



Francis Marion University
School of Health Sciences

**Department of
Speech-Language Pathology**

Graduate Student Handbook 2021-2022

Disclaimer:

All students in the Department of Speech-Language Pathology are subject to the policies/procedures set forth in this *Graduate Student Handbook*. If the *Graduate Student Handbook* is revised, students are subject to the updated *Graduate Student Handbook* policies/procedures. Updated policies and procedures will be communicated to students in a timely fashion by email, Blackboard learn, and /or in person. If any information in this *Graduate Student Handbook* is inconsistent with Francis Marion University (FMU) policy, the policy of the University prevails. FMU reserves the right to change policies and procedures at any time and without prior notice. Errors and omissions in published documents (written or electronic) may be corrected at any time.

This *Graduate Student Handbook* is provided for informational purposes only and is not a contract.

Students are required to sign a document attesting to having received and read the *Graduate Student Handbook*.

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Section One: Department of Speech-Language Pathology

Welcome

The Department of Speech-Language Pathology at Francis Marion University (FMU) has an academic curriculum designed to meet all requirements for breadth and depth of content in normal and disordered human communication and swallowing across the life span. Each course has been designed to address accreditation and certification requirements. Students will be involved in prevention activities through service learning projects, and activities as well as speech-language and hearing disorders, cultural and linguistic differences and all communication modalities for each client/patient will be tracked in each clinical placement. This process ensures that each student clinician obtains all mandated clinical experiences to gain an understanding of normal and impaired human communication. It should be noted that normal human communication processes will be addressed primarily in courses prerequisite to the graduate program. The graduate curriculum focuses primarily on prevention, assessment, and management of communication swallowing disorders.

Mission

The Master of Speech-Language Pathology (MSLP) program provides a comprehensive course of study combined with diverse clinical experiences that will prepare outstanding allied healthcare professionals capable of providing high quality assessment and treatment for individuals with communication and swallowing disorders in the Pee Dee, South Carolina area, and globally.

Goals of the Program

Goals of the program are based on critical tenets of the MSLP program include:

1. Enhancement of standard speech-language pathology curriculum with greater emphasis on relevant, medical and community-based clinical education.
2. Emphasis on the establishment of a medical foundation in the diagnosis and treatment of speech, language, cognitive-communication, feeding and swallowing disorders, as well as, myofunctional problems across the life span.
3. Participation in multiple and comprehensive medically based practicums, in addition to educational and rehabilitative practicums.
4. Facilitating students' clinical skills development through the evaluation and treatment of infant, pediatric, adult and geriatric persons.
5. Providing theoretical and clinical education that reflects a medical service delivery model, which promotes greater service delivery to rural, remote, underserved and all communities struggling to ameliorate health care disparities.

Student Learning Outcomes (SLOs)

Students who graduate from the MSLP program will demonstrate:

1. Knowledge of human communication disorders (speech, language and hearing) across the lifespan.
2. Understanding of different linguistic and cultural communication norms and disorders.
3. Ability to assimilate academic material into evidence-based clinical practice
4. Ability to think critically and evaluate research relevant to the field of speech-language pathology.

5. Knowledge of current standards of practice in the speech-language pathology profession including policies and standards of the American Speech-Language-Hearing Association (ASHA) and state licensing procedures.
6. Behavior in accordance with ethical standards of the profession in academic, research and clinical environments.
7. Ability to work with other professionals in order to facilitate better care of individuals with communication disorders.
8. Knowledge of regulations and record keeping in a variety of clinical settings
9. Clinical knowledge and skills essential to speech-language pathology service delivery in acute health care settings.
10. Ability to deliver speech-language pathology services to patients with medically-based communication problems as private practitioners.

It is expected that all graduate students will achieve a level of competency for all SLOs of no less than 80%. Graduate students performing below the expected criteria are responsible for increasing their level of competency by successfully completing an academic remediation/intervention plan developed with the faculty member.

We strictly adhere to the ASHA Code of Ethics which can be found at www.asha.org.

Honor Code

Upon becoming a member of the FMU Community, students are expected to behave with honor and integrity in a manner that reflects the values of the institution. Students must interact in a civil manner, both in and out of the classroom, treating all persons and property with respect. Upon enrollment at FMU, students pledge not to lie, cheat, or steal. They also pledge not to violate the FMU Honor Code or any civil/criminal laws. Inasmuch as honor and integrity serve to define one's character, the university community expects that students will not tolerate the aforementioned behaviors in others and will exhibit reasonable judgment in reporting students who violate the FMU Honor Code.

The Honor Pledge

“As a student at FMU, I pledge to obey the FMU Honor Code and civil and criminal laws. I pledge not to lie, cheat, or steal. I will encourage others to respect the Honor Code and will exhibit reasonable judgment in reporting students who violate it.”

Philosophy and Purpose

The FMU Honor Code consists of academic and student conduct sections and contains the expectations, policies, and procedures that apply to all FMU students. These sections are designed to support the educational mission of the University, to protect the University community from disruption and harm, and to maintain appropriate standards of individual and group behavior. The sections should be read broadly and are not intended to define misconduct in exhaustive terms.

Authority of the University

FMU reserves the right to take all necessary and appropriate steps to protect the safety and wellbeing of the campus community. Any act committed by a student, whether on or off campus, which is determined by the University to be a threat to the safety or well-being of the community or which is

disruptive to the primary purposes of the University may result in action taken in accordance with community standards. Student, for the purpose of this policy, is defined to mean a person enrolled for one or more hours of academic credit, or in a noncredit course or courses offered in the name of the University; or a person admitted or seeking admission to the University if action is related to University admission, function, or event. Violations by nonstudents may result in restricted access to campus or University events. Non-students are expected to abide by these policies as well. It is the responsibility of the student host of the nonstudent to make his or her guest aware of these behavioral expectations.

Benefits of the Honor Code

- Creates a supportive peer environment that affirms honesty and discourages cheating
- Creates pride in belonging to a community with strong values and standards
- Promotes student ownership and responsibility in an atmosphere of mutual trust
- Promotes responsibility and civility among students
- Supports systems within the University and ties the campus community together
- Lasts beyond graduation, encouraging a lifelong adherence to the Honor Code
- Instills community trust in students and graduates of the University

Civility in the Classroom

The classroom is an integral component of the educational community, and FMU strives to provide an environment appropriate to the University setting. Students are expected to interact in a civil manner, treating all persons with respect, and to adhere to behavioral standards contained in their respective course syllabi. Disruption of classroom instruction by students is not tolerated and will result in the removal of the disruptive student or students from class. Disruptive or uncivil behavior in the classroom may result in appropriate disciplinary action, which could include suspension, expulsion, or other University sanctions.

Reporting of Violations

Students may report possible Academic Conduct violations to the instructor in question, the appropriate Program Director or Dean, the Office of the Provost, or the Office of the Vice President for Student Affairs. Students reporting possible academic violations have the right of confidentiality. Students may refer possible Student Conduct violations to Campus Police or to the Office of the Vice President for Student Affairs. Those making such referrals are required to provide information pertinent to the case.

Academic Conduct

A primary responsibility of an instructor is to certify that a specific academic assignment has been mastered sufficiently to merit university credit. An inseparable part of this responsibility is to take all possible precautions to ensure that the credit has not been attained by fraud. The instructor should rigorously enforce honesty concerning all academic work submitted by his/her students for evaluation. While it is difficult to define precisely and all inclusively all aspects of academic dishonesty, the following statements should serve as a guide. Cheating includes, but is not limited to, wrongfully giving, taking or presenting any information or material by a student with the intent of aiding him/herself or any other person on any academic work which is considered in any way in the determination of the final grade. Plagiarism involves the use of the ideas or writings of another without acknowledgment of that use. A more detailed description of these two forms of academic dishonesty, and how allegations of academic dishonesty are handled, are described below.

1. All academic work, written or otherwise submitted by a student to his/her instructor or other academic supervisor is FMU Honor Code - 59 - expected to be the result of his/ her own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving his/her work, he/ she is obliged to consult the instructor on the matter before submitting it.
2. When a student submits work purported to be his her own, but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgments of the fact, the student is guilty of plagiarism.
3. An act of plagiarism may occur with or without intent. Submission of work without proper in-text and bibliographical attribution of all sources constitutes plagiarism, regardless of whether the student intended to plagiarize.
4. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or material found on the Internet. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever the other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but the actual work must be done by the student alone unless explicit permission is otherwise given by the instructor.
5. When a student's assignment involves research in outside sources of information, he/she must carefully acknowledge exactly what or where and how he/she has employed them. If a student quotes the words of someone else, he/she must put quotation marks around the passage in question, add an appropriate in-text citation to indicate its origin, and include a full bibliographical citation of this source. If a student paraphrases or summarizes ideas from a source, the student should communicate those ideas in his/her own language and sentence structure, add an appropriate in-text citation to indicate its origin, and include a full bibliographic citation for this source. Leaving the organization, content, and phraseology intact and making simple changes is plagiaristic. However, nothing in these rules shall apply to those ideas which are so generally and freely circulated as to be part of the public domain. It is important to recognize that plagiarism is theft, not of ideas, but of the credit for originating ideas. Students who use another's ideas or language without giving credit violate the most basic agreement between the student and the University; they attack the academic enterprise at its very heart. Scholars at every level (including students) must represent truthfully their findings; that is, they must not tamper with the truth or offer as theirs what others discovered or wrote.

Department of Speech-Language Pathology Strategic Plan – Executive Summary

The strategic plan is aligned with the mission of MSLP Program and Francis Marion University's goal to make available excellent educational programs for the Pee Dee region, the State of South Carolina, and globally.

In pursuit of achieving our mission, goals have been established to enhance the quality and growth of the FMU MSLP program in the following areas: Education; Clinical Training; Research; and Community Engagement.

Education

The program will:

- ❖ Provide and utilize existing education opportunities to prepare students for inter-professional collaboration and practice;
- ❖ Sponsor continuing education programs for clinical educators who provide graduate student training;
- ❖ Continue to foster diversity and inclusion in communication sciences and disorders practices through multicultural curriculum transformation.

Clinical Training

The program will:

- ❖ Broaden the clinical population/activities available through the program clinic;
- ❖ Provide a rich diversity of clinical experiences across the lifespan;
- ❖ Develop new strategies to reinforce awareness and application of approaches to assessment and treatment of culturally and linguistically diverse populations.

Research

The program will:

- ❖ Prepare clinician-researchers to apply clinical research skills to promote evidence-based practice;
- ❖ Involve students and faculty in critically needed evidence-based research (EBR) focused on the South Carolina Pee Dee area, a USA Health Disparities Region.

Community Engagement

The program will:

- ❖ Provide two screening clinics at community sites each semester to promote prevention and early referrals for communication, cognitive and swallowing disorders;
- ❖ Develop resources and relationships that support student involvement in community-based outreach opportunities.
- ❖ Provide continuing education for practicing clinicians in the Pee Dee, South Carolina area.

Department Overview

The Department of Speech-Language Pathology offers the Master of Science (M.S.) degree and provides entry level professional education. The academic and clinical components are designed to prepare skilled clinicians who are committed to excellence in the delivery of speech-language pathology services in health care and other professional settings. Faculty and students use clinical and technological resources based on evidence-based practice principles to advance the field of communication sciences and disorders through research and clinical care. This full-time program is designed to be completed in five (5) consecutive semesters starting in the fall. English is the language of instruction throughout the curriculum.

Accreditation Status

The Master of Speech-Language Pathology (MSLP) program at Francis Marion University is a Candidate for Accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700.

Candidacy status is a “pre-accreditation” status with the CAA, awarded to developing or emerging programs for a maximum period of 5 years.

Academic Program

The academic coursework sequence occurs across five (5) semesters of the program. A sixth to seventh semester is available for students who require additional time to complete clinical requirements. Academic courses are intended to provide each student with the theoretical background knowledge and essential skills necessary to engage in supervised clinical practice as a speech-language pathologist.

