Policies Regarding Mastery of Competencies,  
Academic Probation and Dismissal from the Program

COMPETENCY

Competencies will be determined for classes that ASHA requires. These are used to ensure that all students have met requirements for graduation, ASHA certification and/or state licensure.

NOTES
1. A student may receive a passing grade in a course without having satisfied all of the competencies.
2. Students must satisfy all first-year competencies by 7 weeks post completion of the course, or at a specific deadline determined by the instructor. Failure to pass the first-year competencies may delay entry into off-site practicum assignments.

Course Competency Remediation Plans
Students are required to demonstrate the course competencies listed on the syllabus for each course during the semester. At the end of each term, instructors will alert the Program Coordinator and Program Director of students who require a remediation plan that extends past the end of the term of the course. For those students who do not pass course competencies a remediation plan will be developed by the instructor within 2 weeks of submitting grades. The remediation plan must be successfully completed within seven weeks of receiving the remediation assignment from the instructor. If after 7 weeks, the competency concerns are not resolved, a second plan will be developed that will be forwarded to the Program Coordinator and Program Director.

SUMMATIVE ASSESSMENT

SLP Summative Assessment
Passing the summative case assignment may be treated differently than meeting competency for the specific course objectives depending on the class and instructor. The purpose of the summative case is to assess your ability to apply knowledge to real-life situations, think diagnostically, and make supported and thorough plans for intervention. If a student is not able to demonstrate an ability to apply knowledge at the end of the term, a remediation plan may include a variety of experiences including, but not limited to, focused observations or supervised clinical experiences. Failure to pass a summative case assessment may delay progress in program completion.

AuD Summative Assessment
Passing a first-year summative assessment is required prior to being assigned an off-campus clinical placement. This two-part assessment consists of 1) an end-of-year examination which evaluates the student’s mastery and retention of learning objectives in foundational, diagnostic, amplification and medical audiology course work, and 2) a practical clinical examination which assesses emerging clinical skills. Students who do not demonstrate satisfactory performance on the cumulative and practical examinations will be provided a remediation plan that may comprise a variety of experiences including, but not limited to, focused observations or supervised clinical experiences and/or directed study in deficient areas.

PROBATION, SUSPENSION, DISMISSAL, & APPEALS

Students may be placed on probation or dismissed for academic, research, or clinical practicum deficiencies, academic misconduct, and/or issues related to professionalism. Problems may be
identified by faculty, off-site practicum supervisors, the Clinic Director, and/or the Schools Practicum Coordinator and shared with the Program Director. Further, the Program Director monitors the following activity for all students:

1. grade reports,
2. practicum performance,
3. research performance (if applicable),
4. ethical/professional conduct, and if applicable
5. success in completing remediation plans regarding competency.

When a concern is identified, a meeting is subsequently scheduled between the student and appropriate faculty. These individuals may be the Program Director, Clinic Director, faculty directly involved with the student’s training, and/or Department Chair. The purpose of this meeting is to address the concern, problem-solve a potential solution, and create a remediation plan. Written documentation of the problem, including criteria for probation and dismissal will be signed by all in attendance (including the student) and will be stored in the student’s CALIPSO account, which is available to students.

**Probation**

Students may be placed on academic probation for the following reasons:

1. overall GPA falls below a 3.0,
2. student earns a second C during their program,
3. failure to meet competencies in 2 courses by the agreed upon deadline in the signed remediation plan,
4. failure to successfully complete a practicum remediation plan,
5. professional misconduct that is not deemed illegal or in violation of the ASHA/AAA Code of Ethics or UC Student Code of Conduct. This may include (but is not limited to) multiple unexcused tardiness; inappropriate use of social media relating to the program, its content, or related professional activity,
6. multiple and/or prolonged unexcused absences. For details, please see the department policy below, and the Graduate Student Handbook.

**Probation Remediation Plans**

When a student has met criteria for probation, as described above, the student will receive an email from the Program Director to schedule a meeting between the student and appropriate faculty. These individuals may be the Program Director, Clinic Director, faculty directly involved with the student’s training, and/or Department Chair. The purpose of this meeting is to identify and address the issues that led to being placed on probation. Written documentation of the problem, including criteria for dismissal will be signed by all in attendance (including the student) and will be stored in the student’s CALIPSO account which is available to students. Students who fail to meet the requirements of the remediation plan will result in dismissal from the program.

**Terms of Probation**

1. **Academic (items 1-4 above):** Students will remain on probation so long as their cumulative GPA is below 3.0. However, students will be allowed to continue in the program as long as earned grades in subsequent graduate-level courses are a B- or higher and progress toward achieving remediation plan goals is documented. Students will not be allowed to move forward in the program until grades have been verified by the Program Director for your cohort and/or the cumulative GPA moves above 3.0.

