

General Academic Policies and Procedures

- I. Academic Policies and Procedures
 - a. Every graduate student is expected to be thoroughly familiar with the requirements of the Graduate School, the University of Memphis, as described in the most recent Graduate Catalog. The requirements of the School of Communication Sciences and Disorders parallel, but may exceed, those of the Graduate School.
 - b. Course Loads
 - i. Full-time students are limited to 15 academic hours each semester by University policy. Those who register for 9 or more hours may be considered full-time students. Students in late-stage dissertation may enroll in as little as 1 hour and be considered full time. Taking fewer than 5 credits hours may affect financial aid, and students may be subject to FICA taxes.
 - c. Attendance
 - i. The instructor sets the specific attendance requirements per course. Regular attendance is assumed and expected.
 - ii. If an individual faculty member cannot be present at a scheduled class period due to travel or attendance at professional meetings, they shall arrange make-up classes or activities commensurate with the length of his/her absence.
 - iii. Clinic Attendance: Attendance is mandatory for all scheduled diagnostic and therapy sessions. If the student is ill, they should notify the clinical faculty member in charge. A student may request to miss clinic in certain cases.
 - iv. Approval is required by the clinical faculty member and/or Director of Clinical Education. The student may be required to find a replacement clinician.
 - v. Please refer to appropriate policies regarding clinical experiences (Clinical Practicum in Audiology AuD 201, Clinical Practicum in Speech-Language Pathology SLP 301, Student Responsibilities in Diagnostics and Therapy Policy 506).
 - d. Review of Research Projects
 - i. As indicated by federal guidelines and University policy, all research involving human subjects must have prior approval by the Institutional Review Board (IRB). This approval is necessary for all research including theses, funded grants, and training grants. The appropriate application form, including permission forms, must be completed for each project and filed with the IRB.

- e. Incomplete Grades (I)
 - i. The grade of incomplete (I) indicates that the student has not completed the course requirements for some reason. The student must complete the requirements of the course within 90 days from the end of the semester in which it was received. Otherwise, the (I) will change to an (F).
- f. In Progress Grades (IP)
 - i. Independent Projects and Readings
 1. An (IP) grade can be assigned to extend the time permitted for the completion of research or course requirements. A student awarded an (IP) grade must re-enroll in the following semester in the course for the same number of hours to receive the appropriate grade.
 2. Students must enroll in the required number of credits of such courses and receive a letter grade in the final semester of enrollment in that course. Once an IP is cleared with a subsequent registration receiving a grade, all registered credits (including previous IPs) are recognized on transcripts and count towards fulfillment of program requirements.
- g. Thesis and Dissertation
 - i. Students must continuously re-enroll in thesis or dissertation courses, but the hours may vary. Students should be assigned an IP grade for all semesters of thesis or dissertation credit until the final semester which is assigned "S" or "U."
- h. Leave of Absence
 - i. Continuous Enrollment Requirement
 1. Graduate students in the School of Communication Sciences and Disorders are required to maintain continuous enrollment each Fall, Spring and Summer semester from first enrollment through degree completion, consistent with the University of Memphis Graduate Catalog.
 2. Failure to enroll in a Fall, Spring, or Summer term without an approved leave of absence will result in inactive status and require readmission to the University before further enrollment can occur.
 3. Inactive students must submit a readmission application to the University of Memphis prior to enrolling again. Such readmission is not guaranteed and may require compliance with current requirements.

ii. Purpose of a Leave of Absence

1. A Leave of Absence (LOA) allows a student to temporarily interrupt enrollment without losing active status or having to reapply for admission.
2. LOAs are intended for extenuating circumstances beyond the student's control, including but not limited to:
 - a. Medical or mental health issues
 - b. Military duty
 - c. Family responsibilities
 - d. Other significant personal circumstances
3. Students should review LOA options early in their planning and discuss potential impacts with their advisor.

iii. Requesting a Leave of Absence

1. A student who plans to not enroll in one or more Fall, Spring, or Summer terms must submit a [Leave of Absence Request Form](#) prior to the start of the affected semester whenever possible.
2. The request must include:
 - a. The general reason for the LOA
 - b. The semester(s) and year(s) for which the LOA is requested
 - c. The anticipated semester and year of return
 - d. Submission of the form indicates the student understands that the LOA does not guarantee continuation of financial support, and that program policies in effect at the time of return will apply.

iv. Approval Process

1. The student will discuss the need for the LOA with their advisor.
2. The student will complete the LOA form.
3. The Associate Dean will meet with the advisor and evaluate the LOA based on:
 - a. Academic progress
 - b. Clinical requirements
 - c. Program resources.
4. Associate Dean will contact the student with the results of the LOA approval and requirements regarding returning.
5. Associate Dean and Advisor stored in the student file for retention.
6. The approval process may be completed at a later date at the discretion of the Associate Dean of Academic Programs in emergency situations where the student is not able to follow

all appropriate steps at the time of leave, An approval must have been obtained by the beginning of the following semester to be allowed to return.

v. Graduate Assistantships, Financial Support, and Funding

1. Students should understand that:

- a. Graduate Assistantship positions and other forms of funding are not guaranteed upon return from an approved LOA.
- b. Funding decisions upon return are based on availability and program priorities at the time of re-enrollment.
- c. Students are encouraged to consult with the Associate Dean regarding potential impacts on assistantships or scholarships prior to submission of the LOA.

vi. Duration and Extensions

1. LOAs are generally granted for the specific semester(s) indicated on the request.
2. If a student needs additional time beyond the originally approved LOA period, the student must submit a request for extension with justification and receive reapproval from the Associate Dean in consultation with the student's advisor.
 - a. This request can be made via email.