Non-Degree students may apply to take the post baccalaureate courses which are required as pre-requisites.

- SLP 510 Intro to Communication Disorders
- SLP 509 Intro to Audiology
- SLP 501 Anatomy and Physiology of the Speech and Hearing Mechanism
- SLP 507 Speech and Language Development
- SLP 515 Phonetics
- SLP 520 Structured Clinical Observation (If needed)

In addition, there are science courses required by ASHA which includes:

Biological Sciences -- Acceptable courses in biological sciences should emphasize a content area related to human or animal sciences (e.g., biology, human anatomy and physiology, neuroanatomy and neurophysiology, human genetics, veterinary science)

Physical Sciences – Must be a physics or chemistry course.

Behavioral Sciences - Acceptable courses in social/behavioral sciences should include psychology, sociology, anthropology, or public health.

Statistics Course- Must be a mathematically-based statistics course. A research methodology course in communication sciences and disorders (CSD) may not be used to satisfy the statistics requirement.

MASTER OF SPEECH-LANGUAGE PATHOLOGY PROGRAM CURRICULUM

YEAR ONE

Fall 15 hours

SLP 530 Speech Sound Disorders (2)

SLP 531 School-Age Language Disorders (3)

SLP 537 Speech and Hearing Science (3)

SLP 546 Early Intervention for Infants and Toddlers: A Collaborative Approach (3)

SLP 547 Neurology of Speech-Language and Hearing (3)

SLP 550 Clinical Practicum I (1:0-2)

Spring 16 hours

SLP 542 Autism Spectrum Disorder (2)

SLP 543 Craniofacial Anomalies (2)

SLP 561 Dysphagia (3)

SLP 591 Motor Speech Disorders (2)

SLP 571 Aural Rehabilitation (3)

SLP 575 Adult Language Disorders (3)

SLP 580 Clinical Practicum II (1:0-2)

Summer10 hours

SLP 545 Introduction to Multicultural Issues (1)

SLP 567 Research Methods I (3)

SLP 595 Medical Aspects of Speech-Language Pathology (1)

SLP 601 Clinical Practicum III (3:0-6)

SLP 607 Augmentative and Alternative Communication (1)

SLP 610 Professional Issues and Ethics (1)

YEAR TWO

Fall 12 hours

SLP 615 Voice Disorders (3)

SLP 617 Fluency Disorders (3)

SLP 620 Clinical Practicum IV (5:0-10)

SLP 630 Research Methods II: Capstone Project (1)

Spring10 hours

SLP 621 Clinical Practicum V (8:0-16)

SLP 630 Research Methods II: Capstone Project (2)

Total Credit Hours Required for Graduation: 63 hours

All current course descriptions can be found in the FMU Course Catalog in print and online.

Academic Calendar

The Department sets a calendar each year, in accordance with the published FMU calendar (available on the website). The full-year academic calendar is provided to incoming graduate students at or before orientation. *Students should be aware that clinical experiences may not follow the academic calendar.* Clinic time during a semester may be extended due to the schedule maintained by the site, weather or other unexpected closures, or if a student requires more opportunities to achieve competency and/or required hours. Such extensions will be achieved through mutual agreement with the clinical site.

Advising

Graduate students are assigned an academic advisor within the department. All students are required to attend individual and/or group advising meetings held during each semester.

Essential Function

“In order to acquire the knowledge and skills requisite to the practice of speech-language pathology to function in a broad variety of clinical situations, and to render a wide spectrum of patient care, individuals must have skills and attributes in five areas: communication, motor, intellectual-cognitive sensory-observational, and behavioral-social. These skills enable a student to meet graduate and professional requirements as measured by state licensure and national certification. Many of these skills can be learned and developed during the course of the graduate program through coursework and clinical experiences. However, there are skills that are most inherent and should be present when a student begins the program.”(Council of Academic Programs in Communication Sciences and Disorders, 2007)

Admitted students are required to review and acknowledge capacity to fulfill these essential functions. Failure to meet or maintain the Essential Functions may result in a recommendation for dismissal from the program.

Certification and Licensure

FMU makes no guarantees regarding an individual’s ability to obtain licensure, certification, or employment. Information and materials regarding licensure, certification, and/or employment opportunities are available in the Department of Speech-Language Pathology Clinic Handbook.

ASHA Certification

Successful completion of the academic and clinical requirements of the speech-language pathology master’s program prepares graduates for entry-level practice. Graduates, complete a clinical fellowship to be eligible for the Certificate of Clinical Competence in Speech-Language Pathology from ASHA. The ASHA Standards for Certification can be found on the website: [CAA 2020 Certification](#)

Licensure

Students who complete the MSLP program will also have completed academic and clinical requirements for licensure in Speech-Language Pathology from the South Carolina State Office of the Professions Division of Professional Licensing Services. Information and instructions for South Carolina licensure are available online: <http://www.llr.state.sc.us/>

Students who plan to seek licensure in another state should consult its licensing agency. ASHA maintains links for state contacts and licensing requirements at: <http://www.asha.org/advocacy/state/> International SLP licensure is available via IALP.

Teacher Certification

The academic and clinical requirements of the speech-language pathology program meet the requirements for the Initial Certification as a Teacher of Students with Speech and Language Disabilities (TSSLD). In addition to the academic and clinical training components of the program, graduates must complete the following:

- Workshops – Child Abuse Identification, School Violence Prevention, Autism – online workshops; Training – Dignity for All Students Act (DASA) – on campus training;
- Test – Educating All Students (EAS) – students arrange completion at an approved testing site.

Fingerprinting

Additional information is available at: <https://www.identogo.com/locations/south-carolina> Students who plan to seek teacher certification in another state should consult the state education department in that state for further information for teacher, medical, and professional fingerprinting services.

Faculty and staff in the Department are available to provide information and answer questions. Students may also contact the program's administrative assistant.

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Section Two:
University, School of Health Sciences, and Department Policies and Procedures

Policies and Procedures

Privacy Rights of Students / Family Educational Rights and Privacy Act (FERPA)

It is the policy of FMU to protect information contained in students' records from unauthorized disclosures and to comply in all respects with the provisions of the Family Educational Rights and Privacy Act of 1974 and its associated regulations. Students should be aware of the University's policy on the rights to privacy related to students provided here and available at <http://www.fmarion.edu/registrar/ferpa/>.

Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), with which FMU complies, was enacted to protect the privacy of education records, to establish the right of students to review their education records, and to provide guidelines for correction of inaccurate or misleading statements. "Education records," as defined in the law, include records, files, documents, or other materials in hard copy or in electronic format, maintained by FMU or a party acting on its behalf, which contain information directly related to a student. There are a number of types of records that are specifically excluded from the scope of the Act, such as records maintained personally by faculty or staff that are not available to others, medical records maintained by the university's health service, and employment records. FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed. A student will ordinarily not be provided with copies of any part of his record other than his transcript, unless the inability to obtain copies would effectively prevent him from exercising his right to inspect and review his education records.
2. The right to request an amendment to the student's education records that the student believes is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information contained in the student's education records. FERPA authorizes disclosure without consent in specific circumstances including:
 - a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Requests for access to student educational records are vetted by the custodian of the record and the employee's supervisor (where appropriate), in consultation with the registrar.
 - b. Disclosure of "directory information." FMU has established the following student information as public or directory information, which may be disclosed by the institution at its discretion:
 - Student name
 - Enrollment status
 - Major field of study
 - Dates of attendance
 - Degrees and awards received
 - Eligibility for honors societies
 - Most recent previous institution attended
 - Mailing address
 - Telephone listing
 - FMU email address
 - Date and place of birth
 - Photograph
 - Participation in officially recognized activities and sports
 - Weight and height of members of athletic teams

Students may prohibit the disclosure of directory information, by completing a "Request of Non-Disclosure" form, available in the Registrar's Office, by the end of the drop/add period for each academic term they wish the university to withhold their directory information. Please be advised that such a request will make this information unavailable to prospective employers, licensing boards, insurance companies, and others to whom you may want this information known or verified. Thus it is recommended that students carefully consider whether personal privacy concerns outweigh the potential inconvenience of having directory information withheld. However, it is the students' prerogative to withhold their personal directory information if they so desire.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FMU to comply with the requirements of FERPA. The name and address of the Office that

administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Confidentiality of Student Health Records (HIPAA)

FMU is committed to protecting the privacy and security of personal health information concerning our employees and students. As such, FMU is fully compliant with the Health Insurance Portability and Accountability Act (HIPAA). Students should be aware of the University's policy on the rights to privacy related to student health and mental health information.

HIPAA – Your Privacy Rights

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Department of Speech-Language Pathology Clinic is required by law to keep your health information safe. This information may include:

- Notes from your doctor, teacher, or other health care provider
- Your medical history
- Your test results
- Treatment notes
- Insurance information

A government rule, called the Health Insurance Portability and Accountability Act, or HIPAA, requires that you get a copy of this privacy notice. We will ask you to sign a paper saying that you have been given this notice.

Read and refer to this notice at any time to see how your health information can be used and who can see it.

How Your Health Information May Be Used or Shared

We may use or share your health information without your permission for the following reasons:

- **Treatment.** We may share information with doctors and other health care providers who care for you. For example, if your doctor orders speech therapy, we will share the results of our treatment with that doctor.
- **Payment.** We may use and share information about the treatment you receive with your insurance company or other payer to receive payment for services. This may include sharing important medical information. We may share information to:
 - Get the insurance company's permission to start treatment
 - Get permission for more treatment
 - Get paid for the treatment you receive
- **Health Care Operations.** We may use and share your health information to run the clinic and be sure that all patients receive good care. For example, we may use your health information to:
 - See how well our services are working
 - See how well our staff is doing
 - See how we compare to other clinics
 - Make our services better
 - Help others study health care services

Your Health Information May Also Be Used or Shared Without Your Permission for:

- **Abuse and Neglect.** We may share your health information with government agencies when there is evidence of abuse, neglect, or domestic violence.
- **Appointment Reminders.** We will use your information to remind you of upcoming appointments. Reminders may be sent in the mail, by e-mail, or by phone call or voicemail message. If you do not wish to get reminders, please tell your speech-language pathologist.
- **As Required by Law.** We will share your information when we are told to do so by the federal, state, or local law. We will also share information if we are asked by police or courts.
- **Government Functions.** Your information may be shared for national security or military purposes. If you are a veteran, your information may be shared with the Office of Veteran's Affairs.
- **Information About a Person Who Has Died.** We may share information with the coroner, medical examiner, or a funeral director, as needed.
- **Marketing.** We may use your information to let you know of other services that might be of interest to you.
- **Public Health Risks.** We may report information to public health agencies as required by law. This may be done to help prevent disease, injury, or disability. It may also be done to report medical device safety issues to the Food and Drug Administration and to report diseases and infections.
- **Regulatory Oversight.** We may use or share your information with agencies overseeing health care. This may include sharing information for audits, licensure, and inspections.
- **Research.** We may share your health information with researchers to be included in their research project. Information will be shared only for projects that have been through a special approval process. These projects have rules to protect your privacy, too.
- **Threats to Health and Safety.** Your health information may be shared if we believe that it will prevent a threat to your health and safety or the health and safety of others.
- **Worker's Compensation.** We will share your information with Worker's Compensation if your case is being considered as a work-related injury or illness.

When Your Permission Is Needed to Use or Share Your Health Information

You must give us permission to use or share your health information for any situation that is not listed in this notice. You will be asked to sign a form, called an authorization, to allow us to use or share your information. You are allowed to take back this authorization, called revoking authorization, at any time. We will not be able to get back the information that we shared with your permission.

Your Privacy Rights

You have the right to:

- **Ask us not to share your information.** You can ask us not to use or share your information for treatment, payment, or health care operations. You can also ask us not to share information with people involved in your care, like family members or friends. You must ask for limits in writing. We must share information when required by law. We do not have to agree to what you ask.
- **Ask us to contact you privately.** You can ask us to contact you only in a certain way or at a certain place. For example, you may want us to call you but not to e-mail you. Or you may want us to call you at work and not at home. You must ask us in writing. We will do all we can to do what you ask.
- **Look at and copy your health information.** You have the right to see your health information and to get a copy of that information. You have a right to see treatment, medical, and billing information. You may not be able to see or copy information put together for a court case, certain lab results, and copyrighted materials, such as test protocols.

