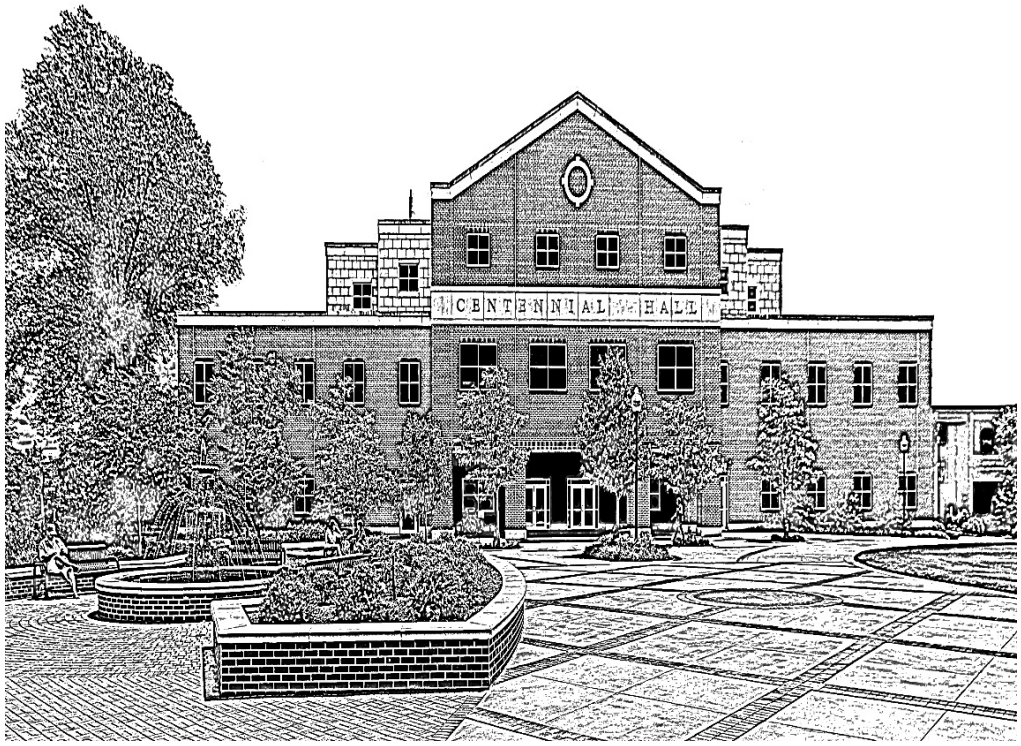
Bloomsburg UNIVERSITY®

COMMONWEALTH UNIVERSITY OF PA

2026-2027
Master of Science in Speech-Language Pathology Handbook



Department of Rehabilitation Sciences

Commonwealth University of PA - Bloomsburg

Department of Rehabilitation Sciences

I, _____acknowledge that I have received a copy of the Master of Science in Speech-Language Pathology Handbook. I understand that I am responsible for knowing the content of this handbook including, but not limited to, the policies for academic retention and dismissal and the expectations for meeting ASHA standards including the necessary number of clinical clock hours.

_____

Signature Date

This form must be signed and uploaded to Calipso.

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INTRODUCTION

This graduate handbook has been compiled for students enrolled in the Master of Science in Speech-Language Pathology (MS SLP) program offered by the Department of Rehabilitation Sciences at Commonwealth University-Bloomsburg.

The handbook provides an overview of the requirements and expectations of the graduate student enrolled in the program. Information is provided for academic and clinical requirements of the program. Information pertaining to graduation requirements and professional credentialing (certification and licensure) is also provided. Please note that there is a separate Clinic Handbook specifically developed to provide more detailed information about ASHA clinical hours requirements, expectations for meeting ASHA clinical standards, and the Commonwealth University-Bloomsburg Speech, Language, and Hearing Clinic policies and procedures

It is the responsibility of the graduate student to be familiar with the information compiled in this handbook. If you have any questions regarding the content of this handbook, please contact your graduate advisor.

Shelley E. Scarpino, Ph.D. CCC-SLP
Graduate Coordinator for the M.S. SLP Program, Graduate Advisor

SPEECH-LANGUAGE PATHOLOGY FACULTY & STAFF

FACULTY

Patricia Lawton, Ph.D. CCC-SLP
Assistant Professor, Speech-Language Pathology
Program Director

Shelley E. Scarpino, Ph.D., CCC-SLP
Associate Professor, Speech-Language Pathology
Graduate Coordinator & Graduate Advisor
Director of Clinical Education

CLINICAL SUPERVISORS

Sharon Blake, M.S., CCC-SLP

Danielle Huss, M.S., CCC-SLP

Kerry Ridall, M.S., CCC-SLP

Kailyn Stewart, M.S., CCC-SLP

PROGRAM HIGHLIGHTS

The Master of Science in Speech-Language Pathology (MS-SLP) program at Commonwealth University-Bloomsburg is accredited by The Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology. It is a full-time, five day a week program that requires a full-time commitment from the graduate student. The program consists of 3 semesters and 2 winter sessions of coursework and two additional semesters of off-campus practicum experiences with an online course component.

During the Fall I semester, students complete an intensive two-week clinical training in addition to their scheduled 12 credits of didactic coursework that includes an introduction to clinical experience through the Introduction to Clinic course. Students will be assigned two to three clients to be seen in the Speech, Language, and Hearing Clinic on campus, beginning the third week of the semester. Several weeks later, students will also begin a clinical experience at the Central Columbia School District (CCSD) where they will be assigned a small caseload of children to be seen. Clinic operates around the class schedule anytime from 8 am to 7 pm M-Th with evaluations and additional sessions scheduled for Fridays.

During Winter 1 semester, students will take a 2-credit asynchronous online multicultural course.

During Spring I semester, students will take 12 credits. Three of these credits are clinical practicum. Students will be assigned two to three clients to be seen in the Speech, Language and Hearing Clinic and be assigned a small caseload of children to be seen at the Central Columbia School District. Clinic operates around the class schedule anytime from 8 am to 7 pm M-Th with evaluations and additional sessions scheduled for Fridays.

During Summer semester, students take 12 credits, including a 3-credit clinical practicum course that again requires that they see clients in the clinic. Students may also be assigned to see children at CCSD for the Extended School Year program. Clinic operates from 8am to 3 pm and classes are in session from 3:30 – 6:35pm M-TH. Class times are subject to change depending on the availability of instructors.

During Fall II and Spring II semesters, students are enrolled in either School Field Experience (Student Teaching) or Medical Field Experience for the full semester. In addition, they are enrolled in a 3-credit, synchronous, online course each semester. Students are not required to be on campus during these two semesters. This allows students to choose externship experiences closer to their home or any other location across the country where we have an affiliation agreement. During the Winter II session, students are enrolled in a 4-credit, online, synchronous Disorders of Voice and Resonance course.

Students will be required to devote additional time outside of class and clinic to their studies (evenings, nights, and weekends) to be appropriately prepared for class and clinic. We understand that students may need to obtain part-time employment to support themselves financially, but **commitment to the graduate program must be the priority.** There will be times when students must be available for special events (i.e., seminars) and clinical trainings. These activities are part of the academic program, and students are expected to participate.

PROGRAM STRATEGIC PLAN

The Communication Sciences and Disorders (CSD) Program at Commonwealth University of Pennsylvania maintains a 2026–2031 strategic plan that supports our mission of providing accessible, high-quality, student-centered education in audiology and speech-language pathology. The plan focuses on: (1) advancing regional leadership in affordable, efficient pathways to professional practice through accelerated 3+2 M.S.-SLP and 3+4 Au.D. options and robust financial support; (2) attracting a strong, broad applicant pool through transparent, merit-based recruitment and outreach; (3) preparing high-quality clinicians to serve individuals from diverse cultural and linguistic backgrounds by expanding varied clinical and telepractice experiences; (4) maintaining full accreditation and a distinguished reputation by aligning with CAA/ASHA standards and engaging an advisory board of employers and alumni; and (5) fostering active engagement in scholarly research and faculty professional development so that students learn in a culture of inquiry and evidence-based practice. A copy of the full strategic plan is available on the MS SLP program website.

ACADEMIC PREREQUISITES

Prior to beginning the graduate program in Speech-Language Pathology, students must provide proof of successful completion of either (a) an undergraduate (BS/BA) degree with a major in Communication Disorders/Speech Pathology & Audiology, or (b) an undergraduate (BS/BA) degree and completion of prerequisite courses in Communication Disorders/Speech Pathology & Audiology. For students who graduated from institutions other than Bloomsburg University, final transcripts should be sent to:

Bloomsburg University
Office of Graduate Admissions
161 Arts & Administration Building
Bloomsburg, PA 17815
c/o Master's degree program in Speech-Language Pathology

In the event all required prerequisite courses have not been completed, students will be required to successfully complete missing courses prior to beginning Graduate study or make other arrangements with the graduate coordinator to complete the courses during their graduate program of study.

Please note that ASHA certification requirements stipulate that, in addition to required coursework in communication disorders, the student must also have completed coursework in the following areas: Specific and separate coursework in Human/Animal Biology; coursework in Social Sciences (e.g., Psychology, Sociology, etc.); coursework in Physics/Chemistry; and coursework in Statistics. The graduate advisor will discuss these requirements with students to ensure that all have been successfully completed.

Master of Science in Speech-Language Pathology Course Sequence

Semester	Course	Credits
Fall 1	**CMSD 552** Language Disorders in Preschool Children	**3**
	CMSD 556 Speech Sound Development and Disorders	**3**
	CMSD 572 Augmentative Communication and Autism Spectrum Disorders	**3**
	CMSD 502 Introduction to Clinic	**3**
	Total	**12**
Winter 1	**CMSD 510** Multicultural Issues in CSD (online)	**2**
	Total	**2**
Spring 1	**CMSD 558** Clinical Practicum and Professional Issues in Speech-Language Pathology I Seminar Topic: Service Delivery Models	**3**
	CMSD580 Neuroscience of Communication and Swallowing	**3**
	CMSD 562 Language Disorders in School-aged Children	**3**
	CMSD 582 Research in Communication Disorders	**3**
	Total	**12**
Summer 1	**CMSD 581** Disorders of Feeding and Swallowing	**3**
	CMSD 566 Clinical Practicum and Professional Issues in Speech-Language Pathology II Seminar Topic: Hearing/aural rehab	**3**
	CMSD 565 Motor Speech Disorders	**3**
	CMSD 550 Aphasia	**3**
	Total	**12**
Fall 2	**CMSD 584** School Field Experience in Speech Language Pathology OR CMSD 586	**(6)**
	CMSD 586 Medical Field Experience in Speech Language Pathology OR CMSD584	**(6)**
	CMSD 570 Cognitive Based Language Disorders (online)	**3**
	Total	**9**
Winter 2	**CMSD 568** Voice and Resonance Disorders (online)	**4**
	Total	**4**
Spring 2	**CMSD 584** School Field Experience in Speech Language Pathology OR CMSD 586	**(6)**
	CMSD 586 Medical Field Experience in Speech Language Pathology OR CMSD 584	**(6)**
	CMSD 554 Stuttering Treatment and Counseling (online)	**3**
	Total	**9**
	Total Program Credits	**60**

CSD 599 Thesis in Communication Disorders – The option to complete a thesis in addition to the required coursework is available to students who meet specific academic criteria. More information about thesis will be discussed in the Research in CSD course and can be discussed with the Program Coordinator/Advisor. Students who complete a thesis will be required to enroll in 6 thesis credits across 2-3 semesters. These credits are in addition to the 61 credits of required coursework.

The Commonwealth University Bloomsburg Speech-Language Pathology Graduate Program is accredited by the Council of Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA).

THESIS PREPARATION GUIDELINES

The preparation of a master's thesis provides the student with the unique opportunity to explore in depth an area of interest in the field of speech-language pathology and to contribute to the growing body of literature of our profession. Because the writing of a thesis is an option in the master's program, it represents a level of academic achievement above and beyond the non-thesis option of a terminal master's degree program. Indeed, students who have aspirations of pursuing a Ph.D. at some point in their careers are strongly advised to write a thesis at the master's level. This decision represents a commitment to the pursuit, generation, and dissemination of new knowledge, a philosophy which is vital to the ongoing development of our field. The faculty congratulate you on this decision and look forward to the opportunity to assist you through the process!

To be eligible for a thesis project in the M.S. in Speech-Language Pathology program, students must earn a course grade of A or A- in CSD 582, maintain a GPA of at least 3.7, and receive thesis committee approval by a majority vote of the Speech-Language Pathology faculty.

