

**ARKANSAS STATE UNIVERSITY- JONESBORO**

**COLLEGE OF NURSING AND HEALTH PROFESSIONS**

**DEPARTMENT OF  
COMMUNICATION DISORDERS**

**UNDERGRADUATE PROGRAM  
HANDBOOK**

*Note: Your participation in this degree program is dependent upon your knowledge of and compliance with the information contained within this **Handbook**. It is critical that you read and understand the information contained in this document. A number of the documents appearing in the Appendices require your signature to verify that you have been provided copies of pertinent information. The form found in Appendix J should be signed and submitted to your academic advisor as required documentation in your advising file. Your signature is an acknowledgement of your understanding of the contents of the **Handbook** in its entirety.*

Revised: July 2020

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July 1, 2020

Undergraduate Students  
Department of Communication Disorders  
Arkansas State University -Jonesboro  
State University, AR 72467

Dear Students:

On behalf of the Communication Disorders faculty at Arkansas State University, welcome to the Department of Communication Disorders. We are pleased that you have selected Communication Disorders (CD) as your major and look forward to your participation in our Bachelor's Degree program. You should know that the demand for competent speech-language pathologists remains high and that the graduates of our Master in Communication Disorders (MCD) program are in great demand by employers in a number of service delivery settings.

The past several years have brought many changes to the profession of speech-language pathology and the faculty at ASTATE have spent considerable time and energy molding our curriculum to meet the needs of tomorrow's speech-language pathologist. The undergraduate Bachelor of Science (BS) degree is a pre-professional degree (like pre-law or pre-med) and as such should be considered as the first step on a ladder that will eventually lead to a rewarding career as a speech-language pathologist.

This CD *Undergraduate Program Handbook* should assist you in navigating your way through the undergraduate degree program. However, experience has taught us that questions and problems will arise. Your advisor will be a valuable asset as you progress through the program. Since advising is mandatory for registration in this program, you will be required to maintain close contact with your advisor.

Again, welcome to the program! The CD faculty and I wish you every success and will make ourselves available to assist you in any way possible. Should you have questions of me, my door is always open.

Best wishes,

Amy Shollenbarger, Ph.D., CCC-SLP  
Associate Professor and Chair  
Department of Communication Disorders

## I. PREFACE

The *ASTATE Undergraduate Bulletin* and the *ASTATE Student Handbook* are the primary resources of information for the student concerning all types of student activities and academic programs. This *Handbook* is a supplemental aid to the Communication Disorders student and does not replace or preempt the *ASTATE Undergraduate Bulletin* or the *ASTATE Student Handbook*. The student is responsible for being informed about academic requirements, both general and specific, for the completion of a degree program. Your CD faculty advisor is conveniently available for advice, guidance, and consultation.

## II. FACULTY

Amy Shollenbarger, Ph.D., CCC-SLP

Associate Professor and Chair

DRC 211A

972-3106

[ashollenbarger@astate.edu](mailto:ashollenbarger@astate.edu)

Dr. Shollenbarger received her terminal degree from the Arkansas Consortium for the Ph.D. in Communication Sciences and Disorders. She teaches undergraduate and graduate level courses. Her research interests include language and literacy development, fluency disorders, linguistic diversity, and effective teaching pedagogy in higher education. She joined the CD faculty after 16 years of experience in school-based services. She has been employed at ASTATE since 2011.

Christina Akbari, Ph.D., CCC-SLP

Associate Professor

DRC 211C

972-3106

[cakbari@astate.edu](mailto:cakbari@astate.edu)

Dr. Akbari joined the CD faculty in 2014 after receiving her terminal degree from Texas Tech Health Sciences Center. She teaches undergraduate and graduate level courses, and provides clinical supervision. Her previous professional experience includes Clinical Service Provider, Clinical Supervisor/Instructor, and Case Manager. Her research interests include measurement of sound perception changes by clinical students, treatment models/efficacy of programming involving language/speech therapy with school-aged children including bilinguals, and using assistive technology/AAC to promote literacy/language development.

Shanon Brantley, MCD, CCC-SLP

Assistant Professor

DRC 211E

972-3106

[sbrantley@astate.edu](mailto:sbrantley@astate.edu)

Shanon Brantley returned to ASTATE in 2012 with 15 years of experience in acute care hospitals and rehabilitation hospitals, after receiving her master's degree (1999) at ASTATE. As an Assistant Professor of Communication Disorders, she teaches voice, motor speech, and swallowing disorders courses, along with providing clinical supervision to under-graduate and graduate level students. Shanon is also the program coordinator of ASTATE's Head and Neck Cancer Interdisciplinary Treatment and Education Program. Shanon currently pursues a PhD in Interdisciplinary Leadership (LEAD) at UCA.

Joy Good, Ph.D., CCC-SLP

Associate Professor

DRC 211B

972-3106

[jgood@astate.edu](mailto:jgood@astate.edu)

Dr. Good received her terminal degree in 2011 from the Arkansas Consortium for the Ph.D. in Communication Sciences and Disorders. She joined the faculty in 2013 with 15 years of clinical experience, eight of which were in the public school setting. She developed an interest in the connection between oral and written language. Her research has focused on developing effective literacy interventions for children with language impairment.

Sharon Jones, PhD, CCC-SLP

[shajones@astate.edu](mailto:shajones@astate.edu)

Assistant Professor

DRC 211J

972-3106

Dr. Jones has been a clinical speech-language pathologist for 30 years, and an academician for the last 7 years. Dr. Jones is a certified ADOS examiner and her research focus is executive dysfunction in adolescents and young adults with high-functioning autism. Dr. Jones received her Bachelor of Science in Communication Disorders from Henderson State University in 1990, her Master of Science in Speech-Language Pathology from the University of Central Arkansas in 1992, and her Doctorate of Philosophy from the Consortium for the Ph.D. in Communication Sciences and Disorders, University of Arkansas for Medical Sciences, University of Arkansas at Little Rock, University of Central Arkansas in 2014. She joined the faculty in August 2020.

Arianne Pait, M.A., CCC-SLP

Assistant Professor

CNHP 411

972-3106

[apait@astate.edu](mailto:apait@astate.edu)

Mrs. Pait received her master's degree in communication disorders from the University of North Carolina at Greensboro. Mrs. Pait joined the faculty in the fall term of 2002.

Lindsay White, Au.D, CCC-A

[lwhite@astate.edu](mailto:lwhite@astate.edu)

Assistant Professor

Reynolds 211G

972-3106

Lindsay is a proud alumna of the ASTATE B.S. Communication Disorders program, graduating Magna Cum Laude in 2005. She received her doctorate in audiology (Au.D.) in 2009 from The University of Memphis, a top ten ranked audiology program and has since gained 12 years of clinical experience in an array of clinical settings. Her research interests are in stigma of hearing loss in young adults and new hearing aid functionality lessening stigma of hearing aids. She is from Mountain Home, Arkansas and loves to garden, cook, and spend time with her husband and 2 young girls.

### III. INTRODUCTION

The Department of Communication Disorders (CD) at Arkansas State University (ASTATE) is an independent department within the College of Nursing and Health Professions

(CNHP). The CD offices are physically housed in Suite 211 of the Donald W. Reynolds Center for Health Sciences Building, located at 2501 Danner Avenue, Jonesboro, AR.

#### **Arkansas State University's Mission:**

Arkansas State University *educates* leaders, *enhances* intellectual growth, and *enriches* lives. (ASTATE = e<sup>3</sup>)

#### **College of Nursing and Health Professions Mission:**

The mission of the College of Nursing and Health Professions is to provide quality education to students, graduates, and health care providers in a variety of health disciplines. Recognizing its unique position in the lower Mississippi Delta region, the College provides educational programs that are designed to promote lifelong learning based on the expressed needs of its varied constituencies.

#### **Department of Communication Disorders Mission:**

The mission of the Department of Communication Disorders is to prepare competent speech-language pathologists to provide ethical, professional services to a broad spectrum of individuals with communication disorders.

#### **Department of Communication Disorders Core Values:**

- **Student-Centered:** The Communication Disorders faculty and staff are committed to undergraduate and graduate education, inquiry, and service in order to meet students' changing needs.
- **Learning-Centered:** We nurture the acquisition of knowledge and skills by integrating teaching, research, and interactive learning to promote continuous student improvement as measured by systematic formative and summative assessments.
- **Excellence:** We commit to the pursuit of academic and clinical excellence for faculty and students.
- **Diversity:** We embrace all dimensions of diversity realizing that mutual respect for individuality and the inclusion of all are vital for both personal and departmental success.
- **Integrity:** We are committed to high standards of character and integrity as we prepare students to become ethical professionals in communication disorders.

#### Policy Regarding Equitable Provision of Clinical Services

Arkansas State University is an Equal Opportunity/Affirmative Action institution and, thereby, complies with all applicable federal and state legislation regarding employment practices and admission/treatment of students without regard to race, color, religion, age, disability, gender, national origin, participation restriction, sexual orientation, veteran status, or status as a parent. As a single point-of-service entity within Arkansas State University, the Arkansas State University Speech and Hearing Center complies with all state and federal equal opportunity legislation in the provision of prevention, screening, diagnostic, and therapy services to all client populations served in the Center. Questions about this policy should be addressed to the Affirmative Action Program Coordinator, P.O. Box 1500, State University, Arkansas 72467, phone (870) 972-2015.