2. **Professionalism/Other (items 5-6 above):** Students placed on probation for professional misconduct and extended periods of absences, must successfully complete the remediation plan within the designated time frame and complete a full semester with no additional concerns before
probation is lifted.

3. **Multiple Probations:** Students are allowed 1 probation period; students may be dismissed from the program if s/he meets the eligibility for probation a second time.

**Dismissal**

Students may be dismissed (with no probationary period) if:

1. grades for any semester, **while on probation**, fall below B-,
2. overall GPA for any specific grading period, **while on probation**, falls below a 3.0 (excluding Incompletes),
3. a third C is earned during the program,
4. a grade of “F” is received in any course,
5. proven academic dishonesty (see Graduate School Handbook),
6. two consecutive practicum placements are not successfully completed despite documented remediation attempts,
7. professional misconduct that is deemed illegal or in violation of the ASHA/AAA Code of Ethics or the University of Cincinnati Student Code of Conduct.

When a student meets the criteria for dismissal (with or without probation), a meeting is scheduled between the student and appropriate faculty, the Program Director, Clinic Director, and Department Chair as soon as possible but not more than 3 business days into the new term. The purpose of this meeting is to address the concerns and determine whether extenuating circumstances should be considered prior to dismissal. Written documentation of the problem, including criteria for probation and dismissal will be signed by all in attendance and will be stored in the student’s CALIPSO account. The student has 3 business days to challenge the dismissal in writing to the Program Director and Department Head. Any subsequent meetings are similarly documented. If resolution of the problem cannot be reached, feedback from the faculty involved in the student’s training will be sought and considered. The decision for dismissal is made by majority vote of the entire faculty. The Department Head and Program Director will then have a final meeting with the student, to inform the student about the decision. During this meeting the Chair and Director will provide information about options for further academic (including grievance options) or employment opportunities.

**NOTE:** Exceptions can be made to the Probation and Dismissal criteria only with a documented medical leave, formal leave of absence, or extenuating circumstances. It is important to note that it may be necessary to extend the program to develop a plan that accommodates the student’s needs (see Graduate School handbook for details and forms).

- **Medical Leave.** The need for a medical leave and subsequent documentation must be provided as soon as reasonable given the situation. Students should contact their Program Director to develop a plan for informing instructors and practicum supervisors about the need for medical leave.
  o Some medical leaves allow for planning (i.e., some surgeries, maternity, etc.), while others do not (i.e., life threatening illness, accidental injury, etc.). Students who have anticipated medical leaves need to alert the Program Director in advance of the leave. In all cases, the student is responsible for updating the Program Director of any changes to the plan (in writing), as soon as possible, to ensure good standing in the Program.

- **Leave of Absence and Extenuating Circumstances.** Under special circumstances, graduate students may apply for leave of absence from formal study at the university for a specific period up to one academic year. Assuming appropriate documentation is provided, the circumstances justifying a leave include but are not limited to personal or family medical conditions, call to active military duty, maternity leave, or death in immediate
family. The rationale must be documented by the applicant. If a student has a verified medical leave or extenuating circumstance, a written plan to accommodate the student’s
needs will be developed and signed by the student, Program Director, and Department Chair. A copy of this will be kept in the student’s CALIPSO file and provided to the student for reference.

**Appeals**
A student dismissed from the graduate program may file a written petition for readmission (within five business days) with the Program Director and Department Chair. In making a decision regarding readmission, the appeal will be brought to the full faculty for consideration; the decision will be made by majority vote of the entire SLP or AuD faculty. The faculty will consider extenuating circumstances and the probability that the student can successfully complete the academic program with at least the 3.0 GPA required to graduate and all clinical practicum experiences.

**GRADUATE STUDENT GRIEVANCE PROCEDURES**

It is the policy of the University to provide an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner and within the department if possible. These procedures establish a formal process for graduate students to request review and redress of certain grievances arising out of their academic relationships with their departments, colleges, or the University of Cincinnati.

The department of Communication Sciences and Disorders abides by the Graduate School’s Grievance Procedures which can be viewed at the following link: [https://grad.uc.edu/student-life/policies/grievances.html](https://grad.uc.edu/student-life/policies/grievances.html).

Further, students will be fully informed of all decisions affecting their status in the program and have the right to appeal under grievance procedures ([http://grad.uc.edu/student-life/policies/grievances.html#appeal](http://grad.uc.edu/student-life/policies/grievances.html#appeal)).