



Francis Marion University
School of Health Sciences

**Department of
Speech-Language
Pathology**

Graduate Student Handbook

2022-2023

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*.

Table of Contents

Section One: Department of Speech-Language Pathology.....	7
Welcome.....	7
Mission.....	7
Goals of the Program.....	7
Student Learning Outcomes (SLOs).....	7
Honor Code: Statement of Honor.....	8
The Honor Pledge.....	8
Philosophy and Purpose.....	8
Authority of the University.....	8
Benefits of the Honor Code.....	9
Civility in the Classroom.....	9
Reporting of Violations.....	9
Academic Conduct.....	9
Department of Speech-Language Pathology Strategic Plan – Executive Summary.....	10
Department Overview.....	11
Accreditation Status.....	12
Position Statement on Accents and Dialects.....	12
Academic Program.....	12
Speech-Language Pathology Requirements.....	13
Master of Speech-Language Pathology Program Curriculum.....	13
Academic Calendar.....	14
Advising.....	14
Essential Function.....	15
Certification and Licensure.....	15
ASHA Certification.....	15
Licensure.....	15
Teacher Certification.....	15
Fingerprinting.....	16
Section Two: University, School of Health Sciences, Program Policies and Procedures.....	17
Policies and Procedures.....	17
Privacy Rights of Students / Family Educational Rights and Privacy Act (FERPA).....	17
Confidentiality of Student Education Records.....	17
Confidentiality of Student Health Records (HIPAA).....	19
FMU Records Retention Policy.....	22
Satisfactory Academic Progress (SAP) Policy.....	22
Policy on Students with Disabilities.....	22

Statement of Non-Discrimination Policy	23
Sexual Misconduct Policy	24
Sexual Harassment Policy	24
Policy for Alcohol and Drug Use Amnesty in Sexual Violence Cases	24
Anti-Retaliation / Anti-Intimidation Policy	24
FMU Honor Code	24
Policy on Professional Conduct in the Student-Student and Teacher-Student Relationship	24
Drug-Free School and Campus Policy.....	25
Smoke-Free Policy Statement.....	25
Policy for On Campus Student Sponsored Events Where Alcohol is Served	25
E-mail Usage and E-mail Security.....	25
Procedures	25
Responsibility	26
Name Change Policy	26
Policy on Filming, Videotaping, Photography, and Visual or Audio Recordings.....	26
Policy on Fund Raising by Students or Registered Student Organizations	27
Policy on Campus Parking.....	27
FMU Academic Policies and Procedures.....	27
Academic Regulations	27
Student Grievance Procedure.....	28
Complaints Related to Accreditation Standards	28
Department of Speech-Language Pathology Policies and Procedures Guiding Principles.....	29
Learning Outcomes.....	29
Graduate Curriculum	31
Professional Portfolio	31
Academic Standing.....	32
Departmental Procedures	32
Academic Advising.....	33
Academic and Clinical Remediation/Intervention.....	33
Student Conduct and Progression Committee	34
Identification of students	34
Section Three: Professional Conduct	35
Respect.....	35
Attitude	35

Attendance	35
Independence	35
Collaboration	35
Appearance	35
Citizenship	35
Use of Social Media.....	36
Section Four:.....	38
Student Resources	38
Student Health Services	38
Immunization Policy	38
Injury Occurring During the Course of Any Learning Experience	39
Policy on Students Infected with Bloodborne Pathogens.....	40
Student Health Insurance.....	40
International Student Health Insurance	40
Dental Program	41
FMU Library.....	41
Security and Safety FMU Campus Police	42
Campus Security Authority (CSA).....	43
Annual Security and Fire Safety Report ("Clery Act")	43
Campus Security Policy and Program	43
Policy	43
Firearms	44
Responsibilities.....	44
Center for Academic Success and Advisement.	44
Office of Counseling and Testing	45
Office of the University Registrar	45
Office of the Registrar Functions.....	45
Registration Process and Timing	45
Registration Holds	46
Enrollment Status.....	46
Student Access to Grades	46
Transcripts and Release of Information.....	46
Financial Assistance.....	46
Student's Rights.....	47
Student's Responsibilities.....	47
Government and Private Loan Programs.....	47
South Carolina Programs	48