The Department offers two degree plans. The first of these degree plans is the Undergraduate Program in Communication Disorders, which is outlined in this *Handbook* and leads to a Bachelor of Science (BS) in Communication Disorders degree. The second degree plan is for the Graduate Program in Communication Disorders (MCD) which offers the Master in Communication Disorders (MCD) degree and is explained in detail in the CD *Graduate Program Handbook* and the *ASTATE Graduate Bulletin*.

The BS in Communication Disorders is a pre-professional degree program, which has been designed to prepare students for graduate work in communication disorders and *does not lead to any type of certification*. The course of study for the BS is comprised of general education requirements, professional requirements, CD Program requirements, and practicum experience requirements. The necessary credentials required of speech-language pathologists for professional practice in Arkansas and most other states are state licensure and the Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP). The CCC-SLP is issued by the American Speech-Language-Hearing Association (ASHA). Most often, the academic and practicum requirements for earning the CCC-SLP are identical, or at least very similar, to the requirements for state licensure.

In order to earn the CCC-SLP a student must successfully accomplish three tasks. The first of these tasks is earning a graduate degree from a university program that is accredited by the Council for Academic Accreditation (CAA). This accreditation implies that students will demonstrate the appropriate knowledge and skills required through academic and clinical experiences necessary to earn the Certificate of Clinical Competence. The second task involves earning a score of at least 160 on the specialty area examination in Speech-Language Pathology of the Praxis Series regulated by the Educational Testing Service (ETS). The final task involves completing a Clinical Fellowship (CF), which consists of at least nine (9) months of paid, professional experience under the direct supervision of a certified professional following the completion of the graduate degree. The previously mentioned ASTATE undergraduate CD program requirements have been adopted to partially fulfill the requirements for the CCC-SLP.

All students majoring in Communication Disorders at the undergraduate level must be screened into the undergraduate CD program prior to enrollment in most 3000 and 4000 level CD courses. These academic and clinical screening requirements are detailed below in Section VIII.

All students in both the undergraduate and graduate programs are encouraged to join and participate in the National Student Speech-Language-Hearing Association (NSSLHA). NSSLHA is the pre-professional division of ASHA. Members of NSSLHA receive selected journals published by ASHA and qualify for reduced dues and fees upon initial certification.

#### **IV. ADVISING**

##### **A. Advisor**

All students enrolled at ASTATE are assigned an academic advisor. Any student majoring in CD will be assigned an advisor from within the faculty of the Department of Communication Disorders. Mandatory advising for all majors is required in order to release academic holds for registration each semester. Advising must be completed during the appropriate time period prior to registration. Registration for all practicum experiences requires a registration permit, issued by your advisor during your advising session. In addition, all students registering for practicum experiences must file the appropriate scheduling form with the Director of the Arkansas State University Speech and Hearing Center. Students must assume the responsibility to read and become knowledgeable regarding the appropriate *ASTATE Undergraduate Bulletin* to be used in planning their program of study. Academic advisors will assist students in understanding the UPCD requirements. Advisors will have advising/office hours posted outside their offices and be conveniently available for student advisee appointments.

#### B. Advising File

Advisors will maintain an advising file for all students they advise. The file will contain change of major forms (if appropriate), student contact logs, grade reports or unofficial transcripts from Banner, periodically updated program checksheets, verification of observation clock-hours forms, Department of Communication Disorders admission notifications and other pertinent information that may assist the advisor in guiding the student through the program of study. Students are encouraged to keep duplicate copies of important items contained in the advising file. Advising files can be electronic, hard copy, or some combination of the two. The primary focus of an advising file is to provide the advisor and the student with accurate and accessible information for planning and monitoring student progress toward the degree.

All inactive student advising files for undergraduate CD majors (regardless of whether they complete undergraduate degree requirements) will be maintained in the departmental office. Advising files for undergraduate students that complete the BS degree and are admitted to the MCD program will be combined with the graduate advising file and, following completion of the MCD degree, will remain in perpetuity within the CD Office.

#### C. Checksheet

By keeping a current and accurate advising check sheet, undergraduate students and advisors know precisely which courses are needed to complete degree requirements and can, with some certainty, predict graduation dates. The current BS in CD degree checksheet is enclosed as Appendix A of this *Handbook*. Each checksheet will show an *ASTATE Undergraduate Bulletin* year and will reflect undergraduate CD degree requirements for that stated bulletin. The checksheet contains a list of all required courses (including general education options) for the BS degree. Coursework requirements are organized on the checksheet by course level (i.e., freshman, sophomore, etc.) and the suggested semester rotation for enrolling in the course. In addition, course work and program admission prerequisites are shown on the checksheet. *Careful attention should be given to the course level, the semester of the offering and prerequisites as some courses may only be offered once during a calendar year. Disregarding advisement, failure to complete prerequisite coursework and/or errors in registering may lead to delays in graduation.*

#### D. Prerequisites

Some courses, both in CD and other disciplines, require a knowledge base that is only gained in lower-level courses. For this reason, most undergraduate 3000 and 4000 (i.e., junior and senior) level CD courses will require prerequisite course work prior to enrollment. Also, admission to the undergraduate program is a prerequisite for most of the same upper level courses.

In the event that undergraduate CD students enroll in courses for which they do not have the necessary prerequisites, those students will be required to drop the courses until all prerequisites are completed.

#### E. Student Responsibility

As stated above and elsewhere, it is the responsibility of undergraduate students to carefully read the *ASTATE Undergraduate Bulletin*, *CD Handbook* and the BS in CD requirements. Students will be held accountable to and responsible for the policies and procedures of the Department of Communication Disorders.

Students are responsible for meeting requirements and deadlines for screening in to the undergraduate program in CD. These requirements are presented in Section VIII. Failure to meet these requirements and deadlines can result in a failure to graduate in a timely fashion.

### V. REGISTRATION

ASTATE registration is accomplished by accessing the University's on-line registration services, Banner Self-Service/In Astate. Students are advised to familiarize themselves with this process and the timelines associated with registration based on student classification prior to attempting to register. As mentioned earlier, a student will always have an advising hold on their student account; it is merely waived by their assigned advisor each semester.

Students will register for CD practicum experiences in the same manner used to register for academic coursework, however, a permit must be issued by the academic advisor and noted on the advisement hold waiver form. The permit is issued by the departmental support staff at the time the advisement hold is waived for registration. The Banner system will email the student notifying the permit has been issued. The student may then proceed with registration.

Students needing assistance with registration should contact the ASTATE Office of the Registrar or their advisor.

### VI. TRANSFER CREDIT POLICY

Students who present transcripts of college credit from other accredited institutions may receive credit toward a degree in accordance with the policy set forth in the current *ASTATE Undergraduate Bulletin*. Faculty advisors and members of the Registrar's staff will have access

to proposed transfer credit using the University's official "Web-Extender" software. Faculty advisors will determine whether transfer credit will be awarded for ASTATE course credit using "Web Extender." In the event that the advisor is unable to make such a determination based on the information provided through Web Extender, the student may be asked to supply a course description or syllabus for each course in question.

## **VII. ATTENDANCE POLICY**

Regular class and clinical attendance is expected of all students in accordance with the policy set forth in both the current academic year *ASTATE Undergraduate Bulletin* (please refer to the "Academic Policies and Regulations" section) and the *ASTATE Student Handbook*. Students are responsible for making arrangements for missed assignments, laboratory, clinical assignments, or tests with the faculty coordinating the activity. When possible, arrangements should be made prior to the absence.

The faculty member or instructors coordinating the activity determines the policy regarding make-up work and examinations for absences. Absences and tardiness interfere with meeting course objectives. Consequently, excessive absenteeism and tardiness may be reflected in the evaluation of a student's ability to meet objectives and may serve as cause for the student's record to be reviewed. Instructors will set forth at the beginning of each semester their expectations with regard to absenteeism and tardiness as well as their make-up policies for work and exams missed, class participation, and other factors that may negatively impact grades. This information will be provided or outlined in class handouts and course syllabi.

Students enrolled in CD practicum experiences are obliged to adhere to the absentee and tardiness policies of the ASTATE Speech and Hearing Center as detailed in the *Communication Disorders Clinic Handbook*.

## **VIII. ADMISSION TO THE UNDERGRADUATE PROGRAM IN CD**

Arkansas State University and the Department of Communication Disorders offer equal educational opportunity to all persons without regard to race, religion, gender, age, creed, color, national origin, sexual orientation, or physical disability. Students who meet CD undergraduate admission criteria are admitted to the undergraduate program of study without hesitation.

