Dear Undergraduate Student:

Welcome to the Department of Communication Sciences and Disorders at the University of Houston. The faculty and staff are proud of our department and we are delighted that you have chosen to study with us. A student with a major in Communication Sciences and Disorders is preparing for a career as a speech-language pathologist or audiologist. Professionals in both fields provide diagnostic and treatment services to individuals who exhibit a variety of communication disorders, and our program will expose you to many of these. In addition, a degree in Communication Sciences and Disorders includes in-depth study of normal speech and language development across the lifespan, speech and hearing science, cultural differences in communication, and prevention of speech and hearing disorders. These are exciting and evolving fields of study and you will find yourself constantly challenged to learn new information.

The purpose of this handbook is to provide information about the department and the requirements for your program. It includes essential information that you will need during your course of study, and it is important that you review these materials carefully, including the appendices. This handbook will be augmented by other information from the clinic and specific advisors, and the catalogue of the University of Houston, which can be found on line at our home page at www.class.uh.edu/comd. It is your responsibility to know the procedures for this program and university policies, and the faculty will make every effort to work with you to ensure your success. We are looking forward to guiding you in your academic and professional development.

Sincerely,

Lynn M. Maher, PhD
Professor and Chair
Department of Communication Sciences and Disorders
Dear Students,

Welcome to the undergraduate program in communication sciences and disorders at the University of Houston. I am excited to have each of you here. I hope you are ready to learn not only about the basics of speech-language pathology and audiology but also about research, professional ethics and linguistic and cultural diversity as well. As you complete your bachelor’s degree in communication disorders, I expect that you will have experiences that will lead you to be discerning learners no matter what your future holds.

While the undergraduate program is not merely a stepping stone, it is not too early for you to begin making plans for attending graduate school. Speak to your professors about their research interests. Look into scholarship opportunities within your community to help fund your studies. Get to know your fellow students. Surround yourself with friends who share your educational values. Applying to graduate school will be much easier for you if you have a strong GPA and a good reputation among the faculty. Those come from hard work and diligence.

As the undergraduate program coordinator, I encourage you to let me know if there is any way we can improve the program. If you have specific questions about adding/dropping courses, course sequence, etc. please consult this handbook and contact your Undergraduate Advisor, Anthony Tello.

I look forward to getting to know all of you better as you learn and grow over the next few years.

Sincerely,

Martha Dunkelberger, Ph.D.
Undergraduate Program Coordinator
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The mission of the Department of Communication Sciences and Disorders at the University of Houston is to advance the understanding of normal and disordered speech, language and hearing through teaching, scholarship and service to the community.

**PROGRAM GOALS**

**Goal 1: ** Teaching  
The educational thrust of our mission includes 1) pre-professional training in communication disorders for undergraduate and post baccalaureate students, 2) professional training for graduate students, and 3) continuing education opportunities for professionals.

**Undergraduate level:** Our goal is to recruit and retain well-rounded, liberally educated individuals from a variety of backgrounds whose educations will be furthered by becoming: 1) knowledgeable about culturally diverse persons of all ages, especially as they exist in an urban environment, 2) critical thinkers, and 3) well-prepared for graduate study in communication disorders.

**Graduate level:** Our goal is to provide the highest quality instruction, laboratory experiences and clinical practica to prepare students to function competently as speech-language pathologists in all professional settings. Graduates of the program will meet eligibility requirements for licensure by the state of Texas and certification by the American Speech-Language-Hearing Association and will be prepared to pursue a terminal degree in Communication Sciences and Disorders or a related field.

**Goal 2: ** Scholarship  
The scholarship component of our mission consists of fostering an environment that encourages and supports students and faculty to participate in scientific inquiry. The research activities will increase basic and applied knowledge in the areas of normal and disordered speech, language and hearing sciences.

**Goal 3: ** Service  
The goal of the service component is to provide high quality speech, language and hearing services to the community. Services will be provided on the University of Houston campus and at community outreach centers to individuals from all cultures, ages, and abilities.

**ACCREDITATION**

The Council of Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA) accredits the COMD graduate program. The Southern Association of Colleges and Schools (SACS) accredits the University of Houston.
Anthony Tello is the undergraduate advisor for COMD majors. His role is to assist each major in completing their degrees and acting as a “home base” for students. He accomplishes both goals through degree and schedule planning discussions, individual or group meetings with students, and also helps prepare students for the graduate admissions process. Every new student is required to attend a group advising session as part of their acceptance to the university and at least one group advising session will be held during the student’s career as a COMD major at UH. However, individual sessions, held throughout the calendar year are the best opportunity to meet with Mr. Tello. His office is located in the Clinical Research Services building, Rm. 109 and he can be contacted via email at artello@uh.edu or by phone at 713-743-2764. It is recommended that students meet with him at least once per semester to ensure timely degree completion.

Complainants are expected to file complaints at the appropriate level so that all due process procedures may be followed.