The Office of Graduate Studies provides general guidelines for the preparation of the thesis in Master's Thesis: Procedures. This document has been developed to provide additional guidelines for the completion of a thesis in the Department of Communication Sciences and Disorders. Adherence to the guidelines contained within will ensure that you complete the thesis in a timely, organized, and thorough manner. Specific tasks are listed for each semester to help you stay on track and minimize anxiety as graduation approaches.

Grading

A grade of "R" is assigned while the project is ongoing. A final grade (pass/fail) for the thesis will only be assigned following (a) a successful defense of the thesis, and (b) completion of the signature page by all committee members, and (c) approval from the Graduate Dean.

Timeline

Following is a timeline of the requirements for the completion the thesis. Students who are unable to complete the requirements stipulated for a particular semester due to extenuating circumstances must obtain approval for an extension from their committee, with a plan to assure the timely completion of the project. For students choosing to complete a thesis, all thesis requirements must be completed prior to conferral of the master's degree.

First Fall

- *Meet* with the graduate advisor to discuss project ideas.
- *Determine* an area of focus for the thesis.
- *Select* a thesis advisor and obtain that individual's agreement to participate.
- With the input of the graduate advisor and the thesis advisor, *select* two additional faculty to request to serve on the thesis committee, based on area of interest.
- *Ascertain* faculty willingness to serve on the committee.
- *Complete* CSD 582 Research in Communication Disorders and *earn* a course grade of A or A-.
- *Complete* CITI Training requirements for research with human subjects. (See https://intranet.bloomu.edu/irb.)
- *Obtain* signatures on the *Form for the Appointment of a Thesis Committee*. (See page 6 in Master's Thesis: Procedures.)

First Spring

- Speech-Language Pathology faculty will vote on thesis committees at the first faculty meeting of the Spring semester. If your committee is approved, continue with the following steps.
- *Enroll* in 1-3 thesis credits (CSD 599). The exact number of thesis credits per semester should be decided with input from the graduate advisor. A total of 6 thesis credits must be taken prior to graduation. These credits may be taken in later semesters if the graduate advisor determines that the first Spring is not appropriate due to course load or other concerns.
- *Complete* all requirements for all required courses and clinical assignments.
- *Complete* the Thesis Proposal. The Proposal is a significant piece of work; it is not an outline, but a formal document that justifies the research commitment to be made. This document should include the title page, introduction, literature review, methodology for the study, and references. These sections will later be developed into the first 3 chapters of the thesis, so they should be carefully prepared. It is difficult to stipulate a length for the proposal as this will vary depending on the topic selected and the available body of literature to be reviewed, as well as the complexity of the proposed study.
- *Schedule* and *complete* the Proposal Meeting.
- Two weeks prior to the scheduled meeting, *provide* members of the thesis committee with a copy of the proposal.
- At the meeting, *present* a summary of the background literature pertinent to the proposed work and an outline of the research proposed. This forum will also include questions from the committee and either approval of the Proposal, approval with recommendations, or recommendations for major changes in the Proposal prior to approval.
- *Obtain* signatures on the *Thesis or Departmental Paper Proposal Assurance of Compliance with University Research Requirements* form. (See page 7 in Master's Thesis: Procedures.)
- *Submit* the study protocol to the university's Institutional Review Board (IRB) and *obtain* the necessary approval form.
- *Submit* the approved Thesis Proposal, signed *Thesis or Departmental Paper Proposal Assurance of Compliance with University Research Requirements* form, and IRB approval form to the Office of Graduate Studies.

Summer

- *Enroll* in 1-3 thesis credits (CSD 599), with guidance from the graduate advisor.
- *Collect* data and *initiate* analysis, as appropriate.
- *Revise* the Introduction, Literature Review, and Methodology chapters, as recommended by the thesis committee.

Second Fall

- *Enroll* in 1-3 thesis credits (CSD 599), with guidance from the graduate advisor.
- *Complete* data collection and analysis.
- *Write* the Results and Discussion chapters of the thesis.

Second Spring

- *Enroll* in 1-3 thesis credits (CSD 599), with guidance from the graduate advisor.
- *Finalize* the Results and Discussion chapters of the thesis.

- *Schedule* and *complete* the Thesis Defense. The defense must be held no later than midterm week in the semester that the student intends to graduate. Any exceptions must be approved by all members of the thesis committee. A thesis defense is open to any interested members of the university community. Therefore, the date, time, and place should be adequately announced at least 1-2 weeks prior to the defense.
- *Contact* the department secretary to ensure that the defense is announced.
- Two weeks prior to the defense, *provide* members of the committee with a copy of the thesis.
- At the defense, *present* the background, methodology, results, and implications of the research. The committee will then ask questions and, at the committee's discretion, other members of the audience may be allowed to ask questions. Discussion of the results of the research is encouraged.
- *Obtain* approval signatures. The student must bring at least two copies of the approval/signature page to the defense, printed on 100% cotton paper of at least 20 lb. weight. (See Page 10 in Master's Thesis: Procedures.)
- *Deliver* the signed approval/signature pages to the Office of Graduate Studies. The Administrative Assistant will hold onto them until the Graduate Dean has approved the thesis.
- *Revise* the thesis as recommended by the committee. *Ensure* compliance with formatting requirements stipulated in Master's Thesis: Procedures.
- *Submit* an electronic copy of the final thesis to the Graduate Dean. The Graduate Dean will review the thesis, make suggestions regarding changes they deem necessary, and relay the changes to the student. Once the student makes the necessary changes, the student will then send the final copy back to the Graduate Dean. The Graduate Dean will then give the final approval (via email) to the student.
- *Submit* hard copies of the final thesis. Print the thesis on 100% cotton paper of at least 20 lb. weight. A minimum of two hard copies must be bound - one copy for the department, one copy for the library. Additional copies may be purchased at the students' discretion. The student must pay for all bound theses. All copies of the final theses must be sent directly to the Office of Graduate Studies. The Graduate Dean will then sign the original signature pages and the signed signature sheets will be inserted into the final printed theses. The Office of Graduate Studies will send the thesis out to be bound; thesis pick-up occurs once a month. Once the bound theses are returned to the Office of Graduate Studies, the department is notified, and theses delivered directly to the department. The department will then notify the student of their arrival and arrange pick up.

Summary of Thesis Timeline

First Fall
Meet with graduate advisor
Determine thesis topic
Select thesis advisor
Select thesis committee
Obtain signatures on thesis committee form
Complete CITI training

First Spring
Enroll in 1-3 thesis credits (with input from advisor)
Write the Thesis Proposal
Schedule and complete the Proposal Meeting
Obtain signatures on the assurance of compliance form
Submit the study protocol to the IRB for review
Obtain IRB approval form
Submit the following to the Office of Graduate Studies:
    Approved Thesis Proposal

Signed thesis committee form
Signed assurance of compliance form
IRB approval form

Summer
Enroll in 1-3 thesis credits (with input from advisor)
Begin data collection and analysis
Revise Introduction, Literature Review, and Methodology chapters

Second Fall
Enroll in 1-3 thesis credits (with input from advisor)
Complete data collection and analysis
Write Results and Discussion chapters

Second Spring
Enroll in 1-3 thesis credits (with input from thesis advisor)
Schedule and complete Thesis Defense (prior to midterm)
Print signature pages on 100% cotton 20 lb. paper and bring them to the defense
Deliver signed pages to the Office of Graduate Studies
Revise the thesis as recommended by the committee
Ensure compliance with formatting requirements
Submit an electronic copy of the final thesis to the Graduate Dean

MASTER OF SCIENCE IN SPEECH-LANGUAGE PATHOLOGY CORE FUNCTIONS FOR ADMISSION AND RETENTION

Students enrolled in the graduate program in Speech-Language Pathology must possess the necessary skills to provide competent clinical services to individuals with speech, language, swallowing, and hearing disorders. They must be able to provide services in a wide variety of settings with diverse client populations across the life span. Students must meet these core functions to qualify for and remain in the program. Reasonable accommodations will be provided to students with disabilities to enable them to meet these standards and ensure that they are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in this program.

The core functions for this program were adapted from the core functions developed by the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD;2023) and are identified below along with examples of each. These examples are not inclusive of all expected abilities and should be used only for simple comparative purposes by applicants and students currently enrolled in this program. Students are to thoroughly read this document and then sign the **Core Functions Student Attestation** following the document. The signed form should then be uploaded to Calipso.

SKILL	CORE FUNCTION	EXAMPLES (NOT INCLUSIVE)
Critical Thinking	Critical thinking sufficient for clinical judgment and reasoning	• Accurately assess clients • Interpret assessment data • Develop appropriate intervention goals and objectives • Design effective intervention activities • Evaluate intervention outcomes • Modify planned interventions
Cognitive	Ongoing capacity to learn new knowledge and skills in the areas of prevention, assessment, and intervention	• Retain, analyze, synthesize, evaluate, and apply auditory, written, and oral information at a level sufficient to meet curricular and clinical competencies • Employ informed critical thinking and ethical reasoning to formulate a differential diagnosis and create, implement, and adjust evaluation and treatment plans as appropriate for the client/patient's needs • Engage in ongoing self-reflection and evaluation of one's existing knowledge and skills • Critically examine and apply evidence-based judgment in keeping with best practices for client/patient care

Interpersonal	Interpersonal abilities sufficient to interact with clients, families, and professionals from a variety of social, cultural, ethnic, and linguistic backgrounds	• Display compassion, respect, and concern for others during all academic and clinical interactions • Adhere to all aspects of relevant professional codes of ethics, privacy, and information management policies • Take personal responsibility for maintaining physical and mental health at a level that ensures safe, respectful, and successful participation in didactic and clinical activities
Communication	Oral and written communication abilities sufficient for professional interactions	• Follow verbal and written instructions • Communicate effectively with clients and families from culturally and linguistically diverse populations • Communicate effectively with other professionals and colleagues • Consult with other professionals and colleagues in a professional manner • Communicate clearly and effectively in writing
Cultural Responsiveness	Responsive to individuals from different cultures, linguistic communities, social identities, beliefs, values, and world views	• Engage in ongoing learning about cultures and belief systems different from one's own and the impacts of these on healthcare and educational disparities to foster effective provision of services. • Demonstrate the application of culturally responsive evidence-based decisions to guide clinical practice
Mobility	Physical abilities sufficient to provide competent services	• Physically assist, position, maneuver, and transport clients during assessment and intervention sessions • Engage in physical activities at a level required to accurately implement classroom and clinical responsibilities (e.g., manipulating testing and therapeutic equipment and technology, client/patient equipment, and practice management technology) while retaining the integrity of the process • Respond in a manner that ensures the safety of clients and others • Document services through data collection, writing or typing
Visual	Visual ability sufficient to provide competent services	• Correctly differentiate and discriminate text, numbers, tables, and graphs associated with diagnostic instruments and tests • Correctly differentiate anatomical structures and diagnostic image findings • Differentiate functional and disordered written and visual communication

Hearing	Auditory ability sufficient to provide competent services	• Adequately hear and discriminate the speech of others • Differentiate functional and disordered auditory and oral communication • Understand mechanically-reproduced voice output (e.g., augmentative communication devices, computer software programs)
Personal Behaviors	Personal behaviors consistent with the ASHA Code of Ethics, the State Licensure Board, the Professional Educators Code of Conduct, and BU Speech, Hearing, and Language Clinic Policies and Procedures	• Demonstrate personal responsibility, accountability, integrity and honesty • Demonstrate respect for all clients and their families • Avoid behavior inconsistent with professional standards • Do not allow personal issues to interfere with service delivery • Abide by codes of ethical conduct

Students Requesting Academic and/or Access Accommodations
Commonwealth University is committed to providing equitable access to educational experiences, campus facilities, and university related opportunities for all students. Disability Services supports these requests for accommodations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you have or believe that you have a disability, please contact the office, which is located in the Warren Student Services Room 043, or call 570-389-4491 for an appointment to discuss your requests.

English Language Proficiency
All non-native speakers of English must submit an official language score report. To be considered "official," the scores must be sent directly from the sending examination body (TOEFL, IELTS, etc.). International students who have completed more than one semester of for-credit academic study in a US institution may not need to submit language proficiency scores.

Core Functions Student Attestation

After reading and ensuring that you understand the **Master of Science in Speech-Language Pathology Core Functions for Admission and Retention**, place an "X" in the appropriate box below.

List your Student ID number and sign and date the form. Upload this completed form in Calipso under the Compliance section during the first week of the first semester of classes.

☐ I have read the Master of Science in Speech-Language Pathology Program Core Functions for Admission and Retention and attest that I am able to meet the standards without accommodations.

☐ I have read the Master of Science in Speech-Language Pathology Program Core Functions for Admission and Retention and have determined that I am not able to meet the Core Functions currently.

☐ I have read the Master of Science in Speech-Language Pathology Program Core Functions for Admission and Retention and have determined that I may be able to meet these standards with reasonable accommodation(s) and will set up a meeting with the program and the Disability Services office to discuss prior to accepting.