Communication disorders majors must be admitted to the Undergraduate Program in Communication Disorders in order to be enrolled in most upper (i.e., 3000 and 4000) level CD courses. The requirements for admission to the UPCD are as follows:

- A. Minimum of 30 earned semester credit hours
- B. Overall GPA of 2.75
- C. Earned grade of "C" or better in
  - 1. ENG 1003 Freshmen English I
  - 2. ENG 1013 Freshmen English II
- D. A "B" or better in MATH 1023 College Algebra
- D. A GPA of 3.2 or higher for the following prescribed courses

1. PSY 2513 Introduction to Psychology
  2. BIO 2203 Human Anatomy and Physiology I
  3. BIO 2201 Human Anatomy and Physiology I Lab
  4. CD 2653 Introduction to CD
  5. CD 2104 Anatomy and Physiology of Communication
  6. CD 2203 Phonetics
  7. Physical Science/lab – Chemistry or Physics is highly recommended.)
- E. Complete a speech and hearing screening
- F. 10 clock hours of assigned and documented observations

Upon completion of the above, the advisor will forward a completed *Application for Admission into the Undergraduate Program in Communication Disorders* to the Department Chair indicating the student has completed the requirements. The Department Chair will, in turn, notify the student in writing of his or her admission into the undergraduate CD program.

*Note: Admission into the undergraduate program in NO way implies, guarantees or suggests that a student will be admitted to the graduate CD program.*

## **IX. NON-DEGREE SEEKING STUDENTS**

Students with undergraduate degrees in other disciplines that wish to prepare themselves for graduate study in CD are not subject to the same undergraduate CD admission requirements as degree seeking students. The CD Admissions and Credits Committee will, in consultation with the student's advisor, review each application from non-degree seeking students to avoid duplication of course work and content.

## **X. ADMISSION TO THE ASTATE GRADUATE PROGRAM IN COMMUNICATION DISORDERS**

The MCD program has a once-per-year admission period. The application deadline is February 15<sup>th</sup> for admission in the first summer term following.

Admission to the MCD program will continue to be awarded on a competitive, space-available basis. The application procedure is detailed at the following web address:  
<http://www.astate.edu/info/academics/degrees/degree-details.dot?mid=9a481e26-dcf6-44e0-8a90-7144877fe3f2>

## **XI. SOCIAL MEDIA GUIDELINES**

Social media can be a way to share life experiences and opinions with others. Use of social media presents risks and carries with it certain responsibilities.

Social media includes all means of communicating or posting information or content of any sort via the Internet or other electronic communication method. Social media includes both your personal or someone else's personal web log/blog, journal, website, or chat room, and group

interchanges such as Facebook, Twitter, Snap Chat, or YouTube and social media anonymous sites. These applications are subject to having content transmitted to others, with or without consent from the original author. Additionally, per the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html>, no information, pictures, videos or descriptions of clients/families can be posted on social media sites.

You are solely responsible for what you post online. Inappropriate postings specific to patients, classmates or faculty that include discriminatory remarks, harassment or threats, or violations of professional codes of conduct are subject to disciplinary action. Your actions could adversely affect your standing in your health professions program which could include program dismissal.

You should be aware that future employers may view potential candidate's websites. Students are advised to review their site (s) for any unprofessional images or language which could adversely affect successful employment upon graduation. Please make responsible decisions about your use of social media.

