuition:
- Billed either in-state or out-of-state fees
- Billed for campus fees
- Must be registered for 9 credits during one session to receive financial aid

Summers-Only students and tuition:
- Classified as Part-Time students
- Classified as:
  - Resident Graduate Extended Campus
  - World Wide University (WWU) Graduate
    http://extended.nau.edu/TaxBreaksSpecialPlans.aspx
  - Non- Resident Graduate Extended Campus
- All students are billed as Resident Graduate Extended Campus in the Summer
- Almost all students are billed as WWU Graduate in the Fall & Spring
- Students are not billed for campus fees. If NAU facilities are used in the Summer, fees should be paid.
- To receive financial aid, FT student must be registered for 9 credits during one session.
- To receive financial aid, SO students must be registered for 6 credits during one session. Some students prefer to register for two electives in one session to receive financial aid, but this situation will only occur one time during the Program of Study. CSD does not recommend taking two electives at the same time.

**CSD Program Fees**
Program fees are established and approved by the Arizona Board of Regents (ABOR). In April 2012, ABOR approved a program fee for the MS degree in Clinical Speech-Language Pathology. The fee is distributed across semesters and is capped at $1800 for the entire program.

**AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION (ASHA)**

**ASHA’s Website**
www.asha.org

**Contact Information**
Websites:
- www.asha.org/certification > For Speech-Language Pathology applicants > Frequently asked questions.
- www.asha.org /advocacy/state
Phone number:
- 1-800-498-2071 (ASHA)

Remember that there are three governing bodies shaping the number of direct contact clinical hours that you need:
- ASHA
- Your State
- NAU

**Code of Ethics**
http://www.asha.org/docs/html/ET2010-00309.html

Please be careful how you represent yourself when working with clients!

**Principles of Ethics I**

4. Individuals shall not misrepresent the credentials of assistants, technicians, support personnel, students, Clinical Fellows, or any others under their supervision, and they shall inform those they serve professionally of the name and professional credentials of persons providing services.

**Principles of Ethics III**

1. Individuals shall not misrepresent their credentials, competence, education, training, experience, or scholarly or research contributions.

**Clinical Fellowship Year**
http://www.asha.org/certification/Clinical-Fellowship/

- You may apply to ASHA before, during, or after taking the Praxis.
- You may start your CFY before passing the Praxis.
- Applicants applying more than three years after graduation need to follow additional requirements.
- The best time to apply for membership is May through August (lower prices).
- You may start the application process once you have completed all CSD program requirements, received a grade for the course as indicated on your transcript, even if your conferred degree date does not yet appear on your transcript. In most cases, however, your conferred degree date appears on your transcript within a couple of weeks of CSD’s submission of your grade.

**ASHA Standards**
http://www.asha.org/certification/slp_standards/

**ASHA Complaint Process**
http://www.asha.org/academic/accreditation/accredmanual/section8.htm
ASHA provides specific procedures for Complaints Against Graduate Education Programs and Complaints Against the Council on Academic Accreditation.

**ASHA Facts and Figures**

- **Credit hours required**
  - 36 at the graduate level
  - NAU requires at least 63 credit hours of graduate level courses; with 4 courses from undergraduate program, total is 75.
  - All course work and clinical practicum must be initiated and completed at a Council of Academic Accreditation in Audiology and Speech-Language Pathology (CAA) approved institution.
- Prerequisite knowledge of the biological sciences, physical sciences, mathematics, and the social/behavior sciences is required (one course in each area; passing grade)
- Required clinical experience is 400 hours
  - 375 direct contact hours; Evaluation, Treatment, and Feedback meetings count towards this
  - 25 hours observation; not a prerequisite by ASHA to begin clinical rotations but is a prerequisite by NAU; we do not facilitate or sign off on more than 25 observation hours; no opportunity to be done at NAU by Summers-Only students
  - 325 of the 400 clock hours must be completed at graduate level; remaining required hours may have been completed at the undergraduate level, but at discretion of the graduate program
  - Never less than 25% of total contact must be observed by an ASHA-certified SLP
- Evaluation, Intervention, and Interaction/Personal Qualities are the major learner outcome areas
- Competencies must be acquired in all 9 major content areas, for child/adult, and for evaluation/treatment
  - Adult = 14 years of age or older
  - NAU delineates the content areas on the Daily Logs form

**Hearing Hours**

Direct contact hearing hours are accepted by ASHA only if they are Auditory Processing or Aural Rehabilitation. **They do not allow hearing screening hours.**

- There are situations when a portion of the hearing screening session counts toward the ASHA 375 clinical hours. After a failed screening, count the time spent planning the next course of action and/or explaining the results and implications.
- Think about some of your clients. When applicable, place a portion of your accumulated hours in the Hearing section of your Daily Logs.