- Students should take issues regarding grades and class policies to the course instructor/clinical supervisor first. It is always important to begin with the “offending person” so that she or he can have the opportunity to rectify the situation or to provide an explanation or rationale. If the student is not satisfied after meeting with the instructor, the student may appeal to the Department Chair. If the issue continues to be unresolved, the student may file a formal grievance with the department. The details of the formal grievance process for the Department of Communication Sciences and Disorders can be found in Appendix B of this handbook. If the student is not satisfied with the outcome of the grievance process, the student may file a formal grievance with the Dean of the College of Liberal Arts and Social Sciences (CLASS). Information on the CLASS formal grievance policy can be found on the CLASS website: http://catalog.uh.edu/content.php?catoid=3&navoid=635#Academic_Grievance_Policy The Dean and the Provost are final levels of appeal at the University.

- Complaints about the program may also be made in writing to the Council on Academic Accreditation in Audiology and Speech-Language Pathology at: 2200 Research Boulevard #310, Rockville, MD 20850-3289 (800) 638-8255.

If you are a person with a documented need for accommodations to perform at your best in the program, you are required to contact the Center for Students with DisAbilities, (713) 743-5400. The Center will evaluate each student and identify their needs. Appropriate paperwork related to accommodations must be given to each instructor at the beginning of each semester for which you are requesting
accommodations. Accommodations are negotiated between the person making the request, the instructor and the Center for Students with DisAbilities.

FREQUENTLY ASKED QUESTIONS

1. If you have a question about the course sequence or how changes to your schedule may affect the completion of your degree, you should always contact the undergraduate advisor.
2. If you have questions about degree requirements other than the minor or double major, contact the undergraduate advisor.
3. If you have a question about a minor or a double major, contact the advisor within the minor or major department.
4. If you have a question about course assignments or requirements, contact your instructor or your TA.
5. If you have a question about financial aid or scholarships, the Office of Scholarships and Financial Aid, located in the Welcome Center, is the best source of information.
6. If you are experiencing personal circumstances that are impeding your academic performance, inform the instructor as soon as possible and meet with the undergraduate advisor if you feel it necessary to drop any/all courses.
The Department of Communication Sciences and Disorders offers a Bachelor of Arts degree and a Bachelor of Science degree in Communication Sciences and Disorders (speech-language pathology and audiology). A baccalaureate degree or equivalent semester hours of approved courses in communication sciences and disorders must be completed in order to enter a master’s degree program. The master’s degree is required for professional certification and membership in the American Speech-Language-Hearing Association.

Undergraduate majors in ComD obtain an understanding of normal communication processes, the normal structure and function of the speech and hearing mechanisms, and the normal and disordered development of communication abilities in children and adults.

To obtain a bachelor’s degree in Communication Sciences and Disorders, the following requirements must be met: The Texas State Core requirements, the College of Liberal Arts and Social Sciences’ minor requirement, and the college’s Bachelor of Arts or Bachelor of Science Requirement.

Majors in ComD can earn a B.A. which requires 6 hours of a sophomore level foreign language or a B.S. which requires a total of 12 hours in math/reasoning and a total of 8 hours in science.

Any incoming freshman, college transfer, international, or current UH student with an overall GPA of 2.67 who is interested in majoring in ComD must apply first as a Pre-COMD Major. Pre-COMD majors are required to complete the following prerequisites prior to being approved as ComD majors.

- Completion of COMD 1333 - Introduction to Communication Disorders or its equivalent
- Successful Completion of ComD Core Courses:

  ComD Core courses:
  - COMD 2339 - Speech and Language Development
  - COMD 2338 - Phonetics
  - COMD 2376 - Anatomy for Communication

  ComD CORE courses require a grade of B- or better the first time through.

- A minimum GPA of 2.67 or higher

Pre-COMD majors may enroll in 1-2 ComD Core courses per semester.

Once Pre-COMD requirements are completed, students must file a general petition to declare a ComD major. The general petition is subject to evaluation by the advisor, the undergraduate coordinator and the department chair. Students are NOT considered ComD majors until the petition has been approved.

ComD majors must follow the major course sequencing or risk delaying graduation by up to one year.
ComD Grade Threshold Requirement and Appeal Process: “The B- Rule”

- ComD Core Courses:
  - Students who earn a grade below a B- in a ComD Core course will no longer be eligible to earn a degree in ComD at the University of Houston. Unless, they submit a letter of appeal and it is accepted. See: Letters of Appeal and the Appeal Process

- Non-Core COMD Courses:
  - Students who earn a grade below a B- in a non-core ComD course must repeat the course and complete it with a grade of B- or better. This will delay graduation by up to one full year. Students may also submit a letter of appeal in this instance. See: Letters of Appeal and the Appeal Process

- A student may receive and remediate only one grade below a B-. If more than one B- is received in any ComD course, the student will be assisted in finding a more suitable major.

- A grade below B- in a course that is a prerequisite for another must be resolved before enrollment in the subsequent course.

- Any student who is at risk of receiving a grade below B- will be notified during the Mid-Semester Notification Process.

- Any student who received a grade below B- after the official posting of grades will be notified during the Final Notification Process.

- Letters of Appeal and the Appeal Process:
  - B- in a ComD Core Course:
    - A letter of appeal may be submitted to the faculty committee asking to be given a second, and final, chance to complete a degree in ComD which may require the student to retake the ComD core course in which the grade below B- was received.

  - B- in a Non-Core ComD Courses:
    - A letter of appeal may be written, in this case, petitioning the faculty to waive the requirement to repeat one non-core ComD course and avoid a delay in graduation.