Student ID: _____

Signature: _____

Date: _____

SPEECH-LANGUAGE PATHOLOGY GRADUATE STUDENT PROFESSIONAL STANDARDS

Scholarship/Academic:

Displays independent learning
Demonstrates effective, professional oral skills
Demonstrates professional writing skills
Uses independent problem-solving skills
Develops strong knowledge base
Effectively uses resources
Contributes to course and clinic related discussions
Participates in class

Personal:

Manages time
Meets deadlines
Manages stress
Exhibits appropriate grooming/hygiene
Takes initiative
Assumes responsibility
Displays emotional maturity

Interpersonal:

Demonstrates leadership
Cooperates with others
Relates well to others
Exhibits commitment to course of study

Professional:

Engages in ethical behavior
Provides services in a professional manner
Participates in professional student organizations

Clinical:

Accepts and implements instructor and supervisor feedback
Applies academic information to clinical practice
Utilizes resources
Demonstrates clinical problem-solving
Exhibits flexibility when faced with changing situations
Collaborates with others
Manages time effectively
Meets all deadlines
Respects clients
Follows clinic policies and procedures
Prepares adequately for sessions
Seeks assistance when needed
Respects clinical setting/property
Is accountable
Completes documentation as required
Makes original contributions to client care plans

PROFESSIONALISM

A speech-language pathologist is a licensed and certified professional. Professions require certain behaviors of their practitioners. These professional behaviors, which may or may not directly involve other people, have to do with tasks and responsibilities related to those served by the profession and with relations among other professionals. Your education and training are essential in preparing you to engage professionally with others. Following are expectations of those who seek to join the profession of speech-language pathology and are enrolled in our graduate program. These expectations pertain to all clinic assignments, classes, and scheduled meetings.

1. You show up on time, prepared, and properly attired.

2. You show up in a frame of mind appropriate to the professional task.

3. You accept the idea that "on time," "prepared," "appropriate," and "properly" are defined by the situations, by the nature of the task, or by another person.

4. You accept that your first duty is to the welfare of the persons served by your profession, and that "welfare" is a complex mix of desires, wants, needs, abilities and capacities.

5. You recognize that professional duties and situations are about completing tasks and about solving problems in ways that benefit others, either immediately or in the long term. They are not about you. When you are called upon to behave as a professional, you are not the patient, the customer, the star, or the victim.

6. You place the importance of professional duties, tasks, and problem solving above your own convenience.

7. You strive to work effectively with others for the benefit of the person served. This means you pursue professional duties, tasks and problem solving in ways that make it easier (not harder) for others to accomplish their work.

8. You properly credit others for their work.

9. You sign your work.

10. You take responsibility for your actions, your reactions, and your inaction. This means you do not avoid responsibility by offering excuses, by blaming others, by emotional displays, or by helplessness.

11. You do not accept professional duties or tasks for which you are personally or professionally unprepared. You do what you say you will do by the time you said you would do it, to the extent you said you would do it, and to the degree of quality you said you would do it.

12. You take active responsibility for expanding the limits of your knowledge, understanding, and skill.

13. You vigorously seek and tell the truth, including those truths that may be less than flattering to you.

14. You accept direction (including correction) from those who are more knowledgeable or more experienced. You provide direction (including correction) to those who are less knowledgeable or less experienced.

15. You value the resources required to perform professional duties, tasks, and problem solving, including your time and that of others.

16. You accord respect to the values, interests, and opinions of others that may differ from your own, as long as they are not objectively harmful to the persons served.

17. You accept the fact that others may establish goals for you. While you may not always agree with those goals, or may not fully understand them, you will pursue them as long as they are not objectively harmful to the persons served.

18. When you attempt a task for the second time, you seek to do it better than you did it the first time. You revise the ways you approach professional duties, tasks, and problem solving in consideration of peer judgments of best practices.

19. You accept the imperfections of the world in ways that do not compromise the interests of those you serve, or your own pursuit of excellence.

20. You base your opinions, actions, and relations with others upon sound empirical evidence, and upon examined personal values consistent with the above.

21. You expect all of the above from other professionals.

Chial, M. (1998). Conveying expectations about professional behavior. *Audiology Today*, *10*(4), 25.

ATTENDANCE POLICY

Graduate students are expected to attend all scheduled classes, clinic assignments, and related program activities. Consistent with Commonwealth University's Attendance Policy (IAP11), excused absences are limited to extenuating circumstances beyond the student's control, such as illness, serious mitigating circumstances, official military service, or official university representation. Students must notify the instructor or supervisor as soon as the need for the absence is known and provide documentation when requested. When class or clinical work is missed for a legitimate, documented reason, the student will be afforded reasonable accommodation and opportunity to make up missed, graded work without academic penalty. Personal vacations are not excused absences and should be scheduled during university breaks.

Because clinic participation involves direct client care and professional responsibilities, an absence that affects clinic coverage may require make-up hours, reassignment, or other remediation at the discretion of the clinic director. Extended or multiple absences should be discussed with the advisor and instructor in advance.

Excused and Unexcused Absences

An excused absence is one that is sanctioned by the University that affords the student the opportunity to make up missed work when proper documentation is provided. An absence not falling into one of the categories below or not properly communicated and documented as described below is considered unexcused. Faculty are not obligated to provide makeup opportunities for unauthorized absences.

Excused Absence

- **Illness or serious medical condition** (including hospitalization or a condition verified by Student Health Services)
- **Accessibility- or disability-related health needs** verified by a University Disability Services (UDS) Letter of Accommodation
- **Official University representation or service** (e.g., participation in a university-sponsored activity, athletic competition, or required University process)
- **Official military service** or short-term, obligatory military/reserve duty
- **Legal summons or civic obligations** that cannot be postponed (e.g., jury duty, court appearance, subpoena)
- **Religious observance**
- **Family emergency** (e.g., death or hospitalization of an immediate family member/support person, a funeral, or a traumatic event such as a house fire or serious accident)

Unexcused Absence

- **Personal vacations or travel plans**
- **Routine appointments** that could reasonably be scheduled outside class or clinic time.
- **Absences reported after the fact** without adequate documentation, unless an emergency prevented notice.
- **Any absence that does not meet the university's definition of an extenuating circumstance** beyond the student's control

Communication Protocol

Timing: Students must notify the instructor of record as soon as the need for the absence is known — in advance whenever the absence is foreseeable (e.g., religious observance, scheduled medical procedure, jury duty), or as soon as reasonably possible afterward when advance notice is not possible (e.g., sudden illness or family emergency).

Method: Notification must be made in writing via University email, and should briefly state the nature of the absence and the class session(s) affected. Instructors may specify an additional preferred method (e.g., learning-management-system message).
Clinical and practicum courses: For any course with an associated clinic, practicum, or clinical seminar component, the student must also notify their assigned Clinical Supervisor and the Director of Clinical Education directly and immediately, because client scheduling, supervision coverage, and clock-hour documentation depend on timely communication.
When the student cannot self-report: If a student is unable to notify the instructor directly through no fault of their own, faculty will accept notification and verification from the Office of the Dean of Students (DOS), University Disability Services (UDS), or Student Health Services (SHS) in lieu of direct student contact.

Documentation Requirements

Students must provide official documentation to verify the reason for an absence before it is designated as excused. Acceptable forms of documentation include:
Absence Memo — issued by the Office of the Dean of Students for non-medical absences of one day or more (family emergency, legal/civic obligation, military orders, or a required University activity)
Extended Medical Illness (EMI) notice — issued by Student Health Services via CU Succeed when illness or injury results in three (3) or more consecutive missed class days
UDS Letter of Accommodation — required for ongoing or recurring absences related to a disability or chronic health condition; reasonableness of the accommodation is determined case-by-case in consultation with UDS
Third-party verification — direct notification from DOS, UDS, or SHS to the instructor, accepted in place of student-provided documentation when the student cannot provide it directly
Students should submit documentation to the instructor (and, for clinical courses, the Clinical Supervisor/Director of Clinical Education) the day they return to class or clinic. Absences without required documentation will be treated as unexcused.

Grade Reductions for Unexcused Absence

Unexcused Absence from Class

An unexcused absence of one (1) three-hour class in a didactic course will result in lowering the course grade by one increment (e.g., A to A-, B+ to B) because of missed participation and experiential learning. Subsequent absences will also result in a lowering of the grade for each class missed. Additional make-up work as determined by the instructor will also be required (e.g., additional written assignments, independent projects, or alternative clinical observations) to meet learning outcomes.

Unexcused Absence from Clinic

An unexcused absence from one (1) day of clinic will result in lowering of the clinic grade by one increment (e.g., A to A-, B+ to B). Subsequent absences will also result in a lowering of the grade for each day. Repeated or egregious non-emergency time away from clinic may delay program progression or graduation (e.g., needing an additional term to complete required hours, failing the clinic course, thus extending the program another semester).

Extended Absences

Students needing extended time away from academic or clinical responsibilities should consult with their advisor about a formal leave of absence.

CLINICAL AND ACADEMIC KNOWLEDGE AND SKILLS ASSESSMENT (KASA)

Students will have regular and ongoing opportunities to assess their knowledge and skills acquired in the academic and clinical components of the program. Students may review their KASA any time in Calipso and each semester during the advisement meeting with their academic/graduate advisor their KASA will be reviewed. This will provide the student regular feedback regarding their progress in achieving the expected knowledge and skills in all academic and clinical components of the program.

Student achievement of specific knowledge and skills provided in a course is the decision of the course instructor. It is the instructor's responsibility to update the KASA at the end of each semester. If the student does not achieve the knowledge and skills in a course, extra work/activities (outside of class) may be provided. The decision as to whether additional remediation work has any effect on class grading is determined by the individual instructor. The primary purpose of the additional work/activities is to allow students the opportunity to obtain the required knowledge and skills to evolve into a competent professional.

While completion of the MS SLP curriculum and clinical requirements meets Commonwealth University Bloomsburg's criteria to be awarded the degree, this does not guarantee state licensure or professional certification. As requirements may vary, students are responsible for verifying their eligibility for licensure and certification in the state where they intend to practice.

M.S. SLP PROGRAM RETENTION AND PROGRESSION POLICY

Graduate students in the M.S. in Speech-Language Pathology program must adhere to the academic expectations of the School of Graduate Studies, maintaining a QPA of 3.0. Students must earn a minimum course grade of C+ (QPA 2.33) in all required academic courses. A course in which a student earns a grade lower than a C+ (2.33) must be repeated. A second grade lower than C+ will result in automatic academic dismissal. In accordance with Commonwealth University – Bloomsburg PRP 3463, an individual course may be repeated only once and a maximum of two different courses may be repeated.

As per program policy, if a grade lower than a B (less than 3.0) is earned in the final in-house clinical practicum course (CMSD 566), the course must be repeated with a minimum grade of B prior to enrolling in a field experience (CMSD 584 or CMSD 586). If a grade lower than a B (less than 3.0) is earned in a field experience (CMSD 584 or CMSD 586), the course must be repeated. Repeating of any courses will result in the extension of a student's program beyond two years.

DEPARTMENT ASSESSMENT/EVALUATION AND REMEDIATION PROCESS

- **Purpose:** The purpose of remediation is to identify, remediate, and counsel those students who exhibit characteristics associated with difficulties in their performance in the graduate program in Speech-Language Pathology.

- **Rationale:** The rationale is to assist the student to correct deficiencies as early as possible. Any student who fails to meet course requirements or programmatic expectations may not acquire the knowledge and skills necessary to progress through or complete their graduate program.

- **Implementation:** Remediation is a system of support available for the student who is struggling. It is the student's responsibility to analyze their performance and make necessary changes, comply with the Remediation Plan, complete the remediation as assigned and ultimately meet the knowledge and skills standards required by the American Speech-Language and Hearing Association (ASHA). Additionally, the student who does not comply with the Remediation Plan will be referred by course instructor to the committee of Graduate Advisor, Graduate Program Director, Clinic Director and Department Chairperson to determine suitability for continuation in the program. To be eligible and remain on remediation all students must adhere to the graduate policy PRP 3565.

1. In concert with policies and standards governing our assessment methods, all faculty will provide opportunities for both formative and summative assessment in each course.

2. No later than midterm each semester the course instructor will notify any student who is struggling to attain knowledge and skills targeted in the course for discussion and coordination of educational needs.

3. When deemed necessary a formal remediation plan will be developed by the course instructor. The Graduate Advisor and program faculty would be informed of any student who requires formal remediation. The Graduate Advisor will maintain documentation of any remediation plans developed for students. The student's grade for a course will not be changed by remediation. Final course grade will be independent from success or failure of remediation.