- **Ask for changes to your health information.** You can ask us to change information that you think is wrong. You can also ask that we add information that is missing. You must ask us in writing and give us a reason for the change. We do not have to make the change.
- **Get a report of how and when your information was used or shared.** You can ask us to tell you when your information was shared and who we shared it with. There are some rules about this:
 - **You need to ask us in writing.**
 - You must tell us the dates you are asking about and if you want a paper or electronic copy.
 - You may get information going back 6 years, but it cannot be for earlier than April 14, 2003. This is the date when the government privacy rules took effect.
- **Get a paper copy of this privacy notice.** You can get a paper copy of this notice at any time. You can get a copy even if you have already signed the form saying you have seen this notice.
- **File complaints.** You can file a complaint with us or with the government if you think that
 - Your information was used or shared in a way that is not allowed
 - You were not allowed to look at or copy your information
 - Any of your rights were denied

Who Is Covered by This Notice

The people who must follow the rules in this notice are:

- All speech-language pathologist working at Department of Speech-Language Pathology Clinic
- Anyone who is allowed to add health information to your file, including students and other staff
- Any volunteers who may help you while you are in this clinic

Changes to the Information in This Notice

We may change this notice at any time. Changes may apply to information we already have in your file and to any new information. Copies of the new notice will be available from our staff. The notice will have a date on the front page to tell you when it went into effect.

Complaints

You may file a complaint if you think we did something wrong with your information. You can complain to your regional office of the United States Office of Civil Rights. To find out more about filing complaints, go to <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>. All complaints must be made in writing. You will not get in trouble for filing a complaint.

Contacts

If you have any questions about this notice or your privacy rights, please ask your speech-language pathologist. To view the entire Privacy Rule, or for other information about how it applies, visit the website of the HHS, Office of Civil Rights at: <http://www.hhs.gov/ocr/hipaa/>.

FMU Records Retention Policy

Students should be aware of the University's policy on record retention provided [on the University's website](#).

Enrolled students have access to their academic and clinical records at any time during their enrollment in the program. Written requests can be made to the student's academic advisor. Upon graduation, the university's Registrar's Office maintains a permanent record of student transcripts and clinical clock hours.

Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress ensures students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Federal regulations mandate that all students are required to conform to SAP standards as they work towards a degree in order for them to qualify to receive financial assistance through all aspects of the FMU System, eligible Title IV federal financial aid programs, including the

School of Health Science. Conformance to FMU's SAP policy ensures students complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Students should be aware of the University's policy on SAP provided here and available [on the University's website](#).

Policy on Students with Disabilities

The purpose of this policy is to reaffirm FMU's commitment to comply with the laws regarding equal opportunity for all qualified students with disabilities who have identified themselves to the University in a timely manner as individuals with a disability in all aspects of campus life. Students should be aware of the University's policy on students with disabilities provided here and available [on the University's website](#).

FMU fully supports students personally with a breadth of services to address any goals, needs, special concerns or questions they may have. Whether of an academic, emotional, physical, social, spiritual or financial nature, we offer compassionate staff, valuable resources and supportive advice and counseling. Any student requiring accommodations due to a diagnosed disability or illness should make an appointment with Disability Services to provide the required documentation. Click [here](#) for more information regarding the Eligibility for Accommodations process at FMU.

Statement of Non-Discrimination Policy

It is the policy of the University that no person shall be denied admission to any education program or activity on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, religion, sex, color, national or ethnic origin, creed, age, disability, sexual orientation, gender, pregnancy, veteran status or any other any status or condition protected by applicable federal, state, or local law. Under Title IX, any educational institution receiving federal financial assistance must notify the school community of its nondiscrimination policy and the name and contact information for its Title IX coordinator, and adopt and publish grievance procedures providing for the prompt and equitable resolution of sex discrimination complaints.

Every member of the FMU community should also be aware that it is the policy of the University to prohibit all forms of sexual and gender-based discrimination and misconduct, that such behavior violates both law and this Policy, that the University shall respond promptly and effectively to reports of violations of this Policy and shall take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this Policy.

The University is an Equal Educational and Employment Opportunity Institution. It is the policy of the University to provide equality of educational and employment opportunity for all persons regardless of as race, religion, sex, color, national or ethnic origin, creed, age, disability, sexual orientation, gender, pregnancy, veteran status or any other any status or condition protected by applicable federal, state, or local law - except where sex, age, or ability represent bona fide educational or employment

qualifications. The University is committed to recruiting, employing, and promoting individuals based on job-related qualifications and to engage in good-faith efforts to achieve employment parity when necessary.

All policies of the University regarding admissions, employment and educational programs and activities are established and administered in conformity with applicable federal and state laws specifically including Title IX, Age Discrimination Act of 1975, Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973, as amended, and regulations thereunder prohibiting practices or policies in admissions, education programs, or employment that are in any way discriminatory on the basis of sex, age and disability, respectively.

Students should be aware of the University's policy on non-discrimination provided here and available [on the University website](#).

For further information or complaint procedures, contact the following individuals:

- Employees can contact Dr. Charlene Wages, Title IX Coordinator and ADA Compliance Coordinator, in Human Resources at (843) 661- 1114 or by email cwages@fmarion.edu
-

Kayla Duncan is the Assistant Director of Counseling and Testing and can be contacted at (843) 661-1842 or by email at kduncan@fmarion.edu.

Sexual Misconduct Policy

Sexual misconduct refers to a broad category of sexual behaviors which violate state and federal laws. This policy applies to all forms of sexual misconduct, as defined by applicable laws and University policies, including but not limited to sex-based discrimination, sexual harassment, sexual assault, dating/relationship violence, and stalking by employees, students, or third parties. Students should be aware of the University's policy on sexual misconduct provided here and available in the *FMU Student Handbook* (current edition).

Sexual Harassment Policy

FMU is committed to providing all students and employees an environment free from conduct constituting harassment and to discipline any student or employee who violates this policy. Students should be aware of the University's policy on sexual harassment provided here and available [on the University website](#).

Policy for Alcohol and Drug Use Amnesty in Sexual Violence Cases

During the Student Conduct process, amnesty may be provided to students who have experienced sexual misconduct or violent crimes and who may be hesitant to file a complaint because they fear that they themselves may be responsible for policy violations, such as underage drinking, at the time of the incident. In addition, bystanders, witnesses, and respondents may be granted amnesty during the Student Conduct Process in order to provide information with more accuracy. Educational options may be explored, but no conduct proceedings or additions to conduct records against these categories of students will occur.

Anti-Retaliation / Anti-Intimidation Policy

Title IX and FMU strictly prohibit retaliation against and intimidation of any person because of his/her reporting an incident of sexual misconduct or participation in the University's process. The University

will take strong disciplinary action in response to any retaliation or intimidation.

Policy on Professional Conduct in the Student-Student and Teacher-Student Relationship

This policy outlines guidelines for the proper behavior of students and teachers within the University towards each other.

Drug-Free School and Campus Policy

FMU recognizes its special responsibility to prevent the illicit use of drug or alcohol on University premises by faculty, students and employees. The effects of drug or alcohol dependency compromise work and academic performance as well as health care. This, therefore, is to advise that the University, in consultation with faculty, the Deans' offices and appropriate administration, has developed and adopted a Drug Prevention Program which reaffirms our policy regarding the use of drugs and alcohol and provides specific information in compliance with the Drug-Free Schools and Communities Act Amendments of 1989. Students should be aware of the University's policy on drug use.

Smoke-Free Policy Statement

It is the policy of FMU to maintain a smoke-free environment at all of its owned and leased premises, including the inside and outside areas at Grasslands housing and dormitories, the outdoor enclosed work areas as provided herein, outdoor events sponsored by the University and in all vehicles owned and operated by the University. Students should be aware of the University's policy on smoking.

Policy for On Campus Student Sponsored Events Where Alcohol is Served

Students are expected to know and follow all applicable state and federal laws and University policies and procedures. All on-campus student sponsored events where alcohol is served requires the prior approval of the Office of Student Affairs. Students should be aware of the University's policy on alcohol at on-campus, student sponsored events.

E-mail Usage and E-mail Security

It is the policy of FMU to:

1. Provide e-mail access to the users of the University network.
2. Prevent users from sending harassing, obscene or threatening e-mail messages to other users.
3. Secure e-mail from unauthorized access.
4. Provide users a method to post advertisements, commercial notices or inquiries such as "Items for Sale" or "Apartments for Rent" in public folders.

Procedures

1. General
 - a. E-mail users are prohibited from:
 - i. Engaging in forgery or in attempts to read mail of other users.
 - ii. Sending harassing, obscene or threatening e-mail messages to other users.
 - iii. Sending copyrighted materials via e-mail not within fair use guidelines or without prior permission from author or publisher.
 - b. Users should check their email daily and delete unwanted messages since they take up disk space.
 - c. Users wanting to keep their messages for future reference should save their messages to their local hard disk drive or other back-up media.
- A. Statement of enforcement

1. Noncompliance with this Policy will result in the following actions:
 - a. First Offense: User will be warned by Campus Technology to abide by the University's policies and procedures.
 - b. Second Offense: User's access to e-mail will be disabled for a period of one week.
 - c. Third Offense: User's access to e-mail will be disabled for a period of one month.
 - d. Any Offense Thereafter: User's access to the University network and e-mail will be disabled for a period of one year.
- B. Exceptions
 1. All exceptions to this Policy require a written authorization from the appropriate Dean or Vice President or designee and an approval from the Vice Provost, Administration and Finance.

Responsibility

- A. Students and individuals employed or affiliated with FMU who have access to the University network and e-mail are responsible to comply with the provisions of this policy.
- B. Campus Technology staff is responsible to provide advice and guidance with respect to the interpretation and administration of this policy.

Students should be aware of the University's policy on e-mail usage and security.

Name Change Policy

All currently enrolled students, male or female, will be granted the opportunity to change their names on University records when they produce evidence showing the name change is official. A certified copy of a court order or a marriage certificate or a dissolution decree reflecting the new name in full is the evidence required to support an official name change. Students are required to present documentation to the Office of the Registrar.

Policy on Filming, Videotaping, Photography, and Visual or Audio Recordings

It is the policy of FMU to require advance written permission from the Office of Public Relations prior to the taking, publication or dissemination of any photograph, film, videotape or recording of FMU buildings, facilities, property, student, faculty or employee. No commercial filming, videotaping, photography, or visual or audio recording is permitted without the express written permission of the Office of Public Relations. Permission for still photography (still or digital) will be granted only for the personal use of students, parents, alumni, faculty, staff and trustees of the University. Photography, videotaping or recording authorized by the University which is intended for public affairs purposes will be coordinated with the Office of Public Relations and in accordance with University policies. Similar photography, videotaping or other recordings which is intended for educational purposes will be coordinated by the Office of Student Affairs or the appropriate Dean for the University's schools, in consultation with the University's Office of Public Relations.

It is also the policy of FMU to prohibit the taking, publication or dissemination of any photograph, film, videotape, digital image or other visual or audio recording of any cadaver donated or otherwise provided to or by the University. These human remains are to be treated with respect for their humanity and gratitude for their contribution to the advancement of medical education; to act otherwise, served no educational or scientific purpose.

Furthermore, it is the policy of the University to prohibit the taking, publication or dissemination or other use of any photography, videotape, digital image or other visual or audio recording of any patient without prior written consent of such patient. This protects the privacy of patients and is consistent with the Health Insurance Portability and Accountability Act (HIPAA) standards and codes.