  - Letters of Appeal: The letter of appeal should touch on 3 main topics, detailed below, and should be written in professional format. Consultation with the ComD major advisor is recommended.
    - Topic 1: Contextualize why/how the grade below the threshold was received e.g. any circumstances outside of the classroom preventing successful completion, time constraints, illnesses etc.
• Topic 2: Expound upon the lessons and strategies learned/developed to ensure successful completion of every ComD course taken in the future.

• Topic 3: State explicitly the appeal that you are asking the faculty to consider: are you asking for the opportunity to continue in the major and repeat a ComD core course (state which course) in which you received a grade below B- or are you asking the faculty to waive the repeat rule for a non-core ComD course (state which course) in which you received a grade below B-?

Appeal Process: The faculty committee will meet at the end of every fall and spring semester to consider each appeal. Each letter must be turned in by the due date and the faculty committee meeting date will be posted, with appeal decisions being communicated to students as soon as possible in both electronic and hard-copy format. It is the student’s responsibility to keep up with all of the dates and requirements to be completed as part of the appeal process. Students will have been notified twice or more if they were at risk of falling below the B- threshold. Mid-Semester Notifications are sent out by the department as well as Final Notifications which are sent out shortly after official grades have been posted.

• Courses in the major that are seven or more years old may not count toward a degree

□ Whether a University of Houston student or a transfer to the University of Houston, a minimum of twelve hours of advanced ComD courses must be taken in residence and within the department.

□ All ComD majors must pass a speech, voice, and language proficiency test which will be administered during enrollment in COMD 2376: Anatomy for Communication.

□ Attend the first day of class!
  ○ Contact your professor if you are unable to attend the first day of class. If you are not present the first day of class you may be dropped from the course.

All COMD majors must complete the following requirements:

1. Complete 34 ComD credit hours and 3 Sophomore level PSYC credit hours
   o COMD 1333 (3 credit hours) - Introduction to Communication Disorders
   o COMD 2338 (3 credit hours) - Phonetics
   o COMD 2339 (3 credit hours) - Language Development
   o COMD 2376 (3 credit hours) - Anatomy for Communication
   o COMD 3371 (3 credit hours) - Speech Development and Disorders in Children
   o COMD 3383 (3 credit hours) - Language Disorders in Children
   o COMD 3385 (3 credit hours) - Speech Science
   o COMD 3381 (3 credit hours) - Audiology
   o COMD 4333 (3 credit hours) - Neuroscience for Communication Disorders
   o COMD 4382 (3 credit hours) - Aural Rehabilitation
   o COMD 4489 (4 credit hours) - Clinical Procedures
2. Complete the following courses, which are required by the Council for Clinical Certification in Audiology and Speech-Language Pathology (CFCC).
   - A college level Statistics course (options include MATH 2311, PSYC 3301, or SOC 3400)
   - A college level Biological Sciences course (must earn a grade of C or better)
   - A college level Physical Sciences (options include: chemistry, geology, or physics)
   - A college level Social Behavioral Science (options include: Psychology, Sociology, Anthropology) PSYC 1300: Introduction to Psychology is recommended.

For more information see: http://www.asha.org/Certification/Course-Content-Areas-for-SLP-Standards/

3. COMD Writing in the Disciplines Requirement: Students can meet the WID requirement by selecting any one of the following courses. Other writing intensive courses may be approved by petition, but are considered individually.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAS 4305</td>
<td>Fifth-Century Athens: Readings in Intellectual, Literary, and Political History</td>
</tr>
<tr>
<td>ENGL 2330</td>
<td>Writing in the Discipline of English</td>
</tr>
<tr>
<td>HIST 3333</td>
<td>Chicano History Since 1910</td>
</tr>
<tr>
<td>HIST 3369</td>
<td>Colonial Mexico</td>
</tr>
<tr>
<td>HDCS 1300</td>
<td>Human Ecosystems and Technological Change</td>
</tr>
<tr>
<td>HDFS 1300</td>
<td>Development of Contemporary Families</td>
</tr>
<tr>
<td>LAST 3300</td>
<td>Latin America: Hemispheric and Global Perspectives</td>
</tr>
<tr>
<td>MUSI 3303</td>
<td>Popular Music of the Americas Since 1840</td>
</tr>
<tr>
<td>PHIL 1334</td>
<td>Introduction to the Mind</td>
</tr>
<tr>
<td>POLS 2341</td>
<td>Renaissance Classics</td>
</tr>
<tr>
<td>POLS 3310</td>
<td>Introduction to Political Theory</td>
</tr>
<tr>
<td>POLS 3311</td>
<td>Introduction to Comparative Politics</td>
</tr>
<tr>
<td>POLS 3313</td>
<td>Introduction to International Relations</td>
</tr>
<tr>
<td>POLS 3314</td>
<td>Introduction to Public Administration</td>
</tr>
<tr>
<td>POLS 3318</td>
<td>Introduction to Public Policy</td>
</tr>
<tr>
<td>PSYC 2344</td>
<td>Cultural Psychology</td>
</tr>
<tr>
<td>PSYC 3310</td>
<td>Industrial-Organization Psychology</td>
</tr>
<tr>
<td>PSYC 4321</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>RELS 2340</td>
<td>Introduction to Hinduism</td>
</tr>
<tr>
<td>RELS 2350</td>
<td>Introduction to Islam</td>
</tr>
<tr>
<td>RELS 2360</td>
<td>Introduction to Buddhism</td>
</tr>
<tr>
<td>RELS 3370</td>
<td>The Bible and Modern Science</td>
</tr>
<tr>
<td>RELS 3375</td>
<td>Christianity and Ethics</td>
</tr>
<tr>
<td>SOC 3351</td>
<td>Social Class and Mobility in America</td>
</tr>
<tr>
<td>WCL 4351</td>
<td>Frames of Modernity I</td>
</tr>
<tr>
<td>WCL 4352</td>
<td>Frames of Modernity II</td>
</tr>
<tr>
<td>ITAL 4308</td>
<td>Dante and His World</td>
</tr>
</tbody>
</table>
4. Complete all COMD courses with a grade of B- or better. See B- Rule for more details.