Hearing screening hours:

Use the following form to document hearing screening hours: [http://www.nau.edu/uploadedFiles/Academic/CHHS/CSD/Forms/HEARING_SCREENING_HOURS(1).pdf](http://www.nau.edu/uploadedFiles/Academic/CHHS/CSD/Forms/HEARING_SCREENING_HOURS(1).pdf)

- Hearing screenings do not count toward ASHA observation hours.
- Hearing screenings do not count toward the ASHA 375 direct contact clinical hours.
- Document your hearing screening hours on your electronic forms because some states request specific information about hearing screening hours.
- NAU logs have a “line” where screening hours are documented, but you must include documentation of the hours with your Logs.
- If you submit screening hours to the CSD office, you need to submit supporting documentation: date, place, CCC-supervisor’s name, CCC-supervisor’s signature, CCC-supervisor’s ASHA #, and number of hours.
- Hearing screening hours are allowed to be counted on the Synopsis of AZ Licensure form.

Observation Hours
The following forms pertain to observations. www.nau.edu/chhs/csd > Student Resources > forms.

- Observation Hours in the NAU Clinic and Summers-Only Students (first section)
- Observation of an Evaluation Session – NAU Clinic (first section)
- Observation of a Treatment Session – NAU Clinic (first section)
- Observation Sign-up log NAU Clinic (in 3-ring notebook in Assessment Room)
- Observation at a non-NAU site (third section)
- Observations at the NAU Clinic (first section)

http://nau.edu/CHHS/CSD/Student-Resources/Forms/ > 602 & 608 forms > HIPAA Tutorial and HIPAA Test.
You must take the HIPAA test prior to doing any observation in the NAU Speech-Language-Hearing Clinic. Please provide the CSD office with a copy of your test.

http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/ > Observation at a non-NAU site

- It is a requirement for ASHA certification to have a total of 25 observation hours as part of your clinical training in speech-language pathology. NAU requires that these 25 observation hours must be documented and submitted to the CSD office before you are able to register for your first practicum. These hours should represent a variety of clinical disorders and client ages.
- The CSD department endorses only 25 required observation hours.
- We do not facilitate the acquisition or approval of additional hours to meet other licensing/certifying organizations.
- You need to complete your 25 observation hours before you start Practicum 1. Turn in your signed forms to the CSD office, Room 301.
- Full-Time students use the 3-ring in the Assessment Room.
- Summers-Only students must acquire observations hours at a non-NAU Clinic site. Use the following form to document hours: http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/ > Observations at a non-NAU site (third section).
- If you already have your 25 required observation hours, please submit them to the CSD Office. The paperwork must include the:
  o site location (preferably on their letterhead)
  o date (exact or approximately)
  o Big 9 area (articulation, fluency, voice and resonance, receptive/expressive language, hearing, swallowing, cognitive aspects of communication, social aspects of communication, and/or augmentative and alternative communication modalities)
  o supervisor’s signature
  o supervisor’s ASHA ID#
  o total number of hours
Science Requirements
As stated in the ASHA 2014 Standards, IVA, application for certification on or after September 1, 2014 must include four Science/Math courses. “The applicant must have demonstrated knowledge of the biological sciences, physical sciences, statistics, and the social/behavioral sciences.”

You must have at least one 3-credit course in each of the following areas. Classes from the Communication Sciences & Disorders discipline cannot be used to meet these foundational requirements.

**Biological sciences** (biology, human anatomy & physiology, neuroanatomy, neurophysiology, human genetics, veterinary science)

**Physical sciences** (recommended: physics, chemistry)
(accepted: astronomy, archaeology, forestry, geology, earth or environmental sciences)

**Social/behavioral sciences** (psychology, sociology, anthropology, public health)

**Statistics** (standalone statistics course; research methodology not accepted; statistics course from Education department not accepted; may require verifying in the academic catalog of the designated university when the word “statistics” is not included in the title)

Membership
- Initial Application (submit together)
  - Submit together: Application for SLP Certification & Dues and Fees Schedule.
  - You must have completed your coursework and practicum/externship experience to apply to ASHA and start your CFY. Your grade must appear on your transcript. Your conferred degree date does not have to appear but you will need a letter from your advisor stating that you have completed all program requirements. Letters are not written until your grade is posted.
  - The best time to apply is May through August (best price).
- Supplemental Documents - before completing the certification process, you must also submit:
  - Passing Praxis exam scores.
  - Official graduate transcript.
  - Speech-Language Pathology Clinical Fellowship Report and Rating Form.
- Applicants applying more than three years after graduation need to follow additional requirements.
- At the time of application, scores older than 5 years on the Praxis exam will not be accepted for certification.