Policy on Fund Raising by Students or Registered Student Organizations

It is the policy of FMU to require prior written authorization by the Office of Student Affairs or appropriate Dean prior to any student or registered student organization undertaking a fund raising event for the benefit of a not-for-profit registered Charitable Organization, association, or cause. Such event must also comply with all University policies and procedures. Nothing in this policy limits the ability of an individual to make personal contributions. Students should be aware of the University's policy on fundraising provided here and in the *FMU Student Handbook* (current edition).

Policy on Campus Parking

It is the policy of the University to offer vehicle parking to employees, contractors, volunteers, and visitors at no cost and to students on a fee basis subject to the requirements of this policy. The University assumes no liability for loss or damage to any vehicle or its contents nor liability for damage to persons or property for any parked or moving vehicle on campus. Students should be aware of the University's policy on campus parking provided here and available in the *FMU Student Handbook* (current edition).

FMU Academic Policies and Procedures

Academic Regulations

Academic regulations are located in the FMU Catalog and are updated on an annual basis. In the catalog you will find information on the following topics.

The full text of this information is available [online](#).

Student Category Definitions Transcripts and Release of Information Student Grade Reports

- Registration
- Grading System
- Grade Point Average
- Grade Changes
- Grade Appeals Policy
- Grade Report
- Transcripts
- Course Audit
- Student Withdrawal from a One or More Courses Withdrawal from the Program
- Repeating Courses
- Academic Renewal Policy
- Use of Social Security Number
- Application for Degree
- Academic Standing

Student Grievance Procedure

A student who believes that he or she has not received equitable treatment by a member of the faculty

may register a formal grievance. Grievances concerning course grades are appropriate only when the grade constitutes one of a number of factors that, together, may represent a pattern of inequitable treatment of the student. In all cases, course instructors have final responsibility for assigning course grades.

The grievance will typically be submitted in writing to the appropriate Department chair. If the Department chair is the source of the grievance, the student will submit the grievance to the Dean. In either case, the written grievance must include the relevant facts surrounding the grievance and any supporting materials.

If the Department chair is not the subject of the grievance, he or she will take steps necessary to investigate details of the grievance. If the Department chair is the subject of the grievance, the Dean of the School Health Sciences will take all steps necessary to investigate details of the grievance. Such steps may include, but are not limited to, interviewing the student and faculty member, reviewing supporting documentation, and soliciting external, blinded review of materials by the individuals with appropriate expertise.

Within thirty (30) days of receipt of the written grievance, and after consideration of all available and relevant facts surrounding the grievance, the Department chair or Dean of the School of Health Sciences will propose a resolution to the grievance. The student may either accept the offered resolution or appeal the decision.

Complaints Related to Accreditation Standards

Students with concerns related to any aspect of the program's compliance with accreditation standards may at any time voice their concerns directly to the Council on Academic Accreditation (CAA). The complaint must clearly describe the specific nature of the complaint and the relationship of the complaint to the accreditation standards, and include supporting data for the complaint. The CAA requires that the complainant exhaust all institutional grievance and review mechanisms before submitting a complaint to the CAA. Submissions should be addressed to:

The Council on Academic Accreditation in Audiology and Speech-Language Pathology
American Speech-Language-Hearing Association
2200 Research Boulevard, #310
Rockville, MD 20850
Phone: (800) 498-2071
Email: accreditation@asha.org
Website: <http://caa.asha.org/>

Department of Speech-Language Pathology Policies and Procedures Guiding Principles

- Speech-Language Pathologists must acquire skills to fill an expanding role in health care settings.
- Academic and clinical training must be highly integrated.
- Foundations of clinical practice are rooted in medical, natural, and behavioral sciences.
- Faculty contributions to the knowledge base of the field enhance their effectiveness as educators.
- Speech-Language Pathologists must advocate for persons with communication disorders and their families.
- Speech-Language Pathologists must be prepared to address the health care needs of diverse

- populations.
- Continuing education is a professional responsibility.

Learning Outcomes

Each student will acquire knowledge and skills in sufficient breadth and depth to function as an effective, well-educated, and competent clinical speech-language pathologist.

1. Professional Practice Competencies

Student will demonstrate the following attributes and abilities:

- accountability
- integrity
- effective communication skills
- clinical reasoning
- evidence-based practice
- concern for individuals served
- cultural competence
- professional duty
- collaborative practice

2. Foundations of Speech-Language Pathology Practice

Student will demonstrate knowledge of the:

- discipline of human communication sciences and disorders;
- basic human communication and swallowing processes, including the appropriate biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases;
- ability to integrate information pertaining to normal and abnormal human development across the life span;
- nature of communication and swallowing processes
 - articulation
 - fluency;
 - voice and resonance, including respiration and phonation;
 - receptive and expressive language (phonology, morphology, syntax, semantics, pragmatics, prelinguistic communication, and paralinguistic communication) in speaking, listening, reading, writing, and manual modalities;
 - hearing, including the impact on speech and language;
 - swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding, orofacial myology);
 - cognitive aspects of communication (e.g., attention, memory, sequencing, problem solving, executive functioning);
 - social aspects of communication (e.g., behavioral and social skills affecting communication);
 - augmentative and alternative communication.
- knowledge of the above elements includes each of the following:
 - etiology of the disorders or differences;
 - characteristics of the disorders or differences;
 - underlying anatomical and physiological characteristics of the disorder or differences;

- iv. acoustic characteristics of the disorders or differences;
- v. psychological characteristics of the disorders or differences;
- vi. developmental nature of disorders or differences;
- vii. linguistic characteristics of the disorders or differences;
- viii. cultural characteristics of the disorders or differences.

3. Identification and Prevention of Speech, Language, and Swallowing Disorders and Differences

Students will demonstrate knowledge of:

- a. principles and methods of identification of communication and swallowing disorders and differences;
- b. principles and methods of prevention of communication and swallowing disorders.

4. Evaluation of Speech, Language, and Swallowing Disorders and Differences

Students will demonstrate knowledge and skills in assessment across the life span for disorders and differences associated with:

- a. articulation;
- b. fluency;
- c. voice and resonance, including respiration and phonation;
- d. receptive and expressive language (phonology, morphology, syntax, semantics, pragmatics, prelinguistic communication, and paralinguistic communication) in speaking, listening, reading, writing, and manual modalities;
- e. hearing, including the impact on speech and language;
- f. swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding, orofacial myology);
- g. cognitive aspects of communication (e.g., attention, memory, sequencing, problem solving, executive functioning);
- h. social aspects of communication (e.g., behavioral and social skills affecting communication);
- i. augmentative and alternative communication.

5. Intervention to Minimize the Effects of Changes in the Speech, Language, and Swallowing Mechanisms

Students will demonstrate knowledge and skills in assessment across the lifespan for disorders and differences associated with:

- a. articulation;
- b. fluency;
- c. voice and resonance, including respiration and phonation;
- d. receptive and expressive language (phonology, morphology, syntax, semantics, pragmatics, prelinguistic communication, and paralinguistic communication) in speaking, listening, reading, writing, and manual modalities;
- e. hearing, including the impact on speech and language;
- f. swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding, orofacial myology);
- g. cognitive aspects of communication (e.g., attention, memory, sequencing, problem solving, executive functioning);

- h. social aspects of communication (e.g., behavioral and social skills affecting communication);
- i. augmentative and alternative communication.

6. General Knowledge and Skills Applicable to Professional Practice

Students will demonstrate:

- a. ethical conduct;
- b. integration and application of knowledge of the interdependence of speech, language, and hearing;
- c. engagement in contemporary professional issues and advocacy; processes of clinical education and supervision;
- d. professionalism and professional behavior in keeping with the expectations of the speech-language pathologist;
- e. interaction skills and personal qualities, including counseling and collaboration;
- f. self-evaluation of effectiveness of practice.

Reference for Learning Outcomes

Council on Academic Accreditation in Audiology and Speech-Language Pathology. (2020). *Standards for accreditation of graduate education programs in audiology and speech-language pathology* (2017). Retrieved [June 28, 2021] from <http://caa.asha.org/wp-content/uploads/Accreditation-Standards-for-Graduate-Programs.pdf>

Graduate Curriculum

Professional Portfolio

The purpose of this portfolio is to provide an organized approach through which the student will demonstrate cumulative knowledge and professional skills acquired during the student's coursework and clinical experiences while enrolled in the MSLP program. The student portfolio serves several purposes.

1. The portfolio is an authentic method of assessing educational outcomes.
2. The portfolio documents the student's best practices and products.
3. The process allows for the active participation of the student in the assessment of learning.
4. The portfolio may be used by the student for job interviews and for other professional endeavors.

In addition to specific benefits to the students, the entire portfolio process enhances the MSLP program curriculum by ensuring that the courses are current, relevant, and responsive to state requirements as well as to current trends in education and national standards in speech language pathology. The student portfolio requirement reflects the commitment of FMU's MSLP program to authentic formative assessment of academic and clinical skills needed by students to meet national certification standards in speech-language pathology as set forth by the American Speech-Language-Hearing Association (ASHA), as well as accreditation standards mandated by the Council on Academic Accreditation (CAA) of Audiologists and Speech-Language Pathologists of ASHA. The portfolio provides a tangible link between subject areas within the MSLP curriculum, thereby strengthening the knowledge and skills content of the MSLP curriculum and fostering partnerships between faculty members to ensure quality education to students enrolled in the MSLP program.

Academic Standing

Students are required to maintain Satisfactory Academic Standing toward a degree at all times across

four components:

1. A grade point average (GPA) that meets or exceeds the defined graduation standard of 3.0- A Satisfactory Grade Point Average for good academic standing is a B average as represented by an overall GPA of 3.00 or above.
2. Satisfactory completion of all clinical education requirements - Satisfactory completion of clinical education requirements requires students to achieve a passing grade or a GPA of 3.00 or above, depending on their program, in all clinical education requirements.
3. Adherence to the Honor Code in all settings (classroom, clinic, practicum sites, offices, & laboratories) - Adherence to professional conduct standards requires students to comply with the Honor Code and the applicable Professional Code of Ethics and/or Scope of Practice.
4. Timely fulfillment of degree requirements - Timely fulfillment of degree requirements requires completion of degree requirements within the stated time limits, maintenance of continuous enrollment and enrollment in the courses needed for graduation. Two (2) years (a year is defined as consecutive fall, spring, and summer semesters). Under extraordinary circumstances, an extension of time limits to fulfill degree requirements may be granted by the Dean upon recommendation of the Department chair.

A student who meets all components is said to be in Good Academic Standing. Students must be in good academic standing to continue their studies and receive a degree.

Departmental Procedures

A cumulative grade point average of 3.0 is required for graduation.

Academic Warning: A student receiving a grade of C will be placed on academic warning.

Academic Standing

1. Receiving a second C will result in academic probation.
2. Receiving a third C will result in dismissal from the program, even if a C has been replaced with a higher grade.

Academic Probation: A student will be placed on academic probation if the overall GPA falls below 3.0. Students on academic probation will be required to successfully complete an academic remediation/intervention plan. The plan will be developed by the faculty member(s) and student and approved by the Department Chair.

A student placed on academic probation will be notified by the Dean by mail. This letter will instruct the student to consult with his/her academic advisor to determine what steps must be taken to regain good academic standing. The student will be required to consult with his/her academic advisor for appropriate course selections or other strategies to rectify their academic deficiency. If the student has not taken the steps to regain good academic standing after the second semester of being on academic probation, he/she may be dismissed from the program.

Clinical Probation: If a student receives a grade of C for a clinical practicum, they will be put on clinical probation and will be required to successfully complete a clinic remediation/intervention plan. The plan will be developed by the clinical educator(s) and student and approved by the Department Chair.

Appeal: For grade appeal process, see FMU Course Catalogue.

Academic Advising

Students are assigned to an Academic Advisor during *Orientation Week*. Academic advisors will meet with their advisees at least once per semester and as often as necessary. Academic advisors will complete a *Plan of Study* during the first scheduled advising meeting. The *Plan of Study* should be signed by the student and advisor and added to the student academic file and a copy provided to the student. The plan will be updated, as needed. Documentation of advising meetings will be completed using a *Student Advising Form* for inclusion in the student academic file at the end of each semester.

