

COMMUNICATION SCIENCES & DISORDERS

Undergraduate Student Handbook 2020-2021



This Handbook is designed to help the undergraduate Communication Sciences & Disorders (CSD) student:

- Understand the Communication Sciences and Disorders Major;
- Understand the Communication Sciences and Disorders Minor; and
- Complete the Bachelor of Science degree in four years.

Information in this Handbook is consistent with University policies but is presented specifically for the CSD Major. This Handbook presents a concise statement of Major requirements, expectations, and outcomes. CSD students are responsible for knowing and complying with all policies and information in this Handbook.

PROGRAM OVERVIEW

The Department of Communication Sciences & Disorders (CSD) is an integral component of the School of Applied Health Sciences in the Brooks Rehabilitation College of Healthcare Sciences (BRCHS) at Jacksonville University. We are committed to accomplishing the School's mission "to prepare healthcare professionals for careers defined by excellence in practice, community service, and lifelong professional development. Teaching, research, and community engagement serve as our core values."

The Bachelor of Science degree in Communication Sciences & Disorders is designed to provide students with a broad liberal arts education and to prepare them for advanced study in Speech-Language Pathology or for work as a Speech-Language Pathology Assistant (SLP-A). The undergraduate curriculum emphasizes the principles and applications of knowledge in both healthy and disordered communication as a natural and social science. The degree prepares the student to enter the work industry at a variety of levels including community and educational positions in speech-language pathology, education, or communication

technology. Coursework offered meets the pre-requisite for many Master's level programs in Speech-Language pathology.

The Minor in Communication Sciences & Disorders is a flexible minor designed to allow students with an interest in the field to explore foundational courses in CSD. Students can tailor their minor to focus on areas that are relevant or complementary to their major and/or their areas of interest.

ADMISSION

The CSD Program values diversity and welcomes with open arms application for the program from qualified people of any race, color, religion, sexual orientation, and national or ethnic origin. For direct information regarding admissions for Jacksonville University please visit: <http://ju.edu/admissions/Pages/default.aspx>.

CSD FACULTY

Wyndi Capeci, MS, CCC-SLP

Clinical Assistant Professor

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Office Location: HSC 2108

Areas of expertise: adults, children, pragmatic language disorders, service-learning opportunities, supervision, trauma and communication skills, school age language disorders

Virginia Chapa, MS, CCC-SLP

Clinical Assistant Professor

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Areas of expertise: adult communication and swallowing disorders

Robin Edge, PhD, CCC-SLP

Professor & Assistant Program Director

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Areas of expertise: stuttering, quality of life, treatment outcomes

Amy Fullerton, PhD, CCC-SLP

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Office Location: HSC 2112

Areas of expertise: swallowing, dysphagia, head and neck cancer, alaryngeal voice rehabilitation, total laryngectomy

Ryan Funderburk, AuD, CCC-A

Adjunct Professor

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Areas of expertise: cochlear implants, vestibular evaluation, diagnostics

Daniel Furnas, PhD

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Office Location: HSC 2103

Areas of expertise: aphasia, cognition, technology integration, eye-tracking

Kristen Izaryk, PhD

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Office Location: HSC 2107

Areas of expertise: social communication, pragmatics, language development, child language disorders, International Classification of Functioning, Disability, and Health, research

Dawn Lechwar, MS, CCC-SLP

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Areas of expertise: autism, augmentative and alternative communication, pediatric language disorders, low incidence populations, supervision

Jodi Morgan, MA, CCC-SLP

Clinical Assistant Professor

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Areas of expertise: aphasia, cognitive communication, voice disorders

Judith Wingate, PhD, CCC-SLP

Professor, Program Director & Chair

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Office Location: HSC 2105

Areas of expertise: occupational voice problems, singing voice, clinical outcomes in voice therapy, supervision, higher education

UNDERGRADUATE ADVISOR

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Pam Adrian

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Phone: 904-256-7245

Office Location: HSC 248

CSD BACHELOR OF SCIENCE DEGREE REQUIREMENTS

University Core Requirements

The University Core requirements (shown below for the CSD Major) consist of 27-28 credit hours. The Core Curriculum supports the University’s mission of ensuring student success by helping provide the breadth of knowledge that is essential for the college-educated person. The core provides the liberal arts foundation for all bachelor’s degrees. Courses in the core curriculum examine the disciplines that the University faculty deems important to a liberal arts education.