5. Pass a speech, voice and language proficiency test which is administered within the department during enrollment in COMD 2376.

6. Meet the prerequisites for and complete the Senior Capstone Course COMD 4489: Clinical Procedures.

Clinical Procedures, COMD 4489, is a required class and is one of the final courses taken as part of the ComD sequence.

- This course introduces students to the clinical process and has a strong hands-on component, which entails students observing clinical sessions and completing write-ups based on their observations. There is no substitute for this course.
- The following eligibility requirements are strictly enforced.
  - Only those with senior status should consider enrollment in Clinical Procedures.
  - You must have a GPA of at least 2.67 in the major.
  - You may not have an unresolved grade below B- in a prerequisite COMD course.
  - Since students will be going out and observing in the field, they must have received their flu shot and TB Titer shots.
  - Students must have completed the Speech, Voice and Language Proficiency test as part of their enrollment in COMD 2376: Anatomy for Communication or through other means.
    - Documented proof of both the immunization requirement and the proficiency test must be provided to the undergraduate advisor prior to enrollment.
- Professionalism, which factors into the final grade, is a large component of this course. As the final capstone, or gateway course to student’s futures, Clinical Procedures is their opportunity to demonstrate everything that they have learned thus far and their professional comportment. As such, there are related requirements that must be met:
  - Professional dress must be worn when out in the field.
  - Professionals who have allowed students to observe in their establishments must be treated with the utmost respect.
  - Part of professionalism is demonstrating time-management skills. Students are expected to fully attend every course in which they are enrolled in addition to meeting their observation obligations and to be punctual and arrive early to each of their observation appointments.
- The observation requirement is 25 hours and must be met by observing at four different types of establishment; a clinic, a hospital, a private practice and a school.
- Clinical Procedures is designed to give students the opportunity to tie everything that they have learned, throughout their COMD careers, together. They will be expected to reflect on their own bases of knowledge and how these bases inform or do not inform their analyses. Write-ups will be on case studies and how the theories and treatments that students have learned about are put into practice by the SLPs or Audiologists that they are observing. Thus, there is no wrong answer. Points will be deducted if there is not enough analysis and depth.
7. **Enroll in courses in the correct sequence**
   - Students who are unsure about the sequencing should consult with the academic advisor.
   - Students without successful completion of the prerequisites will be dropped by a department representative.
   - Neither the department nor the instructor will be responsible for tuition refunds.

8. **Students who enroll for advanced classes in COMD without successful completion of the prerequisites will be dropped by a department representative.** The department assumes no financial responsibility for any charges incurred in this circumstance.

The sequence of courses is very important. Your graduation may be delayed if you do not register as planned. Contact the undergraduate advisor immediately if you cannot register for a required course and/or before you drop a required course.

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### COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES

#### MINOR REQUIREMENT

Students wishing to graduate from the College of Liberal Arts and Social Sciences at the University of Houston must fulfill the college’s minor requirement by completing one, or more, of the following: a minor, a double major or double degree, or a senior thesis. The minor requirement as a secondary field of study is designed to broaden students’ knowledge base by doing any/all of the following: supporting their major, expanding their job prospects or studying in an area of personal interest.

**Minor**

- At the University of Houston, a minor can be declared in any of our 12 colleges and does not have to be housed in the same college as the student’s major.

- Please see [http://www.uh.edu/academics/majors-minors/minors/](http://www.uh.edu/academics/majors-minors/minors/) for the complete list of minors offered at the University Of Houston.

- Students must speak with an academic advisor within their chosen minor’s department to officially declare the minor and learn about its requirements.

**Double Major/Double Degree**

- A double major is a secondary major that can be selected from any other majors at UH.

- A double degree is a secondary major that is selected within a different degree granting field from a student’s original field e.g. the original degree might be a Bachelor of Arts and the new major is a Bachelor of Music or Bachelor of Science.

- Students pursuing a double major or double degree must identify one of the two majors as the primary major in order to establish an academic home of record.
▪ Students must speak with both of their major advisors to ensure successful and timely degree completion.

▪ To select a double major refer to the University Catalog for full details.  
  http://catalog.uh.edu/content.php?catoid=21&navoid=5570

### CHANGE OF MAJOR

Students who wish to change their major to COMD must have a 2.67 cumulative grade point average (GPA) or higher. Students with less than a 2.67 GPA are encouraged to seek academic advising from the department. However, they are not eligible to officially change their major until they meet the required GPA.