In addition, group advising sessions may be scheduled to review various policies, procedures and topics that are pertinent to the graduate cohort.

Academic and Clinical Remediation/Intervention

The Department of Speech-Language Pathology is committed to students acquiring the knowledge and skills needed to be effective speech-language pathologists. For academic and clinical practicum courses, this is intended to ensure that students:

1. master the totality of course content
2. demonstrate mastery of competencies associated with particular courses
3. fully understand what it means to behave in an ethical and professional manner, and
4. are not surprised by a substandard grade at the end of the term.

To achieve these goals, any time a student achieves a grade of below 80% on any student learning outcome (SLO) on an assignment, paper, quiz, exam, or project within a particular course or fails to demonstrate a competency required for an academic or clinical course, the student should initiate a meeting to discuss the situation with the course instructor. Such discussions will generally be held in person. Such discussions will also generally be noted in the student's school file. Discussions with students (again generally to be held in person) may also be initiated by the course instructor/clinical educator for other reasons including, but not limited to, chronic tardiness, lack of preparation, frequent absences, or disruptive or other unprofessional behavior either in or outside of class or clinic. Such discussions will be documented in the student's academic file. Regardless of the reason, the goal of these discussions will generally be to help the student to resolve the situation (e.g., to allow them to demonstrate mastery of the particular course content or competency involved; to help them modify their behavior). This will often include the development of a course-specific remediation/intervention plan. For course content or competency-related issues, course-specific remediation/intervention plans may include (but need not be limited to) retaking the course, retaking relevant portions of an exam, taking an alternative exam, redoing a project in whole or in part, completing a competency-assessment activity or demonstrating competency in clinical performance. The completion of such plans will not generally change the student's grade on the exam or project or the final grade in the course. In cases of behavior issues, course specific remediation/intervention plans may include (but need not be limited to) set expectations for student behavior, referral to the academic advisor referral for evaluation of violations of the FMU Honor Code, or referral to the Office of the Provost. Any time such a remediation/intervention plan is initiated, it will be generated by the instructor, advisor, and communicated in writing to the student. The plan will include a written statement of the knowledge or skill area requiring remediation/intervention, a brief description of the remediation action plan (any work, assignments or evaluations required) and deadlines for completion. Failure to complete any

remediation/intervention plan successfully or any pattern of concerns across courses may lead to the initiation of a formal review based on the SHSP Satisfactory Academic Progress Policy.

Student Conduct and Progression Committee

A formal referral to the Student Conduct and Progression Committee is made when students may require additional support beyond what is provided by an instructor generated academic or clinical remediation plan.

Identification of students

Academic and clinical faculty will identify students not meeting academic standards and/or not achieving clinical proficiency as outlined by an existing remediation plan. The remediation/intervention plan will be developed detailing the expectations for student performance. This plan may reflect a negotiated compromise to balance the needs of the student with the availability and needs of the faculty. Student will sign off on plan.

The academic advisor and student will meet with student bi-weekly to monitor and document progress on plan. For students receiving services from the Office of University Academic Support Programs, documentation will be made available to them for purposes of continuity. Documentation for other identified students will be managed internally by the department.

Section Three: Professional Conduct

Respect

Respect for others is essential in therapeutic and professional relationships. The Speech- Language Pathology program recognizes that students, staff, faculty, and clients each bring individual cultural experiences, belief systems, and biases. In all interactions, members of the Speech-Language Pathology program are expected to demonstrate respect for others and uphold the University policy of nondiscrimination.

Attitude

Students are expected to possess and demonstrate personal qualities of honesty, dedication, responsibility, flexibility, compassion, sensitivity to differences and diversity, inclusiveness, and a positive outlook. Students are expected to: treat faculty, clients, clinical educators, staff, and peers with respect; display a willingness to learn; be able to accept constructive feedback; be punctual; and, be respectful of others in the classroom learning environment.

Attendance

Students are expected to attend all scheduled classes, labs, clinics, and mandatory program- related meetings (e.g., orientation), unless excused in advance by the instructor. Absences and tardiness may negatively impact demonstration of required competencies and professionalism, including grades assigned in academic or clinical courses.

Independence

Students are expected to initiate and pursue study independently and to accept responsibility for their own learning. All assessments of student knowledge and skill must be the student's own work unless group submission is specified by the instructor. Prior to submission, it is each student's responsibility to seek clarification about whether projects or assessments are expected to be completed individually or may be completed collaboratively. Under no circumstances may a student share their Patriot Portal log in credentials with another student or provide access to another student to online learning or assessment platforms (e.g., Blackboard).

Collaboration

Students are expected to cooperate, participate, share information, and show respect for fellow students and colleagues when learning. When group projects or assessments are assigned it is expected that each member of the group will contribute as an active and respectful collaborator.

Appearance

Students are expected to display a confident and mature professional demeanor and to observe professional guidelines for cleanliness and appropriate dress at all times. Also see Clinical Handbook for expectations for all clinical settings.

Citizenship

Students are expected to demonstrate the attributes expected of a professional in all interactions within the Department and when representing the program in the community. Students are expected to uphold the university's non-discrimination policy at all times. As future professionals, it is expected that throughout their enrollment students will adhere to city, state, and federal laws and regulations. Any

student convicted of a misdemeanor or felony during their enrollment will be evaluated under the FMU Honor Code.

Use of Social Media

The Department of Speech-Language Pathology recognizes that social networking websites and applications are important and frequently used means of communication, collaboration, and networking. As future professionals, students are strongly advised to consider that, regardless of privacy settings, all information on social networking web sites may be viewed by clients, clients' family members, colleagues, and current and prospective employers. **Students are advised against accepting social media connections with clients or members of client's families.**

The following actions are strictly forbidden and will result in evaluation under the FMU Honor Code and typically will lead to dismissal from the program.

Any unauthorized release of client information protected by Health Insurance Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act (FERPA) including but not limited to:

- Revealing the personal health or educational information of other persons, and this includes any identifying information including name, date of birth, age, diagnosis, gender, gender identity, race, ethnicity, contact information or clinic identity numbers, any images of the individual, or any other means through which an individual could be identified.
- Conveying private (protected) academic information of clients seen in educational settings or those of another student in the Speech-Language Pathology Program, including but not limited to: course, exam, or assignment grades; narrative evaluations; adverse academic actions; professional behavior checklists or contracts; or clinical performance evaluations to any party within or outside the program.

Any misrepresentation of role or credentials including but not limited to:

- When posting information on social network sites, presenting themselves as an official representative or spokesperson for FMU, the Program, or any affiliate organization;
- inflating or misrepresenting academic or clinical credentials in on-line or face-to-face environments;
- Representing themselves as another person, real or fictitious, or otherwise attempt to obscure their identity as a means to circumvent the prohibitions included in this handbook.

Any threat or implication of threat to others including, but not limited to:

- Threatening or presenting statements that imply threats to anyone including but not limited to fellow students, faculty, peers, staff, clients, caregivers, clinical supervisors, or groups of individuals such as linguistic or cultural groups.

Additionally, the actions listed below may be considered a violation of Honor Code and will result in evaluation under the Honor Code.

- Posting or sharing of statements or photographs that imply disrespect for any person, group of persons, or identities as included in the University nondiscrimination policy or its equivalent.
- Displays of information including personal photographs or photographs of others that may

reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

- Displays of personal engagement in illegal activities including use of illegal recreational drugs.
- Posting of potentially bullying, inflammatory, discriminatory, threatening, or unflattering material on another individual's social media site.
- **Any student who violates professional/educational conduct rules will be given a warning for each violation. Students may be dismissed from the speech-language pathology program after receiving a total of three (3) warnings.**

Section Four: Student Resources

Student Health Services

Student Health Services at FMU employs a full-time nurse practitioner. Student Health Services provides acute care, health and wellness programs, birth control, sexually transmitted infection (STI) assessments, and assistance with mental health issues for FMU students, staff, and faculty on an appointment basis. There are no fees to be seen, but fees are incurred if off-site laboratory testing or additional diagnostic tests are necessary. Students may be referred to another healthcare provider as needed. Students are responsible for all fees incurred from referrals and diagnostic testing.

Student Health Services works closely with the FMU Counseling Center to meet the various mental health needs of students. Student Health Services also offers a part-time nurse practitioner who specializes in women's health. She is available one afternoon a week. Please call (843) 661-1844 to schedule an appointment to be seen. Student Health Services works to enhance the educational process by utilizing every opportunity to promote lifelong health through review of social history, habits and health history.

Staff:

Sharon Walters, APRN

Manager of Student Health Services Phone: (843) 432-2935

E-mail: swalters@fmaion.edu

Paul DeMarco, MD University Physician Phone: (843) 432-2935

E-mail: pdemarco@fmarion.edu

Mailing Address:

FMU
Student Health Services
PO Box 100547
Florence, SC 29502

Student Health Services Hours:

The hours of operation are 8:30 am – 12:30 pm and 1:30 pm – 4:30 pm Monday through Friday when the University is open.

Main Phone Number: (843) 661-1844

After hours:

If you need medical attention after 4:30 p.m. the following healthcare services are available to you:

- **McLeod Regional Medical Center**
Address: 555 East Cheves Street Florence, SC 29506
Hours: Open 24 hours
Phone: (843) 777-2000

- **Carolinas Hospital System**
Address: 805 Pamplico Highway Florence, SC 29505
Hours: Open 24 hours
Phone: (843) 674-5000

- **McLeod Urgent Care Center**
Address: 3015 West Palmetto Street Florence, SC 29501
Hours: 8:00 A.M. to 8:00 P.M. Monday-Friday; 8:00 A.M. to 4:00 P.M. Saturday; 8:00 A.M. to 4:00 P.M. Sunday
Phone: (843) 777-6870

- **Doctors Care**
Address: 2410 Hoffmeyer Road Florence, SC 29501 & 2200 South Irby Street Florence, SC 29505
Hours: 8:00 A.M. to 8:00 P.M. Monday-Friday; 9:00 A.M. to 5:00 P.M. Saturday; 9:00 A.M. to 5:00 P.M. Sunday
Phone: (843) 662- 8182 (Hoffmeyer Road)
Phone: (843) 662-9945 (South Irby Street)

Immunization Policy

Documented evidence of delivery of immunization or blood titers for the following immunizations must be reported to the FMU Student Health Services by August 1 for fall starts. Students must sign a release of records form. This form's authorization is limited to verification of health screening and immunization records only and allows the Director of Clinical Services to proceed with clinical experience placements for students in adherence with agreements with agencies and facilities. Student should be aware that specific sites may have health clearance requirements beyond those required by the University; participation at those sites require that students submit to additional health clearance requirements at their own expense.

Refer to the University's guidelines for immunizations for coronavirus and COVID-19 policies.

Requirements

1. ***History and Physical***
 Completed by student and healthcare provider.
2. ***Tuberculosis Screening***
 A tuberculin skin test (TST or interferon gamma release assay QuantiFERON®-TB) within one year is required. If either is positive (TST > 10mm induration): Chest x-ray performed after the test was known to be positive is required; Provide any dates of tuberculosis treatment.
3. ***Measles, Mumps, Rubella (MMR)***
 Beginning on or after the first birthday, two measles (at least 28 days apart), one mumps and one rubella vaccination OR lab documentation of positive IgG antibody to measles, mumps, rubella.
4. ***Hepatitis B virus (HBV) (recommended)***
 Documentation of a full series (three (3) HBV vaccinations PLUS positive HBV surface antibody that is a qualitative result. HBV vaccine non responders must begin a revaccination series or provide laboratory documentation of prior HBV infection.
5. ***Varicella (Chickenpox)***

Documentation of two varicella vaccinations OR laboratory documentation of positive IGG antibody to varicella.

6. ***Diphtheria-Pertussis-Tetanus (DPT)***

Documentation of a booster within ten years. One booster as an adult is to include acellular pertussis (Tdap), instead of tetanus-diphtheria (Td) alone.