Revised 6-10-19

## **Appendix A**

### ADVISING CHECKSHEET

# ARKANSAS STATE UNIVERSITY

## College of Nursing and Health Professions

### Department of Communication Disorders

P.O. BOX 910, State University, AR 72467

Phone: 870-972-3106

## Undergraduate Bulletin Year 2020-2021

Name: \_\_\_\_\_

Student ID \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

<http://www.astate.edu/college/conhp/departments/communication-disorders/>

~~~Please see reverse side for class options on numbered items and course rotation. ~~~

| FRESHMAN-FALL |                           | SEM | GRD |
|---------------|---------------------------|-----|-----|
|               | FYE or Elective           |     |     |
| *             | ENG 1003-COMP I           |     |     |
| ***           | MATH 1023 College Algebra |     |     |
| 2**           | Chemistry or Lec.         |     |     |
| **            | Physics Lab               |     |     |
| 3             | Arts/Hum                  |     |     |
| 15/16 hours   |                           |     |     |

| FRESHMAN-SPRING |                          | SEM | GRD |
|-----------------|--------------------------|-----|-----|
| *               | ENG 1013- COMP II        |     |     |
| **              | PSY 2013 Intro to Psy    |     |     |
| 1               | US Hist or Am Govt       |     |     |
| 2**             | BIO 2203 Human A & P I   |     |     |
| **              | BIO 2201 Human A & P lab |     |     |
|                 | Elective (2 hours)       |     |     |
| 15 hours        |                          |     |     |

| SOPHOMORE -FALL |                      | SEM | GRD |
|-----------------|----------------------|-----|-----|
| 3               | Arts/ Hum            |     |     |
| **              | CD 2653 Intro to CD  |     |     |
| 1               | Social Science       |     |     |
| **              | CD 2104 CD A&P + Lab |     |     |
|                 | Elective (2 hours)   |     |     |
| 15 hours        |                      |     |     |

| SOPHOMORE -SPRING |                            | SEM | GRD |
|-------------------|----------------------------|-----|-----|
| @                 | CD 3003 SP&Hearing Science |     |     |
| @                 | CD 3303 Normal Lang Dev    |     |     |
| req               | CD 3402 Intro to Man Comm  |     |     |
| **                | CD 2203 Phonetics          |     |     |
| 1,3,8             | Gen Ed Option (3 hours)    |     |     |
| 14 hours          |                            |     |     |

| JUNIOR -FALL |                                    | SEM | GRD |
|--------------|------------------------------------|-----|-----|
| 6            | Statistics                         |     |     |
| #            | CD 4063 Multicultural Issues in CD |     |     |
| 4            | Psy & Learning                     |     |     |
| 5            | Aging                              |     |     |
|              | Elective (3 hours)                 |     |     |
| 15/16 hours  |                                    |     |     |

| JUNIOR -SPRING |                              | SEM | GRD |
|----------------|------------------------------|-----|-----|
| @              | CD 4203 Organic Sp. Dis.     |     |     |
| @              | CD 3553 Clinical Observation |     |     |
| @              | CD 3023 Diagnosis in CD      |     |     |
| 7              | Counseling                   |     |     |
|                | Elective (3 hours)           |     |     |
| 15 hours       |                              |     |     |

| SENIOR - FALL - REQUIRES<br>ADMISSION to CD UG Program |                                | SEM | GRD |
|--------------------------------------------------------|--------------------------------|-----|-----|
| #                                                      | CD 3803 Service Del in CD      |     |     |
| #                                                      | CD 4303 Lang Intervention      |     |     |
| #                                                      | CD 4553 Craniofacial Ana.      |     |     |
| #                                                      | CD 4703 Artic / Phon Disorders |     |     |
|                                                        | CD 3503 Audiology              |     |     |
| 15 hours                                               |                                |     |     |

| SENIOR - SPRING                 |                             | SEM | GRD |
|---------------------------------|-----------------------------|-----|-----|
| req                             | CD 4753 Clinic I (3 hours)  |     |     |
| @                               | CD 4254 Neuro Bases/ Dis    |     |     |
| @                               | CD 4403 Aural Rehab         |     |     |
| @                               | CD 3703 Clinical Mgmt Techs |     |     |
| @                               | CD 4873 Research Prob in CD |     |     |
| 16 hours                        |                             |     |     |
| Majors graduate with 120 hours. |                             |     |     |

**Legend:** # = Fall offering only  
 @ = Spring offering only  
 \* = Required grade of "C" or higher  
 \*\* = Required 3.2 GPA for 6 core classes  
 \*\*\* = Required grade of "B" or higher

### CD UG Program Admission requirements:

- Minimum overall GPA of 2.75
- Speech and Hearing Screening
- "C's" or higher in COMP I & COMP II
- "B" or higher in Col. Algebra or higher math
- GPA of 3.2 or higher in (\*\*) classes.
- No more than one "C" in (\*\*) classes
- GPA calculation will include repeated (\*\*) courses

Class Options: CD Bulletin 2020-2021

|                                                    |                                                                                                  |                                                          |                                                            |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------|
| <b>1. Soc. Science</b>                             | <b>Two of the following must be completed, with</b>                                              |                                                          | <b>at least one from HIST 2763, HIST 2773 or POSC 2103</b> |
| <b>Choose 2.</b>                                   | SOC 2213, Introduction to Sociology                                                              |                                                          | POSC 2103, Introduction to American Government             |
|                                                    | ECON 3213, Principles of Macroeconomics                                                          |                                                          | HIST 2763, The United States to 1876                       |
|                                                    | ECON 2333, Economic Issues and Concepts                                                          |                                                          | HIST 2773, The United States since 1876                    |
|                                                    | POSC 1003, Introduction to Politics                                                              |                                                          | HIST 1013, World Civilization to 1660                      |
|                                                    | JOUR/RTV 1003, Mass Communication In Modern Society                                              |                                                          | HIST 1023, World Civilization since 1660                   |
| <b>2. Science</b>                                  | <b>Select one Physical Science/Lab</b>                                                           |                                                          |                                                            |
| <b>Physical Sciences:<br/>Choose one class/lab</b> | CHEM 1013, General Chemistry I, and CHEM 1011, Laboratory for General Chemistry I                |                                                          |                                                            |
|                                                    | CHEM 1043, Fundamentals of Chemistry, and CHEM 1041 Laboratory for Fundamentals of Chemistry     |                                                          |                                                            |
|                                                    | PHYS 2034, University Physics I (Multimedia)                                                     |                                                          |                                                            |
|                                                    | PHYS 2054, General Physics I                                                                     |                                                          |                                                            |
| <b>3.Arts/Human</b>                                | <b>Two of the following classes must be completed; ****One arts, one humanities</b>              |                                                          |                                                            |
| <b>Fins Arts</b>                                   | MUS 2503, Fine Arts - Musical                                                                    |                                                          |                                                            |
|                                                    | THEA 2503, Fine Arts - Theater                                                                   |                                                          |                                                            |
|                                                    | ART 2503, Fine Arts - Visual                                                                     |                                                          |                                                            |
| <b>Humanities</b>                                  | ENG 2003, Introduction to the Literature of the Western World I                                  |                                                          |                                                            |
|                                                    | ENG 2013, Introduction to the Literature of the Western World II                                 |                                                          |                                                            |
|                                                    | PHIL 1103, Introduction to Philosophy                                                            |                                                          |                                                            |
| <b>4. Psychology &amp; Learning</b>                | <b>One of the following courses must be completed.</b>                                           |                                                          |                                                            |
|                                                    | PSY 3403, Child Psychology                                                                       | PSY 3703, Educational Psychology                         |                                                            |
|                                                    | PSY 3413, Adolescent Psychology                                                                  | PSY 4343, Learning Processes                             |                                                            |
|                                                    | PSY 3453, Developmental Psychology                                                               | PSY 4363, Cognitive Psychology (recommended; Spr only)   |                                                            |
|                                                    |                                                                                                  |                                                          |                                                            |
| <b>5. Aging</b>                                    | <b>One of the following courses must be completed.</b>                                           |                                                          |                                                            |
|                                                    | CD 3113, Aging in Communication (recommended)                                                    | SOC 4353, Sociology of Aging                             |                                                            |
|                                                    | NRS 3353, Aging and the Older Adult                                                              |                                                          |                                                            |
| <b>6. Statistics</b>                               | <b>One of the following courses must be completed.</b>                                           |                                                          |                                                            |
|                                                    | PSY 3103 Quantitative Methods                                                                    | STAT 3233, Applied Statistics                            |                                                            |
|                                                    | SOC 3383 Social Statistics                                                                       | STAT 3033 Statistics for Health Professionals            |                                                            |
| <b>7. Counseling</b>                               | <b>One of the following courses must be completed.</b>                                           |                                                          |                                                            |
|                                                    | CD 3653 Clinical Interactions (recommended; Summer only-WEB)                                     | COMS 4403, Seminar in Health Communication               |                                                            |