Off-Campus Law Enforcement	48
Off-Campus Advocacy, Counseling, and Health Services.....	48
South Carolina Office of Victim Assistance.....	48
Student Organizations	49
FMU Chapter of the National Student Speech-Language-Hearing Association	49
Alpha Eta National Honor Allied Health Honor Society.....	49
FACULTY AND STAFF	50

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. 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

The goals of the program are based on critical tenets of the MSLP program which include:

1. Prepare students to practice at the top of their license when they enter the workforce.
2. Teach students the most current evidence-based practice and provide ample opportunities to apply and practice skills before going to external practicum sites.
3. Attract students from diverse backgrounds that reflect the population of the Pee Dee region, South Carolina, the USA, and globally to increase 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 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 American Speech-Language-Hearing Code of Ethics which can be found at www.asha.org.

Honor Code: Statement of Honor

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 the University

taking action 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

The 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 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:

- Engage in at least three educational opportunities with related disciplines at FMU per academic year.
- Provide students with at least three practical experiences with inter-professional collaboration and practice per academic year.
- Sponsor a minimum of one continuing education program for clinical educators who provide graduate student training per academic year.
- Include at least one activity with a focus on diversity, equity, and inclusion in each course per academic year.

Clinical Training

The program will:

- Obtain at least two new referral sources for the FMU Center for Speech, Language, and Hearing per academic year.
- Provide at least one new advanced clinical training opportunity (e.g., FEES training) in the FMU Center for Speech, Language, and Hearing per academic year.
- Require the implementation of at least two strategies to reduce bias in service delivery per academic year.

Research

The program will:

- Prepare students to apply clinical research skills to promote evidence-based practice by critiquing a minimum of three empirically based articles per academic year.
- Require students to cite at least one evidence-based resource as rationale for each treatment approach in the on-campus clinic.
- Involve students and faculty in critically needed evidence-based research (EBR) focused on South Carolina and the surrounding states by requiring students in their second year to present Capstone research at a minimum of one conference.

Community Engagement

The program will:

- Provide a minimum of three screening clinics at community sites to promote early detection of communication and swallowing disorders per academic year.
- Attend at least one local health fair to establish relationships that support involvement in community-based outreach opportunities.
- Sponsor a minimum of one continuing education program for practicing clinicians in the Pee Dee, South Carolina area per academic year.

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. Non SLP majors will usually need to matriculate 6-8 consecutive semesters.

Accreditation Status

The Master of Speech-Language Pathology (MSLP) education program in speech-language pathology {residential} 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 at 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700. Candidacy is a “pre-accreditation” status with the CAA, awarded to developing or emerging programs for a maximum period of 5 years.

For complaints, please click here: <https://caa.asha.org/programs/complaints/>

Position Statement on Accents and Dialects

It is the position of the American Speech-Language-Hearing Association (ASHA) that students and professionals in communication sciences and disorders who speak with accents and/or dialects can effectively provide speech, language, and audiological services to persons with communication disorders as long as they have the expected level of knowledge in normal and disordered communication, the expected level of diagnostic and clinical case management skills, and if modeling is necessary, are able to model the target phoneme, grammatical feature, or other aspect of speech and language that characterizes the client’s particular problem. All individuals speak with an accent and/or dialect; thus, the nonacceptance of individuals into higher education programs or into the professions solely on the basis of the presence of an accent or dialect is discriminatory. Members of ASHA must not discriminate against persons who speak with an accent and/or dialect in educational programs, employment, or service delivery, and should encourage an understanding of linguistic differences among consumers and the general population.

American Speech-Language-Hearing Association. (1998). *Students and professionals who speak English with accents and nonstandard dialects: issues and recommendations* [Position Statement]. Available from <https://doi.org/10.1044/policy.TR1998-00154> © Copyright 1998 American Speech-Language-Hearing Association. All rights reserved.

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.