Subject	Course	Credits
Economics	Choose one of the following: Econ 189 Core Seminar in Economics Econ 201 Principles of Macroeconomics	3
English	ENGL 103 Introductory Writing	3
English Literature	Choose one of the following: ENGL 189 Core Seminar in Literature ENGL 202 American Literary Experience ENGL 203 World Literature ENGL 204 British Literary Experience I ENGL 205 British Literary Experience II	3
Fine Arts	Choose a total of 3 credits from the following disciplines: Art Art History Dance Film Music Theatre Arts	3
Global Studies	Choose one of the following Options: Option 1: One foreign language course or equivalent at the 102 level Option 2: One International Studies (IS) course at the 300 level	3
History	Choose one HIST course at the 100 or 200 level	3
Humanities	Choose one HUM course	3
Laboratory Science	Fulfilled in the major	

Mathematics	Choose one of the following courses: MATH 110 Math of Motion & Change MATH 112 Modern applications of Math MATH 114 Discover, Decode, Decide MATH 140 Calculus MATH 189 Core Seminar in Mathematics	3-4
Philosophy	Choose one of the following: PHIL 101 Introduction to Philosophy PHIL 189 Core Seminar in Philosophy PHIL 212 Ethics	3
Social Science	Requirement fulfilled in major	
Technology	CS 150 Personal Productivity Using Technology DSIM 203RI Applied Business & Economic Analysis MUS 150 Intro to Music Technology XXX xx Technology Intensive (TI) course in the major approved by the department as an equivalent	3

- Students must earn a minimum grade of “C-“ in ENGL 103 and should complete this introductory writing course in their 1st year of enrollment.
- All students enrolled in ENGL 103 must pass an Exit Exam at the end of the term. Students not passing this exit exam are required to enroll in ENGL 214WI prior to reaching 60 hours. It is not necessary to pass this exam in order to pass ENGL 103. ENGL 214WI counts as an elective course.
- Students not qualified to begin at the ENGL 103 level may be required to take ENGL 101 prior to enrolling in ENGL 103. The hours earned for ENGL 101 will count as elective hours in the degree program.
- It is recommended that students complete Technology, Mathematics, and foreign language (if applicable to degree chosen) requirements by end of their sophomore year.
- Placement in a “Core” Mathematics course assumes the student is qualified beyond the MATH 104 level. If not, students may be required to take MATH 100 and/or MATH 104 prior to enrolling in a higher level Mathematics course. The hours earned for MATH 100 and/or MATH 104 will count as elective hours in the degree program.
- Placement in foreign language is determined by previous college background and/or foreign language placement test.

Major Requirements

The Major consists of 74-75 credits toward completion of the University Bachelor of Science degree total of 120 credits. The Major credits are grouped into three categories; lower division prerequisites; upper division requirements; and upper division options. All courses in the Major must be completed with a grade of “C” or better.

Lower Division Prerequisites

The Major consists of 31-32 credit hours of lower division prerequisite courses. These courses serve as the foundation for the upper division CSD courses. These courses must be successfully completed *prior to* beginning the upper division CSD courses.

Course	Title	Credits
CSD 204	Phonetics	3
CSD 205	Speech and Language Development	3
CSD 206	Speech Anatomy & Physiology	3
CHEM 101	Intro to College Chemistry OR CHEM 103 General Chemistry OR PHYS 111 Principles of Physics I	4
PSYC 201	Intro to Psychology	3
BIOL 215	Human Anatomy & Physiology I PSYC 210 Human Growth	4
MATH 205	Elementary Statistics OR MATH 206 Statistical Methods in Science	3-4
CSD207	Introduction to Communication Sciences and Disorders	3
CSD208	Introduction to Linguistics	3
HIM201	Medical Terminology	2

Notes:

- A minimum cumulative GPA of 3.00 is required to begin coursework in the upper division.