7. ***Polio Vaccine***

Documentation of the last polio booster.

8. ***Meningococcal Vaccine ACWY***

Meningococcal vaccination is recommended (especially for anyone living in a dormitory) but not required. Students are required to complete a form indicating vaccine receipt or declination.

In addition, the following immunizations are required by FMU and may be required by specific clinical sites:

Annual influenza (flu) vaccine

Students should retain a copy of their immunization records and health form and support documentation of updates to Student Health Services. Students should also note that clinical placement sites (and future employers) may require evidence of immunization and may require other immunizations in addition to those listed above.

Injury Occurring During the Course of Any Learning Experience (Revised 11-6-18)

In the event that a student acquires an injury and/or a needle stick during a learning experience (classroom, skills laboratory, simulation laboratory, healthcare organization, or extramural learning experience) the following procedure should be followed:

1. Wash the affected area immediately with soap and water if the injury is a needle stick.
2. Report the incident to your supervising faculty or preceptor immediately.
3. Contact CompEndium (FMU's worker compensation plan at 877-709-2667) prior to seeking medical care unless immediate medical attention is needed.
4. Students should seek medical care as they deem necessary.
5. CompEndium makes the decision, not FMU, about claim payment.
6. All students are to have healthcare insurance.

Policy on Students Infected with Blood borne Pathogens

It is the policy of FMU to have standardized procedures for the management of students infected with blood borne pathogens because of the history of the potential risk of provider-to-patient transmission of blood borne pathogens.

Purpose

To define the procedures for the management of students infected with blood borne pathogens.

Definitions

Bloodborne pathogen: A microorganism in the blood that can cause illnesses in humans. For this policy, bloodborne pathogens are limited to human immunodeficiency virus (HIV-1), hepatitis C virus (HCV) and hepatitis B virus (HBV).

Standard Precautions: Infection prevention guidelines by the Centers for Disease Control and Prevention (CDC) based on the principle that all blood, body fluids, secretions (except sweat),

excretions, non-intact skin and mucous membranes may contain transmissible infectious agents. Standard precautions define a set of practices for hand hygiene, safe injection practices and use of gloves, gown, mask, eye protection or face shield depending upon anticipated exposure.

Provider to patient transmission risk: The risk that an infection will be acquired by a patient due to transmission of a pathogen from a health care provider. For blood borne pathogens, this risk depends upon 3 conditions: (a) the health care provider must have sufficient virus circulating in their bloodstream, (b) the health care provider must have an injury (e.g. puncture wound) or condition (e.g. non intact skin) that allows exposure of his/her blood to other infectious body fluids, (c) the provider's blood or infectious body fluid must come in direct contact with a patient's wound, traumatized tissue, mucous membrane, or similar portal of entry during an exposure-prone procedure.

Exposure prone procedures: Procedures known or likely to pose an increased risk of percutaneous injury to a healthcare provider and thus pose a risk of blood borne virus transmission. Procedures have been classified as Category 1: minimal risk of blood-borne virus transmission; Category 2: procedures in which blood-borne virus transmission is theoretically possible but unlikely; Category 3: procedures in which there is a definite risk of blood-borne virus transmission.

Related Policies

FMU Policy on Students with Disabilities

Procedure(s)

1. Mandatory Infection Prevention and Control Training:
 - a. Before working with patients, all medical students must complete course work or training in infection control practices in accordance with SC DOH Public Health Law 239. The course must be a South Carolina State Education Department approved syllabus and course provider.
 - b. The requirement above (section 1 a) is particularly relevant to this policy because appropriate use of Standard Precautions and Infection Prevention practices is considered adequate to prevent transmission of blood borne pathogens from health care workers infected with blood borne pathogens. Situations requiring additional measures are detailed below in section 3.
2. Students identified with HIV-1, HCV or HBV:
 - a. In accordance with SC DOH policy, mandatory screening of healthcare personnel for blood borne pathogens is not recommended.
 - b. Students may be identified as infected with HIV-1, HCV or As part of the medical and vaccination history, all students are required to show documented immunity to HBV or to receive HBV vaccination. Students without serologic immunity to HBV who have received HBV vaccination are given a second series of HBV vaccination or evaluated for chronic HBV infection, in accordance with CDC guidelines.
 - c. In the event of a possible exposure, students are tested for HIV-1, HCV and HBV infection in accordance with the SC State Blood and Body Fluid Exposure (Needlestick) policy.
 - d. Students may request voluntary testing for HIV-1 HCV and HBV infection at anytime and are encouraged to seek testing if there is any potential exposure to a blood borne

pathogen.

- e. Students may disclose the presence of HIV-1, HCV or HBV infection to an Associate Dean of Student Affairs. In such a case, the student is informed that the information will be disclosed to Health Services for further evaluation and management.
3. Management of Students Infected with HIV-1, HCV or HBV:
- Role of Health Services
- a. Health Services will advise the student to have a viral load performed and, in the case of HBV infection, a hepatitis e antigen and hepatitis e antibody.
 - b. The student will be referred to an Infectious Diseases physician for ongoing management of HIV-1, HCV, or HBV or to a hepatologist for management of HCV, HBV if the student is not already under the care of such a provider.
 - c. In accordance with South Carolina law, the infection will be reported as required by the Communicable Disease Reporting Requirements.
 - d. The student will be advised to have a viral load performed every six months, to monitor the status of potential infectivity, in accordance with national guidelines.
 - e. Health Services will provide the student with a copy of the current South Carolina policy statement and guidelines from the CDC and the Society of Health Care Epidemiologists of America (SHEA) regarding serial viral load tests and potential practice restrictions. In summary the current guidance is:
 - i. In accordance with the South Carolina, HIV-1, HCV or HBV infection alone does not justify limiting a healthcare worker's professional duties
 - ii. Restriction of a healthcare worker's professional duties due to infection with HIV-1, HCV, or HBV infection is recommended based upon a viral load consistent with an increased risk of transmission, the performance of exposure-prone procedures, and other factors that may increase the risk of provider-to-patient transmission such as poor infection control technique, exudative skin lesions, lack of adherence to proper technique, mental confusion, or a prior incident of transmission of a blood borne pathogen to a patient.
 - f. Health Services will inform the student that there is a professional and ethical obligation to evaluate how the presence of a chronic HIV-1, HCV or HBV infection may affect clinical training, the care of patients and future career choice.
 - i. Health Services will inform the student that all cases of students with HIV-1, HCV or HBV infection are disclosed to the Senior Associate Dean for Student Affairs in a de-identified manner. Disclosure of a de-identified student will lead to convening an Expert Review Panel. The responsibilities of the Expert Review Panel is to review the viral load results and general clinical responsibilities of the student to determine if there is a need for any clinical practice modification or restriction, in accordance with published guidelines.
 - ii. If the Expert Review Panel determines that a student will need a restriction of clinical activity, Health Services will inform the student of the need to disclose the student's name to the Senior Associate Dean for Student Affairs and will be required to submit an application for accommodations in accordance with the FMU Policy on Students with Disabilities.
 - iii. Students with a chronic blood-borne infection are required to seek career counseling. This process can be initiated when the student discloses the

presence of HIV, HCV or HBV infection to the Senior Associate Dean for Student Affairs.

Role of Student Affairs, School of Health Sciences:

- a. To assist with provision of a clear understanding of the current state SC policy and national guidelines regarding health care workers with HIV-1, HCV, or HBV infection.
 - b. To convene an Expert Review Panel to review de-identified information regarding the student's viral load or other markers or clinical conditions indicative of infectivity and the clinical activities of the student. Members of such a panel may include, but are not limited to, persons who perform exposure prone procedures, contact personnel in particular clinical departments that perform exposure prone procedures, an Infection Control expert, an Infectious Diseases physician, a hepatologist, Health Services.
 - c. To provide appropriate career counseling and to provide guidance for any potential impact on clinical training in accordance with current guidelines.
 - d. General recommendations regarding participation in clinical activities:
 - i. Students should not be prohibited from participating in patient care activities solely on the basis of HIV-1, HCV or HBV infection.
 - ii. Restriction of a clinical activity may be required based upon high viral load in situations of exposure prone procedures.
 - iii. A documented lack of adherence to Standard Precautions may lead to a restriction in clinical activity.
 - e. On a cases by case basis, when needed, advise the student regarding the FMU Policy on Students with Disabilities.
4. Responsibilities of the Student with HIV- I HCV or HBV infection:
- a. To inform Health Services of the presence of HIV-1, HCV or HBV infection.
 - b. To complete the tests recommended by Health Services for further evaluation of HIV-1, HCV, or HBV infection. In the case of a blood or body fluid exposure, to complete the tests as outlined in the FMU Blood and Body Fluid Exposure (Needle stick) policy.
 - c. To seek appropriate career counseling.
 - d. To meet with the Senior Associate Dean for Student Affairs if the Expert Review Panel determines any restriction of clinical activity is needed.
 - e. To comply with any modification or restriction of clinical activity.

LCME Standard 12.8: Student Exposure Policies/Procedures

A medical school has policies in place that effectively address medical student exposure to infectious and environmental hazards, including:

- The education of medical students about methods of prevention.
- The procedures for care and treatment after exposure, including a definition of financial responsibility.
- The effects of infectious and environmental disease or disability on medical student learning activities.

All registered medical students (including visiting students) are informed of these policies before undertaking any educational activities that would place them at risk.

Student Health Insurance

While FMU does not have a preferred insurance carrier, students may acquire insurance from the following vendors and services, depending upon their needs and requirements. International Students

are required to maintain certain levels of insurance coverage as indicated below.

General health insurance may be purchased through the national Health Insurance Marketplace at: www.healthcare.gov. Students should explore their options carefully as coverage, premiums, and eligibility varies.

International Student Health Insurance

Francis Marion requires all international students to carry health insurance for the duration of their stay which meets the below minimum requirements:

Students with a J-1 Visa

- At least \$100k per person per accident/illness
- \$25k for repatriation coverage
- \$50k for medical evaluation coverage
- Medical deductible not to exceed \$500 per accident/illness.

Students with an F-1 Visa

- \$100,000 or greater major medical benefit (per accident or injury).
- \$25,000 repatriation benefit.
- \$50,000 medical evacuation benefit (to his or her home country).
- Medical deductible not to exceed \$500 (per accident or illness).

If an international student has insurance that meets these requirements, they must submit a copy of the policy coverage and proof of validity (in English). Students may acquire insurance coverage from the following vendors:

- Pearce and Pearce
- U.S. Government Health Insurance Marketplace (www.healthcare.gov)
- ISO Med (<http://www.isoa.org/>)
- US NetCare (<http://www.usnetcare.com/>)
- Compass Benefits Group (<https://studenthealthusa.com/>)
- The Harbour Group (<http://www.hginsurance.com/>)
- HTH Worldwide (http://www.hthtravelinsurance.com/students_plans.cfm)

Dental Program

FMU does not provide dental insurance coverage for students nor does it require students to be covered under a dental insurance plan. However, the University recognizes that dental health is important to individual wellbeing and therefore encourages students to obtain coverage for themselves and their families. Please note that dental insurance premiums are the responsibility of the individual student and must be paid directly by the student. Dental insurance premiums may not be billed to a student's account.

FMU Library

The FMU Library and its health sciences holdings serves all faculty, students, employees, and residents of the Francis Marion Community.

Locations: The main FMU Library, the James A. Rogers Library is located on the main campus of FMU near the Smith University Center. The MSLP program holds a collection of books and resources that are in the early phase of development.

Contact: Mailing address: James A. Rogers Library| 4822 E Palmetto St| Florence, SC 29506
Phone: 843-661-1900|

Consortia: The FMU Library is connected to the branches of the University of South Carolina Medical Library in Columbia, SC and Charleston, SC and the National Network of Libraries of Medicine (NN/LM). The Library actively participates in the Online Computer Library Center (OCLC) global network and remains a full member of South Carolina Library Network Cooperative. Loansome Doc use is promoted and encouraged.