**CLINICAL ROTATIONS**

**Number of Clinical Rotations, Sites, and Prerequisite Coursework**
Full-Time and Full-Time Levelers students:
• Full-Time and Full-Time Levelers students complete three Clinical Practica and one Externship.
• Practicum 1 and Practicum 2 rotations are completed in the Flagstaff area. Practicum 3 rotations are individually designed to provide new clinical experiences and address knowledge and skill competencies that the clinical student still needs to acquire. Rotations away from the northern Arizona region, such as out of state placements, must be approved by the Clinic Director.
• Full-Time students follow their Program of Study and are assigned clients consistent with completion of appropriate coursework.

Summers-Only students:
• Summers-Only students complete two Clinical Practica and one Externship. The two Clinical Practica are completed at the student’s place of employment. The Externship is completed at a medical/non-school setting and is different than the employment site.
• Summers-Only students follow their Program of Study and must complete all coursework prior to the start of clinical rotations.

Specific Information Pertaining to Clinical Rotations
CSD 602: Clinical Practicum

CSD 608: Externship
Students must pre-approve, with the course instructor, the site/s they intend to contact for possible Externship. The course instructor must approve the site. The student needs to send the course instructor an email. This is especially important if the site is not a hospital/rehabilitation/nursing home setting. Even if a site is approved, there may be circumstances that indicate that the site is not an appropriate placement for the student. At that time, it may be necessary for the student to choose an alternative site that is pre-approved by the course instructor. The course instructor may make the decision that the student needs to find a different, pre-approved site, at any time prior to the Externship.

The course syllabus provides additional information.

Externship Site Concerns
It is extremely important to choose a site that provides you with experiences that meet ASHA, NAU, and your individual state’s requirements. Be aware that state requirements vary from state to state. Specific information may be obtained at: http://www.asha.org/advocacy/state/. NAU aligns with ASHA’s requirements to obtain competencies in all nine major areas of disorders, with children/adults, and in evaluation/treatment. Your hours are summarized on the following forms:
Supervision – ASHA Standard IV-E
http://www.asha.org/Certification/slp_standards/
The 25% required supervision is the minimum. Specific aspects of this Standard are delineated on the link.

Affiliation Agreements
- Affiliation Agreements with sites are required by our legal department for all Externships. The College of Health and Human Services has a database with all currently established sites with Affiliation Agreements. Email your course instructor, Dr. Farinella for Full-Time students, or Cindy Doyen, for Summers-Only students, to obtain information about the sites. The student must request the state/s of interest. Only sections of the database are possible to email to students. All Externship sites must be approved by the course instructor before contacting the site. CSD recommends securing an externship site 9 months-1 year before the rotation. The CSD deadline for receiving information pertaining to establishing new Affiliation Agreements is six months prior to the beginning of whichever rotation requires the Affiliation Agreement. Any correspondence received by CSD after that date will be processed but is not guaranteed to be finalized in time for the start of your rotation.

Affiliation Agreements: General Information for the Student
http://www.nau.edu/uploadedFiles/Academic/CHHS/CSD/Forms/CONTRACTS_GENERAL_INFORMATION_FOR_STUDENT.pdf
This document details the procedure that the student must follow.

Affiliation Agreements: Information Needed from the Site
http://www.nau.edu/uploadedFiles/Academic/CHHS/CSD/Forms/CONTRACTS_INFORMATION_NEEDED_FROM_SITE(1).pdf
This document details the procedure that a site must follow to initiate an Affiliation Agreement.

Affiliation Agreements need to be in place 9-12 months prior to the Externship. It is necessary for you to have already registered for your Externship prior to filling out the Graduation application. If the site has not been secured, it will not be possible to complete the Graduation application.

Background Checks
Please be advised of the requirement by Externship sites to run Background Checks. This may impact your acceptance at an Externship site. If you have any questions about your police record, please discuss this situation with the Police Department/place of employment/ or your attorney.

Fingerprint Clearance Cards
Arizona Fingerprint Clearance Card: EVERYONE must obtain an AZ application from AZ DPS at 602-223-2279; ask for “Regular” application; check “Health Science Student & Clinical Assistant” box. This is the minimum clearance level needed at this time. Many employment sites, including all schools, require a higher security level --- the IVP application with Level 1 clearance. You may ask for this at the time of application to avoid having to reapply after graduation. Cards are valid
for six years. It can take up to three months to obtain or renew your fingerprint card.