4. Remediation may include, but is not limited to, the following: additional readings assigned by the instructor, additional papers or ungraded quizzes; additional oral or written ungraded exams; repeating the course with the approval of graduate Dean.

5. If the course instructor is satisfied that after remediation the student demonstrates the required knowledge and skills, the KASA will be updated to reflect the meeting of the ASHA standards. If not, the student will be referred by the course instructor to the Graduate Advisor, Graduate Program

Director, Clinic Director and Department Chairperson to determine suitability for continuation in the program.

Remediation Plan Development: _____

Meeting date: **Level: (Circle one) Course Program**

Present:

Identified Concern:

Knowledge and Skills Requiring Remediation:

Supportive Evidence for Need for Remediation:

Prior Results from Formative Assessment:

Plan for Corrective Action:

Time Frame:

Signatures (Student, Faculty) Program Level must include Coordinator, Department Chairperson and Graduate Dean.

PROGRAM RETENTION AND DISMISSAL POLICY AND PROCEDURES

Students in the Graduate Speech-Language Pathology Program are required to maintain a minimum GPA of 3.0 and meet the previously stated Speech-Language Pathology Program Retention and Progression standards **(**See PRP 3565).The faculty may recommend academic probation, counseling, suspension, or dismissal for those students who do not meet these expectations or standards. At-risk students will be recommended for a program of remediation, after which they must meet the expectations. Students who are unable to meet these requirements following remediation may be recommended for dismissal from the program.

Failure to meet academic standards will be handled according to the Graduate School's policy regarding academic good standing (PRP 3565 and the Department Retention Policy).

Student conduct that makes them ineligible for licensure by the Pennsylvania State Board of Examiners in Speech-Language and Hearing may be cause for dismissal from the program (refer to Act 238 of 1984, PA Code Title 49, 45.1) Students may also be recommended for dismissal for the following:

1. Repeated offenses of the Commonwealth University Academic Integrity Policy (Policy 1-02).
2. Other violations of the University's Student Code of Conduct validated by official documentation of university, local, state, or federal agencies.

PROCEDURE

The following procedure will be followed when a student has failed to meet Department Expectations and/or has violated the Commonwealth University's Student Academic Integrity Policy (Policy 1-02) or the University Code of Conduct.

Charges may be brought by any faculty member as the result of a student or staff member who observes or become aware of incidents of unsuitable behaviors or academic dishonesty. Students who observe or become aware of incidents of unsuitable behaviors or academic dishonesty are expected to report it to an appropriate faculty member or chairperson of the department.

6. The faculty member who initiates a report of unsuitability must notify, in writing, the student, Department Chairperson, and speech pathology faculty of their concerns regarding unsuitability.

   Reporting faculty are responsible for gathering data and written anecdotal information documenting the student's performance, skills, behavior, etc., that substantiate the report. This documentation must be submitted to the Department Chairperson and reviewed by all speech pathology faculty within one month of notification.

7. The involved student may collect documentation supporting his or her claim to suitability. This documentation must be submitted to the Department Chairperson and the faculty within one month of notification.

8. Within two weeks of receiving the documentation, the Department Chairperson will schedule a joint meeting of the following:

Department faculty
The reporting faculty member(s)
The student; and
The student's representative—at the student's option

After the meeting, the evidence will be reviewed and a plan of remediation or corrective action will be devised.

9. The Department Chairperson and the faculty will collectively review the case and remediation plan within 5 working days of meeting with the student. At this time the decision will be made.

10. The Department Chairperson will notify the student in writing within two working days of the decision, and if applicable, meet in person to discuss remediation plan.

11. Students may appeal a recommendation for dismissal or final dismissal decision in accordance with current Commonwealth University Graduate Academic Policies and applicable university appeal procedures.

ADVISEMENT

Frequency: Every fall and spring semester, the graduate advisor will meet with all the graduate students one-on-one around midterm to monitor clinical and academic progress. More advising meetings can be scheduled as needed. Students are encouraged to speak with their advisor anytime they have concerns about their progress in the program or any issues that impact the student's performance and/or attendance.

Documentation: Graduate advising notes will be stored in CALIPSO.

Topics for discussion during advising:

1. Course registration
2. Library and clinic resources and tools
3. Licensure and certification requirement
4. FERPA, HIPAA, Infection Control
5. Thesis
6. Academic probation (GPA < 3.00), course repeat, remediation
7. Program's academic or clinic requirements and progress, KASA, CALIPSO
8. Questions/concerns about currently enrolled courses, class registration for next semester, policies, and procedures
9. Language proficiency
10. Professionalism
11. Professional goals
12. Received, read, and agree with the graduate student handbook, clinical handbook
13. Comply with following policies
    a. **CU Policy 1-21** – Student Disruptive Behavior Policy
    b. **PRP 3407** – Student Responsibility
    c. **CU Policy 1-23** – Attendance Policy
    d. **PRP 4802** – Student Code of Conduct and Judicial Process
    e. **PRP 3408** – Student Use of University Assigned Email Accounts
    f. **PRP 3463** – Graduate Admissions, Withdrawal, Course Repeat, Transfers, and Graduation Requirements
    g. **PRP 2412** – Mandatory Reporting of Child Abuse
    h. **CU Policy 1-24** – Academic Grievance Procedure
    i. **PRP 4862** – Student Non-Academic Grievance Policy
    j. **PRP 2060** – Americans with Disabilities
    k. **PRP 4789** – Harassment and Discrimination Policy
    l. **CU Policy 1-02** - Academic Integrity

For the most current Commonwealth University Policies, Procedures, Standards, and Guidelines students are encouraged to view them and others on this website:
https://www.commonwealthu.edu/about/university-senate-governance/policies-and-procedures

PROGRAM COMPLAINTS

Commonwealth University Bloomsburg Complaint Procedure

Commonwealth University is committed to providing students with opportunities to express concerns, seek resolution of complaints, and appeal decisions through established University policies and procedures. Students are encouraged to utilize the appropriate process based on the nature of their concern. Students who are unsure which procedure applies to their situation should contact the Office of the Dean of Students for guidance.

Office of the Dean of Students
Phone: (570) 389-4734
Email: deanofstudents@commonwealthu.edu

The following policies and procedures may be applicable:

- **CU Policy 1-24 – Academic Grievance Procedure**
  Provides students with a process for addressing alleged academic injustices related to grades and academic policies.
- **CU Policy 7-01 – Student Non-Academic Grievance Policy**
  Provides students with a process for addressing concerns involving the interpretation, application, or alleged violation of non-academic policies and procedures.
- **PRP 2060 – Americans with Disabilities**
  Outlines procedures for requesting accommodations and resolving disability-related concerns.
- **PRP 4789 – Harassment and Discrimination Policy**
  Provides procedures for reporting and resolving concerns related to harassment, discrimination, and protected class status.

Program Complaint Procedure

Complaints about Faculty/Instructors
Students are encouraged to always attempt to resolve issues with faculty first by meeting with the faculty member/instructor to discuss their concerns. If the issue cannot be resolved between the faculty and the student, the student should contact the department chairperson to schedule an appointment. Anonymous complaints or second-hand complaints (i.e., heard from others, speaking for others) will not be addressed. If the issue is not satisfactorily addressed, the student should take the complaint to the Dean of Graduate Studies or the Dean of the College Health Professions. This procedure is similar for complaints about the Program Director or Graduate Coordinator.

Complaints about Clinic Supervisors
Similar to the procedure for complaints against faculty, students should attempt to resolve any issues with a clinic supervisor by meeting with them first. If the issue is not resolved, the student should meet with the Clinic Director to discuss the issue. If a resolution is not reached, the complaint escalates to the Dean of the College of Health Professions.

Complaints about the Program
A locked complaint box is available to students that is located on the second floor just inside the door to the Communication Sciences and Disorders hallway. This box is locked, labeled "Suggestions, Comments, Complaints", and students may file a general complaint anonymously. However, anonymous complaints against individuals (i.e., supervisors, faculty, other staff, or students) will not be addressed. The Department secretary checks the box weekly and collects the complaints and forwards them to the Department

Chairperson who will address the complaint as they deem appropriate. All complaints are placed in a file and housed in a locked cabinet in the Department Chairperson's office.

Complaints about other Students
Students are encouraged to always attempt to resolve issues with other students through open and honest discussion. If the issue cannot be resolved between the students, the graduate student should contact the Graduate Advisor to schedule an appointment. If the issue cannot be resolved with the advisor, the advisor will refer the student to the appropriate office for handling the situation (e.g., Dean of Students, Dean of Graduate Studies). Anonymous complaints about other students in the program will not be addressed.

Complaints against Graduate Education Programs to CAA

The CAA will address concerns via the complaint process that are clearly related to a program's compliance with accreditation standards. The CAA cannot intervene in disputes between individuals and programs, and cannot affect outcomes such as grade changes, reinstatement to the graduate program, employment, etc., as part of this complaint process.
Before filing a complaint, it is strongly recommended that you read Chapter XIII: Complaints in the Accreditation Handbook (https://caa.asha.org/siteassets/files/accreditation-handbook.pdf).

Criteria for Complaints
Complaints about programs must meet all of the following criteria:

- Be against an accredited graduate education program or program in candidacy status in audiology or speech-language pathology
- Relate to the Standards for Accreditation of Entry-Level Graduate Education Programs in Audiology and Speech-Language Pathology in effect at the time that the conduct for the complaint occurred, including the relationship of the complaint to the accreditation standards
- Be clearly described, including the specific nature of the charge and the data to support the charge
- Be within the timelines specified below:
    - If the complaint is being filed by a graduate or former student, or a former faculty or staff member, the complaint must be filed within one year of separation* from the program, even if the conduct occurred more than 4 years prior to the date of filing the complaint
    - If the complaint is being filed by a current student or faculty member, the complaint must be filed as soon as possible, but no longer than 4 years after the date the conduct occurred
    - If the complaint is being filed by other complainants, the conduct must have occurred at least in part within 4 years prior to the date the complaint is filed

**Note: For graduates, former students, or former faculty or staff filing a complaint, the date of separation should be the date on which the individual was no longer considered a student in or employee of the graduate program (i.e., graduation, resignation, official notice of withdrawal or termination), and after any institutional grievance or other review processes have been concluded.*

Complaints must meet the following submission requirements:

- Complaints against a program must be filed in writing using the CAA's official Complaint Form (https://caa.asha.org/programs/complaints/). The Complaint Form must be completed in its entirety. The CAA does not accept complaints over the phone.
- The complainant's name, address, and telephone contact information and the complainant's relationship to the program must be included in order for the Accreditation Office staff to verify the source of the information. The CAA does not accept anonymous complaints.
- The complaint must include verification, if the complaint is from a student or faculty/staff member, that the complainant exhausted all pertinent institutional grievance and review mechanisms before submitting a complaint to the CAA.

- Documented evidence in support of the complaint must be appended, including as appropriate relevant policies/procedures, relevant correspondence (including email), timelines of referenced events, etc. **Do not** enclose entire documents, such as a handbook or catalog; only the specific pages should be included that present content germane to the complaint. Page numbers to these appendices should be referenced in the complaint. Materials may be returned to the complainant if not properly organized to support the complaint.
- All complaints and supporting evidence must be submitted in English, consistent with the business practices of the CAA.
- The complaint form must be signed and submitted with any relevant appendices via U.S. mail, overnight courier, or hand delivery—not via e-mail or as a facsimile—to:
  Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology
  American Speech-Language-Hearing Association
  2200 Research Boulevard, #310
  Rockville, MD 20850

The complainant's burden of proof is a preponderance, or greater weight, of the evidence. It is expected that the complaint includes all relevant documentation at the time of submission.

Copies of the CAA's complaint procedures, relevant Standards for Accreditation, and the Complaint Form are available in paper form by contacting the Accreditation Office at accreditation@asha.org or 800-498-2071. All complaint materials (completed and signed complaint form and relevant appendices) must be typewritten or printed from a computer.

-See more at: https://caa.asha.org/programs/complaints/

STUDENT SUPPORT SERVICES

Students have access to a variety of campus, community, state and federal resources. Below is a list of some of those resources. Questions regarding confidentiality and privacy may be directed to the resource.

Counseling Center
This office helps students develop human relations skills and personal growth. Typical counseling concerns may include study skills, depression, relationship issues, stress management, assertiveness and effective communications, racism, sexism, homophobia, human sexuality, anxiety, drug and alcohol abuse, eating disorders, survivors of rape, incest, and sexual assault, depression, ACOA and family issues, self-esteem. You have the right to a confidential relationship with your counselor. Information you share in counseling will not be revealed outside the center without your written permission.