Speech-Language Pathology Pre-Requisites

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

In addition, there are science courses required by the American Speech-Language-Hearing Association (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) (3-4 credits)

Physical Sciences – Must be a physics or chemistry course (3-4 credits).

Behavioral Sciences - Acceptable courses in social/behavioral sciences should include psychology, sociology, anthropology, or public health (3-4 credits).

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. (3-4 credits).

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 Sciences (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 MSLP program sets a calendar each year, in accordance with the published FMU calendar (available in the current *FMU Catalog* and on the FMU 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 who is an MSLP faculty member. All students are required to see their advisor twice 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 their 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 Student 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. Upon completion of a clinical fellowship (after graduation), graduates are eligible for the Certificate of Clinical Competence in Speech-Language Pathology from the American Speech-Language-Hearing Association (ASHA). The ASHA Standards for Certification can be found on the association website: <https://www.asha.org/certification/2020-slp-certification-standards/>

Licensure

Students who complete the MSLP program will also have completed academic and clinical requirements required 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 the licensing agency in that state for further information. 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.

Ms. Whitney Moore Department of Speech-Language Pathology Administrative Assistant School of Health Sciences Leatherman Medical Education Complex Room 307 843-661-1847 Whitney.moore@fmarion.edu
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Section Two:
University, School of Health Sciences, Program 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
 - c. 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 at: <https://www.fmarion.edu/wp-content/uploads/2016/07/FMUFERPAPolicyStatement.pdf>

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 at: <http://www.fmarion.edu/policies/#financialassistance>.

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 at: <http://www.fmarion.edu/counselingandtesting/#disabilityservices>.

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. For more information regarding the Eligibility for Accommodations process, see the FMU website at: <http://www.fmarion.edu/counselingandtesting/#disabilityservices>.

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. The Department of Speech-Language Pathology 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.

The Director of Counseling and Testing can be contacted at (843) 661-1841.

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 below and available in the *FMU Student Handbook*.

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 at: <https://www.fmarion.edu/administration/sexualmisconduct/>.

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.

FMU Honor Code

Academic integrity is essential in any educational endeavor, and it is expected at all times from both students and faculty. By accepting admission to FMU, students commit to the ideals, ethics and conduct of their profession and of the institution. The FMU Honor Code outlines responsibilities and expected behaviors. Suspected violations of the FMU Honor Code are investigated in accordance with established procedures as well as the guidelines of the relevant academic program and may lead to dismissal from the school. Students should be aware of the University's Honor Code provided here and available in the *FMU Student Handbook*.

View the Procedures for Addressing Violations of the FMU Honor Code in the *FMU Student Handbook*.

Students in the MSLP program are required to sign a document to attest that they have read this policy and will abide by its principles. Signed documents will be placed in each student's file.

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 provided here and available in the *FMU Student Handbook*.

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 provided here and available in the *FMU Student Handbook*.

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 require 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 provided in the *FMU Student Handbook*.

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.

2. Statement of enforcement

- Noncompliance with this Policy will result in the following actions:
 - First Offense: User will be warned by Campus Technology to abide by the University's policies and procedures.
 - Second Offense: User's access to e-mail will be disabled for a period of one week.
 - Third Offense: User's access to e-mail will be disabled for a period of one month.
 - Any Offense Thereafter: User's access to the University network and e-mail will be disabled for a period of one year.

3. Exceptions

- 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 for providing 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 provided in the *FMU Student Handbook*.

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 fundraising event for the benefit of a not-for-profit registered Charitable Organization, association, or cause. Such an 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*.

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*.

FMU Academic Policies and Procedures

Academic Regulations

Academic regulations are located in the FMU Catalog and are updated on an annual basis. The full text of this information is available online at:

https://www.fmarion.edu/wp-content/uploads/2020/06/Final-Catalog-2020-21-1_25.pdf. In the catalog you will find information on the following topics.

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 proffered resolution or appeal the decision. View the Student Grievance Procedures in the *FMU Student Handbook*.