Forms to be Completed Prior to the Rotation
http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/

Clinical Practicum Information form
   This form provides site and supervisor information. It is required prior to each clinical rotation.
Confidentiality Statement
   This form is required only one time.
Externship Information
   This form provides site and supervisor information.
Hepatitis B Waiver Form
   This form is required only one time.
HIPAA Test
   This form is required only one time.
HIPAA Tutorial
   This form is required only one time.
Registration Checklist for Clinical Experience
   All items on this checklist must be completed before registration.
   NAU guarantees each site that the items on this form are current.
   This form is required prior to each clinical rotation.
   A student may not participate in the clinical rotation unless all items on the checklist are current.

Some sites request additional requirements. Students must comply with these requirements.
Most students need to prepare gathering this information seven months prior to the rotation.
This is especially important with regard to immunization information.
It is the responsibility of the student to be aware of expiration dates and renew items in a timely manner. The CSD office will no longer notify students of impending expiration dates.
The following procedure will be strictly enforced with regard to expiration dates:
   • 1st: If an item expires, the supervisor at the site will be notified by the course instructor. The student will receive a cc of the email. The student may not be at the site (unless this is the employment site of the Summers-Only students). The student must cease accumulating hours. As soon as the item/s are received by our CSD office, the course instructor will email the student and supervisor of the update. The student may continue accruing hours. If this is a 608 clinical rotation, the student may not be at the site during the time period when an item is expired.
   • 2nd: If a response is not given to our office in a timely manner, the student may become administratively dropped from the course.

Student Responsibility Statement
   This form is required only one time.

Forms to be Completed Following a Clinical Rotation (specific forms designated in syllabus)
Do not fax or email any of these forms to the CSD department! The CSD office will only accept originals.
If you do not submit originals, there may be a delay in posting your grade.

Caseload Feedback
   This form provides number of direct contact hours obtained at the site and additional supervisor
Clinical Competency Evaluation (CCE)

This form examines attainment of competencies required by the American Speech-Language-Hearing Association in the areas of assessment, intervention, and interaction/personal qualities. It is completed at mid-session and end-of-session by the supervisor. The original is sent to the CSD department.

Daily Log

This form records direct contact hours obtained in nine content areas, child/adult treatment, and child/adult evaluation.

- Daily Log – electronically documents all direct contact hours, including feedback time
- Pre-practicum – not used by most students; minutes acquired prior to registering for your first CSD 602 course; 325 of the 400 clock hours must be obtained at the graduate level; undergraduate hours may be accepted at the discretion of the department.
- Total Minutes – represents the total minutes for that particular clinical practicum or externship
  - Summary tab – this tab maintains a tally of all accumulated direct clinical contact hours. At the conclusion of the CSD program, students must have documented hours in each of the nine major categories and in each of the rows (adult evaluation, adult treatment, child evaluation, child treatment). This is a CSD requirement.
  - Logs and Mac computers - Set the log margins so that all columns on each page print on just ONE sheet of paper. 1) Click on Layout; 2) Click on Setup; 3) Adjust size to 77%.
  - For PC computers: use the preset margins at .3 and the preset font of 11-point Arial.

Daily Log Supplement

Employment Following Graduation

This form provides updated student information, employment site information, CFY site information, and number of direct contact hours accrued in each clinical rotation.

Exit Survey

This form examines the quality of education received at NAU as it pertains to ASHA’s learner outcomes.

Praxis Exam Follow-Up

This form provides the score on our national organization’s examination for a Certificate of Clinical Competency. A score of 600 is passing.

Reflective Review

This form allows for the student to report how well NAU prepared them for the rotation and provides some general supervisor feedback.

Review of Externship Site

This form allows the student to write a review about the site and supervisor. This form is for course instructor use only.

Self-Evaluation

This form allows the student to self-evaluate strengths and areas needing improvement.

Synopsis of Arizona Licensure form

All students are required to complete this form. Even if you will not be practicing in Arizona, our department writes a letter to your state affirming that you have met our state requirements. This form provides you with an excellent overview of the direct contact hours that you are accruing. Superimpose your accrued hours on this form after each session.
Filling in Forms

If you encounter difficulty filling in forms, do the following:

www.nau.edu/chhs/csd
Student Resources >
Forms >
602 & 608 forms >
particular form >
Save as x to your desktop >
enable editing >
file >
save.
Write your instructor an email > drag the document on to the email > done!

If you encounter a form that requires you to provide information in a restricted space, do the following:

- Click the Microsoft Office Button (upper left).
- Click Word Options (bottom right).
- In the left pane, click Advanced (mid left).
- Put a check mark in the Use the Insert key to control overtype mode (mid right).
- Click OK.
- Use the “Insert key” on the keyboard to toggle between Insert and overtype mode (on keyboard).