Upper Division Requirements

The Major consists of 25 credit hours of required upper division CSD courses.

Course	Title	Credits
CSD 300	Neurological Bases of Communication	3
CSD 302	Acoustics	3
CSD 303	Intro to Language Disorders	3
CSD 307	Intro to Speech Sound Disorders	3
CSD 308	Clinical Foundations in Communication Sciences and Disorders	3
CSD 310	Service Learning in Communication Sciences and Disorders	3
CSD 400	Clinical Observation	1
CSD 403	Fundamentals of Hearing	3
CSD 440WS	Reading/Writing/Research in Health Sciences	3

Required Upper Division Electives

The Major includes 18 credit hours of elective upper division CSD courses as well as courses from other departments. Students select a minimum of six (6) courses from the list below to total 18 credit hours. A minimum of 9 credit hours must be CSD courses.

Course Code	Course Title	Credits
CSD 323	Epidemiology in Health Sciences	3
CSD 324	Ethics & Policy in Health Sciences	3
CSD 350	Special Topics	1-9
CSD 387	Independent Study in CSD	1-4
CSD 397/398/497/498	Departmental Honors	1-6
CSD 309	Introduction to Medical Speech Pathology	3
CSD 408	Clinical Applications in Communication Sciences and Disorders	3
EDU 401	Measurement, Evaluation & Assessment in Education	3
EDU 457	Mainstreaming and Classroom Management	3
KIN 322	Psychology of Health Behaviors	3
MKG 331	Advertising Management	3
MKG 333	Sales and Customer Relationship Management	3
PSYC 301	Abnormal Psychology	3
PSYC 310	Theories of Counseling and Psychotherapy	3
PSYC 352	Learning and Cognition	3
PSYC 375	Social Psychology	3
PSYC 420	Medical Psychology	3

NOTES:

- A minimum grade of C is required in all upper division CSD courses
- A cumulative GPA of 3.0 is required to remain in the CSD major. Students who do not meet this requirement will be placed on probation for a period of one (1) semester. If the student's GPA does not meet the 3.0 guideline after the probationary period, they will be counseled out of the CSD major
- Students pursuing a B.S. degree in CSD could choose to further focus their studies and concentrate in areas including medical school, physician assistant, physical and occupational therapy, and other allied health professions.
- Health Sciences advising sheets list the options courses and the additional prerequisite courses that should be fulfilled for various post-graduate opportunities.
- It is highly recommended students speak with their CSD faculty advisor prior to registering for the "Options" courses.
- For students pursuing Departmental Honors in CSD, note exception of cumulative GPA of 3.4 and GPA in major of 3.75 required. See course description for CSD 397/398/497/498 for complete requirements.

General Elective Requirements

All University baccalaureate degrees require a minimum of 120 credit hours. In order to meet this requirement, students in the Major will need to complete additional credit hours.

Experiential Learning Requirement

The University's experiential learning requirement is fulfilled in the Major by completion of one of the following: Undergraduate Research, Departmental Honors, Research Intensive course, internship, Study Abroad, or a Service learning course. A grade of "C" or better is required in the Experiential learning course.

MINOR IN COMMUNICATION SCIENCES AND DISORDERS

A minor in CSD requires the student to first take three (3) credit hours of CSD 207 Introduction to Communication Sciences in Disorders, and then select fifteen (15) credit hours of additional course work in CSD from the electives listed below. Some suggested course selections for the CSD minor are also included below. Students in the CSD Minor must still fulfill pre-requisite requirements for upper division courses in the minor. A minimum grade of 'C' is required in all CSD courses.

Note: A minor in CSD may not fulfill all of the pre-requisites for entry into a Masters of Speech-Language Pathology program.