vii. Return from Leave and Readmission

1. A student returning from an approved LOA must:
 - a. Contact their advisor and the Associate Dean prior to re-enrollment.
 - b. Meet any conditions specified at the time the LOA was granted.
 - c. Students who do not return at the end of the approved LOA period and who fail to request an extension may be placed on inactive status and may be required to apply for readmission through the University, as outlined in the Graduate Catalog.

i. Probation and Dismissal

i. Basis for Probation

1. A graduate student whose cumulative grade point average drops below 3.00 will be placed on academic probation. A second consecutive semester on probation generally results in suspension or dismissal.
2. Continuation in the program beyond two consecutive semesters on probation is unlikely and can only occur under

special circumstances. Continuation must be recommended by the School of CSD and the Dean of Graduate School.

ii. Basis for Dismissal

1. A student may be dismissed from the graduate programs in the School for any of the following reasons:

a. Failure to meet and maintain the minimum academic grade point requirements, namely GPA of 3.0 and no more than 2 grades of 2.0 or less during the student's program.

i. Failure to achieve competencies as specified in CSD Clinical- Academic Support Plan Policy 503.

ii. Failure to pass the qualifying or benchmark exam.

iii. Second failure of the comprehensive examination associated with the degree being sought.

iv. Failure to maintain appropriate standards of academic integrity or CSD Policies.

v. Failure to follow the ASHA and AAA Codes of Ethics.

vi. Failure to follow HIPAA guidelines.

vii. If a student is not making satisfactory progress toward degree completion (e.g., negative annual reviews, continued CIASPs, etc.), the student will be dismissed from the degree program.

j. Termination/Dismissal Procedures

i. Graduate students may be terminated (i.e., dismissed from the program) for not meeting any of the retention requirements listed in F

ii. Graduate School procedures should be followed for notifying students of termination:

1. The student's Advisor consults the Program Committee Chair (AUD, SLP, PhD).

2. The Program Committee Chair brings the concern to the Program Committee.

3. The Program Committee reviews the recommendation. If approved, the Advisor and/or Program Committee Chair submit the termination form for review to the Associate Dean of Academic Programs for the School. The Associate Dean will consult with all relevant parties.

4. The Advisor and the Associate Dean of Academic Programs inform the student of the intended recommendation to terminate.

5. If approved, the Associate Dean of Academic Programs signs and submits a termination form to the Graduate School. If not approved, the Associate Dean writes a formal letter to all parties involved indicating the reasons for reinstatement.
 - i. The Dean of the School/College reviews and renders the recommended request for termination. If the request is approved, the Dean of the School/College sends a letter of termination to the student and copies all parties.
- iii. Appeal Procedures
1. Grade Appeals
 - a. If a student believes the assignment of a course grade was based on prejudice, discrimination, arbitrary or capricious action, or some other reason not related to academic performance, the [Grade Appeals](#) procedures outlined in the Graduate Catalog should be followed. There are four steps that are time limited.
 2. Retention Appeals
 - a. A student may appeal termination in the program by following the [Retention Appeals](#) process outlined in the Graduate Catalog under Graduate School's Retention Appeal Process . There are four steps that are time limited. Due to the structure of the School of Communication Sciences and Disorders, there is no Step 2 as mentioned in the Graduate School guidelines.
 - b. The following review procedures of student concerns should be followed. The review procedures will be initiated only at the specific request of the graduate student who is facing disciplinary action, dismissal, or termination of the academic and/or clinical program, and who alleges that unfairness, bias, lack of clarity of policies or procedural irregularities were involved in the decision. The procedures to be followed are:
 - i. Within 30 class days after notification of termination or disciplinary action, the student must discuss his/her concern(s) with the Associate Dean of Academic Programs to resolve such concerns informally prior to formal initiation of the review process.
 - ii. If the student's concern(s) cannot be resolved through the discussion referred to in above, a written request for a formal review, initiated by the student, should include a detailed outline of

his/her concern(s) and the basis for its submission to the Dean.

- iii. Within 15 days of receiving the written complaint, the Dean will appoint a committee composed of 3 members of the Graduate Faculty in the School of Communication Sciences and Disorders who are not directly involved in the concern, and no more than 2 graduate students (at the Dean's discretion), and shall designate a chair of the committee. The chair shall convene the committee as soon as possible. Normally, it is expected that the committee will complete the review process within 2 weeks of its formal initiation.
- iv. The Review Committee shall obtain all the information or consultation it deems necessary to complete the review. The student shall have the opportunity to discuss his/her concerns directly with the committee and provide them with any additional supporting material relevant to the review. The "burden of proof" for establishing unfairness, bias, procedural irregularities, etc., shall be with the student requesting the review.
- v. The Review Committee, by a majority vote, shall reach a decision and inform the student, the faculty member(s) involved, the student's advisor, and the Dean of the decision in writing.
- vi. Two decisions are possible:
 1. If the existence of alleged unfairness, bias, etc., has been established, the committee shall recommend procedures for remedying the situation to the Dean. Action on such recommendations is the responsibility of the Dean. The decision of the Dean concerning procedures for remedying the situation are final, subject only to possible appeal to the Dean of the Graduate School.
 2. If the existence of alleged unfairness, bias, etc., has not been established, the original decision shall stand.

3. The student then has the option to continue with the Graduate School's appeal process beginning with Step 3.
4. [Graduate School Retention Appeal Form](#)