|                                                    | COUN 3203 Interpersonal Communication Skills for the Health Professional                         | PSY 4053, Today's Families: Interdisciplinary Approaches |                                                            |
| <b>8. Communication</b>                            | <b>This course may be used to meet general education requirements as listed in the Bulletin.</b> |                                                          |                                                            |
|                                                    | COMS 1203, Oral Communication                                                                    |                                                          |                                                            |

\*\*\* See your advisor for recommended electives. \*\*\*

Revised, AS July 2020

## **Appendix B**

### **CNHP SUBSTANCE ABUSE POLICY AND PROCEDURES**

## SUBSTANCE ABUSE POLICY & PROCEDURES

College of Nursing and Health Professions  
Arkansas State University

### POLICY

The College of Nursing and Health Professions recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of a health occupation. Within each profession there are codes and standards for conduct by which all members of the profession are expected to function. Thus, when engaged in educational activities whether on campus or in the clinical setting health professionals are expected to be free from the abusive influence of chemical substances/drugs<sup>1</sup>Reference: Reiss, B. & Melick M. (1987). Pharmacological Aspects of Nursing Care (2nd Ed.). Albany, NY: Delmar Publishers, pp. 2, 627, 631-633. When students are under the influence of drugs and alcohol, they present a threat to patients, other students and the employees and visitors of clinical facilities. It is the responsibility of the student to report any medication/s taken which would adversely affect their ability to perform safely in class or clinic. Written documentation will be required for verification of medications taken and will be placed in the student's file. As a condition of admittance and retention in any professional program in the Arkansas State University College of Nursing and Health Professions all students must sign a SUBSTANCE ABUSE COMPLIANCE CONTRACT agreeing to adhere to the *Substance Abuse Policy & Procedures* when conducting any activity associated with their educational program. As the contract notes, it is inclusive of testing for substances and appropriate release of that information.

### PROCEDURES

If a student demonstrates behavioral changes associated with substance abuse (see attached list) while engaged in course activities, the following procedures will be enforced:

1. The first time the student is observed exhibiting behaviors that are linked to or associated with substance abuse (see attached list), the student will be approached by a faculty member or a person who is designated to provide supervision. Prior to the approach, an assessment of the situation is indicated and a second observer should be asked to verify the behavior. The purpose of this encounter is multifold. It openly allows recognition that such behaviors have been observed. It also creates the opportunity for the student to pursue behavior modification as an option that is non-punitive and preserves self-direction. During the encounter, the student will be informed about and required to seek evaluation by the Counseling Services Center at Arkansas State University. If the behaviors are observed in a clinical setting, the student will be removed from participation in activities and asked to leave the environment. An absence for the day will be recorded. Written documentation that the student was confronted and informed about the Counseling Center is to be signed by the student and faculty. A copy will be

---

<sup>1</sup> The generic meaning of the term "drug" is broadly defined as any chemical substance which affects living systems. For the purposes of this policy, substance and/or drug abuse are used interchangeably and defined as socially unacceptable use of drugs or other chemical substances for non-therapeutic purposes. The substance alcohol, (ethanol) by its properties and actions, is a drug and is used as such in this policy. Drugs prescribed by a physician licensed to practice medicine and surgery, as long as the drug is taken in accordance with the provider's instructions and do not impair the student's ability to perform his/her duties, are exempted from this policy.

forwarded to the Department Chair/ Program Director and retained in the student's cumulative file during the time he/she is enrolled as a professional student in the Arkansas State University College of Nursing and Health Professions. A copy will be forwarded to the ASTATE Counseling Center. The Center will provide a written evaluation with treatment recommendation to the student, and to the Department Chair/Program Director. If the student, upon reviewing the Center's recommendations, declines to allow them to be released to the Department Chair/Program Director, the student will be required to seek a Psychological or Psychiatric evaluation (from a Licensed Physician [Psychiatrist] or Psychologist), and submit the results and recommendations to the Department Chair/Program Director. The student will be expected to comply with ALL recommendations, and allow release of records attesting to his or her compliance and improvement.

2. Due to the level of accountability health professionals have for their action toward others, the second time behaviors are observed and verified by a second observer, the student will immediately be asked to submit to body fluid testing for substances at a lab designated by the College of Nursing and Health Professions who have identified procedures for collection (see attached). The cost of the test will be borne by the student. Refusal to submit for testing warrants immediate program dismissal.

At the time the specimen is released to the testing lab, the student will sign a release statement requesting that the test results be sent to the Dean's Office, College of Nursing and Health Professions, and to the student. If the results are negative, no further action will be taken and the student will only be allowed to make up work missed. If the results are positive (and substantiated by a second or confirmation test), the student will be dismissed from the professional program. Laboratory results will only be disclosed to individuals whose duties necessitate review of the test results and confidentiality will be adhered to as stringently as possible.

3. Readmission of the student to the program is contingent upon the following conditions:
  - a. Formal application for readmission to the program.
  - b. Meeting specific program admission criteria as noted in the Undergraduate/ Graduate Bulletin.
  - c. Clinical space availability.
  - d. Documentation that a prescribed treatment program has been completed by the student related to the drug/alcohol condition. The documentation is to be submitted to the Dean's Office, College of Nursing and Health Professions by the designated treatment facility.
  - e. Follow-up program as suggested by the treatment facility which may include, but is not limited to, one or more relapse prevention procedures. The follow-up program will be individual specific and written as part of a contractual agreement with the student.
4. Arkansas State University may be required by state or national regulatory boards to submit information regarding a student's substance abuse history when he/she applies to take the examination for licensure. There is no guarantee that these boards will allow

individuals with a substance abuse history to take the examination. Each board judges each case individually.

5. Students will be required to abide by individual institutional policies relating to substance abuse in clinical agencies to which they are assigned.

SUBSTANCE ABUSE COMPLIANCE CONTRACT  
COLLEGE OF NURSING AND HEALTH PROFESSIONS  
ARKANSAS STATE UNIVERSITY

I, \_\_\_\_\_, have read the Board of Trustee approved *Substance Abuse Policy & Procedures* of the Arkansas State University College of Nursing and Health Professions and agree, as a student in the professional health program, to comply with all aspects of the policy as written, including testing for substances and appropriate release of that information. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.

---

Student's Name (Please Print)

---

Student's Signature

---

Date

*Note: Student please make a copy for your personal file and submit the original to your advisor to be placed in your advising folder.*

## BEHAVIORAL CHANGES ASSOCIATED WITH DRUG ABUSE

The College of Nursing and Health Professions has developed the following list of behaviors that are not all inclusive but, when observed, can be used as indices to identify an individual who at the moment of observation could be under the influence of a "drug" (see the *Substance Abuse Policy* for definition of the term "drug" and for the mechanisms to operationalize the policy). The College of Nursing and Health Professions is guided by behavioral descriptors that are stated in the latest edition of Diagnostic & Statistical Manual of Mental Disorders.

\* Observation of any of these behaviors will result in dismissal from the learning environment (clinical or classroom).

### Attention Deficit/Cognitive Impairment

- \* Ataxia
- \* Tremors, especially of the hands
- \* slowed response time in a familiar skill
- \* diminished from the usual in coordination/dexterity

### Social Impairment

- \* Inappropriate verbal remarks (subjects/words/expletives)
- \* Inappropriate behaviors or those beyond the societal norm such as:
  - angry outbursts/unrestrained agitation
  - crying that cannot be explained
  - euphoria
  - paranoia
  - hallucinations
- \* behaviors that are markedly changed from that individual such as
  - introversion
  - extroversion
  - sullen/irritable
  - giddy
  - defensiveness

### Somatic Manifestations/Discomforts

- \* odor of alcohol on breath
- nausea/vomiting/thirst
- frequent trips to bathroom/complaint of urinary frequency or diarrhea
- hiccoughs
- reddened sclera (bloodshot eyes)
- pupil changes/drooping eyelids
- complain of blurred vision or inability to focus

### Speech/Communication Impairment

- \* slurred (thick tongue)
- \* rapid/choppy communication pattern

- \* incoherent speech

### BEHAVIORAL PATTERNS ASSOCIATED WITH SUBSTANCE ABUSE

The following is a list of behavioral patterns that may surface when drugs have been abused. While these patterns have many causes, thorough assessment and detailed documentation is needed over a period of time to determine if there is any relationship to drug abuse. Patterns of behavior to observe and validate are:

- repeated tardiness
- frequent absenteeism
- numerous and chronic somatic complaints (colds/GI problems/lack of sleep/weight loss/sluggishness/low energy)
- untidy personal appearance or deterioration in quality of grooming
- lack of attention to hygiene (hair, nails, skin, oral)
- multiple crises in personal life
- avoidance/lack of eye contact
- isolation/lack of peer support
- repeated excuses for below standard performance
- forgetfulness with appointments/assignments
- slowed response time in familiar activities
- behavior shifts/mood swings
- lack of trust and suspicious of the motives of others
- needle tracks on body surface
- behaviors surrounding the administration of narcotics:
  - frequent need to waste "unused" medications
  - recording the administration of larger doses than ordered
  - unauthorized possession of the narcotic key
  - unsupervised entry into narcotic cabinet
  - volunteering to be in situations to gain greater access to narcotics
  - taking frequent breaks/numerous occasions when whereabouts unknown

CRITERIA FOR URINE DRUG SCREENS

NOTICE: PROVIDE LAB WITH THIS CRITERIA

**ANY DRUG SCREENS SUBMITTED TO ARKANSAS STATE UNIVERSITY COLLEGE OF NURSING AND HEALTH PROFESSIONS, SHALL HAVE MET THE FOLLOWING CRITERIA:**

1. Specimen collection is witnessed.
2. BASIC 10-PANEL\* DRUG SCREEN INCLUDING ALCOHOL, MEPERIDINE AND DRUG OF CHOICE (SEE #7).
3. Laboratory must be CLIA<sup>1</sup> approved.
4. Confirmation of positive results is done by GCMS<sup>2</sup>. If specimen must be sent to another laboratory for confirmation, the chain of custody is maintained.
5. Report, in addition to results, will include:
  - a. Chain of custody;
  - b. Drug history;
  - c. List of drugs screened;
  - d. Confirmation of method used; and
  - e. Specific gravity.
6. The laboratory will retain negative specimens for a minimum of two (2) weeks and positive specimens for a minimum of one (1) year.

\*10-PANEL INCLUDES:

|              |                 |
|--------------|-----------------|
| Amphetamines | Benzodiazepines |
| Cannabinoids | Cocaine         |
| Opiates      | PCP             |
| Barbiturates | Methadone       |
| Methaqualone | Propoxyphene    |

7. THE DRUG SCREEN SHALL TEST FOR THE FOLLOWING:

|                      |                 |
|----------------------|-----------------|
| Amphetamines         | Methadone       |
| Methaqualone         | Barbiturates    |
| Phencyclidine        | Benzodiazepines |
| Propoxyphene         | Cannabinoids    |
| Alcohol              | Cocaine         |
| Meperidine           | Opiates         |
| Drug of choice _____ |                 |

DRUG SCREENS WHICH DO NOT TEST FOR THE ABOVE WILL BE CONSIDERED NON-COMPLIANT WITH THE ORDER.

<sup>1</sup>Clinical Laboratory Improvement Act: SEt of Federal Regulations which clinical labs must meet for certification.

<sup>2</sup>Gas Chromatography Mass Spectrometry

ARKANSAS STATE UNIVERSITY  
COLLEGE OF NURSING AND HEALTH PROFESSIONS

WAIVER OF RELEASE OF MEDICAL INFORMATION  
SUBSTANCE ABUSE POLICY AND PROCEDURES

I, \_\_\_\_\_, am a professional health student at Arkansas State University and have previously received, read and understand the College of Nursing and Health Professions' *Substance Abuse Policy & Procedures*.