Your student ID acts as your library card. It serves as proof that you are a registered user of the FMU Library. It is a sticker and should be appended to your FMU ID card as appropriate. The barcode itself is used for checking out physical library materials and to authenticate your access electronic or remote.

All FMU users are expected to show the appropriate ID and to follow all Library policies and procedures. Acceptance of a barcode assumes users understand and accept the terms of use including: timely return of materials, payment of fines and fees, appropriate use of electronic resources, and adherence to the HSL copyright policy. Privileges are not transferrable and maybe suspended due to misuse, illegal use or other action deemed unprofessional or unethical per the FMU Honor Code.

The JARL is not open to the general public. Individuals may arrange for onsite access and/or borrowing through special memberships from your local library. As a designated Resource Library in the National Network of Libraries of Medicine (NN/LM) and OCLC, the JARL provides fee-based document delivery services via fax, electronic and regular mail. Please contact the library at (843) 661-1900 for more information.

Library Access Policy

FULL PRIVILEGES: Includes onsite, circulation, remote access, electronic and borrowing privileges. Eligible users are defined as follows:

- **Faculty** – Eligible if included on the current faculty listings provided by the dean’s offices in the School of Health Sciences. All adjunct or voluntary faculty must be verified by the appropriate dean’s office.
- **Employee** – Eligible if employed by FMU, wearing a FMU ID card, and can be verified by FMU Human Resources.
- **Student** – Eligible if identified by an FMU ID, PeopleSoft, or verified by the Registrar’s listing, cancelled check or current receipt.
- **Graduate Assistant/Fellows** – Eligible if the trainee is in an FMU sponsored Health Sciences Graduate Assistant and is listed in the database. All GA’s/fellows must have both an authorized program director’s signature and an FMU account number as part of their registration information.
- **Preceptor** – Eligible if included on a master list provided by the FMU School of Health Sciences and the USC School of Health Sciences or Family Medicine department on an annual, academic year basis (July-June).
- **Other** – Eligible on a short-term, temporary basis pending approval of the Associate Dean/Director of the FMU Library.
- **FMU Alumni** – Eligible if graduated from any of the Schools of FMU if verifiable by current

Alumni Association membership card, by Alumni Association offices or by the Registrar's Office.

- **Special Members** – Eligibility based on type and terms of membership. Special members may not use licensed databases remotely or check out journal volumes/issues.

Normal Library Hours

Monday – Thursday 8:00 AM - 10:00 PM Fridays 8:00 AM - 5:00 PM
Saturdays 11:00 AM - 5:00 PM
Sundays 2:30 PM - 10:00 PM

Normal Reference Hours

Monday – Thursday 8:30 AM - 9:00 PM Fridays 8:30 AM - 5:00 PM
Saturdays 11:00 AM - 5:00 PM
Sundays 2:30 PM - 9:00 PM

Summer Library Hours

Monday – Thursday 8:00 AM - 7:00 PM Fridays & Saturdays CLOSED
Sundays 2:30 PM - 7:00 PM

Summer Reference Hours

Monday – Thursday 8:00 AM - 5:30 PM Fridays & Saturdays CLOSED
Sundays CLOSED

Office of Housing and Residence Life

The Office of Housing and Residence Life is more than just housing at FMU. The Office of Housing and Residence Life is committed to the overall growth, development, and education of students. The primary goal is to provide a safe, secure, comfortable environment while providing residents with the opportunities to become involved, share ideas, and be part of a residential community. The Office of Housing & Residence Life strives to serve our residents as effectively as possible by providing various different housing options for full-time, matriculated medical and graduate students. The Office of Housing and Resident Life is committed to assisting students to make the most of your living experience and supporting you in achieving your educational goals. Students are encouraged to become an active member of our FMU community. Please don't hesitate to visit or contact our office! Graduate Students may apply for housing by contacting the Office of Housing and Residence Life at (843) 661-1300. The Office of Housing and Residence Life provides the below services to students:

- Acts as a liaison between building residents and other FMU offices to ensure all appropriate services/maintenance are provided
- Coordinates all assignments, billing charges, move-in/out, housing lottery and maintain rosters/databases
- Handles disciplinary matters within the student housing
- Arranges and provide various recreational opportunities for students
- Creates workshops and resources for off-campus housing options; maintain off-campus housing listings
- Creates programs and events that foster a sense of community, and opportunities for integrative learning

Office Hours

August 1 through April 31 (Fall/Spring)

9 to 5 PM, Monday, Wednesday, Thursday 9 to 7 PM, Tuesday

9 to 3 PM, Friday

May 1 through May 31 (Maymester):

9 to 5 PM, Monday, Wednesday, Thursday, and Friday 9 to 7 PM, Tuesday

Security and Safety FMU Campus Police

Located in between the library and the LSF building on main campus. Main: (843) 661-1109, or dial ext. 1109 from any campus phone.

Chief of Police Donald Tarbell Office: Campus Police Phone: 843-661-1109

The FMU Security Department is responsible for overall campus security, emergency response, investigations, crime prevention campus shuttle, and management of the parking permit and identification badge program. The department is staffed by a director, 1 associate director, 1 assistant director, 16 full time and 9 part time uniformed security officers. All security staff are employees of the University. All security officers are South Carolina state licensed security officers who receive 8 hours of pre-employment training, 16 hours of on the job training and 8 hours of annual refresher training as required by South Carolina state. Additionally, officers receive training annually in CPR/AED, fire extinguisher usage, response to hazardous materials emergencies and threat awareness. The University is a South Carolina State approved security guard training school and both the Director and Associate and Assistant Directors are certified security guard instructors. The security staff are not armed and do not have police or peace officer arrest powers. Officers are assigned to both fixed and motor patrols. Primary law enforcement jurisdiction for student housing lies with the Florence Police Department. The rest of the campus is under the jurisdiction of the Florence County Department of Public Safety. The security director works closely with both of these police agencies on matters affecting the campus including criminal investigations, crime prevention and emergency.

It is the policy of the university to promote the safety and security of the academic community on campus; to prohibit any criminal or illicit activities including sexual assault or other sex offenses; to report any alleged criminal conduct to the appropriate enforcement authorities; and to discipline any student, faculty member or employee after the university has conducted its investigation of the alleged conduct. Discipline may include suspension, expulsion, dismissal or termination of employment.

360 Stay Safe

Visit our **360 Stay Safe website** (login required) to view our online training program that helps students, faculty and staff create a safe and healthy campus community where they take care of themselves, look out for one another, and make choices for the greater good.

Annual Security and Fire Safety Report ("Clery Act")

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV educational institutions, without exception, prepare, publish and distribute an Annual Security and Fire Safety Report. This report consists of two basic parts: disclosure of the University's crime statistics for the past three years; and information about the University's current campus security policies. Prospective students and employees are entitled to request and receive a copy of the Francis Marion's Annual Security and Fire Safety Report which is available online at <https://www.fmarion.edu/wp-content/uploads/2016/07/FMU-Clery-Report-2020-WEB.pdf>

Campus Security Policy and Program Policy

It is the policy of FMU to promote the safety and security of all faculty, students and employees on University premises, to prohibit any criminal or illicit activities including sexual assault or other sex offenses, to report any alleged criminal conduct to the appropriate enforcement authorities, and to discipline any faculty, student or employee after conviction of a criminal offense, which may include suspension, expulsion, dismissal or termination of employment. In the case of a student, an ad hoc faculty committee shall be appointed by the Provost office.

Program

To promote awareness of and facilitate prevention of sexual assault offenses, the University shall provide specific information to incoming students about sexual assault prevention measures. Such information shall include the legal sanctions and applicable penalties under applicable laws, ordinances and regulations on sex offenses, the campus security procedures for dealing with sex offenses, and the identification and availability of counseling and support services. The criminal and legal penalties for the commission of sex offenses range from maximum imprisonment sentences of 3 months to 25 years depending on the type and seriousness of the offense involved.

Firearms

The possession of firearms is strictly prohibited on FMU property and in affiliated healthcare organizations.

Responsibilities

It is the responsibility of all faculty, students and employees to report all incidents of alleged criminal conduct to the Universities' Security Department and to cooperate fully with regard to the specific details of such incidents.

The University's Security Department shall investigate such incidents and, as necessary, report the matter to local enforcement authorities. The Security Department shall also maintain records of all reported incidents and shall collect information on reported criminal offense and arrest statistics on the University's campus, as required by federal law. Such information, together with relevant campus security procedures shall annually be published and distributed, through appropriate publications or mailings, to faculty, students and employees and to any applicant for enrollment upon written request.

Policy on Issuing Timely Warnings

The purpose of this policy is to provide guidelines for the issuing of timely warnings in compliance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act "Clery Act"*.

Policy

It is the policy of FMU to issue timely warnings, also known as security notices, for any *Clery Act* crime (as defined below) or a similar type of situation that is reported to campus security or is brought to the attention of campus security by law enforcement and is considered to present a serious or continuing threat to faculty, staff or students.

Scope

This policy applies to all faculty; staff and students on the FMU campus.

Definitions

A Clery Act crime is defined as follows:

1. Criminal Homicide
 - a. murder and non-negligent manslaughter
 - b. negligent manslaughter
2. Sex Offenses
 - a. Forcible
 - b. Non-forcible
3. Robbery
4. Aggravated Assault
5. Burglary
 - a. There is evidence of unlawful entry (trespass), which may be forcible or not involve force
 - b. Unlawful entry must be of a structure -having four (4) walls, a roof and a door
 - c. There is evidence that the entry was made in order to commit a felony or theft
6. Motor Vehicle Theft
7. Arson

Procedures

- A. The FMU Security Director or his designee shall make the decision whether to issue a timely warning on a case-by-case basis. The decision making process may involve consultation with members of the FMU senior leadership. Timely warnings shall be issued as soon as possible after the Security Department is notified; however, the release is subject to the availability of accurate facts concerning the incident. Criteria to be evaluated include:
 1. Nature of the crime;
 2. The continuing danger to the campus community
 3. The potential risk of compromising law enforcement efforts.
- B. Timely warnings shall include all information that would promote safety and would aid in the prevention of similar crimes, including, but not limited to:
 1. Succinct statement of the incident
 2. Possible connection to previous incidents if applicable
 3. Date and time the warning is released
 4. Descriptions, photographs or composite drawings of a suspect at large
 5. Descriptions of any vehicles involved
 6. Recommended actions if suspect is seen
 7. Contact information if you have knowledge about the incident/investigation
 8. Precautions for the campus community to protect itself
 9. Crime prevention suggestions to prevent similar incidents
- C. Timely warnings shall be issued to the campus community *via* email. In addition, the Chief of Campus Police may elect to post fliers in various areas on the campus.
- D. Timely warnings shall be updated as new or more accurate information becomes available.

- E. Timely warnings shall be numbered sequentially beginning January 1 of each year and can be viewed a

Policy Responsibilities

Chief of Campus Police - responsible for working in conjunction with FMU senior leadership and local law enforcement to issue timely warnings to the campus community.

Policy Management

Responsible Executive: Senior Vice President for Finance and Chief Financial Officer
Responsible Officer: Chief of Campus Police; Director of Student Affairs; Registrar
Responsible Office: Campus Police

Any questions regarding the interpretation or application of this policy should be referred to the Office of the General Counsel.

Center for Academic Success and Advisement

Jennifer Kunka, Ph.D.

Director of the Center for Academic Success and Advisement
Office: Founders Hall 220

Phone: (843) 661-1520

E-mail: jkunka@fmarion.edu

The purpose of the Center for Academic Success and Advisement (CASA) is to foster a better learning environment for, and provide resources to all students at FMU. Programs are designed to help students study more effectively and become more self-sufficient and proactive in their learning. These programs include: peer tutoring, workshops given periodically to address study techniques, a study partner match service, one-on-one academic support advice and assistance in making study plans, and standardized test preparation lectures and workshops.