Location: 240 Warren Student Services Center
Phone: 570-389-4255
Email: counseling@commonwealthu.edu
Website: https://www.commonwealthu.edu/offices-directory/counseling-center

Alcohol and Other Drugs(AOD) Prevention and Intervention
The office of Alcohol and Other Drug (AOD) Prevention and Intervention Services focuses on education and prevention to help students fully understand how a choice to use alcohol and other drugs can affect their health/safety, academic performance, legal standing, and future career.
Individual appointments for BASICS (Brief Alcohol Screening and Intervention for College Students) and CASICS (Cannabis Assessment Screening and Intervention for College Students) are available upon request.

Contact Information:
Marnie Yeick
Assistant Director
Location: 236 Warren Student Services Center
Phone: 570-389-4977
Email: myeick@commonwealthu.edu
Website: https://www.commonwealthu.edu/offices-directory/alcohol-and-other-drugs-prevention-and-intervention

Disability Services
Commonwealth University Disability Services (UDS) collaborates with students, supporters, faculty, and the greater campus community to promote self-advocacy and ensure a comprehensively accessible environment.

Contact Information:
Tess Fosse, Chief Accessibility Officer and ADA Coordinator
Email: tfosse@commonwealthu.edu

Erin Heidlauf, Assistant Director of Disability Services
Email: eheidlauf@commonwealthu.edu
Location: 043 Warren Student Services Center
Phone: 570-389-4491

Bloomsburg Campus Cupboard
The Dean of Students Pantry at CU-Bloomsburg welcomes all students at NO COST! Students can visit the pantry on Wednesdays and Thursdays 1:00 PM - 3:00 PM during the semester. They have non-perishable grocery items for students to choose from.
For opportunities to visit the pantry outside of walk-in hours or during semester breaks, stop by the Dean of Students office or call to schedule a visit.

Location: 150 Warren Student Services Center
Email: DeanOfStudents@commonwealthu.edu
Website: https://www.commonwealthu.edu/cupboard

Catholic Campus Ministry
CCM supports students of all needs, so that everyone can feel welcome as a part of CCM and as a young adult growing in faith.

Location: Newman House, 353 E. 2nd Street
Phone: 570-784-3123

Protestant Campus Ministry
Protestant Campus Ministry (PCM) is a multi-denominational fellowship staffed by an ordained minister in the Presbyterian Church (USA).
Location: St. Paul's Episcopal Church, Corner of Main and Iron Streets
Phone: 570-520-0878

Bloomsburg Student Health Center
The SHC mission is to provide high quality, basic health care services to Bloomsburg University students. Our strong emphasis on health promotion and preventative health education is designed to ensure our students reach their educational goals. The SHC adheres to the general principles and standards of ethical conduct endorsed by the American College Health Association: to do no harm, provide service in a caring manner, respect autonomy, protect privacy, maintain competence, promote justice and respect diversity. Victims of assaults may seek a variety of services and referrals from the Student Health Center. The Health Center Staff will review a victims' options and available resources, and may need to refer students to a hospital for more specific services such as a rape kit exam.

Location: Kehr Union Building, #324
Phone: 570-389-4451
Email: healthservicesBU@commonwealthu.edu
Website: https://www.commonwealthu.edu/offices-directory/health-services/bloomsburg

Women's Resource Center
The Coordinator of the WRC serves as one of several trained University Sexual Misconduct Advocates. The WRC is a safe and inclusive place for all students. The Women's Resource Center is dedicated to improving the status of women students, faculty, and staff at Bloomsburg University. They do so through the development and implementation of educational programs, community outreach, victim advocacy, and referral services. The Center encourages individuals to utilize the University Sexual Misconduct Advocate on call at 570-336-4994 when the center staff is not available.

Contact Information
Megan Wein, Director of the LGBTQA and Women's Resource Centers

Phone: 570-389-3933
Email: mwein@commonealthu.edu
Location: 101 Kehr Union Building
Website: https://www.commonwealthu.edu/offices-directory/lgbtqa-resource-center

Dean of Students
The Office of the Dean of Students assists students with a wide range of situations, issues, or concerns that may have potential to adversely affect their academic success or holistic growth as a student at CU. This may include prolonged absence, impacts of medical or personal emergencies, resource insecurities, mental health or behavioral concerns, help connecting to resources both on campus or locally, or referrals from the campus community for students of concern. The Dean of Students is also responsible for student related Title IX (sexual misconduct) investigations and judicial processes.

Contact Information:
George Rusczyk, Dean of Students
DeanofStudents@commonwealthu.edu
Phone: 570-389-4734

Jennifer Turnbough, Senior Associate Dean of Students
jturnbou@xommonwealthu.edu
Phone: 570-389-4820

Location: 150 Warren Student Services

LGBTQA Resource Center
The LGBTQA Resource Center at Bloomsburg is committed to making our campus a safe and welcoming space for lesbian, gay, bisexual, transgender, queer, questioning, asexual, and allied students through education, programming, advocacy, and public policy. The Resource Center welcomes all members of our campus community.

Contact Information:
Megan Wein, Director of the LGBTQA and Women's Resource Centers
Phone: 570-389-3933
Email: mwein@commonealthu.edu
Location: 101 Kehr Union Building
Website: https://www.commonwealthu.edu/offices-directory/lgbtqa-resource-center

University Police
The Bloomsburg-Commonwealth University Police Department employs commissioned police officers who enforce Pennsylvania Crime and Vehicle Codes and University Policies. Developing a safe and secure environment in an academic institution is the responsibility of the entire community. Within our community, the University Police Department is assigned the responsibility to identify programs, methods, and approaches to assist the institution toward achieving a safe and secure environment.

Location: Rear of Andruss Library
Phone: 570-389-2211

M.S. SLP SEMESTER CHECKLIST

Fall #1

___Ensure that your academic file is up to date and all necessary required undergraduate ASHA courses have been completed. Submit final transcripts showing that you have earned your bachelor's degree to the School of Graduate Studies.

____Register for an account on Calipso, the department's program for tracking students' Knowledge and Skills Acquisition, clinical assignments and hours, and all documentation for clearances, immunizations, and trainings.

____Ensure that all (25) guided observation hours are completed and signed by an ASHA certified SLP who has at least nine months of clinical experience after the awarding of the CCC and has completed and 2 CEUs related to supervision of graduate students. Documentation must be entered into Calipso.

____Complete Infection Control Training

____Complete HIPAA Training

____Complete Mandated Reporter Training

____Obtain Liability Insurance for in-house clinic experience. See section on Professional Liability Insurance in this handbook.

____Provide verification of a current PA Criminal Record Check, Child Abuse Clearance, FBI Fingerprinting, Immunizations, PPD test results, and two-year CPR training, as well as Mandated Reporter Training certificate. Maintain originals and upload a copy in Calipso.

____Consider applying for student membership in national NSSLHA and PSHA. Forms may be obtained from the organizations. Obtain information on the NSSLHA-ASHA conversion program. (Must be a member of national NSSLHA for two years to be eligible for conversion discount).

____Consult with the graduate advisor and/or faculty regarding thesis, if interested.

____ Submit requests for potential externship metro areas to externship coordinator.

____Meet with graduate advisor for advisement and KASA monitoring.

____ At the end of the semester, ensure that any clinic hours earned have been entered into Calipso

Spring #1

____Review schedule of required Praxis Exams (i.e., PDE teacher certification and ASHA CCC-SLP). Information will be covered in clinic seminar as regulations change. Consult Assistant Director Kelly Raudabaugh in the student teaching office (570)-484-2024 kjr23@commonwealthu.edu

The following Praxis tests must be completed for the Instructional I certificate (PA Department of Education)[1,2] or Educational Specialist [2] and to obtain ASHA certification[2] and PA licensure:

1. *Fundamental Subjects: Content Knowledge (Usually completed in the summer session)*

2. *The Praxis Exam in Speech-Language Pathology*

____ Meet with graduate advisor for academic advising.

____ For those students who have chosen to complete a thesis: Form your thesis committee and obtain necessary signatures on the Form for Formation of a Thesis Committee. The first spring semester is generally used to complete the introduction and methods sections. The student should be working toward their required prospectus meeting and completion of human subject review requirements.

____ At the end of the semester, ensure that all clinic hours have been entered into Calipso.

Summer #1

____Register and take *Fundamental Subjects: Content Knowledge* Praxis test if you are planning to pursue the Instructional I Teacher Certification. Send all scores to the proper recipients.

____Renew PA Criminal Record Check. Information and application will be provided through the department secretary or on-line at https://epatch.pa.gov/home

____Renew PA Child Abuse Clearances. Information and application will be provided through the department secretary.

____ Complete any additional clearances and onboarding activities for your first externship placement.

_____Fulfill all immunization requirements for externships according to their timelines.
Most immunizations are offered by the health center or through local clinics for a fee. Keep a copy of all health records. (TB, Meningitis, and Hepatitis) Many sites require a two-step TB test so these should be scheduled by mid-summer.

____Renew Liability Insurance for Externship Experience. Consult with the Clinic Director or clinic secretary. (Must be obtained no more than 90 days before beginning externship. Must be purchased through a designated liability insurance provider).

_____ For those students who have chosen to complete a thesis, the summer semester is often the time period in which a significant portion of data collection will be completed.

_____ At the end of the semester, ensure that all clinic hours have been entered into Calipso.

Fall #2

____Register for and take the Praxis exam and teacher certification exam. Be certain to use the appropriate reporting codes for Commonwealth University.

____Meet with graduate advisor for advisement.

____ For those students who have chosen to complete a thesis, data collection and data analyses should be completed by the end of this semester.

____ Ensure that all onboarding activities and clearances for your second externship placement have been completed.

____At the end of the semester, ensure that all clinical hours have been entered into Calipso.

Spring #2

____ Register for and take the Praxis exam if you have not already.

____ Consult Assistant Director Kelly Raudabaugh (570)-484-2024 kjr23@commonwealthu.edu in the student teaching office for the current procedure for applying for PA teacher certification.

____Verify that all ASHA hours (in-house clinic and externship) have been entered into Calipso.

____ Meet with advisor to review KASA.

____ Order cap and gown.

____ Apply for graduation

____ Complete online Exit Interview questionnaire.

____ For those students who have chosen to complete a thesis, successful thesis defense and final approval of the thesis paper should be completed by the end of this semester.

_____ **Download any necessary documents from CALIPSO to ensure future access for licensure, certification, and/or employment applications.**

____Graduate!

____Begin search for a site to complete the CFY.

____Begin to fill out application for ASHA certification and membership.

____ Once you secure a position as a SLP, apply for a provisional PA License

____ Apply for PDE certification through the TIMS site.

Information can be found here: http://psha.org/pdfs/provisional-licensure-application-process.pdf

Explanation of Checklist Items

ASHA Observation Hours

A student must have documentation of at least 25 ASHA observation hours in his or her academic file in the secretary's office and in Calipso. All observation hours must be completed prior to any in-house clinic experience. For non-BU undergraduates, a record of observation hours must be submitted with appropriate signatures and ASHA account numbers. All hours (observation and undergraduate clinical clock hours) must be approved by the Clinic Director and entered into Calipso.

Tracking ASHA Hours

All clinic hours are entered into Calipso and verified, through signatures, by the appropriate clinic supervisor. Tracking of each student's ASHA hours is ongoing and is conducted by the Clinic Director, Graduate Coordinator, and clinic supervisors.

Liability Insurance

Speech-Language Pathology students are required to carry liability insurance during all in-house clinic experiences and externships.

Prior to the externship (no more than 90 days before beginning of externship), the student must purchase insurance through a designated liability insurance provider. Forms can be obtained on-line and submitted directly to the company. Documentation of liability insurance must be in your folder prior to the externship.

Photo Identification

Students must obtain photo identification badges to wear during pre-clinic shadowing experience and all in-house clinics. Photo IDs are available through Student Life located in the lower level of Elwell.

Card Swipe System

BU identification cards can be obtained in the lower level of Elwell. These cards are necessary to access the card swipe system in the clinic. Clinic Photo IDs will not access the system. If problems arise with your swipe card, contact the department secretary.

Knowledge and Skills Acquisition (KASA) Tracking

Each semester, faculty will document acquisition of knowledge and skills gained in their course(s) by completing KASA form in Calipso.

CPR

Students are required to obtain and maintain current approved two-year CPR certification training. Students are required to obtain the necessary online training (i.e., adults, children and infants) prior to starting the graduate program and participate in the skills assessment on campus sometime during the first two weeks of class. Commonwealth University does not cover the cost of certification.

Infection Control Training

Students must complete an online workshop on infection control prior to clinic and again before the externship. Students must practice infection control preventative measures in all clinical experiences.

HIPAA Training

Students must complete an online HIPAA training prior to clinical experience. Students must comply with HIPAA regulations in all clinical experiences.

TB Test

Students must have negative TB test results prior to in-house clinic and again before the externship. TB testing is available on campus through the Bloomsburg-Commonwealth University Health Center. Students must upload test results in Calipso. TB tests must be completed every year. Please note that many health care settings require a two-step TB test process.