### COURSE NUMBER

Course numbers can be identified through instructional area prefix and four-digit number. The prefix indicates the department or instructional area.

<table>
<thead>
<tr>
<th>Instructional Area Prefix</th>
<th>Level of the Course</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Freshman</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>2000</td>
<td>Sophomore</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>3000</td>
<td>Junior</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>4000</td>
<td>Senior</td>
<td>12 credit hours</td>
</tr>
</tbody>
</table>

For example: COMD is the department prefix for Communication Sciences and Disorders  
ENGL is the department prefix for English

The four-digit number indicates the level of the class as well as the total credit hours issued for the course, which is indicated by the second number, e.g. 1333, where 1 indicates freshman level and the 3 hundredths indicates 3 semester credit hours.

For example:  
1000 = Freshman  
2000 = Sophomore  
3000 = Junior  
4000 = Senior

### GRADES

**Grade Change**

Questions regarding grades in CLASS courses must be resolved within the semester following the posting of the grade. Grade changes are approved only for correction of errors in computing the grade, and a grade change form must be submitted no later than the close of the semester/summer session following the posting of the grade.

Grades of I (Incomplete) must be resolved within one calendar year of the posting of the grade. Students are required to meet with the course instructor to outline the actions necessary to complete the course within the calendar year before the I grade can be assigned. Incomplete grades cannot be resolved by re-registering for the course.
**Grading System**
The grade point average is a numerical representation of a student’s overall academic achievement. It is obtained by assigning point value to specific grades and multiplying those values by the number of semester hours received in that course. The total number of grade points earned for one semester or for all semester at the University Of Houston is divided by the total number of semester hours. Grades of S, U, I and W are not assigned in the grade point average.
The grade point values are as followed:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent, superior achievement</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good, exceeding all requirements</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Average, satisfactorily meeting all requirements</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Poor, passing</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>Failing or withdrawal while doing failing work</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>NR</td>
<td>Not reported</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
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**Dean's List**
The Dean's List is compiled each semester by the colleges. To qualify for this recognition, undergraduate students must earn a 3.50 minimum grade point average (the grade of S is not counted) on nine or more credit hours taken in each semester. Students who earn a grade of I (except in a senior honors thesis course), D, F, or U during the semester are excluded from consideration for the Dean's List. Some colleges have additional requirements for the Dean's List. For information, consult the major’s catalog or contact the office of the college’s dean. The honors calculation will include only the last 54 hours completed at UH.

*Summa Cum Laude 3.90 to 4.00 (with highest honors)*
*Magna Cum Laude 3.70 to 3.89 (with great honors)*
Cum Laude 3.50 to 3.69 (with honors)

**ACADEMIC STANDING**

The standards below apply to all undergraduate and post baccalaureate students. Students who entered under a previous catalog will be held to these standards.

Colleges may have their own limits and definitions of academic standing. Students are encouraged to review academic standing policies for their majors as they may be more stringent than the university policies stated below. The dean of each college maintains final authority to determine academic standing for student majors within that college.

Disciplinary actions and certain circumstances may impact or prevent enrollment or academic progress regardless of academic standing. Such actions may include but are not limited to, violations of academic honesty, conduct code violations, or payment default of financial responsibility to the university.

Specific and detailed information can be found here: [http://publications.uh.edu/content.php?catoid=25&navoid=8860](http://publications.uh.edu/content.php?catoid=25&navoid=8860)

**SUSPENSION – College Specific**

- Students on academic probation whose semester or summer session grade point average is below 2.00 are placed on academic suspension at the close of that semester or summer session.
  - The first academic suspension is for a period of **at least** one semester, either fall or spring.
  - The second academic suspension is for a period of **at least** 12 months.
  - After their third academic suspension, students are ineligible to enroll at the University of Houston.
- Suspended students are required to apply for readmission using the Apply Texas Application, found on applytexas.org, pay a $50 application fee, and submit all credentials by the readmission deadline. Deadlines as well as college specific procedures and requirements for readmission from suspension will be found at [http://www.uh.edu/class/students/undergraduate/policies-procedures/suspension.php](http://www.uh.edu/class/students/undergraduate/policies-procedures/suspension.php). This new procedure insures students will have an official, complete academic record, including any transfer work attempted while suspended.
- Once the application is completed through UH Main Campus Admissions, the college will be notified.
- An e-mail will be sent to the student from the college regarding the status of the application.

**FERPA**

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. FERPA
restricts faculty and staff from releasing any student information to others. If a student would like to allow for another individual to view/access their educational records, the link below will show them how. 
http://www.uh.edu/provost/policies/university/ferpa/

TIPS FOR A SUCCESSFUL COLLEGE EXPERIENCE

Class participation can be a vital tool to becoming a successful college student. Being actively engaged in a classroom can not only further the understanding of class material but also enhance critical thinking. Below you will find helpful information that can enhance your college career.

• Staying on Track:
  - Consult with your Academic Advisor at least once a semester.
  - Ask or seek help when needed.
  - Utilize campus resources. Many people and organizations are here to help you.
  - Before registering for any UH courses, be sure to check class prerequisites.
  - Read the catalog, class schedule, and know your deadlines.
  - Be sure to keep PeopleSoft updated with the correct contact information.
  - Make sure you check your UH destination e-mail account frequently. Important University information is sent to this account.
  - Keep copies of all documented paperwork you turn in to the University Of Houston (e.g.; General Petitions and Signed Degree Plans).
  - Do not depend on satisfying degree requirements during summer semesters. Course offerings are limited in the summer semesters.