Since this is my second incident of verified reportable behavior, I hereby consent to having a sample of my body fluid collected on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, according to the terms set forth in the policy for the purpose of testing for identified substances at my own expense.

I understand that a positive test result will require a subsequent confirmation test. If that result remains positive, it will affect my status in the professional program. I understand that if I am taking any medications which would adversely affect the results of the test, that I should disclose those immediately. Written medical documentation from my physician will be required by me for verification of medication/s taken.

I authorize the release of test results related to the screening or testing of my blood/urine specimen to the Dean, College of Nursing and Health Professions at Arkansas State University, and to myself. I understand that my body fluid specimen will be sent to for actual testing.

I hereby release Arkansas State University, its Board of Trustees, officers, employees, and agents from legal responsibility or liability arising from such a test, including but not limited to, the testing procedure, analysis, the accuracy of the analysis, or the disclosure of the results.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date Time

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date Time

## **Appendix C**

### **CNHP INFECTION CONTROL POLICY AND PROCEDURES**

**ARKANSAS STATE UNIVERSITY  
COLLEGE OF NURSING AND HEALTH PROFESSIONS**

**POLICY/PROCEDURE GUIDELINES FOR INFECTION CONTROL**

**INTRODUCTION**

The policy guidelines herein are of a general nature and deal with HIV-related infections as well as other blood borne pathogens. They apply to all students/faculty in the College of Nursing and Health Professions (CNHP). Due to differences in the various programs, individual CNHP programs may have specific rules and/or guidelines that are modifications of those in the general policy; however, the specific policies of the various programs will be consistent in their intent with the guidelines noted herein. This policy shall be reviewed annually and modified as necessary based on the current information from the CDC and OSHA.

**ADMISSIONS**

The HIV/HBV (Human Immunodeficiency Virus/Hepatitis B Virus) status of an applicant should not enter into the application process. Applicants applying for healthcare programs should, however, be informed that certain diseases may necessitate either a modification of their program, or in the extreme may necessitate their dismissal from a program if they cannot perform procedures and/or tasks that are considered essential to their educational experience.

**RETENTION**

If it is determined that a student is sero-positive for HIV/HBV or is clinically manifesting symptoms of either disease process, that student should receive counseling about personal health care concerns and about interaction with others, especially clients. The student should be counseled by a designated faculty member in his/her respective program. The function of the designated faculty member is to counsel the student as to whether the program of education should be modified, another educational program considered, or in the extreme, whether the student should be dismissed from a program because of the inability to perform procedures and/or tasks crucial to the educational program. When considering the possibility of modifying clinical experiences or whether to dismiss, the designated faculty member will request that the Infection Control Committee convene to consider the specific student situation.

**INFECTION CONTROL COMMITTEE**

The Infection Control Committee will be comprised of three representatives from each of the programs in the College of Nursing and Health Professions. The dean will be charged with appointing faculty to serve on this committee after consultation with chairs or directors of the various programs. Once the committee is established, a chair shall be elected by the members. In addition, a community member who is an expert in infectious disease will be designated as a consultant to the committee.

The committee shall function to consider the specific student/faculty situations outlined in the HIV/HBV Guidelines. In addition, this committee will function to review the HIV/HBV Guidelines on an annual basis. The committee will coordinate annual instruction on Standard

Precautions for the faculty. This committee will also serve the programs by making recommendations for infection control policy that may impact both the student and faculty populations. Information regarding such policy will be included in the various programs' *Student Handbook* and the *CNHP Faculty/Staff Handbook*.

When the Infection Control Committee convenes to consider specific student/faculty situations, a timely response is in order. Individuals will be provided a letter outlining the committee recommendations within a one-week period after convening. During this time period the student/faculty person shall not engage in direct client contact. Should an individual wish to appeal the decision of the committee, the established University Grievance process should be followed (See *ASTATE Student/Faculty Handbooks*).

## COUNSELING

It is the responsibility of the programs to provide counseling to a student/faculty member who is determined to be sero-positive for HIV/HBV or who manifests symptoms of either disease process. The counselor interaction with the student/faculty member should be reported to the Infection Control Committee only when the person's health status necessitates a modification in the clinical program or dismissal. It will be the responsibility of the counselor to verify that the student is aware of options for testing, counseling and health care. In addition, the counselor will verify that the student has been provided with specific information that relates to client contact.

The following information is provided in order to refer students when necessary to outside agencies for assistance and follow-up. This information should be reviewed and updated annually.

### HIV Infection Services provided by ASTATE Student Health Center:

Students at Arkansas State University who desire HIV testing may obtain this service free at the Wilson Student Health Center. The Center encourages appointments but will accept students on a walk-in basis. Pre- and post-test counseling is provided by certified CDC counselors. Specimens are sent to the Craighead County Public Health Department for testing.

The Student Health Center has developed a media library (videos, pamphlets) for persons coming in with questions about HIV infection. The Center is located directly across from the College of Nursing and Health Professions and can be reached at ext. 2054. (The Student Health Center is scheduled to relocate to the First Care Medical Office on Stadium Avenue near the football complex as soon as construction on that new facility is complete.)

### Services offered by the Public Health Department

The Craighead County Public Health Department is open from 8:00 a.m. until 3:30 p.m. for testing. The department offers pre- and post-test counseling as well as HIV testing. The cost of the service is \$5.00 which pays the record maintenance fee. The Public Health Department can be contacted by calling 933-4585.

An individual who desires testing should allow about one hour for the procedure because pre-counseling is extensive.

Services offered by Northeast Arkansas Regional AIDS Network (NARAN)

This organization offers free confidential testing. Pre- and post-counseling is provided by certified counselors. They also provide direct care services to those persons who need them, including financial counseling. NARAN is also a network agency for persons living with AIDS. A referral can be made by contacting the office at 931-4HIV (4448). The office is located at 1000 S. Caraway in Jonesboro.

Services offered by Regional Aids Interfaith Network (RAIN)

Chapters of this organization do exist here in Northeast Arkansas. The program coordinator is Rev. Ed Pruitt, chaplain at Methodist Hospital in Jonesboro. This group provides spiritual and social support for the person with HIV infection and family members.

Other

The American Red Cross office now advertises the Arkansas HIV/AIDS Network. The office can be reached at 935-2437 and is located at 701 S. Union in Jonesboro. The group is funded by the C.D.C. whose primary goal is to provide HIV education to Arkansans. However, the Red Cross will provide information to those who call.

The counselor should not neglect to refer the student/faculty member to his/her private physician for guidance.

Students and faculty outside of Craighead County should seek specific referral information from the Chair of the Infection Control Committee or from a faculty member designated as counselor at the distant sites.

## **GUIDELINES FOR HIV/HBV STUDENTS/FACULTY IN THE LABORATORY/CLINICAL SETTING**

**Note: This policy assumes that the HIV/HBV infected student/faculty member has been identified and is currently a member of a program.**

In accordance with sections 503 and 504 of the Rehabilitation Act of 1973, schools must provide equal treatment to persons who have contracted the HIV/HBV virus. Furthermore, schools may not discriminate against any individual based on the perception that he/she is infected.

### **TRANSMISSION INFORMATION**

All CNHP students and faculty will employ Standard Precautions while in the clinical setting. CNHP students will receive instruction and annual evaluation regarding transmission of blood-borne pathogens and the use of Standard Precautions. The Infection Control Committee will coordinate instruction on Standard Precautions for faculty on an annual basis. It will be the responsibility of faculty members to document annual instruction through the Infection Control Committee.

### **POLICY**

Students, faculty, and staff with HIV/HBV should be allowed equal access, as long as their medical condition permits, to university facilities or campus activities, including participation in clinical experiences or other academic and social activities offered by the university.

All confidential medical information is protected by statute and any unauthorized disclosure may create legal liability. The duty of the health care providers to protect this confidentiality is superseded by the necessity to protect others in very specific circumstances.

An infected student/faculty who is symptomatic may be excluded from providing direct client care, determined on a **CASE-BY-CASE** basis by the Infection Control Committee. In addition, should an individual sero-convert and express concern regarding clinical practice, the committee will convene to review the case.

Any student who has a positive history of HIV/HBV probably should not participate as a source partner in on-campus laboratories for procedures involving needlesticks or other forms of vascular access. For criteria related to laboratory participation, see the specific program handbook.

## EXPOSURE (Laboratory and Clinical)

Students and faculty in the College of Nursing and Health Professions may be exposed to bloodborne pathogens such as HIV and HBV. In the clinical and classroom laboratory settings, students/faculty are expected to utilize Standard Precautions, hand washing and protective clothing/gear to prevent contact with blood and other potentially infectious materials.

**Exposure incident** means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from one's duties as a CNHP student or faculty member. An exposure incident involving a student/faculty member in the CNHP while in a clinical facility or campus laboratory is treated in a similar manner to any type of accident occurring within the agency.

### Laboratory Post-HIV/HBV Exposure Protocol

**Should a student or faculty member be exposed to HIV/HBV in an on-campus laboratory setting, the following post-exposure protocol is recommended:**

1. The student will notify the faculty member supervising the learning experience. If the exposed individual is a faculty member, he/she will notify the chairperson of the specific program in the CNHP.
2. As soon as possible following the exposure, the college incident form will be completed by the faculty member/student.
3. The exposed individual will be referred to the Wilson Student Health Center for evaluation if the event occurs during operating hours. If the exposure occurs when the Health Center is closed, the faculty member will determine the individual's primary care options and refer the person to those resources.
4. It is recommended that both individual and source be tested for HIV and HBV when an exposure occurs. Testing will be conducted at the individual's expense.
5. It is recommended that post-exposure prophylaxis of those involved be directed by the individual's primary care providers at the individual's expense.
6. If there is a delay in reporting an exposure incident, it is recommended that the same protocol be followed.

## **Clinical Post HIV/HBV Exposure Protocol**

**If a student/faculty member is exposed to blood or other potentially infectious materials in the clinical environment, this protocol is to be followed.**

1. The student will notify the clinical faculty. If the exposed individual is a faculty member, s/he will notify the chairperson of the specific program at the CNHP.
2. The student, clinical faculty or chairperson will notify the supervisor of the area where the exposure occurred. Thereafter, post-exposure protocols for the clinical institution will be followed.
3. The infection control staff member/epidemiologist of the clinical facility will be notified of the exposure immediately by the student or if possible by the clinical faculty member. If a faculty member has been exposed, this individual will notify the infection control staff/epidemiologist.