Acts 33 and 34

Act 33 (Pennsylvania Child Abuse History Clearance) and Act 34 (Request for Criminal Record Check) checks must be completed for all students who will be working with children in Pennsylvania during their, in-house clinics and externships. For out-of-state externships, the student must contact the State Police or State Department of Education for specific requirements and procedures.

Fingerprinting

Students must obtain fingerprinting before Fall #1 clinic rotation. Documentation must be placed in Calipso. Fingerprinting is also required for many externship sites.

Mandated Reporter Training

Students are required to complete a workshop on recognizing and reporting child abuse prior to the beginning of the first fall semester clinic experience.

PRAXIS Exams

Students seeking teacher certification in Pennsylvania must decide which certification they will seek (Instructional I vs. Educational Specialist) and take the necessary exam, preferably, prior to graduation. Bloomsburg-Commonwealth's University's M.S. program is accredited by the Pennsylvania Department of Education and our certification is a post-baccalaureate teacher certification. The National Exam is required for both teacher credentials. For students seeking the Instructional I, the Fundamental Subjects: Content knowledge (Praxis II) is required (in addition to the National Exam). Testing dates and locations are provided in the Praxis Exam Booklet available through the Registrar's Office or on-line at www.ets.org. It is recommended that tests be taken prior to the externship. If seeking teacher certification out-of-state, the student must contact the State Department of Education for requirements and procedures (see attached

listing of phone numbers and addresses). Please see https://www.asha.org/advocacy/state/ for a state by state listing of licensure and teacher certification requirements.

National Exam in Speech-Language Pathology (for ASHA CCC)

Students are encouraged to take the National Exam prior to graduation to qualify for the ASHA Certificate of Clinical Competence. It is recommended that the students take the test before the externship to allow time to re-take the exam, if necessary. The passing score for purposes of ASHA certification is 162 (on a scale of 100-20). Scores *must* be forwarded to the University. Test dates and locations are provided in the exam booklet available through the Registrar's Office. Information about these tests may be obtained from www.ets.org.

Contacting Externship Sites; Interviewing with Externship Sites; Setting up a Placement File

Students will receive information regarding existing sites and instructions for securing new externship sites from the externship coordinator during Fall #1. Requests for potential externships are to be submitted prior to beginning Spring #1. Sites may require interviews. Students are NOT to contact potential externship sites directly. All contact must be initiated by the externship coordinator.

Applying for Graduation

Application for graduation is generally completed in the Fall before anticipated graduation and is done through Banner. We suggest that you complete this form prior to leaving for your externship.

Teacher Certification

For those interested in PA teacher certification, you are required to consult with Assistant Director Kelly Raudabaugh (570)-484-2024 kjr23@commonwealthu.edu in the student teaching office during your externship (Spring #2). No applications for teacher certification are processed until after the M.S. degree is conferred.

Reserving Graduation Gowns

Reservation forms for graduation caps and gowns are available at the Commonwealth University Bookstore website in the Spring #2 semester prior to graduation.

Reporting Final ASHA Clock Hours to the Department Secretary

The Program must have a record of all acquired ASHA clinical practicum hours that you have obtained during your tenure in our program. This record is kept in Calipso. Please ensure that your externship clinical supervisor(s) has signed off on your hours in Calipso.

Application for ASHA Membership and Certification/CFY Procedures and Applications

Information about applying for certification, CFY procedures, and ASHA membership are available on the ASHA web site at http://asha.org/certification/. This information will be reviewed during clinic seminar courses. Since you have attended an ASHA certified program, you are eligible for automatic approval of your application by ASHA providing that (1) the program director/graduate advisor verifies that

all coursework and practicum requirements have been met, and (2) the application of the Certificate of Clinical Competence is received by the National Office no later than three years after the degree has been awarded.

*** You will complete your application for membership and certification online and the department will be forwarded a copy of the necessary approvals. All paperwork in Calipso must be up to date with hours documented for the Graduate Coordinator to sign off on your ASHA certification application. ***

NSSLHA-ASHA Conversion

NSSLHA members may obtain reduced rates for ASHA membership and certification through the conversion program. Detailed information is provided in your Graduate Handbook and online at https://www.nsslha.org/membership/conversion-discount/
Individuals must be a member of national NSSLHA for two years prior to applying for ASHA membership to obtain the discount.

Revised 6/2026

PRAXIS INFORMATION

Note: For every separate test date you register for, you are required to pay a $50 registration fee (for paper-based only).

Recipient of Scores:
Item # 11&12

Test Name	Code	Agency
National Certifying Exam Speech Language Pathology (5331)	2480	Commonwealth U of Pennsylvania
	5031	American Speech-Language-Hearing Association (if you are unable to find it under that code, type ASHA under the name section)
	8053	PA BD of Examiners SLP/AUD (for PA licensure)
	List D	Licensure in other states
Level I Teacher Test (5511) Fundamental Subjects and Content		
	2480	Commonwealth U of PA Bloomsburg
	List C	Check list C if you are seeking licensure in other states
	8033	PA Dept of Ed (not necessary if you test in PA-scores reported automatically) If you test outside of PA, you need to have scores sent using this code.

*If you are seeking out-of-state certification, you should check the requirements for that state. Some states may accept test of different names to meet requirements that are similar to PA's. You may need to make some phone calls to be sure.

Praxis Information

Helpful Reminders:

- Register online at https://www.ets.org/praxis/register/. You will need to establish a username and password with ETS. The online registration shows you how many seats are still available at the test site where you wish to register.

- The National Certification Exam for speech pathology is not listed in the Registration Bulletin under Required Tests for Pennsylvania, because it is not required for teachers. The Praxis series are tests for teachers, but they also administer the National Exam. A passing score is now 162 on a 200-point scale.
  * The exam code is 5331.

- If registering by mail, remember that you'll need a separate form (found online) for each date you register to take tests.

- **Register early!**

- Carefully review the test day instructions from ETS. Bring approved identification, arrive early and follow all instructions. https://www.ets.org/praxis/test_day/procedures

- For general inquiries about the PRAXIS you can call 1-800-772-9476.

- More information: http://www.ets.org/praxis/about/bulletin/

TEACHER CERTIFICATION INFORMATION

CSD professionals have three levels of credentialing – the ASHA Certificate of Clinical Competence, the state license to practice, and the state teaching credential. These certificates are always optional (they are not graduation requirements) but they are needed in some combinations for professional practice. Our program is accredited by ASHA and meets ASHA standards as well as PA state license requirements and Pennsylvania Department of Education (PDE) standards. Teacher credentialing requirements vary by state and the student is responsible for meeting the requirements of the state where they plan to work. In some states the license to practice also serves to qualify professionals to work in the schools. Please see ASHA's state-by-state listing for individual state requirements. https://www.asha.org/advocacy/state/

Commonwealth University's M.S. in SLP program is approved by PDE for the Instructional I certificate and Educational Specialist certificate. A professional can hold only one of these certifications. Which certificate should you obtain? This depends upon your professional goals. The following information comes from a webinar held jointly by the PDE and the PA Speech-Language-Hearing Association

What are the Similarities and Differences between the Instructional and Educational Specialist Speech Language Pathologist?

- Both perform the same duties working with students
- Both may be evaluated using the Education Specialist rubric
- The instructional certificate holder may be the teacher of record for a self-contained speech and language-impaired student classroom
- The instructional certificate holder may add additional certifications via testing (e.g., ELL; supervisory) whereas the educational specialist may not.
- The Instructional I requires a passing score on the Fundamental Subjects/Content Knowledge Praxis test (5511; passing score 150) in addition to the National Examination in speech pathology (5331; passing score 162). The Educational Specialist certification requires the National Examination only.
- Both teaching credentials qualify the student for employment in PA schools as a speech-language pathologist.

SUMMARY OFFENSES, MISDEMEANORS, FELONIES

How Teacher Certification is Affected

Under Pennsylvania law (PA Crime Code) summary offenses or expungements cannot be used to deny teacher certification. However**,** it is legal for a school district to deny employment based on past citations. Even though a summary offense may not appear on a background check, it does remain on record with the police and is accessible by the school district.

Misdemeanor offenses appear on background checks and the state reserves the right to deny issuance of teacher certification.

How State Licensure is Affected

Under Pennsylvania law (Act 238 of 1984), the Licensure Board may refuse to issue or may revoke licensure for:

1. Fraud, misrepresentation or concealment of information in obtaining a license.
2. Aiding or abetting any person in the violation of the act or noncompliance.
3. Being convicted of a felony or misdemeanor in any state within ten years prior to the date of application for license.
4. Unprofessional conduct as defined by the Board.

Examples of Offenses

1. Drugs
2. Driving under the influence
3. Assault
4. Underage Drinking
5. Provision of Alcohol to minors
6. Shoplifting
7. Drug Paraphernalia

Repeat offenses are filed at a higher level.

PA CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS

The PA Code of Professional Practice and Conduct for Educators can be found here.

CLINICAL PRACTICE REQUIREMENTS

The Commonwealth University Bloomsburg Speech, Language, and Hearing clinic is a medical clinic licensed by the state of Pennsylvania Therefore, we must adhere to regulations regarding clearances for our students and staff. Because you will be interacting with minors, adult clinical patients, and elderly clients, you are legally required by Pennsylvania state law and health system mandates to secure multiple background clearances and medical health records before beginning your clinical rotations in the clinic. All documentation must be uploaded to Calipso by the second day of the fall semester. Instructions for uploading documents to your Calipso account will be provided at orientation on the first day of classes.

CLEARANCES

Pennsylvania state agency databases do not share records. **You cannot substitute one clearance for another.** You must complete a minimum of **two separate registration transactions** via the official vendor, IdentoGO Pennsylvania Portal.

Section1. FBI Fingerprinting

1. **For Your School Placement (All Students):**
    a. **Service Code: 1KG6RT** (PA Department of Education - Colleges/Universities Teacher Education)
    b. **Fee:** $25.25
2. **For Your University Clinic Placement - Children (All Students):**
    a. **Service Code: 1KG756** (PA Department of Human Services - Employee Contact with Children)
    b. **Fee:** $24.95
3. **For Your University Clinic Placement - Elderly (Out-of-State Students Only):**
    a. **Service Code: 1KG8RJ** (PA Department of Aging)
    b. *See below to determine if you need this third code or a signed residency waiver.*

Compliance for the Elderly Population Overlap

The Older Adults Protective Services Act (OAPSA) requires tracking individuals who care for elderly clinic patients. Find your requirement below:

In-State Students (Lived in PA continuously for the past 2+ consecutive years):
You are exempt from paying for a third fingerprint clearance. Instead, you must fill out, print, and sign the below **PA Residency Disclosure & Candidate Affidavit** form. You must upload this form to Calipso by the second day of Fall classes.

Out-of-State Students (Lived in PA for LESS than 2 consecutive years):
You are legally required to complete a **third fingerprint registration** on the IdentoGO portal using Service Code **1KG8RJ** (PA Department of Aging).

Step-by-Step Fingerprint Registration Instructions

If You Are Accessing a Fingerprint Site Within Pennsylvania:

a. Go to identogo.com.
b. Enter your first code (1KG6RT) and click **Go**. Select **Schedule or Manage Appointment** and fill out your information.

c. Select a location, date, and time. Save or print your confirmation screen with your **Universal Enrollment ID (UEID)**.
d. Return to the IdentoGO homepage, enter your second code (1KG756), and repeat the registration process.
e. If you are an out-of-state student, or have not lived in PA for the last two years consecutively, return to the IdentoGO homepage, enter your third code (IKG8RG) and repeat the registration process.
f. **Tip:** Choose the exact same fingerprinting facility and pick a time slot immediately following your first appointment (e.g., 10:00 AM and 10:15 AM).
g. Additional Information:
    I. An email will be received with the results upon completion of the fingerprints.
    II. **THIS EMAIL CAN ONLY BE VIEWED ONCE**, therefore, it is critical you verify the file is saved to your computer, it can be viewed and printed **PRIOR** to exiting.
    III. The email may go to your junk mail, so monitor that mailbox as well.
    IV. The email subject will be "PAsafeCheck status@dev.pasafecheckidentogo.com".
    V. If you do not provide the appropriate documentation, you will be required to complete the fingerprinting process a second time.
h. Bring a valid government-issued photo ID and a credit/debit card to pay both fees at the site. The technician will take your prints once but will process them under both distinct tracking transactions.