• Class Success!
  - Get to know your instructor.
  - Be familiar with your class syllabus – it includes class policies, instructor contact information, and outlines the course objectives.
  - Arrive to class on time and be sure to turn off all electronic devices as they may be a distraction to students around you.
  - Get started on your coursework the first day of class.
  - Attend all class meetings.
  - Keep up with reading assignments. Often, reading assignments cover material not reviewed during class time therefore it’s your responsibility to read and know the information.
  - If you miss a class, be sure to get notes from another student.
  - Don’t be afraid to ask questions in class - others often have the same question you do.
  - Never assume you will automatically be dropped from a class because you stopped attending – be sure to drop any courses before the drop day.
  - Be sure to dedicate enough time to study for each class. The majority of your work will be done outside of class time. Students should plan to dedicate 2 – 3 hours of studying outside of class for every 6 hours in class.
  - Review your notes before attending each class session.
### GENERAL SEQUENCE OF ComD Courses

#### TRANSFER CURRICULUM

**Spring Start – Accelerated Plan**

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Spring 1</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COMD 1333</td>
<td>Introduction to Communication Sciences and Disorders</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COMD 2338</td>
<td>Phonetics (ComD Core)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fall 1</td>
<td>Course</td>
<td>Hours</td>
</tr>
<tr>
<td></td>
<td>COMD 2339</td>
<td>Language Development (ComD Core)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COMD 2376</td>
<td>Anatomy for Communication (ComD Core)</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>Spring 2</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COMD 3371</td>
<td>Speech Development and Disorders</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COMD 3383</td>
<td>Language Disorders in Children</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COMD 3385</td>
<td>Speech Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fall 2</td>
<td>Course</td>
<td>Hours</td>
</tr>
<tr>
<td></td>
<td>COMD 3381</td>
<td>Audiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COMD 3399</td>
<td>Senior Thesis in ComD (optional)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 3</th>
<th>Spring 3</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COMD 4333</td>
<td>Neuroscience for Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COMD 4382</td>
<td>Aural Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COMD 4489</td>
<td>Clinical Procedures</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>COMD 4399</td>
<td>Senior Thesis in ComD (Optional)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:** Any remaining core, minor, or electives are not represented above.
Required Courses:

1333: Introduction to Communication Disorders
Cr. 3. (3-0). The field of communication disorders including history of professions in communication disorders and overview of a variety of disorder areas and career opportunities.

2338: Phonetics (ComD Core)
Cr. 3. (3-0). Analysis of spoken English in articulatory, perceptual, and acoustic terms, with emphasis on general American dialect and its phonetic transcription.

2339: Language Development (ComD Core)
Cr. 3. (3-0). Theories and descriptions of typical development of language and speech from infancy through adolescence.

2376: Anatomy for Communication (ComD Core)
Cr. 3. (3-0). Anatomic and physiologic mechanisms underlying swallowing, language, speech and other communication modalities. Systems covered include respiration, phonation, articulation/resonance, deglutition, and the nervous system.

3371: Speech Development and Disorders in Children
Cr. 3. (3-0). Introduction to the identification and remediation of speech sound disorders in children; including survey of phonological development, practice in description of typical and atypical speech using the International Phonetic Alphabet.
Prerequisite: COMD 1333, COMD 2338, COMD 2339, COMD 2376, COMD Core complete, approved COMD Major.

3383: Language Disorders in Children
Cr. 3. (3.0) Introduction to disorders of language in children from birth through adolescence.
Prerequisite: COMD 1333, COMD 2338, COMD 2339, COMD 2376, COMD Core Complete, approved COMD Major.

3385: Speech Science
Cr. 3. (3-0). Theoretical and physiological aspects of speech production and perception. Contributions of respiratory, laryngeal, velopharyngeal, and articulatory systems to speech production; physical and speech acoustics; speech across the life span.
Prerequisite: declared Pre-COMD Major and COMD 2376.

3381: Audiology
Cr. 3. (3-0). Techniques and instrumentation used for evaluation of hearing. Rationale for audiometric tests practice in testing, and nonmedical interpretation of results.
Prerequisite: approved COMD Major or approved COMD Minor.

4333: Neuroscience for Communication Disorders
Cr. 3. (3-0). Foundations of neuroanatomy and neurophysiology relevant to speech, language, cognition, and swallowing.
Prerequisite: approved COMD Major, COMD 2376, and COMD 2385.
4382: Aural Rehabilitation
Cr. 3. (3-0). Principles, methodology, and procedures used with children and adults living with hearing impairment. Includes amplification devices, communication skills training, educational programming, and current issues.
Prerequisite: approved COMD Majors or approved COMD Minors and COMD 3381.

4489: Clinical Procedures
Cr. 4. (4-0). Conceptual models and application strategies for clinical management of communication disorders in adults and children.
Prerequisite: approved COMD Major with minimum of 18 semester hours of COMD courses completed and 2.67 GPA in major.