4. As soon as possible following a report of an exposure incident the clinical faculty and infection control staff/epidemiologist should provide the student with counseling about an immediate confidential medical evaluation and follow-up at the student's expense. In some instances, the clinical facility may cover costs of treatment and testing as would be done for an employee. In the case of a faculty member's exposure, the individual is expected to communicate directly with the infection control staff/epidemiologist. The medical evaluation and follow-up should include, at a minimum, the following requirements:
  - (a) Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
  - (b) Identification and documentation of the source individual unless the clinical facility staff establishes that the identification is infeasible or prohibited by state or local law.
    - (1) The source individual's blood shall be tested as soon as possible after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the clinical facility shall establish that the source individual's consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood shall be tested and the results documented.
    - (2) When the source individual is already known to be infected with HIV or HBV, testing for the source individual's HIV or HBV status need not be repeated.
    - (3) Results of the source individual's testing shall be made available to the exposed individual who should also be informed of applicable laws and

regulations concerning disclosure of the identity and infectious status of the source individual.

- (c) The exposed student/faculty member's blood should be tested as soon as possible after consent is obtained. Agencies which provide testing for HIV include:

**Northeast Arkansas Regional AIDS Network (NARAN) (931-4HIV),  
the Craighead County Public Health Department (933-4585),  
and the Wilson Student Health Center (972-2054).**

Additionally, the exposed individual has the option of utilizing their private physician for confidential testing.

- (d) It is suggested that post-exposure prophylaxis be managed by the student/faculty member's personal healthcare provider.
- (e) A copy of the OSHA Bloodborne Pathogens Standard (29 CFR 1910-1030) is accessible in the College of Nursing and Health Professions and will be available on request.

## **Appendix D**

### **CNHP INCIDENT REPORT FORM**

**COLLEGE OF NURSING AND HEALTH PROFESSIONS  
Incident Report Form**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_  
(On Campus/Off Campus)

- CLINICAL LABORATORY SCIENCES
- COMMUNICATION DISORDERS
- NURSING
- PHYSICAL THERAPY
- RADIOLOGIC SCIENCES
- SOCIAL WORK

**Student:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**Description of Incident (Name all persons involved):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witnesses of the Incident:** \_\_\_\_\_

---

---

**Action taken (notification of/by whom):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Review/Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does this need review by the Infection Control Committee? Yes No**

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Faculty Date

**Follow-up:**

\_\_\_\_\_  
\_\_\_\_\_

If more space is necessary, use additional pages or back of sheet.

# **Appendix E**

## CNHP HONOR CODE

ARKANSAS STATE UNIVERSITY  
COLLEGE OF NURSING AND HEALTH PROFESSIONS  
**College Student Academic Honor Code**

Each student admitted to a professional program in the College of Nursing and Health Professions is charged with the responsibility of honorable academic conduct. A student is assumed honorable until his/her actions prove otherwise. An academic honor offense is defined as an act of lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism or facilitating academic dishonesty of others. Formal procedures exist for violations of the academic honor code.

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

All students in this college are bound by the Honor Code and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all members of the college not only take responsibility for their own actions, but hold their peers to the same standards.

As a student admitted to a health professions program, you must agree to live by and support the basic principles of honesty – no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside this college.

I have read the explanation of the College Student Code of Honor. I understand that as an admitted student in one of the programs in the college, I have accepted the pledge of honesty and will be expected to meet the standards as set forward.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note: Keep a copy of this page for your file. Submit the original to your advisor to be placed in your advising folder.*

## PROCEDURES FOR COLLEGE STUDENT ACADEMIC HONOR CODE

The College Student Academic Honor Code exists in addition to the University Code of Conduct and the Academic Integrity Policy found in the Student Handbook. An academic honor offense by the college code is defined as an act of **lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism, or facilitating academic dishonesty of others**. These terms are defined as follows:

**Lying/willful misrepresentation** - a false statement (written or oral) made with the deliberate intent to deceive; something intended to or serving to convey a false impression.

- Fabricating quotations and/or sources
- Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics, research facts, and its analysis
- Engaging in selective reporting or omission of conflicting data for deceptive purposes
- Altering graded work, then resubmitting it for a new grade
- Providing false information about reasons for class absences or late work when requesting a make-up quiz or exam or an extension for homework
- Submitting the same paper in more than one class without the approval of the instructors involved
- Submitting a paper from a previous semester for a current class without the approval from the instructor
- Failing to provide required or requested information regarding academic performance or enrollments at previous institutions
- Intentionally obstructing or interfering with other students' academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Altering documents affecting academic records, such as falsifying information on an official academic document, form, grade report, letter of permission, clinical record, student ID cards, or any other official document.
- Providing false information to others about academic performance, leadership activities, or membership in student organizations.
- Falsification of information records
- Recording hours not actually worked
- Submitting an altered or fabricated preceptor evaluation
- Altering a score, grade, or schedule change on an academic record.
- Forging the signature of an instructor, advisor, dean, or another student without proper authorization
- Creating false university, college, or other official correspondences (such as medical documentation)

**Cheating/unauthorized collaboration** - to practice fraud or deceit; academic fraud is a form of cheating and includes such things as plagiarism (including Internet resources), false citation, false data and submission of the same work to fulfill academic requirements in multiple classes.

- Using notes, books, calculators, phones, photos, computers, websites, tweets, social media, or other aids during a quiz or an exam when not allowed by the instructor
- Talking during a quiz or exam when told by the instructor talking is not permitted
- Looking at another student's exam or quiz during the testing period
- Continuing to work on a quiz or exam after the instructor has notified students that time for the test has ended
- Ignoring the guidelines specified by the instructor for an assignment or for a "take home" test and instead using materials or study aids that the instructor has forbidden
- Receiving help with homework, reports, labs, paper, data collection, or other activities when not allowed by the instructor
- Accepting credit for a group project without doing your share of the work
- Helping others with their homework or other assignments when not allowed by the instructor
- Allowing others to view your answers or copy part of your homework, lab, quiz answers, exam answers, or other related work when not permitted to do so by the instructor
- A group doing another student's work on a group project, lab, presentation, report, or other activity while presenting the work as if done by the entire group equally

**Plagiarism** – as defined in the 1995 Random House dictionary is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Within academia plagiarism is considered academic dishonesty or academic fraud and offenders are subject to a number of penalties including course failure or other severe consequences.

- Using the words, sentences, arguments, rhetorical structures, and ideas of another without proper citation and acknowledgement
- Copying data, facts, graphs, computer programs, spreadsheets, images, photos, film/video, or other materials and using them without proper citation or acknowledgement
- Copying homework, quiz, or exam answers from an answer key, solution manual, textbook, web site, or other items from another student, thus presenting another's work as your own
- Failing to use quotation marks properly or when needed
- Failing to give a source for quoted materials
- Failing to paraphrase language completely
- Failing to give a source for paraphrases
- Failing to cite sources correctly and completely

**Facilitating Academic Dishonesty of Others – intentionally or knowingly helping or attempting to help others commit an act of academic dishonesty.**

- Writing a paper for another student
- Allowing another student to use your past homework assignments, paper, labs, or similar

items

- Sharing homework with another student when told collaboration is not allowed
- Allowing or helping another student to look at your exam or quiz during a test
- Sharing with other students your notes, books, calculators, phones, photos, computers, web sites, tweets, social media, or other aids during a quiz or an exam when not allowing by the instructor
- Completing another student's exam or quiz by filling in the student's scantron card or other answer sheet or by attending the exam in place of the other student
- Providing any materials, information, or assistance to another person with the knowledge or reasonable expectation that such would be used for dishonest purposes
- Stealing, reproducing, circulating, or otherwise gaining access to a quiz, exam, or homework materials prior to the time authorized by an instructor

These academic honor code violations apply whether they are performed individually or in groups. They apply to didactic, laboratory and clinical experiences of the program.

#### PROCEDURES:

If a student is aware of an honor offense, he/she should report that offense to either the faculty member of the class in question, the program director or the department chair. An investigation will result.

If there is evidence to bring forward, the student will be notified, in writing, of the specific charges, who the hearing body will be and the time and place of the hearing. Such notification will be delivered at least two working days in advance of the hearing. The date of the hearing, if possible, must be set within 10 working days from the date of notification to the student.

The College Code of Ethics Committee will hear the case. The Ethics Committee is comprised of five CNHP student representatives and two CNHP faculty appointed by the dean. Actions by the Ethics Committee may include: 1) dismissal of the case, 2) sanction the student, 3) refer the case to the Dean of Students, Student Affairs. Disciplinary sanctions by the committee may include educative, reprimand, restrictions and restitution. The committee does not have the authority to suspend or expel the student.

Student rights in this committee process are outlined in the ASTATE Student Handbook under the caption "Disciplinary Hearings". The student is entitled to one appeal rendered by the Associate Dean for Judicial Affairs. The process for appeal is in the section on "Appeal Process".

Revised 6-11-19

## **Appendix F**

### **GRIEVANCE POLICY AND PROCEDURES**

## **Department of Communication Disorders Policies and Procedures Regarding Student Grievances**

All students enrolled at Arkansas State University are provided free electronic access to the ASTATE *Student Handbook and Planner* at the beginning of each academic year at the following web address: <http://www.astate.edu/a/student-conduct/student-standards/handbook-home.dot>. This handbook provides complete details of all policies and procedures in effect at ASTATE. The academic grievance policy, disability grievance policy, sexual harassment policy and all details necessary for filing a formal grievance are located in that handbook.

Communication Disorders majors, faculty members, other Speech-Language Pathologists and Audiologists, or the general public are also provided with methods for contacting the Council of Academic Accreditation in the event that they should develop concerns about the Department of Communication Disorders compliance with CAA standards and regulations. The complaint procedure is detailed in the *CAA Accreditation Handbook* (Section XIII) which is available online at the following address:

<http://www.asha.org/uploadedFiles/Accreditation-Handbook.pdf>

The procedure stipulates that “complaints must pertain to accredited programs, must relate to the standards for accreditation, and must specifically describe the incidence that must have occurred in the last five years with all supporting data”. Submission requirements are also specified on the website and must be signed and submitted in writing to the Chair, Council on Academic Accreditation, American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850.

Every possible attempt is made to resolve student complaints and grievances within the Department of Communication Disorders using the grievance procedures listed on the following pages:

## Grievance Procedure

- I. Purpose: The purpose of this procedure is to provide the students in the Department of Communication Disorders at Arkansas State University a mechanism for resolving written complaints against the aforementioned program and/or its personnel.