Withdrawing from a Clinical Rotation and/or Requesting to Switch Sites

If a student requests to withdraw from a clinical rotation and/or requests to switch sites:

- The student does not have to continue at the site.
- The student may not switch to another site during that session.
- The student may “withdraw” from the course if within the NAU deadline dates. If not within the NAU deadline dates, the site supervisor submits a CCE on the student’s performance to date.
- The course instructor may not raise a suggested CCE grade from the site supervisor, however, if the course instructor deems that the student has not achieved expected competencies, the course instructor may submit a lower grade.
- A student must wait until another session to begin the course again, if eligible. If the grade is the student’s third “C” or below, the student will be recommended for dismissal from the CSD program.
- Students are allowed to “withdraw” from a CSD 602 only one time during their program.
- Students are allowed to “withdraw” from CSD 608 only one time during their program.

Dismissal from a Clinical Rotation

If the supervisor/course instructor deems that a student does not fulfill the “essential tasks of the job” and/or is not meeting the “standard of care” required to provide services, then the supervisor/course instructor may dismiss the student from the clinical rotation.

- It is recommended, but not required, that efforts are made to improve the student’s performance prior to the mid-session evaluation.
• Dismissal may take place at any time during the clinical rotation at the discretion of the supervisor.
• The earned grade at the time of dismissal will be submitted as the final grade.
• The student must comply with all other CSD policies, as designated in the CSD Graduate Student Handbook.

International Externships

International Externships require significant planning and time to execute. Refer to ASHA’s website for detailed information: http://www.asha.org/careers/ > Working Abroad. Consider countries who have signed the Multilateral Mutual Recognition Agreement: Canada, United Kingdom, Australia, Ireland, and New Zealand. The NAU resource is: http://international.nau.edu/education_abroad/index.html.

Before starting any Externship, all International students must have a special Clinical Practice Training (CPT) clearance as part of their visa paperwork. International students must talk with their International Advisor when they first come into the CSD program for information regarding CPT requirements and how long it takes to get the clearance.

CSD ADDITIONAL INFORMATION

Professionalism and Professionalism Letters

• Professional interactions, with faculty, staff, student workers, peers, fellow students, clinical rotation site individuals, and third parties is expected of all persons associated with the Communication Sciences and Disorders Department. This includes communication that is face-to-face, by phone, emails, texts, letters, and other forms of communication.
• Clinical Competency Evaluation form: www.nau.edu/chhs/csd > Student Resources > forms > Clinical Competency Evaluation form.

If a student is not complying with professionalism, the advisor or course instructor may send the student a Professionalism Letter. The Professionalism Letter will copy this section from the CSD Graduate Student Handbook and will include a brief statement about the situation. The Professionalism Letter will be discussed at the next faculty meeting. Receiving a Professionalism Letter may impact your recommendation to an externship site and/or your recommendations to a future place of employment.

Praxis Exam

One of the requirements for completion of the CSD 608 course is to “take” the Praxis exam. You are not required to “pass” the exam for completion of the course, however, a passing score of 600 is required by ASHA to be eligible for the Certificate of Clinical Competence.

When you take the exam, request ETS to send copies to:
1. Northern Arizona University SLP/AUD. The institution code is R0012. (Be careful not to send to the NAU Graduate College, which has a different number.)


If you take the Praxis but forget to list us as a recipient, or list an incorrect institution code, you will need to contact ETS and have them send us the scores. You will need to pay the associated fee.

CSD needs to acquire these results, with the correct institution code R0012, before submitting your final grade. If we do not have your Praxis exam, with the correct institution code at the top of the page, you will receive a grade of “Incomplete”. We will not accept copies of reports with an incorrect institution code! You will be contacted by email when we receive your Praxis report.

If you do not receive a score of 600 or better on the exam, rigorously prepare, again, and take the exam ASAP. This is an important exam to pass!

Plan ahead! A preferred time to take the exam is after completing all academic coursework. The sooner, the better! Summers-Only students are required to take the exam prior to their Externship.

The Praxis must be taken within five years of submission of the certification application.

Success begins with effective test preparation. When it comes time for students to take The Praxis Series™ Tests, effective test preparation can go a long way. Take advantage of the sample tests and study guides! Students have recommended the following book for review: An Advanced Review of Speech-Language Pathology, 2nd Edition, by Roseberry-McKibbin and Hegde, 2006. Most students who pass the exam report devoting a minimum of 30 hours of study time prior to the exam.

For information about the Praxis Exam, on the ASHA website: www.asha.org > put “Praxis” in the search box. Open all of the links!

For information about the Praxis Exam, on the ETS website: www.ets.org/praxis. Open all of the links!

For information about disability accommodations: http://www.ets.org/praxis/register/disabilities/.