If You Are Out-of-State and Cannot Travel to PA Before the Semester:

- **Option A (Live Scan):** Enter your out-of-state zip code during online registration. If an out-of-state IdentoGO enrollment center is available near you, you can book an electronic fingerprint appointment there. *(Note: Out-of-state sites charge an additional $39–$45 convenience fee).*
- **Option B (Mail-In Paper Cards):** If no site is near you, choose **"Submit a Fingerprint Card by Mail"** during online registration and pay online. You must visit a local law enforcement agency to have your ink prints rolled onto **two separate physical FBI FD-258 fingerprint cards** (one card per code) and mail them to the IdentoGO cardscan address provided on your registration receipt.

Section 2. Pennsylvania State Criminal Record Check (Act 34):

c. Steps:
    i. Go to https://epatch.pa.gov/home
    ii. Click "Submit a New Record Check"
    iii. Accept the Terms and Conditions
    iv. Select "Individual Request" and then "Continue"
    v. Fill Out the Information
        1. **YOU MUST CHOOSE EMPLOYMENT**.
        2. **DO NOT choose "volunteer".**

d. Additional Information:
    i. This can be printed out immediately.

Section 3. PA Child Abuse History Clearance:

e. Steps:
    i. Go to https://www.compass.state.pa.us/cwis/public/home
    ii. Create an individual account
    iii. Choose the **School Employee Governed by Public School Code**
        1. Apply as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code

iv. Pay online (similar to the Pennsylvania Criminal Record Check)

f. Additional Information:
   i. Approximately a **week** after you submit the online form and pay, you will be able to access and print the certification from the website.

Section 4. Mandated Reporter of Child Abuse Training

Speech-language pathologists are designated as mandated reporters of abuse. Prior to any patient contact, you must complete the Mandated Reporter of Child Abuse Training and submit a copy of the completion certificate to the department.

a. Steps:
   i. Go to https://www.reportabusepa.pitt.edu/PublicStudentSignUp.aspx
   ii. Fill in the required information and click "Submit"
   iii. Complete the Training
   iv. Print the certificate upon completion of the training and upload a copy to Calipso.

MANDATORY MEDICAL & IMMUNIZATION REQUIREMENTS

In addition to criminal clearances, our clinic requires full proof of immunity. Schedule appointments with your healthcare provider or student health services as soon as possible to secure the following if you have not already had these immunizations. Students with legitimate medical or religious exemptions must sign the **Request for Clinical Immunization Exemption** form, below, and submit it to the Clinic Director on the first day of Fall classes.

1. **TB (Tuberculosis) Test:** Must be completed **within 30 days of the start of the semester**. This can be a 1-step skin test or an IGRA blood test (QuantiFERON/T-SPOT).
2. **Tetanus Booster (Tdap/Td):** Must have been administered **within the past 10 years**.
3. **Varicella (Chickenpox):** Proof of a **2-dose vaccine series** OR a positive blood titer report confirming immunity.
4. **Hepatitis B:** Proof of the full **series of 3 doses** OR a positive surface antibody titer report confirming immunity.
5. **MMR (Measles, Mumps, Rubella):** Documentation of your vaccine records or positive blood titers.
6. **Polio:** Official childhood/young adult documentation verifying these standard series completions.

Note on Vaccine Exemptions: While the university recognizes medical, religious, and philosophical waivers for standard coursework, independent clinical facilities and school districts reserve the right to reject these waivers for frontline practitioners. If a site denies you entry based on your vaccination status, the program cannot guarantee an alternative placement, which may prevent graduation.

ADDITIONAL REQUIREMENTS

Cardiopulmonary Resuscitation (CPR) Certification:
All students must obtain a Basic Life Support (BLS) CPR certification. This requires both an online course completion and in-person skills assessment. The certification is good for exactly two years from the date of completion.

1. For the online course, go to **https://shopcpr.heart.org/heartcode**
2. Complete the 2-hour HeartCodeBLS program- Product #20-3553. The cost is $38.
3. Print a copy of the completion certificate.
4. On the first day of classes, at orientation, sign up for a time to complete the skills assessment portion of the certification offered on campus through the nursing department.
5. Take a copy of the completion certificate with you to the skills assessment.
6. The cost for the card and practice supplies is an additional $20 payable that day by cash or check.

Professional Liability Insurance:

You are required to obtain professional liability insurance and submit a copy of the proof of coverage to the department. This insurance protects you against covered claims arising from real or alleged errors or omissions, including negligence, in the course of your professional duties. Remember, legal defense and settlement costs are paid in addition to your limits of liability. In the event of a lawsuit, your liability insurance policy may include the following:

- Provide you with your own attorney
- Pay all reasonable costs incurred in the defense or investigation of a covered claim
- Pay you for lost wages
- Provide reimbursement if licensing board issues were involved
- Pay court costs and settlements in addition to the limits of liability

The policy **MUST** be a **minimum** of $1,000,000.00. Below are a few companies that provide the required professional liability insurance for students.

HPSO Liability Insurance: Click here for link

Proliability by Mercer Liability Insurance: Click here for link

Lockton Affinity Liability Insurance: Click here for link

CLINICAL COMPLIANCE CHECKLIST

Requirement	Service Code / Details	Proof Required	Status
FBI Fingerprinting (schools)	Service Code: **1KG6RT**	Photocopy of official, Blue-Bordered **Letter**	☐ Complete
FBI Fingerprinting (Minors)	Service Code: **1KG756**	Photocopy of official, Blue-Bordered **Letter**	☐ Complete
FBI Fingerprinting (Elderly)	Code **1KG8RJ** *(Out-of-State)* **OR Signed Affidavit** *(In-State)*	Paper letter **OR** signed & witnessed waiver form	☐ Complete
PA State Criminal Record Check	Choose 'Employment' not 'Volunteer'	Printed document	☐ Complete
PA Child Abuse History Clearance	Submit online form and pay; access and print the certification from the website	Printed document	☐ Complete
Mandated Reporter of Child Abuse Training	Complete training online	Printed Certificate of Completion	☐ Complete
TB (Tuberculosis) Test	Must be completed **no more than 30 days prior to the start of the semester**	Lab report or clinical signature	☐ Complete
MMR Vaccine	Measles, Mumps, and Rubella	Documentation of **2 doses** or positive titer lab results	☐ Complete
Polio Vaccine	Childhood series completion	Official childhood immunization records	☐ Complete
Tetanus (Tdap/Td)	Booster must be **within the last 10 years**	Record of administration date	☐ Complete
Varicella Vaccine	Chickenpox	Documentation of **2 doses** or positive titer lab results	☐ Complete
Hepatitis B Vaccine	Complete **series of 3 doses**	Documentation of all 3 dates or positive surface antibody titer	☐ Complete
CPR Certification	BLS for Healthcare Providers-CPR&AED (adult/child) online course	Documentation of online course completion	☐ Complete
Professional Liability Insurance	$1,000,000 minimum	Copy of insurance face sheet	☐ Complete

PENNSYLVANIA RESIDENCY DISCLOSURE & CANDIDATE AFFIDAVIT

Older Adults Protective Services Act (OAPSA) Compliance Instructions: This form must be completed by any graduate student who has been a continuous resident of the Commonwealth of Pennsylvania for the past two (2) consecutive years. Eligible students completing this affidavit are exempt from registering for the Department of Aging FBI fingerprinting transaction (Service Code 1KG8RJ).

SECTION 1: STUDENT INFORMATION

Full Legal Name: _____

Current PA Address: _____

City / State / Zip: _____

Date of Birth: ____ / ____ / _____

University / Program: _____

SECTION 2: RESIDENCY ATTESTATION

I hereby certify and declare that I have been a continuous, legal resident of the Commonwealth of Pennsylvania for the entirety of the previous two (2) consecutive years from the date of this document. Select one of the following

☐ Date moved to Pennsylvania: ____ / ____ / _____

☐ I have lived in PA since birth.

SECTION 3: SWORN AFFIDAVIT

I declare that the following statements are true, accurate, and correct:

1. I have never been convicted of an offense that would disqualify me from providing care or services under the Pennsylvania Older Adults Protective Services Act (OAPSA) (35 P.S. § 10225.101 et seq.), or any equivalent federal or state offense.

2. I am not currently the subject of any active criminal investigation, pending indictment, or trial for a disqualifying offense in Pennsylvania or any other jurisdiction.

3. I acknowledge that I am still required to maintain compliance with all other mandated university clinic screenings, including the Department of Human Services Child Protective Services Law (CPSL) fingerprint clearance (Service Code 1KG756).

4. I understand that the information provided herein is subject to verification.

WARNING: ANY PERSON KNOWINGLY AND WILLFULLY MAKING A FALSE AFFIRMATION ON THIS DOCUMENT WILL FACE IMMEDIATE DISMISSAL FROM THE GRADUATE PROGRAM AND MAY FACE CRIMINAL PENALTIES.

Student Signature: _____ Date: ____ / ____ / _____

SECTION 4: WITNESS ATTESTATION

To be completed by the Commonwealth University Speech, Language and Hearing Clinic Director

I have reviewed the student's government-issued identification and confirm that the identity matches the individual signing this affidavit.

Clinic Director Printed Name: _____

Clinic Director Signature: _____

Date: ____ / ____ / _____

REQUEST FOR CLINICAL IMMUNIZATION EXEMPTION & LIABILITY WAIVER

Instructions: Students seeking an exemption from the mandatory clinical immunization schedule must complete Section 1, and then have a licensed professional complete Section 2 (Medical Exemption) OR personally complete Section 3 (Religious/Philosophical Exemption).

SECTION 1: STUDENT ACKNOWLEDGEMENT & ASSUMPTION OF RISK

Student Full Name: _____ Date of Birth: ____ / ____ / _____ Student ID: _____ University Program: _____

I am requesting a formal exemption from the following required clinical vaccines

(Check all that apply):

[ ] MMR (Measles, Mumps, Rubella)

[ ] Varicella (Chickenpox)

[ ] Hepatitis B (Series of 3)

[ ] Tetanus, Diphtheria, Pertussis (Tdap)

[ ] Tuberculosis (TB) Screening

[ ] Polio Series

By signing below, I acknowledge, understand, and assume the following risks:

1. EXCLUSION FROM CLINIC: In the event of a vaccine-preventable disease outbreak or a change in public health status, I may be immediately excluded from the clinical facility for my own safety and the safety of patients. This may result in an interruption of my clinical hours.

2. NO PLACEMENT GUARANTEE: Independent healthcare clinics and hospital networks reserve the right to reject this waiver under their own health and safety protocols. The University is under no obligation to secure an alternative clinical placement if a site denies me entry based on my vaccination status.

3. GRADUATION RISK: If I am barred from a clinical site due to my vaccination status and cannot fulfill my mandated face-to-face patient clinical hours, I understand I will be unable to fulfill the graduation requirements of this graduate program.

Student Signature: _____ Date: ____/____/____

SECTION 2: MEDICAL EXEMPTION (To be completed by a Licensed Medical Provider)

Instructions to Provider: A medical exemption may be granted only if there is a documented medical contraindication to a specific vaccine. I certify that the vaccine(s) checked in Section 1 are medically contraindicated for this student due to the following specific medical condition or allergy: _____This medical contraindication is: [ ] Permanent [ ] Temporary (Expected expiration date: ____ / ____ / _____)

Provider Name & Title (MD, DO, NP, PA):_____

Provider Signature: _____ Date: ____/____/_____ License Number: _____ State of Licensure: _____ Clinic/Facility Name: _____ Phone: _____

SECTION 3: RELIGIOUS OR PHILOSOPHICAL EXEMPTION

Instructions to Student: State your specific religious, philosophical, or strong moral conviction that prevents you from receiving the required immunization(s). (Attach an additional signed sheet if necessary):

_____
_____
_____
_____

Student Signature: _____ Date: ____/____/_____

SECTION 4: UNIVERSITY CLINICAL DIRECTOR REVIEW

[ ] Request Approved [ ] Request Denied

Director Comments: _____

Director Signature: _____ Date: ____/ ____/_____

ENTERING CLEARANCES IN CALIPSO

After obtaining clearances, they must be uploaded to CALISPO. Please see the following instructions for uploading clearances and updating dates.

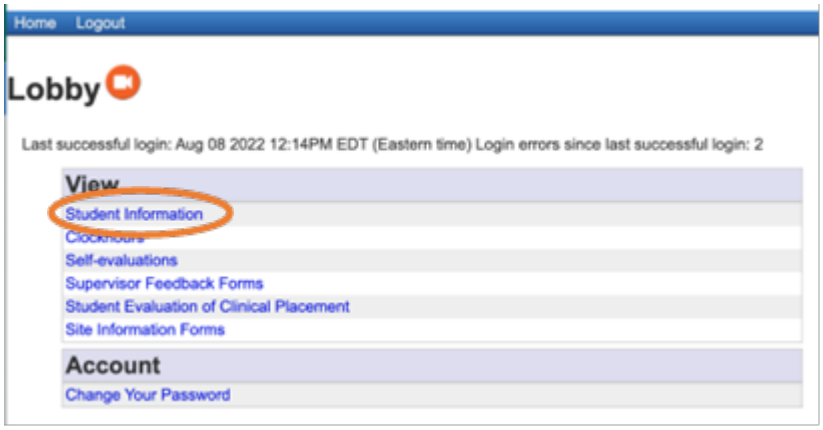
How to Enter Clearances into CALIPSO:

1. Log in to CALIPSO at https://www.calipsoclient.com/bloomu/account/login

2. If you are new to CALIPSO, register under 'Student' with your Commonwealth University issued email address. If you have already registered, login using your Commonwealth email and the password you created.