- II. Rationale: It is expected that students in the Department of Communication Disorders will support the program's procedures and policies. However, when a student's grievance about a policy, program, or practice is not resolved with informal discussion, a more formal complaint procedure is to be followed.
- III. Procedure: All formal complaints against the personnel, policies, and/or procedures of the Department of Communication Disorders must be submitted in writing within a one-year period of time following the incident or initial concern. Written complaints lodged against the Department of Communication Disorders will be resolved through a process listed in the procedure.
  - a. Student complaints lodged against the program regarding grading, disciplinary action, probation, or continuation in the program shall follow the student grievance procedure found in the *Arkansas State University Student Handbook*.
  - b. Written complaints about CD personnel including faculty, on site supervisors, off site supervisors, part time instructors, and staff shall be submitted to the department chairperson. If the grievance directly concerns actions or policies of the department chairperson, written complaints are to be submitted to the program's clinic director. The recipient of the written grievance will then investigate the complaint, propose solutions, and notify those involved of the findings.
  - c. Written complaints regarding curriculum and instructional design shall be submitted to the appropriate program curriculum committee chairperson. The committee will investigate the concern, propose solutions, and notify those involved of the findings.
- IV. Record: All written grievances and the actions taken to resolve the complaint will be collected and filed in the Department of Communication Disorders office.
- V. Unresolved grievances regarding the procedures, policies, and practices of the Department of Communication Disorders may be directed to the ASHA Council on Academic Accreditation in Audiology and Speech-Language Pathology at the following address:
 

2200 Research Boulevard #310  
Rockville, MD 20850
- VI. Receipt of Procedure: The Department of Communication Disorders will document that all accepted students have received and understand the grievance policy.

Receipt of Complaint Policy

I, \_\_\_\_\_ have received a copy of the Complaint Procedure for the Department of Communication Disorders. I have read the document and understand all steps involved in the formal grievance process.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Appendix G**

UNAUTHORIZED VIDEO/AUDIO

Department of Communication Disorders  
Policy Regarding Unauthorized Digital Preservation and Dissemination  
Of Classroom and Practicum Activities  
Proposed September 24, 2009  
Adopted by CD Faculty September 30, 2009

The electronic preservation of the visual and auditory image of university faculty members in the performance of their teaching and clinical duties has been a relatively common practice in higher education for many years (i.e. students audio taping lectures and lab activities). Students asked permission of the faculty member to perform such recordings and did so for their personal use. However, there are an alarming number of occurrences in recent months in which faculty members, in the routine performance of their teaching duties, were secretly recorded by students using cell phone technology who then loaded the video and audio clips for public display on formats such as YouTube.

The faculty members of the Department of Communication Disorders have unanimously agreed that any such unauthorized recording (visual or auditory) constitutes a significant breach of ethical behavior and violates the educational and civil rights of the faculty member. Any student or group of students found in violation of this policy will be summarily and permanently dismissed from the Communication Disorders degree program in which they are enrolled. The faculty member may have grounds for initiation of a civil suit against the student or students on the basis of invasion of privacy.

## **Appendix H**

### **CRIMINAL BACKGROUND CHECK**

**Arkansas State University**  
**College of Nursing and Health Professions**  
**Department of Communication Disorders**

Arkansas State University now requires background checks for all students entering programs in the Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

Arkansas State University has worked with Verified Credentials, Inc. to establish an acceptable screening procedure. Students who fail to submit a background check cannot complete or maintain enrollment in any Arkansas State University health program.

Please follow the directions below for submitting your application to Verified Credentials:

- Browser access must be through Internet Explorer or Firefox
- Access website: <http://scholar.verifiedcredentials.com/arkansasstate>
- Enter the code given to you in your admission letter.
- Create an account
- Review required information
- Enter information
- Complete the application

Payment can be made by personal credit card, debit card or electronic check.

Additional Payment Choices

You may also use a prepaid credit card, but make sure that there is enough value on the card to cover any handling charges incurred for use of the prepaid card as well as the cost of the background check.

You may mail a money order or cashier's check to Verified Credentials but it must be received by the deadline established by the college. You will need to print the Mail-In Payment Form and include it with the money order.

Upon completion the results of the background screening will be sent to you via email and to Arkansas State University. If any information is found that would negatively affect your eligibility for a Health Sciences program, you will be given an opportunity to challenge the information through the Adverse Action process associated with Verified Credentials.

If you have any questions on the background screening process or results, please contact Verified Credentials Client Services at 800.938.6090.

**Arkansas State University  
College of Nursing and Health Professions  
Department of Communication Disorders**

**Policies and Procedures Regarding  
Mandatory Criminal Background Checks for Practicum Students**

Effective August 1, 2009 students must submit to and demonstrate a satisfactory criminal background check as a prerequisite for clinical practice for certain health care facilities and other practicum sites. Students who fail to submit to a background check or to allow the Clinical facilities access to the report will be ineligible for clinical placement. Those who do not pass the background check are afforded the opportunity to explain the circumstances surrounding the situation and if the final determination is that the student is ineligible for clinical placement he/she will be given the opportunity to withdraw from the Program. Attendance in clinical practice is mandatory for successful completion of all of the Nursing or Health Professions Program.

The criminal background check will include but is not limited to the following: ID Search Plus; Criminal Background; Sex Offender Search; Abuse Registry; OIG Medicare Sanctioned List;

Situations in which a student does not receive a satisfactory background check will be reviewed by the Clinical Facility on a case-by-case basis. Convictions involving the following crimes, but not limited to these crimes, may serve to disqualify a student from participating in the mandatory clinical learning experiences:

- Any felony, whether listed below or not
- Crimes involving drugs, including but not limited to unlawful possession or distribution
- Crimes of physical violence to include any type of abuse (child, spousal, or of the elderly), abduction such as kidnapping, manslaughter, murder, robbery, sexual crimes, possession of a restricted fire arm or any related weapons offenses, assault and battery
- Conviction of a misdemeanor related to abuse, neglect or exploitation

A private company approved to perform Criminal Background Checks will conduct the background check. The cost of the background check will be borne by the student.

**Process Guidelines:**

- Arkansas State University College of Nursing and Health Professions has adopted Verified Credentials as the background screening vendor for those clinical sites that require a background check. Students will be responsible for all associated costs.
- Students will be required to complete a background check screening with the Program's vendor. The background check is to be completed prior to participating at the health care facility where such a requirement is stipulated.
- At present, Verified Credentials completes screening through Criminal Search (County), FACIS (Level I – Individual), IDSearchPlus and the National Sex Offender Public Registry.

- Through Verified Credentials, students are assigned a GREEN, YELLOW or RED indicator in each of the screening areas listed above. A copy of each student's report will be sent directly to the clinical site for review and/or available for review per Verified Credentials' WEB site. Students will be required to provide all clinical affiliates open access to criminal background check reports.
- In the event the student receives a **GREEN** indicator(s), the student will be cleared to participate in clinical experiences.
- In the event the student receives any **YELLOW** indicator(s), the student's Verified Credentials Report will be reviewed by the clinical director to determine if they will be permitted to participate in the clinical experience.
- In the event the student receives any **RED** indicator(s), the student's Verified Credentials Report will be reviewed by the clinical site to determine if the student will be permitted to participate in the clinical experience.
- Additional background checks with other vendors may be stipulated by some clinical affiliates (e.g. mental/behavioral health). Clinical affiliates reserve the right to refuse entrance of any student based on background check information. In the event, a clinical affiliate declines a student for clinical experience the student may not be able continue in the program since program objectives cannot be met. Students will be provided a copy of the program policy regarding criminal background check screening. In the event changes are made to the background check screening process, students will receive the applicable updates.

**RELEASE OF SCREENING RESULTS**

I, \_\_\_\_\_, am currently enrolled in one of the Arkansas State University College of Nursing and Health Professions Programs below as indicated by the check mark:

- Nursing
- Clinical Laboratory Science
- Physical Therapy
- Medical Imaging and Radiation Science
- Communication Disorders
- Social Work

I realize that the criminal background check policy/process may require that my results be shared with clinical affiliates and if a negative indicator is recorded, determine if I am permitted to participate in the clinical experience. My signature on this document serves as proof that I am granting permission for my criminal background check reports to be released as indicated.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE TAKE TO YOUR DEPARTMENT TO BE PLACED IN YOUR STUDENT FILE.**

**Arkansas State University**  
**College of Nursing & Health Professions**  
**Department of Communication Disorders**  
**Criminal Background Checks**

Student name: \_\_\_\_\_

I understand that criminal background checks may occur as part of my professional education at ASTATE. Evidence of a previous charge or conviction of a felony/misdemeanor on my record may affect my progress in this program. While the faculty cannot realistically determine whether this will have any future impact on my ability to work in my profession, I do understand that the following issues could arise during my time as an undergraduate or as a graduate student of the program.

1. Some clinical sites including but not limited to public/private schools, early intervention facilities, hospitals or other health care institutions could refuse to allow me access for a clinical experience.
2. Being unable to complete specific clinical rotations could make it impossible for me to complete the clinical portion of my education and therefore not graduate.
3. Upon graduation, a state licensing agency could refuse to grant me a license.
4. As a licensed professional, certain health care institutions could refuse to grant me practice privileges.
5. There could be other, unforeseen, impacts of this incident on my ability to practice as a professional.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix I**

UNIVERSITY POLICY REGARDING  
PROTECTION, VERIFICATION, AND PRIVACY  
OF STUDENT IDENTITY IN ELECTRONIC MEDIA

**Arkansas State University**  
**College of Nursing & Health Professions**  
**Department of Communication Disorders**  
**University Policy Regarding Protection, Verification, and**  
**Privacy of Student Identity in Electronic Media**

ASTATE ensures the security and privacy of personal information through the institution's identity management policy. Security Sensitive Information Qualifiers (SSIQ's) are not released beyond the centralized server. For applications outside of the primary Enterprise Resource Planning (ERP) system, ASTATE assigns an "alternate id", which has no personal or information value beyond ASTATE applications.

## **Appendix J**

SIGNATURE PAGE

I have obtained my copy of the CD *Undergraduate Program Handbook*. I have read and I understand the information presented in this document and agree to comply with all rules and regulations contained herein. My advisor, CD faculty members, and the Department of Communication Disorders Director have satisfactorily provided information and advice regarding my concerns about policies and procedures in this document or other questions that I have had. I understand that admission to the undergraduate program in CD in no way guarantees or assures my admission to the ASTATE MCD program.

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Student Name (please print)

---

Student Signature

---

CD Advisor

---

Date document submitted to advising file

*Note: Please keep a copy of this form for your personal file and submit the original to your advisor for placement in your advising folder.*