For more information about receiving extra time (time and one-half) to take the test if you are a Primary Language Non-English (PLNE) individual: http://www.ets.org/praxis/about/bulletin .

2. On page 23, there is a section titled “Certification of Documentation”. Complete question #2.
3. Make a copy of the page and mail (no email or fax) it to our department. Dr. Lindstedt will sign it and return it to you.
4. Take the page to a Notary to get stamped.
5. Mail your entire application, all originals, to ETS. Do not send via email or fax.

CSD Comprehensive Exam
The CSD department requires all students to take a written CSD Comprehensive Exam in the second year of graduate study. The student must receive a passing score on the exam in order to receive the Master of Science in Clinical Speech-Language Pathology degree. The Comprehensive Exam is designed and administered by the CSD faculty in order to identify each student’s strengths and weaknesses in both academic and clinical areas. A student’s performance on subsections of the Comprehensive Exam is used to: (a) provide feedback and guidance for preparing to take the ETS Praxis Exam in Speech-Language Pathology and (b) determine eligibility for some clinical rotations. For example, a student must pass the Adult Neurogenics subsection of the Comprehensive Exam in order to be placed in a hospital setting. If a student fails the first administration of the Comprehensive Exam, a second opportunity to pass the exam in an oral format will be given within 30 days. If the student fails the second administration of the Comprehensive Exam, s/he will be required to enroll in a one semester 3 credit remediation course. Successful completion of this course will allow the student to be assigned to an Externship rotation. Additional details regarding administration of the CSD Comprehensive Exam will be provided at the appropriate time.

Knowledge and Skills Acquisition (KASA)
This form documents all completed coursework and is updated, by your advisor, after completion of each session. There must be something circled in each of the sections by the completion of the program. Items may be circled in a group.

Emails
All email correspondence must be via the student’s NAU email address. Personal email addresses are not used.

Mailboxes
Most mailboxes are located in Room 301. Some mailboxes are located in Room 327: Dr. Skelton, Sara Eby, Terri Linhart, and Clinic supervisors.

Remediation in Academic Courses
Students not meeting academic course expectations as identified in the syllabus and in the Knowledge and Skills Acquisition document will receive additional assistance from the course instructor prior to the completion of the course. The course instructor sets the conditions of the needed assistance and is responsible for verifying that learner outcomes, established by the American Speech-Language-Hearing Association, have been met. This assistance may include, among other suggestions (1) supplemental oral or written tests or quizzes, (b) written assignments, (c) special projects, (d) individualized instruction, or (e) a recommendation to repeat the course.

Clinical Performance Plans
Students not meeting clinical competencies, at any time during their clinical rotations, may be placed on a Clinical Performance Plan. The plan is designed to help students identify and acquire the clinical knowledge and skills established by the American Speech-Language-Hearing Association, as delineated
in the syllabus and on the Clinical Competency Evaluation document. The plan is customized to the needs of the student. The course instructor and/or clinical supervisor sets the conditions of the plan and is responsible for verifying that the required skills have been acquired. Unmet expectations on a plan may result in the need to repeat the clinical rotation. All supervisors are given a copy of a student’s current Clinical Performance Plan.

Switching CSD Tracks
- Switching from Full-Time and Full-Time Levelers to Summers-Only Track:
  Submit your request in writing to your advisor. There will be a Departmental decision.
- Switching from Summers-Only to Full-Time Track:
  At the time of your acceptance, there was a document titled, “Acknowledgement of Employment Status Information”. Number 5 of this document reads as follows: “If you desire to change your program track from Summers-Only to Full-Time, you must submit another application for admission, during the normal application period, this time specifying your desire to switch to the Full-Time track. Your admission as a Summers-Only student does not guarantee admission into the Full-Time track program.” It is advisable that you, also, look at the current Full-Time Program of Study, and superimpose your coursework on to the Program to gain a better perspective as to your required courses/time frame. All of the same policies/procedures apply in the Full-Time program, especially with regard to course sequence and available sections. Please see your advisor if you have questions.

State Forms that Require our Signature
Contact your advisor when a document needs to be signed by the CSD department or when you need a letter to verify continuing matriculation or completion of the program.