The Director is also the University designee to evaluate and process all applications from students seeking appropriate and reasonable accommodation by the University as stated in the Institution's [Policy on Students with Disabilities](#). The office will provide support to students who identify themselves as needing special accommodations, per the ADA, and communicate those needs to the course faculty. Support Services Offered:

- Learning style surveys (VARK) are administered at the start of medical school to help each student determine his/her most effective approach(es) to learning.
- One-on-one appointments (in-person, skype, or phone)
- Study Skills and Text-Taking Strategies Workshops
- Time and Stress Management Workshops.
- Peer-Tutoring Program
- Study Partner Match Program
- Peer-Mentorship Program
- Exam and Other Accommodations (Students with Disabilities)

All students need assistance at some point in their academic career and there are many staff and faculty available at FMU to assist you.

Student Mental Health Services Contact:

Kayla Duncan

Assistant Director of the Office of Counseling and Testing

Office: Educational Foundation Building (Student Health Services building) Phone: (843) 661-1842

E-mail: kduncan@fmarion.edu

Mental health services are available to all medical students. All services are free and completely confidential. No records are transmitted to the school or to family members. Services are available throughout the year and early morning and evening hours are available.

Office of the University Registrar

Ms. Ann Williams - Registrar

Office: Stokes Administration Building, Room 118

Phone: (843) 661-1175

E-mail: awilliams@fmarion.edu

Office of the Registrar Functions

- Maintains educational and demographic data on every student
- Records required and selective course enrollment, including current enrollment, final grades and credits earned
- Records awards and honors received, disciplinary actions imposed, withdrawals, dismissals, repetition of courses and transfers
- Processes transcripts
- Records official name changes
- Processes enrollment verification
- Processes applications for USMLE, Step 1
- Processes loan deferments and state licensure forms
- Records and verifies degrees conferred

Registration Process and Timing

In the summer prior to their arrival on campus, newly accepted students receive information regarding registration and orientation from the Department of SLP.

To finalize their registration, students must make satisfactory payment arrangements with the Cashier's Office prior to the start of each semester. Prior to the beginning of each academic year, students should review their contact information (address, phone, and emergency) on file and make updates as needed. This can be done through the Patriot Portal. Only registered students are allowed access to campus services, facilities, and the school network and email system.

Registration Holds

In the event that a student fails to satisfy requirements for documentation or payment, the appropriate university office will place a hold preventing further registration. Students should check the Patriot Portal regularly to see if any holds have been placed on their account. The portal will indicate the type of hold and the appropriate office to contact to resolve the hold.

To finalize their registration, students must make satisfactory payment arrangements with the Cashier's Office prior to the start of each semester. The student is responsible for their own financial planning.

Only registered students are allowed access to campus services, facilities, and the school network and email system.

Enrollment Status

FMU's SLP curriculum is designed to be a full-time program of study. Students who wish to register for a reduced schedule (whether for health, academic, or other reasons) must have special approval from the MSLP Student Affairs and Progression Committee (SPAC).

Student Access to Grades

Grades for individual courses and clerkships are made available to students online (through the learning management system). Students can view their transcript, including all final grades, through the student self-service portal found at <http://patriotportal.ec.fmarion.edu/>

Transcripts and Release of Information

An official transcript carries the Registrar's signature and the FMU seal, and documents a student's permanent academic record at the University. Students may have a transcript mailed to the address of their choosing (including other educational institutions and hospitals) by submitting an official request to the Office of the Registrar.

Financial Assistance

Kim Ellisor

Director of Financial Assistance

Office: Stokes Administration Building (SAB) 117

Phone: (843) 661-1190

Email: finasst@fmarion.edu

- **Hours:**

Fall and Spring Semester:

8:30 AM to 5:00 PM, Monday-Friday Summer Semester(s):

8:00 AM to 5:15 PM, Monday-Thursday Closed, Friday

Student's Rights

According to federal regulations, a student has the right to know:

1. What financial aid programs are available.
2. The deadlines for submitting applications for each of the available financial aid programs.
3. How financial aid is distributed.
4. How a student's financial need is determined.
5. How much of the financial need has been met.
6. An explanation of the various programs in a student's aid package.
7. The school's tuition refund policy. This can be discussed with the Financial Assistance Office.
8. What portion of the financial aid package is a loan and must be repaid, and what portion is a grant or scholarship and not repayable.
9. The interest rate, the total amount that must be repaid, repayment procedures, the length of time to repay the loan and when repayment is to begin for loans awarded.
10. How the school determines satisfactory academic progress and the consequences of not achieving this.
11. All documents submitted to the Financial Assistance Office are confidential.

Student's Responsibilities

The student's responsibilities are to:

1. Maintain an excellent credit rating. Some student loans are considered consumer loans and are contingent upon your credit rating.
2. Read all information provided by the Financial Assistance Office.
3. Complete all documents required for awarding financial aid accurately and on time, before deadlines expire.
4. Provide correct information. Providing inaccurate financial data, in most cases, is a violation of federal law subject to penalty.
5. Supply any and all additional documentation, verification, corrections and/or new information requested by the Financial Assistance Office or the agency to which the application is submitted.
6. Start a personal financial aid file to keep copies of signed forms, other documentation and all pertinent correspondence.
7. Become aware of the terms of all the financial aid funds received.
8. Understand the responsibility for all signed documents.
9. Promptly notify the Financial Assistance Office in writing of any changes in financial situation since first completing the financial aid application process.
10. Understand fully the institution's refund policy regarding withdrawal, leave of absence and dismissal. These can be discussed with the Financial Assistance Office.
11. Be aware of institutional standards for satisfactory academic progress.

Government and Private Loan Programs

For more funding information, please visit the Financial Assistance Office.

South Carolina Programs

Tuition Assistance Program (TAP)

This is an entitlement program requiring no qualifying examination. An applicant must be a South Carolina resident for at least one year prior to enrolling in school, and a U.S. citizen or permanent resident alien, enrolled full-time and matriculated at an approved South Carolina post-secondary institution. The maximum annual TAP award is determined by SC Department of Education. Application is automatic through the FAFSA.

SCSHA Foundation Student Scholarship

This scholarship is open only to current student members of SCSHA. The eligibility for the award is based on a point system and is determined by an application review committee, appointed by the SCSHA Foundation Board. The scholarship application is posted on the SCSHA website. NOTE: The complete scholarship application MUST BE RECEIVED on or before April 1, 2021 to be considered for review.

S.C. CREATE

(Centers for the Re-Education and Advancement of Teachers in Special Education and Related Services Personnel; <http://www.sccreate.org>) allows full-time employees in SC public and charter schools to receive cost-free course work to complete add-on, alternative, or initial licensure in special education, the Board Certified Behavior Analyst (BCBA) credential, and

Speech-Language Pathologist national certification (ASHA- CCC).

Outside Sources of Financial Aid

The Financial Assistance Office has obtained publications listing sources of financial aid from foundations and private individuals. This is available in the Financial Assistance Office. Research of outside sources through a reference library is also recommended.

Armed Forces

Health Professionals Scholarship Program

This scholarship program provides the Armed Forces (Army, Navy, and Air Force) with the majority of its health care physicians. The scholarships are competitive and require completion of an application, physical examination and an interview. Prospective students will need to do the research to determine the nature, type and availability (possibility) of other financial aid streams. Scholarships are offered for two, three or four years. However, the minimum obligation is three years; therefore, students should apply before or during the first-year of medical school. Many scholarships pay tuition, student fees and mandatory health insurance premiums in full and reimburses students for all required texts, supplies and medical equipment. Upon acceptance of the scholarship, the recipient will be commissioned as an officer on reserve status and will be promoted upon graduation from medical school. Additionally, while in school, the student will receive a monthly stipend over \$1,300. Military scholarship recipients incur several obligations.

They are required to serve one year of active duty for each year of scholarship support, an obligation usually served after residency. Additionally, participants must apply for a military internship, and if selected, must serve it. However, the military will not choose a student's specialty. While in school, recipients must serve six weeks on active duty each year. This includes a mandatory officer indoctrination course and may include training in medicine, surgery or a military medical specialty (aerospace, submarine or field emergency medicine), depending on interest. Active duty training is both valuable and profitable. Application deadlines are variable. It is useful to research suggestions for applying to and coping with the military bureaucracy. For further information contact:

U.S. Army: 2600 South Irby Street Suite A, Florence, SC 29505. (843) 669-4178

U.S. Navy: 2600 South Irby Street Suite A, Florence, SC 29505. (843) 661-5540
Air Force: 2600 South Irby Street Suite A, Florence, SC 29505. (843) 669-8363

Off-Campus Law Enforcement

Dial 911 for emergencies

Off-Campus Advocacy, Counseling, and Health Services

Florence County Victim & Witness Assistance Program:

Contact the Florence Police Department: 843-676-8800

Pee Dee Coalition Against Domestic and Sexual Assault

24-hour Crisis Hotline: 800-273-1820 Non-Crisis Line: 843-669-4600

Website: <https://peedeecoalition.org/>

McLeod Regional Medical Center Emergency Room: 843-777-2000
Carolinas Hospital System Emergency Room: 843-674-5000

South Carolina Office of Victim Assistance

For Assistance and resources- 803-734-1900 or see Website at <https://sova.sc.gov/>

Student Organizations

FMU Chapter of the National Student Speech-Language-Hearing Association

The SLP program has a campus chapter of the National Student Speech-Language-Hearing Association. Membership is open to all enrolled students in the department. Each fall, during Orientation, the FMU NSSLHA officers and faculty advisor meet with students to provide an overview of the chapter and goals for the upcoming academic year.

Alpha Eta National Honor Allied Health Honor Society

Chapter 83 of the Alpha Eta Society at FMU will be established in accordance with the national bylaws. The purpose of the society is to promote and recognize significant scholarship, exceptional leadership and contributions to the allied health professions.

The following shall be eligible for election by the chapter to active membership to the society:

- Those graduate students who are enrolled in the occupational therapy, physician assistant, speech-language pathology and physical therapy programs leading to graduate degrees and are in their last year of enrollment in the allied health program;
- They shall have maintained an overall grade point average of 3.8 or better (out of 4.0) while enrolled in the allied health program on this campus. Students who meet the grade point requirement are eligible to apply for membership.
- Each academic program's selection cannot exceed 20% of the eligible class' population;
- They have shown capacity for leadership and achievement (i.e., promise for the profession) in their chosen Allied Health field;
- They have been recommended by members and approved by the dean of the Allied Health unit or his/her equivalent.

FACULTY AND STAFF

NAME	TITLE	OFFICE	EMAIL	PHONE
Dr. Frances Burns	Department Chair	LMEC 306	frances.burns@fmarion.edu	843-661-1897
Dr. Michele Norman	Graduate Studies Coordinator	LMEC 301	michele.norman@fmarion.edu	843-661-1885
Dr. Afua Agyapong	Full-time Faculty	LMEC 305	afua.agyapong@fmarion.edu	843-661-1888
Ms. Rebekah Wada	Full-time Faculty	LMEC 304	rebekah.wada@fmarion.edu	843-661-1887
Dr. Mani Aguilar	Adjunct Faculty		mani.aguilar@fmarion.edu	
Dr. Ronald Jones	Adjunct Faculty		ronald.jones@fmarion.edu	
Dr. Brittany Rutland	Adjunct Faculty		brittany.rutland@fmarion.edu	
Ms. Michelle Dawson	Clinical Coordinator	LMEC 302	michelle.dawson@fmarion.edu	843-661-1664
Dr. Tiffany Hines	Part-time Clinical Educator	LMEC 002	tiffany.hines@fmarion.edu	843-661-1606
Mr. Cameron White	Part-time Clinical Educator	LMEC 004	cameron.white3@fmarion.edu	843-661-1606
Ms. Carol Roberts	School of Health Sciences Administrative Assistant	LMEC 029	carol.roberts@fmarion.edu	843-661-4625
Ms. Whitney Moore	Administrative Assistant	LMEC 307	whitney.moore@fmarion.edu	843-661-1847