Elective Courses:

COMD 2396: Selected Topics in Communication Sciences Disorders
Cr. 3. (3-0). Exploration of specific interests such as bilingual speech and language development, language science, and research in communication sciences and disorders.
Prerequisite: COMD major and consent of department chair.

COMD 3301: Deaf Culture
Cr. 3. (3-0). Deaf culture: behaviors, beliefs, psychology, education, language, myths, history and attitude toward others, from the perspective of deaf people and those who work with them.

COMD 3396: Selected Topics in ComD
Cr. 3. (3-0). Exploration of specific interests such as bilingual speech and language development, language science, and research in communication sciences and disorders.
Prerequisite: junior standing, COMD major and consent of department chair.

COMD 3399: Honors Thesis in ComD
Cr. 3. (3-0). Both COMD 3399 and 4399 must be taken before credit is received for either, and the courses must be taken in sequence.
Prerequisite: consent of department chair.

COMD 4198: Independent Study in ComD
Cr. 3. (3-0). Offered to advanced COMD majors who wish to explore specific interests such as bilingual speech and language development, language science, and research in communication sciences and disorders.
Prerequisite: senior standing, COMD major and consent of department chair.

COMD 4298: Independent Study
Cr. 3. (3-0). Undergraduate credit only.
Prerequisite: approval of department chair.

COMD 4398: Independent Study
Cr. 3. (3-0). Undergraduate credit only.
Prerequisite: approval of department chair.
COMD 4399: Honors Thesis in ComD
Cr. 3. (3-0). Both COMD 3399 and 4399 must be taken before credit is received for either, and the courses must be taken in sequence.
Prerequisite: consent of department chair.

NOTE TO RETURNING STUDENTS

Students who are returning after a seven-or-more-year lapse in their education will need to take the following classes before applying to graduate school:
• COMD 2339 – Language Development
• COMD 3383 – Speech Development and Disorders in Children
• COMD 4382 – Aural Rehabilitation
• COMD 4333 – Neuroscience for Communication Sciences and Disorders
• COMD 4489 – Clinical Procedures

TRANSFER STUDENTS

Seven things every transfer student should know:
1. Transfer students must meet all requirements for admission and continuation in ComD. See section entitled “Undergraduate Program Overview.”

2. 66 Hour Rule: A maximum of 66 Lower-Level credits may be transferred to the University of Houston. Students are urged to meet with a transfer advisor (http://www.uh.edu/transfer-advising-program/) to discuss how/which courses will apply to a degree at the University of Houston.

3. Residency Requirement: The last 30 hours toward any UH degree must be completed at UH or within an approved study-abroad program through UH.

4. Core: Students who do not complete their core requirements before transferring must complete the UH core. For a complete listing of UH core classes go to http://www.uh.edu/academics/corecurriculum

5. Degree Plan: It is important for students to meet with a transfer advisor and file a degree plan before completing 60 hours toward their degree as a signed degree plan provides a clear road map toward their goal of graduation.

6. 6 W Rule: Students are limited to a total of six dropped courses with grades of a “W” during their entire undergraduate career in Texas. All courses dropped at other Texas public institutions will count toward the 6 drop limit.
7. Enrollment cap for Texas Residents: Texas residents will be charged out of state tuition if their total credit hours ever reaches 150 or above.

DROPPING COURSES

See your advisor before dropping any courses, especially courses for the major. UH Polices regarding Dropping Courses: [http://publications.uh.edu/content.php?catoid=25&navoid=8899](http://publications.uh.edu/content.php?catoid=25&navoid=8899)

Enrollment in a course may be terminated in any one of the following ways:

1. An instructor or department representative may drop students for any one of the following reasons:
   a. Lack of prerequisites or corequisites for the course listed in the latest catalog, but only through the last day for dropping courses. Students who have not met the prerequisites will be dropped without a tuition refund if the drop date is after the refund date. (Students who enroll in a course for which they are not eligible and then remain in the course knowingly misrepresent their academic records or achievements as they pertain to course prerequisites or corequisites and are in violation of the university's academic honesty policy.)
   b. Excessive absences, but after the last day for dropping courses only with the approval of the dean of the college in which the course is being offered.
   c. Causes that tend to disrupt the academic process (except those actions involving academic honesty, which come under the jurisdiction of the academic honesty policy), but after the last day for dropping courses only with the approval of the dean of the college in which the course is being offered. Disruptive behavior includes the use of or the failure to deactivate cell phones, pagers, and other electronic devices likely to disrupt the classroom. Students may make timely appeal of charges through the office of the dean of the college in which the course is taught.

2. After the last day for dropping courses, undergraduate students may drop or be dropped by their instructor from a course with a W or U, as determined by the instructor, only with the approval of the dean of the college in which the course is offered and only for rare, urgent, substantiated, nonacademic reasons.

Students are expected to commit themselves to courses as early as possible in order to succeed in their courses.

The effective date recorded for termination of enrollment for all matters relating to University of Houston records will be the date the student drops the course through the web site at [myuh.uh.edu](http://myuh.uh.edu) or accessuh.uh.edu and clicking on the MyUHSelfService icon.

Students are responsible for verifying that they have been dropped from a course via the MyUH link.
All F-1 and J-1 international students must see the International Student and Scholar Services Office before dropping courses. Athletes must see the Assistant Director of Athletics before dropping courses.