Office of Academic Assessment
https://www4.nau.edu/assessment/
The Office of Academic Assessment monitors student learning. It requires that every department have a Plan on file with the university and submit a Report annually. The CSD department submits a comprehensive Plan and Report each November. Students are encouraged to read the department’s Plan and Report. The Plan and Report are discussed, annually, at the CSD January Retreat. Written feedback is provided to the faculty after each session.
- The CSD Plan and Report can be found at: https://www4.nau.edu/assessment/main/degree/plansandreports.asp.
- The mission statement of the university can be found at: http://www4.nau.edu/ina/NAU_MissionStatement1.htm

Office of Regulatory Compliance
http://www.research.nau.edu/compliance/orc/
The Office of Regulatory Compliance (ORC) was formed in 2006 to coordinate the oversight of all matters of Biological, Chemical, Radiation, and Environmental Programs as well as components of the Loss Prevention Program for NAU. The ORC provides leadership in working with the campus community to ensure a safe and healthful working learning environment.
• Blood Borne Pathogens presentations are required to be completed, annually, by all faculty, staff, and students exposed to potential pathogens.
• The CSD department has an annual on-site evaluation.

Injuries
Faculty, staff, students, and other individuals on this floor, should report all injuries, immediately, to Joan Brakefield, Program Coordinator, 928-523-7444, Joan.Bracefield@nau.edu, in the CSD office. If the injury is serious, call Campus Police, 928-523-3000.

If a student is injured, during a clinical rotation, whether at NAU or at another site, the student is financially responsible for associated costs. The site is not responsible (Student Responsibility Statement).

National Student Speech-Language-Hearing Association (NSSLHA)
NSSLHA is a pre-professional membership association for students interested in the study of communication sciences and disorders. www.nsslha.org. See the bulletin board in the CSD hall for upcoming events or contact Wende.Yellin@nau.edu.

CSD Awards
The CSD Department honors outstanding students each May. The awards include:

Outstanding Summers-Only Student
James Case Outstanding Clinician Award
CSD Outstanding Clinician
Clifford E. White Outstanding Graduate Student
Outstanding Full-Time Student
Outstanding College of Health & Human Services, CSD student

Individualized Study Contract
These contracts are individually established between the student and professor.
http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/ > Individualized Study Contract

Registration Problems
If registration problems are experienced, refer to:
http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/ > Registration Problems

CSD Request for Pre-Approval to Take an Elective
All electives must be pre-approved by the advisor.
http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/ > CSD Request for Pre-Approval to Take an Elective.
Students are encouraged to choose courses that present new information to their knowledge base. Courses must have relevancy to Speech-Language Pathology, be taken at NAU, and be a graduate level course (500 level or greater).

Frequent course prefixes of commonly chosen electives include:

- BME  Bilingual Multicultural Education
- DIS  Disabilities Studies
- ECI  Education Curriculum and Instruction
- EDF  Educational Foundations
- EDL  Educational Leadership
- EPS  Educational Psychology
- ESE  Fundamentals of Special Education
- ETC  Educational Technology Curriculum

**Dress Code**
The third floor has an operational Speech-Language-Hearing Clinic five days a week. Students are expected to dress appropriately at all times.

**Spa**
This is the nickname for the Graduate Student Room. Computers, printers, a microwave, and refrigerator are available to all graduate students. Please mark your name on food placed in the refrigerator and remember to remove it when it is expired.

**Computers and Printers**
There are computers and printers available to students in the Spa. Printing is set up as “pay to print”. Printing/copying is available at the south campus computer lab behind Du Bois Center.

**Positive Behavioral Support Certificate**
If you are interested in learning about the NAU Graduate Certificate in Positive Behavior Support, please go to: [http://www4.nau.edu/ihd/PBS/](http://www4.nau.edu/ihd/PBS/). Read the material carefully and follow all the links. Applicants who read carefully and demonstrate a thorough understanding of the information on the website tend to do better in these online classes. If you have any questions after reading the website carefully, don't hesitate to contact Dan Davidson, at dpd@nau.edu.

**Assistive Technology Certificate Program**
If you are interested in learning about the NAU Graduate Certificate in Assistive Technology, please go to: [http://www4.nau.edu/ihd/Assistive_Technology_Certification_Program.asp](http://www4.nau.edu/ihd/Assistive_Technology_Certification_Program.asp). When registering for graduate courses in this program, contact Janis.Nicol@nau.edu, for pre-approval. This avoids the pre-requisite requirements.
Autism Certificate

If you are interested in learning about the NAU Graduate Certificate in Autism Spectrum Disorders (ASD), please go to: http://coe.nau.edu/academics/esp/asd_cert.php. Questions about this certificate program may be addressed to either: Dr. Jennifer Kurth (Jennifer.kurth@nau.edu) or Dr. Susan Marks (susan.marks@nau.edu).

ADDITIONAL INFORMATION FOR SUMMERS-ONLY STUDENTS

Required Documents
The student is responsible for providing updated information to the CSD office. It is preferred that items be faxed, 928-523-0034.