Required Courses

CSD207	Introduction to Communication Sciences and Disorders	3
	Subtotal:	3

Elective courses (courses marked with asterisks have pre-requisites)

CSD 204	Phonetics	3
CSD 205	Speech and Language Development	3
CSD 206	Speech Anatomy & Physiology	3
CSD 208	Introduction to Linguistics	3
CSD 300	Neurological Bases of Communication	3
CSD 302	Acoustics	3
CSD 303*	Introduction to Language Disorders	3
CSD 307*	Introduction to Speech Sound Disorders	3
CSD 309*	Introduction to Medical Speech Pathology	3
CSD 323	Epidemiology in the Health Sciences	3
CSD 324	Ethics & Policy in the Health Sciences	3
CSD 350	Special Topics in CSD	1-4
CSD 403*	Fundamentals of Hearing	3
	Subtotal:	15
	Total:	18

Suggested course selections for the minor in CSD

In addition to CSD207, students may select any five (5) courses from the above electives to comprise their CSD minor; however, the following are some suggested course selections for the CSD minor, based on the student's interests.

For students interested in speech and language disorders in children:

CSD 207	Introduction to Communication Sciences and Disorders
CSD204	Phonetics
CSD 205	Speech and Language Development
CSD 208	Introduction to Linguistics
CSD 303*	Introduction to Language Disorders*
CSD 307*	Introduction to Speech Sound Disorders*

For students interested in speech and language disorders in adults:

CSD 207	Introduction to Communication Sciences and Disorders
CSD 205	Speech and Language Development
CSD 206	Speech Anatomy & Physiology
CSD 300	Neurological Bases of Communication
CSD 303*	Introduction to Language Disorders*
CSD 309*	Introduction to Medical Speech Pathology*

For students interested in hearing impairment/audiology:

CSD 207	Introduction to Communication Sciences and Disorders
CSD 204	Phonetics
CSD 206	Speech Anatomy & Physiology
CSD 302	Acoustics
CSD 323	Epidemiology in the Health Sciences
CSD 403*	Fundamentals of Hearing*

For students interested in fulfilling some of the pre-requisites for the MS SLP at JU:

CSD 207 Introduction to Communication Sciences and Disorders

CSD 204 Phonetics

CSD 205 Speech and Language Development

CSD 206 Speech Anatomy & Physiology

CSD 300 Neurological Bases of Communication

PLUS

CSD 302 Acoustics

OR

CSD 307* Introduction to Speech Sound Disorders*

ACADEMIC ADVISING

CSD students are assigned a BRCHS academic advisor during their first semester in the Major and work with this advisor the remainder of their time in the CSD program. Students should work with their advisor to ensure that they are meeting all requirements for the program.

Graduation Application

Students should meet with the advisor in the first semester of the senior year to complete an application for graduation. The advisor will assist with submission of the application to the Registrar.

ACADEMIC POLICIES

Academic Standing

At the end of each semester, students' academic records will be reviewed by the BRCHS advisor to verify GPA and determine academic standing. CSD students must maintain a GPA of 3.0 during their enrollment in core CSD courses. A grade lower than a C will require that the student retake the course. Students who do not meet this requirement will be placed on probation for a period of one (1) semester. If the student's GPA does not meet the 3.0 guideline after the probationary period, they will be counseled out of the CSD major. A 3.0 and grades of C or higher must be maintained in upper division courses in order to remain in the major. Students with a GPA below 3.0 will be notified by the School of Applied Health Sciences that they are no longer eligible to continue in the major. This status will continue until the student meets the minimum 3.0 cumulative GPA.

COURSE POLICIES

Technology Requirements

Course content is frequently disseminated through an on-line learning management system. Instructors frequently require tests, quizzes, and other assignments to be turned via the learning management system. As such, each CSD student is required to have access to a personal laptop or desktop computer with

current Microsoft Office or equivalent software that is capable of wireless internet connection. The computer must have a working webcam and microphone for testing purposes. Please see the section on digital etiquette for information regarding use of technology in the classroom. For specific JU requirements for hardware and connectivity, please see <https://www.ju.edu/admissions/technology-requirement.php>

Class Attendance and Social Distancing Procedures

- Classes are delivered face to face in the classroom and virtually (synchronously) via Blackboard Collaborate.
- Depending on the number of students in the class and the size of the classroom, students may be assigned specific days to attend in class versus virtually (via Bb Collaborate). Classes that meet two days a week may choose to have 1/2 of the students attend the face-to-face class on one day and the other half on the second day. Classes that meet three times a week may choose to have 1/3 of the students attend the in-class session each day. Classes that meet one time each week may choose to alternate weeks and have half of the students attend each week. These restrictions (if imposed) are based on following social distancing guidelines and are determined based on class size and classroom size.
- **Students not attending the in-class session should attend class virtually via Blackboard on the same days and time.**
- Students attending class meetings will be expected to adhere to social distancing guidelines following guidance from the instructor.