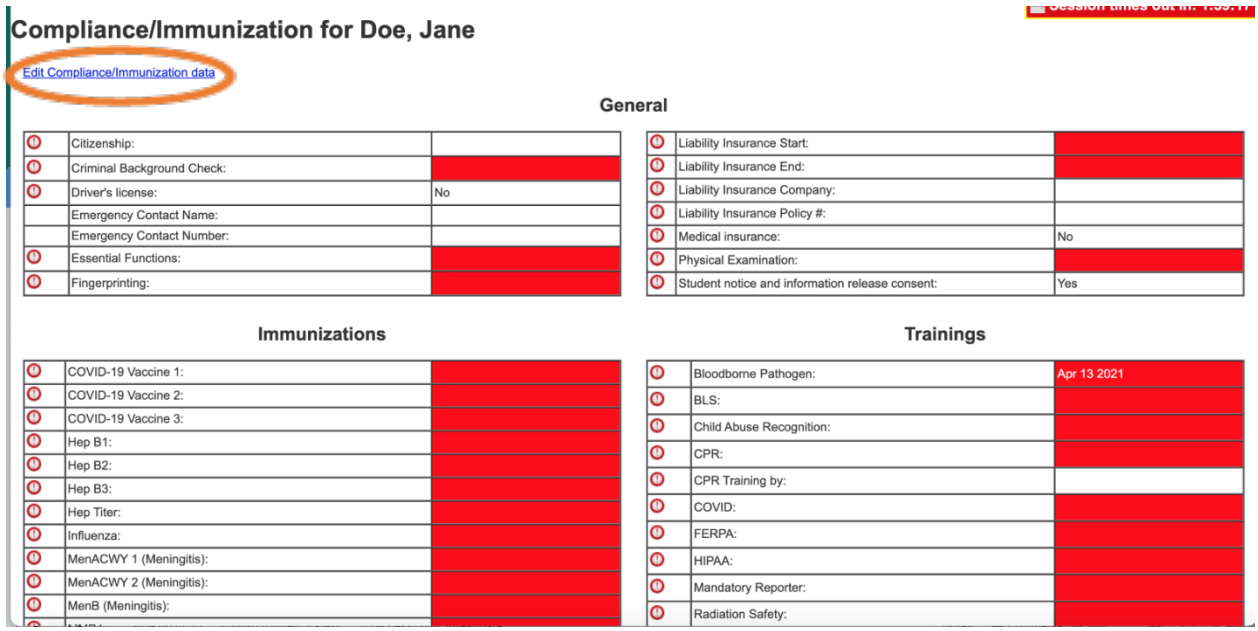
3. Once logged in, click on 'Student Information'



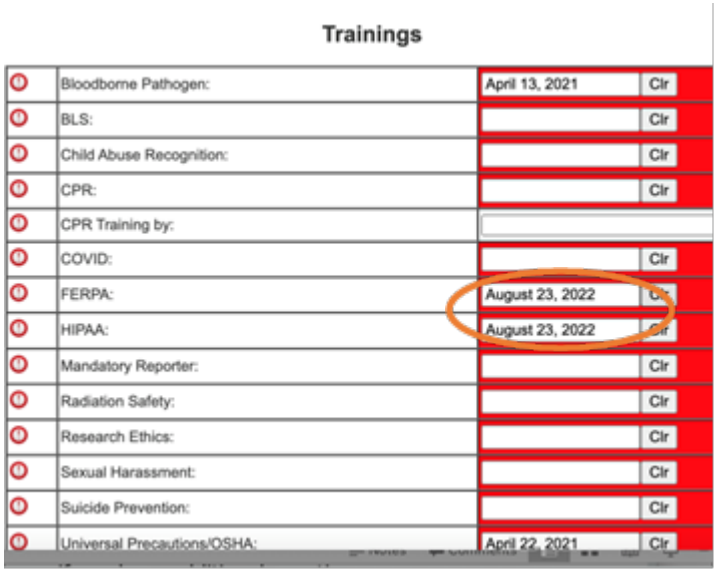
4. Click on ‘Compliance/Immunizations’



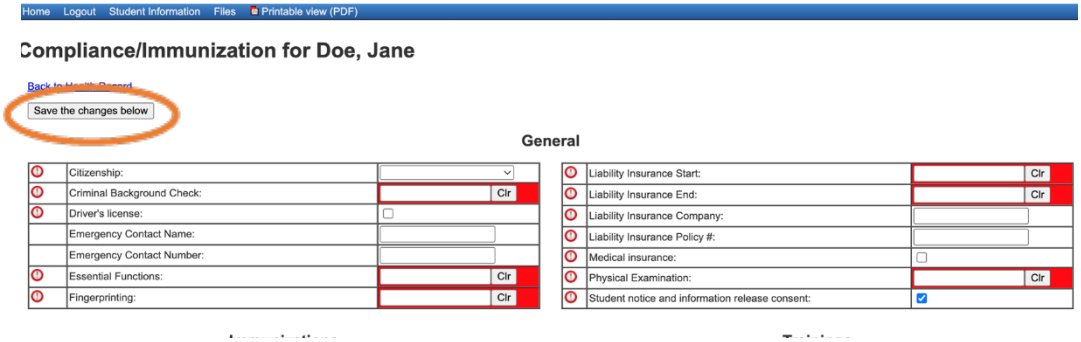
5. Click on ‘Edit Compliance/Immunization data’



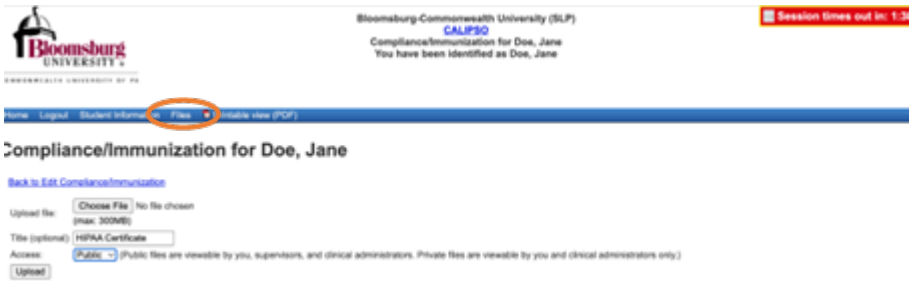
6. Enter the dates that you completed the required trainings.



7. Once you finish entering dates, click 'Save the changes below'



8. Now, click on 'Files' which is located on the blue bar along the top.



9. Choose supporting files and title it appropriately.

10. Make sure access is set to 'Public' and then upload the document.

NSSLHA-TO-ASHA CONVERSION PROGRAM

1. What exactly is the NSSLHA-to-ASHA Conversion Discount?
The NSSLHA-to-ASHA Membership Conversion Discount provides a reduction in the initial membership and certification fees for students when they transfer their membership to ASHA.

2. How will I know if I qualify for the conversion program discount?
To qualify for the conversion program discount a student must have paid national membership dues to NSSLHA for two consecutive years including the year of graduation from a master's program. NSSLHA members who qualify for the conversion program discount will receive a letter and/or e-mail from the National Office informing them of their eligibility for the discount. You may also call the Action Center at 800-498-2071 to inquire about eligibility with an Action Center Specialist.

3. What constitutes two consecutive years of national membership?
If a student is graduating from a master's or doctoral program in 2016, that student must have paid national membership dues in 2015 and 2016 to qualify for the conversion program discount. This discount is not available to students who are members of the local chapter only. A student must have paid national membership dues to receive this discount.

4. How much of a discount will I receive?
Students who qualify for the NSSLHA-to-ASHA Membership Conversion Program Discount receive a $225.00 savings off the initial fee of $511.00 for membership and certification in ASHA. See: https://www.nsslha.org/membership/conversion-discount/

5. What if I do not have two consecutive years of national membership. Do I still qualify for the conversion program discount?
You must have two consecutive years of national membership including the year of graduation to receive the conversion program discount. It you have one year of national membership at the time of graduation you may be eligible for the "recent graduate" conversion rate.

6. What is the recent graduate conversion rate?
The recent graduate conversion rate gives a student a $50 discount off the initial fee of $511 for ASHA membership and certification.

7. How long after I graduate can I receive the conversion program discount?
NSSLHA members who qualify for the conversion program discount are eligible to receive the discount until August 31 of the year following their master's graduation. For example, a student graduating from a master's program in 2024 has until August 31, 2025 to convert their membership from NSSLHA to ASHA with the discount.

8. When is the best time to convert membership from NSSLHA to ASHA?
NSSLHA members are advised to apply for ASHA membership and certification by the August 31 deadline of the year after graduation to ensure that they will receive the conversion program discount. If a student waits until September 1 or later, he/she will lose the discount and will have to pay the recent graduate conversion rate.

9. What is the Gift to Graduate Program?
When you apply for ASHA membership and certification between May 1 and August 31 of the year following graduation, you'll be able to receive membership and certification through to December 31 of the following year-which means you'll receive up to 20 months of membership for the price of 12. That's over and above the discounted dues we offer you...a potential savings of $350.

10. What if I am in my CF (Clinical Fellowship)? Should I wait until I am done to convert my membership to ASHA?
You do not have to wait until you complete your CF/externship to convert your membership from NSSLHA-to-ASHA. Once you apply for ASHA membership and certification you become an "ASHA member in process" and will have access to all ASHA membership benefits.

11. If I am converting to ASHA do I have to renew my membership in NSSLHA during my CF?
You do not have to renew your membership in NSSLHA during your CF/externship. As long as you have the two consecutive years of national membership at the time of your master's/doctoral graduation AND you apply for ASHA membership and certification by the August 31 deadline you will receive the conversion program discount.

12. Where can I find more information about the Conversion Program Discount?
If you have a question about the NSSLHA-to-ASHA Conversion Program Discount that is not addressed here, please e-mail NSSLHA at nsslha@asha.org with your question.

13. If I decide to pursue a doctorate should I apply for ASHA membership and certification or should I renew my membership in NSSLHA?
This is a tough question and only you can determine the best answer for you. NSSLHA membership is not available to a student that applies for ASHA membership and certification.
If you decide to renew your membership in NSSLHA:
- You will continue to receive the same level of benefits and services as an ASHA member.
- You will continue your eligibility for the conversion program discount.

If you decide to apply for ASHA membership and certification:
- ASHA maintains a "Certified Graduate Student Member" rate which is less than the certified-member rate.
- You will be able to practice professionally while you pursue your doctoral degree.

14. If I convert my membership to ASHA now, will I have to pay the ASHA rate for Convention?
Only students with national membership in NSSLHA will receive the NSSLHA rate for the ASHA Convention. Students in a CF who choose to convert their membership to ASHA before registering for the ASHA Convention will be charged the ASHA member rate to attend the Convention.

15. What if I graduate this year and I didn't join NSSLHA last year? Can I pay for national membership to get the conversion rate?
If you apply for membership between September 1 and December 31 of the year BEFORE graduation, you will be required to pay for both years at the time you join. The cost for both years of membership is $120. If you do not get both years of membership by December 31, you will only be able to have membership of the new year after January 1. Thereafter, when applying for ASHA you must apply under the "Recent Graduate" rate

IMPORTANT CONTACTS

For Pennsylvania Teacher Certification

Assistant Director Kelly Raudabaugh (570)-484-2024 kjr23@commonwealthu.edu

State Department of Education
333 Market Street
Harrisburg, PA
(717) 783-6788

For Pennsylvania Licensure

Board of Examiners for Speech-Language & Hearing
Bureau of Professional & Occupational Affairs
PO Box 2649
Harrisburg 17105-2649
(717) 783-1389

https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Speech-Language%20Pathology%20and%20Audiology/Pages/default.aspx

For ASHA Certification

American Speech-Language-Hearing Association
2200 Research Boulevard
Rockville, MD 20850-3289
Members: 800-498-2071
Non-Members: 800-638-8255
www.asha.org

ASHA RESOURCES

2027 Certification Standards:

The SLP 2027 certification standards can be found here

Scope Of Practice

The SLP Scope of Practice can be found here

Asha Code of Ethics

The ASHA Code of Ethics can be found here.