The following four items are required to be in the CSD office:
1. A copy of your employment contract as an SLPA at a minimum, or its equivalent in your state; at least 20 hours/week; continuously while in the CSD Summers-Only track
2. A copy of your supervisor’s ASHA membership card (not their state license)
3. A copy of your personal license/certificate

Failure to comply with any of these requirements may serve as basis for dismissal from the Summers-Only Track.

Assessment Room
This room is located in the side room of the Spa. Summers-Only students are encouraged to review tests and protocols in the room. There is no check-out available to Summers-Only students.

Badges
It is mandatory to wear a Badge when in the CHHS Building. NAU will provide the first badge. If lost, subsequent badges are billed to you. NAU Badges are worn during your Externship, unless your site requires you to wear the facility’s Badge. Specific information pertaining to Badges was provided to Summers-Only Students prior to coming to NAU. Contact shclinic@nau.edu for your badge. Provide your name and highest earned degree letters, for example, Jane Doe, B.S. We would appreciate it if you would return the badge to the clinic when you no longer need it. A whole new badge is three times the cost of replacing the name portion only.

Observations in the NAU Clinic
Although you may not accrue observation hours at the NAU Clinic, you may observe particular clients of interest. You will need to obtain pre-approval from the supervisor. If the supervisor approves, follow the information in the 3-ring Observation binder in the Assessment Room. Because these observations are not counted towards your observation hours, you are not required to complete the additional forms that generally accompany observations done by Full-Time students. The supervisor is not required to complete any documentation.
Clinician Workroom
This room and its printers are available only to Full-Time students who have an assigned client in the NAU Clinic.

Updated Individual Picture for Bulletin Board
If you want to update your picture on the hall bulletin board, please put your new picture in my mailbox, in the CSD office. Write your name and year of entry on the back.

Special Event Pictures for the Newsletter
Please provide me with any special event pictures (electronic copies) --- babies, marriages, new pets, etc.

Coursework
The following policies apply to the courses listed on your CSD Program of Study:
• With the exception of the two NAU online electives and the one CSD online course, all courses are taken during the summer at the Flagstaff campus, in the order listed on the Program of Study.
• The only exception to this policy is when a student needs to repeat a course prior to the next summer courses. The student is allowed to take the course, with the same title, at another university, with approval of the advisor. This makes it possible for the student to maintain the expected time-line of the Program of Study.
• Summers-Only students are not allowed to register for Full-Time courses.

Length of Externship
The 12 week requirement may be slightly reduced, by your advisor, under pre-approved circumstances.

• If you do not have 12 weeks between your last day of school/work and your first day of school/work, please email the following information to your advisor, prior to contacting the site!
  If your school calendar is not yet published, please submit your most recent calendar.

  ➢ 10 - 11 week length externships
    1) School calendar/email from you required.
      ▪ At the top of the calendar page, indicate your start date, end date, and total number of weeks.
      ▪ Highlight your last day and first day.
      ▪ Discuss this approved reduced externship length with your potential site supervisor!

  ➢ 8 - 9 week length externships
    1) School calendar/email from you required.
      ▪ At the top of the calendar page, indicate your start date, end date, and total number of weeks.
Highlight your last day and first day.
Discuss this approved reduced externship length with your potential site supervisor!

2) **Extra assignment required**
- The extra assignment consists of watching another therapy service for one whole day. This must be done on a Saturday or Sunday. Then, write-up a brief synopsis of your observation.
- This synopsis MUST be submitted with your final CSD 608 paperwork!

**Paperwork Necessary to Start an Externship**
All paperwork associated with an Externship must be entirely completed by the “Instruction Ends” date of the preceding NAU session to the Externship! If all externship paperwork is not submitted by this deadline, the externship will be postponed to a subsequent session.

This includes:
- submission of the Externship Information form to the CSD office
- submission of the Registration Checklist to the CSD office
- registering for CSD 608: Externship

**Availability of Summers-Only Coordinator**
The Summers-Only Coordinator is employed all year but is not available between terms, during NAU breaks, and on NAU holidays. There is no other faculty member who substitutes during these times. This is, also, a time when the Dean’s office and Registrar’s office are overloaded or on break.

Questions may be answered by the CSD office with regard to submitted course requirements, however, they are not able to answer advising questions, initiate any special paperwork, or sign any documents.

If you receive an “I” in CSD 608, paperwork for a grade change will be initiated when the next term starts, assuming you have submitted all paperwork, and the paperwork has been approved by the CSD office. It will probably take 2-3 weeks before you see your grade on your transcript. At that time, not sooner, contact the Summers-Only Coordinator and request a letter stating that you have completed all CSD program requirements. This will make it possible for you to start your CFY. Letters are only provided to students who have received an “I” grade on their transcript and have then had a grade change that shows on their transcript.