If you have any of the following symptoms or have been knowingly exposed to anyone with the COVID19 virus, please do not attend face-to-face classes until you have self-quarantined for a period of 14 days or until you have received a negative COVID19 test result.

Per CDC guidelines symptoms of COVID19 may be mild and include any of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Extraordinary Events

For “extraordinary events” (prolonged illness, funeral, car accident, injury, etc.) the student, prior to missing class (unless unavoidable), must contact the *Faculty Professor* for notification of the absence(s).

If approved by the Faculty Professor, the student will be allowed to make up the missed coursework. The timing of make-up work will be determined by the Faculty professor.

The student is also responsible for notifying the Faculty professor and the University Registrar if he/she withdraws from class(es).

Late Assignments

Assignments are to be submitted by the date/time specified in the course syllabus. Late work will be penalized as follows but may be changed according to the Faculty Professor’s discretion:

- 10% deduction on the first day (within 24 hours of due date)
- Additional deductions of 5% for each day thereafter

NOTE: Saturday and Sunday count as late days.

Written Assignments

Each student is expected to submit written assignments on the date specified in the class syllabus. Permission to turn in written assignments later than the scheduled time must be obtained from the Faculty professor prior to the due date. The Faculty professor has the right to refuse any written assignment submitted past the due date where the student has not obtained prior permission to turn in the assignment late. The Faculty professor may elect to allow a paper to be turned in late for less than full credit. For all written assignments that are turned in late, 10% of the total points possible will be deducted for the first day late, and 5% of the total points possible will be deducted for each day thereafter. Saturday and Sunday count as two days.

All written assignments must be printed on white paper and/or submitted via Blackboard. Electronic files of written papers may be evaluated for originality via www.turnitin.com or SafeAssign (Blackboard’s built-in plagiarism software). The similarity score represents how much of the student’s submission matches content from academic databases. It is at the discretion of the Faculty Professor to decide if a similarity score constitutes plagiarism.

If there is any suspicion of cheating, a similar analysis will be conducted to compare two student papers/assignments. If the comparison reveals evidence of cheating, both parties will be reported for cheating.

Submit your own work. To have someone else write some or all of your paper or project for which you are responsible is academic dishonesty. Presenting someone else’s work as your own, whether they are a friend, a paid writer, or such services advertised on a web site, will be treated as academic dishonesty.

All references and documentation used for a written assignment must follow the **American Psychological Association** (APA) bibliographic style. Failure to use proper citation is plagiarism, which is academic dishonesty and grounds for disciplinary action. Any information, idea, concept, statistic, or other data used to complete an assignment in the Major must be properly cited. Plagiarism is academic dishonesty and grounds for dismissal from the Major and/or the University. A copy of the APA style guide is available at the Swisher Library.

Correct grammar, punctuation, word usage, and spelling are required in all written assignments. Credit will be deducted for errors in these areas.

When more than one page is submitted, the pages must be stapled together in the upper left-hand corner.

Written assignments are not to be submitted for a grade in more than one course. Submitting work multiple times is academic dishonesty and grounds for dismissal from the University and the CSD Program.

All final examinations must be completed by the last day of the term.

Students should maintain a copy of every paper submitted for a grade.

Examinations

Students are required to take exams on the scheduled day/time as listed in the syllabus. Alternative exams may be scheduled at the discretion of the Faculty Professor.

Extra Credit

The Faculty professor has the choice to award extra credit in courses for which he/she is responsible. Points given for extra credit cannot exceed five percent (5%) of the total grade and must be available to every student enrolled in the course. If the Faculty professor chooses to offer extra credit, it must be noted in the syllabus that is given to each student at the beginning of the course. Extra credit cannot be issued in order to allow a student to pass the course (i.e. raise a D or F grade to a C) or be applied to the average exam percent score. The Faculty professor, exclusively, makes the decision whether extra credit will be offered.