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

Students will demonstrate the following attributes and abilities:

- a. accountability
- b. effective communication skills
- c. evidence-based practice
- d. professional duty

2. Foundations of Speech-Language Pathology Practice

Students will demonstrate knowledge of the:

- a. discipline of human communication sciences and disorders;
- b. basic human communication and swallowing processes, including the appropriate biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases;
- c. ability to integrate information pertaining to normal and abnormal human development across the life span;
- d. nature of communication and swallowing processes
 - i. articulation
 - ii. fluency;
 - iii. voice and resonance, including respiration and phonation;
 - iv. receptive and expressive language (phonology, morphology, syntax, semantics, pragmatics, prelinguistic communication, and paralinguistic communication) in speaking, listening, reading, writing, and manual modalities;
 - v. hearing, including the impact on speech and language;
 - vi. swallowing (oral, pharyngeal, esophageal, and related functions, including

- oral function for feeding, orofacial myology);
- vii. cognitive aspects of communication (e.g., attention, memory, sequencing, problem solving, executive functioning);
- viii. social aspects of communication (e.g., behavioral and social skills affecting communication);
- ix. augmentative and alternative communication.
- e. knowledge of the above elements includes each of the following:
 - i. etiology of the disorders or differences;
 - ii. characteristics of the disorders or differences;
 - iii. 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 at Francis Marion University (FMU). 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 satisfactory GPA for good academic standing is a B average as represented by an overall GPA of 3.00 or above.
2. Satisfactory completion of clinical education competencies require 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 professional conduct standards requires students to comply with the Honor Code and the applicable Professional Code of Ethics and/or Scope of Practice in all settings (classroom, clinic, practicum sites, offices, & laboratories).
4. Degree requirements must be completed within the stated time limits (five semesters) by maintaining continuous enrollment in the courses needed for graduation. Under extraordinary circumstances, an extension of time to fulfill degree requirements may be granted by 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

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

Academic Standing

1. A cumulative grade point average of 3.0 is required for graduation.
2. Receiving a second C will result in academic probation.
3. 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. A student 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(s) 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 Student Conduct and Progression Committee. If a student fails to meet the remediation/intervention plan requirements due to noncompliance, insubordination, and/or negligence, the Student Conduct and Progression Committee may issue an Educational Warning.

Student Conduct and Progression Committee

A formal referral to the Student Conduct and Progression Committee is made when students 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. Students will sign off on the plan.

The academic advisor and student will meet 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 always observe professional guidelines for cleanliness and appropriate dress. Also see the 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 always uphold the university's non-discrimination policy. 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 websites 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.**

Students are not allowed to submit comments regarding clinical experiences on public platforms. They must use the designated platform (CALIPSO) to submit feedback.

The following actions are 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 the Health Insurance Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act (FERPA) includes 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 attempting to obscure their identity 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 statements or photographs that imply disrespect for any person, group of persons, or identities as included in the University nondiscrimination policy or its equivalent.
- Displaying information including personal photographs or photographs of others that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Displaying personal engagement in illegal activities including use of illegal recreational drugs.
- Posting 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

FMU's Student Health Services employs a full-time nurse practitioner. Student Health Services provides care for FMU students, staff, and faculty via walk-in or appointment. . 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.

Address:

FMU Student Health Services
University Center Room 217

Student Health Services Hours:

The hours of operation are 8:30 am – 5 pm Monday through Friday when the University is open.

Main Phone Number: (843) 661-1844

Immunization Policy

Documented evidence of delivery of immunization or blood titers for the following immunizations must be reported to the FMU Student Health Services and the Department of Speech Language Pathology during Student Orientation in the first semester.. 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 Coordinator of Clinical Education to proceed with clinical experience placements for students in adherence with external sites' memorandums of agreements.. Students should be aware that specific sites may have health clearance requirements beyond those required by the University; participation at those sites requires 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 at: <https://www.fmarion.edu/covid19/>.

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 a cellular 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 Bloodborne 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 bloodborne pathogens.

Purpose

To define the procedures for the management of students infected with bloodborne 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.

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. See the Office of Multicultural and International Student Life website for details.

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 serve all faculty, students, employees, and residents of the Francis Marion Community.