Digital Etiquette

The Faculty strongly believe that proper engagement during class is paramount to optimal learning. Therefore, in-class policies regarding phone and laptop use are established to promote an effective classroom environment.

It is disrespectful to visit unrelated Internet sites during class. It prevents you from engaging with the class, and it will distract other students. If you visit a website not relevant to the course or use the internet for a purpose other than that of the class, the Faculty will publicly ask you to turn off your digital device.

Unless instructed to do so, do not send text messages, emails, and/or social media messages during class.

Be sure your phone is turned to silent for the duration of class.

Be advised that the Faculty may ask you to unplug and tune into the class, which means that you should close your laptop and/or put away your phone, and bring your focus to the Faculty professor and/or your classmates.

COMMUNICATION

Email

Sound communication between the student and the Faculty is imperative. The official means of communication between the Faculty and the student is the JU e-mail system. Therefore, all students should use and regularly monitor their JU e-mail. Students have the option to forward their e-mail to another e-mail account if they desire.

The student is expected/required to develop and use professional e-mail practices. Please embrace the following practices to help our Major thrive:

- Include a descriptive subject line to help the Faculty quickly understand the e-mail
- Always address the e-mail to the Faculty using the term Doctor or Professor (example: Dear Dr. Smith). This is a professional practice and it verifies that the e-mail is being sent to the correct person.
- Share the course and class time that you are in. This also helps the Faculty to quickly understand the e-mail.
- Be clear and concise. Always reread your e-mail before sending it to make sure it is as clear as possible.
- Spell check your e-mails. Always take the extra 30 seconds to use the spell check function to verify that your spelling and grammar are correct.

- Always sign your first and last name so that the Faculty clearly understands who the e-mail is from (example: Thank you, Betty Smith).

Office Hours

The Faculty will be accessible (i.e., phone, online, in office, by appointment) during the semester. Please check course syllabi for faculty availability.

PROFESSIONAL AND ACADEMIC CONDUCT

Students are to conduct themselves in a professional manner at all times. Any student who is judged to be discourteous, rude, or profane to the Faculty or fellow students will be reported immediately to the BRCHS Dean regarding continuation in the Major. The Faculty will notify the student that the offense will be reported and the student will be given an opportunity to respond in writing. The BRCHS Dean will notify the student of the findings and the Faculty decision.

It is essential that all individuals associated with the Jacksonville University behave with integrity. Failure to guard confidentiality and/or to accurately report and record information may result in disciplinary action. Any violation of academic honesty should be reported immediately to the Faculty.

Academic Honesty Members of the Jacksonville University community are expected to foster and uphold the highest standards of honesty and integrity, which are foundations for the intellectual endeavors we engage in.

To underscore the importance of truth, honesty, and accountability, students and instructors should adhere to the following standard:

“On my honor as a student of Jacksonville University, I promise to uphold the values of honesty, trust, fairness, respect, and responsibility in all my dealings with faculty, staff, and students.”

Academic misconduct occurs when a student engages in an action that is deceitful, fraudulent, or dishonest regarding any type of academic assignment that is intended to or results in an unfair academic advantage. In this context, the term “assignment” refers to any type of graded or ungraded work that is submitted for evaluation for any course. Academic misconduct includes but is not limited to cheating, collusion, falsification, misrepresentation, unauthorized collaboration on assignments, copying another student’s work, using or providing unauthorized notes or materials, turning in work not produced by the individual, and plagiarism. Furthermore, providing deceitful, fraudulent, or dishonest information during discussions of an academic manner with faculty are also examples of academic misconduct.” (Jacksonville University Academic Catalog)

Throughout this course we will be reading and reporting about the work of others. All information that is not original to the student must be appropriately attributed in both presentations and written work. All students are expected to do their own work and give appropriate credit for all sources used in the process of preparing papers, presentations, and homework assignments. Group assignments will be graded based on the product of the work, although some adjustment may be made for participation. [If you have a question about whether or not collaboration is allowed, or how to cite a reference, please ask. It is always better to check than to be accused of an unintended violation of the academic honesty policy.] Violations of the academic honesty policy will be dealt with in accordance to university policies [Refer to current Academic Catalog “Academic Integrity and Misconduct”].

Grievances

The purpose of this policy is to provide a pathway for impartial review of student issues or concerns that have not been resolved through normal informal channels. For the purpose of this policy a grievance is defined as a complaint involving unfair, arbitrary or unwarranted treatment that has not been resolved through normal channels. The following list of issues or concerns have specific University Policies that supersede this grievance process:

- Student Grade
 - <https://www.ju.edu/academics/academic-catalog.php>
- Violations of the code of Conduct
 - <https://www.ju.edu/greenpages/code-of-conduct.php>
- Sexual Harassment
 - <https://www.ju.edu/campussecurity/campussafety/sexual-harassment-policy.php>

Steps

1. Discuss the matter directly with the faculty or staff member involved.
2. If there is not a satisfactory resolution, appeal to the appropriate department Director.
3. If there is not a satisfactory resolution, appeal to the Associate Dean of the School.
4. If there is not a satisfactory resolution, appeal to the BRCHS Dean.
5. If there is not satisfactory resolution an appeals committee will convene.
6. The committee will report the final decision to the Provost for Academic Affairs.

Actions

- Grievance must be filed within 30 days of the incident.
- The unresolved grievance must be submitted to the BRCHS Dean in writing.
- At any point in the process the parties involved may achieve a resolution of the process and stop the grievance process. The written grievance must contain specific details. When appropriate, dates, times, witnesses and facts related to the complaint must be included.
- The written grievance must clearly state and document the evidence of unfair, arbitrary or unwarranted treatment.
- The BRCHS grievance committee consists of a faculty member from each School in the BRCHS. In addition to this standing committee the Dean of Students or designee and three students appointed by the BRCHS Dean will serve on the committee. If a faculty member on the grievance committee is involved in the current grievance the BRCHS Dean will appoint a replacement.
- All relevant documents must be provided to the committee. The Dean of Students or designee will serve as chair. A BRCHS faculty member will serve as recorder and keep minutes of the proceeding.
- The time and date of the hearing shall be provided to each individual in writing at least 10 days prior to the meeting.
- Members of the committee must hold all proceeding information as confidential.
- Members of the committee will have 3 business days to review all documentation
- A private hearing will be conducted
- All involved parties will be allowed to attend all parts of the hearing
- Both parties may have an advisor that is a member of the JU community attend at their own expense. The advisor must not be an attorney.
- Witnesses may be called for information or questions by the committee. Witnesses are only permitted to attend the part of the hearing in which they will be questioned.
- All documentation and minutes of the procedures will be retained by the BRCHS Dean.
- The hearing will be recorded, this recording is the property of the University.
- Committee deliberations will not be recorded.
- All members of the committee are permitted to ask questions of both parties. The chair of the committee will determine procedural questions.
- A majority consensus of the committee towards a resolution will be provided to the Complaining party, other involved parties and the Dean. The decision of the committee is final.

Appeals

Should a student wish to appeal the decision made by the Committee the process is as follows:

- Discuss the matter directly with the Provost/Chief Academic Officer.
- The Provost/Chief Academic Officer will review the case and determine any additional action that should occur based on this review and the recommendation of the appeals committee.

COVID-19 Accommodations

Students requesting accommodations due to COVID-19 must work with the Disability Support Services (DSS) office. This office is located on the third floor of the Davis Student Commons, room 336. The office can also be contacted through their website (<https://www.ju.edu/disabilityservices/index.php>). This includes any request to complete class remotely.

DISABILITY STATEMENT

Students with a documented disability requesting classroom accommodations or modifications, either permanent or temporary, resulting from the disability are encouraged to register with the Disability Support Services (DSS) office. This office will assist in recommending accommodations that eliminate barriers in academic coursework and/or guide you through the different supportive mechanisms that we have to offer. This office is located on the third floor of the Davis Student Commons, room 336. The office can also be contacted through their website (<https://www.ju.edu/disabilityservices/index.php>).

Note: Students are encouraged to register with the DSS office at the beginning of the term and/or prior (if/when possible), as accommodations are not provided retroactively.