Locations: The main FMU Library, the James A. Rogers Library, (JARL), 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: 843-661-1300

Consortia: The FMU Library is a member of PASCAL which is the Partnership Among South Carolina Academic Libraries. PASCAL serves nearly 200,000 students at 55 colleges and universities and supports higher education in South Carolina through multiple programs including a Shared Library Services Platform for 53 institutions; statewide rapid print-delivery service; core electronic resources, including a robust shared e-book program.

The FMU Library is also a part of 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. Your student ID acts as your library card. It serves as proof that you are a registered user of the FMU Library. The barcode itself is used for checking out physical library materials and to authenticate your access to 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 transferable and may be 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.

Normal Library Hours

Monday – Thursday	8:00 am - 11:00 PM
Friday	8:00 AM - 5:00 PM
Saturday	9:00 AM - 5:00 PM
Sunday	2:30 PM - 11:00 PM

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. Students are encouraged to become active members 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 services below 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 provides 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

Contact

Phone: 843-661-1330

Email: housing@fmarion.edu

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

FMU provides full-service police protection to the campus community through its Campus Police Department; a fully independent state law enforcement agency responsible for criminal investigations, initial response to medical emergencies, and crime awareness education. The primary objective of Campus Police is to provide a safe, healthy environment that enhances the campus learning experience and complements the University's educational mission. Department police officers with comprehensive arrest powers patrol the campus and residence areas 24 hours

a day. Their authority, responsibility and training are the same as required of all state certified police officers in South Carolina. While Campus Police officers have statewide jurisdiction, their focus is on all University-owned, -leased or -controlled property and the adjacent streets and sidewalks, University officers have the authority to enforce all state laws and University regulations. They work closely with the Florence Police Department, the Florence County Sheriff's Office and the regional office of the State Law Enforcement Division. Each agency may provide mutual support and assistance to another as necessary and joint investigations often occur. Life Support services provided by Campus Police include temporary vehicle registration for on-campus parking; assisting motorists with minor vehicle problems; providing crime prevention education and services; inspecting buildings for safety compliance; providing property registration services; and maintaining the University's lost and found database

Campus Security Authority (CSA)

In addition to campus law enforcement at FMU, a Campus Security Authority (CSA) is an individual to whom students or employees can and should report criminal offenses or he/she is an official of the institution who has significant responsibility for student and campus activities. FMU CSA positions include Campus Police, the director of athletics, team coaches, and faculty advisers to recognized student groups; the Provost; the Vice President for Student Life; the Dean of Students; the Director of Housing; the Coordinators of Multicultural Affairs, Student Activities, International Students, Campus Recreation Services, and the University Center. Crimes can be reported to any CSA. The CSA must provide statistical information on crimes reported to him/her for inclusion in the University's annual "Clery Act Report." A CSA is encouraged, but not required, to recommend that the person reporting the crime to him/her also report the incident to Campus Police. The final decision about reporting the specifics of any crime rests with the person making the report. Crime statistical information will also be requested from the Florence County Sheriff's Office and Florence Police Department.

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's office.

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.

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 include:

- 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.

Office of Counseling and Testing

The Office of Counseling and Testing offers services for students who may be experiencing difficulties in their personal lives. The types of personal issues commonly addressed include depression, sexuality, stress management, depression, relationship issues and academic problems. You don't need to have severe emotional problems to benefit from our services. Many students use counseling to expand their personal growth and development.

The counseling relationship differs from both social friendships and the patient-physician relationship. Unlike friends, therapists are able to be objective; they are not involved in your daily life. Unlike most physicians, therapists don't give specific advice or tell you what to do. Instead, they serve as a skilled listener who help you clarify issues and practice techniques to effectively cope with problems.

Contact:

Will Hunter, PsyD.
Director of the Office of Counseling and Testing
Office: Educational Foundation Building (Student Health Services building)
Phone: (843) 661-1841
E-mail: will.hunter@fmarion.edu

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, 2023 to be considered for review.

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.

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

Phone: 843-777-2000

Carolinas Hospital System Emergency Room

Phone: 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 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's 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
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