GRADES

The Faculty share a strong passion to help students learn, grow, and prepare for the future. Teaching is our primary method of influence. Our primary responsibility is to provide you with top-notch courses. However, the Faculty cannot make students learn. We can only influence what a student does to learn. Students are responsible for attending class, focusing during class, asking for clarification when needed, studying hard, and conveying their learning to the Faculty. Therefore, learning is the student's responsibility. Grades are earned based on how students convey their learning to the Faculty. We want you to know that we are here to help you succeed and that we expect you to give your best effort in every course.

Grading Scale

Grades are rounded to two (2) decimal places and letter grades earned for each CSD course are assigned based on the following percentage breakdown.:

Grade	Percentage Breakdown		
A	93.00	-	100.00
A-	90.00	-	92.99
B+	87.00	-	89.99
B	83.00	-	86.99
B-	80.00	-	82.99
C+	77.00	-	79.99
C	73.00	-	76.99
C-	70.00	-	72.99
D	60.00	-	69.99
F	0.00	-	59.99

President's Honor Roll

To qualify for the President's Honor Roll, a student must earn at least 12 credit hours of "A" grades during a fall or spring semester, receive no grades lower than "A", and have no incomplete or missing grades on his/her transcript for the semester.

Dean's List

To qualify for the Dean's List, a student must earn at least 12 credit hours during a fall or spring semester, attain or surpass a 3.50 GPA for the semester, and have no incomplete or missing grades on his or her transcript for the semester.

GRADUATION

Application for Graduation

Students should apply for Graduation one calendar year before their expected date of completion. This will allow time to receive a letter from the Registrar's Office updating the student and the Faculty on progress towards completing the University Core, the Major and General Elective requirements.

You may apply for Graduation by printing the Graduation Application and submitting it to the Registrar's Office. A pdf of the Graduation Application can be accessed at: <https://www.ju.edu/registrar/graduation-application.php>

Letters of Recommendation

The Faculty are happy and proud to write letters of recommendation for CSD students, but reserve the right to refuse. The Faculty use the following guidelines when writing a letter of recommendation for a student:

- The Faculty feels confident that he/she is able to write a **strong** letter of support for the student.
- The recommendation requested should be for a specific position, graduate program, or scholarship (The Faculty will not write a letter "for your records").
- The student received an A, A-, or B in all courses with the Faculty.

It is expected that the student request the letter of recommendation at least one (1) month prior to the due date, and that the student provides all necessary details for the letter (due dates, addressed envelopes, resume, etc.) within one (1) week (after the Faculty agrees to write the letter).

NSSLHA

The National Student Speech Language Hearing Association (NSSLHA) is the national organization for students studying communication sciences and disorders and is recognized by the American Speech-Language-Hearing Association (ASHA). The Jacksonville University chapter of NSSLHA strives...

- To encourage professional interest among college and university students in the study of human communication sciences and disorders
- To provide continuity to the dissemination of professional knowledge
- To provide a vehicle for student representation in matters of professional concern

For more information, contact the NSSLHA faculty advisor: Dr. Kristen Izaryk (kizaryk@ju.edu).

BUILDING POLICIES

Building Hours

Monday-Friday	7:00 am – 9:00 pm
Weekends	Closed; prior arrangements can be made for students via the Faculty with Campus Security

Children

The Faculty and staff recognize that on rare occasions, young children may need to accompany the student to the BRCHS buildings. On such occasions, the child must remain in the direct physical care of the student and must be removed immediately if disruptive or other students object to the child's presence. At no time should the child/children be ICAeft unattended, in the care of a babysitter, or brought to a formal classroom environment unless discussed and given consent by the Faculty prior to class.

**BROOKS REHABILITATION
COLLEGE OF HEALTHCARE SCIENCES**

SCHOOL OF APPLIED HEALTH SCIENCES

STUDENT CONSENT

I have reviewed the 2020-21 Communication Sciences & Disorders Student Handbook and I understand that I am responsible for reading, understanding, and abiding by all of the policies contained within the Handbook.

Signature: _____ Date: _____

Printed Name: _____