Students may not receive a W for courses in which they have been found guilty of a violation of the Academic Honesty Policy. If a W is received prior to a guilty finding, the student will become liable for the Academic Honesty penalty, including F grades.

Students who find it necessary to request either a medical withdrawal or administrative withdrawal from the university before the end of the semester will not have to use their Ws for withdrawal. Likewise, financial withdrawals will not be included in the number of Ws used.

For more information on the University policy on dropping courses, visit:
http://publications.uh.edu/content.php?catoid=25&navoid=8909

GRADUATION

Graduation applications should be filed either the semester prior to or in which the student plans to graduate. Applications are available online through the student’s MyUHSelfService. Deadlines for filing the application for graduation are posted in the academic calendar. Candidates for graduation who have been previously disapproved must reapply for graduation.

GRADUATE SCHOOL APPLICATION AND ADMISSION PROCESS

A group advising meeting will be held each spring semester to educate students who will be applying to graduate schools. In general, please keep the following in mind.

1. In order to practice as a certified speech-language pathologist, you must earn at least a master’s degree in communication disorders from an accredited university program. In order to practice as a certified audiologist, you must earn at least a clinical doctorate in audiology from an accredited university program.

2. Admission to graduate schools is competitive. Your grades AND your conduct during your undergraduate career will determine how you are viewed in comparison to all the other applicants.
   a. Most accredited graduate programs require at least a 3.0 grade point average. Some programs consider major grade point average or last 60 hours grade point average separately.
   b. It is your responsibility to obtain letters of recommendation from faculty members.
      i. Some faculty members require you to discuss your goals with them before agreeing to write a letter, others require a certain grade to have been earned in their classes.
ii. MOST graduate programs have a form that the recommender must complete. Provide your faculty member with all necessary forms and information at least 2 weeks before you require the letter.

iii. Faculty must be prepared to write not only about your performance in their classes, but also must include their opinions about your potential for communicating effectively and interacting constructively in a clinical and/or supervisory relationship and contributing to the profession of speech-language pathology or audiology.

c. We generally recommend that undergraduate students take the Graduate Records Examination (GRE) in the summer between their junior and senior years. This is a standardized test that is used to compare students’ skills in quantitative, written and linguistic parameters. It is important that students adequately prepare for the examination so that their scores may accurately represent their skills. Please see the Academic Advisor and/or a trusted faculty member for specific advice regarding preparation and interpretation of the scores. The Houston Public Library offers online courses for both the quantitative and verbal portions of the exam. This tool is available for free to those with a MyLink library card.

https://education.gale.com/l-houstonpl/

d. Your personal statement is considered a writing sample. Write it carefully and allow yourself enough time to edit it. Keep these statements professional in tone. Use the writing center and Career Services for assistance in topic selection and appropriate tone. Proofread the personal statement carefully.

PROFESSIONAL ORGANIZATIONS

NATIONAL STUDENT SPEECH-LANGUAGE-HEARING ASSOCIATION (NSSLHA)

The National Student Speech-Language-Hearing Association is affiliated with ASHA. There are branches of NSSLHA at many universities. At the University of Houston, there is a local chapter which is very active. It is an excellent way to learn about professional issues and have fun, too. Students are encouraged to participate in this association. Activities that NSSLHA has sponsored include: providing opportunities to visit professional work settings, presenting lectures from professionals in the community, and raising funds for tests for the clinic and scholarships for clients in the clinic and the students. One advantage to membership is reduced ASHA certification fees.

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION (ASHA)

The American Speech-Language Hearing Association is the professional organization for Speech-language pathologists and audiologists (the American Academy of Audiology also serves audiologists). One function of ASHA is to offer an accreditation program for academic and clinical
institutions. The academic accreditation agency is called the Council on Academic Accreditation. It examines academic programs and determines their eligibility for accreditation. The Communication Disorders Program of the University of Houston is accredited by this Council. This means that the program must adhere to guidelines in administering the academic and clinical programs. If you wish to contact the Council on Academic Accreditation you can write to them at ASHA, 10801 Rockville Pike, Rockville MD 20501. The phone number is (310) 987-5700. There are certain academic requirements that students must fulfill as well as clinical requirements that are mandatory. ASHA also has a public code of ethics. It is the responsibility of every student and professional to follow the code of ethics. This code is presented in the Appendix F of this handbook. It will be discussed in several of your classes. Please read it.

**ComD ALUMNI ASSOCIATION**

The Communication Disorders Alumni Association was created to fund scholarships; promote networking among alumni; provide continuing education opportunities; and to support the program, its faculty and students. All graduates, former students and friends of the ComD Program are eligible for membership. For more information, call the Houston Alumni Organization at (713) 743-9550 or go their web page [http://www.mycougarconnection.com](http://www.mycougarconnection.com).

**TEXAS SPEECH-LANGUAGE-HEARING ASSOCIATION (TSHA)**

The Texas Speech-Language-Hearing Association is the state professional organization. Students are encouraged to join at a reduced student rate. TSHA offers excellent educational and professional opportunities for students at its annual convention. Conventions are held in Houston, Dallas, Corpus Christi and Austin on a rotating basis. TSHA offers financial support to students for research and education.

**HOUSTON ASSOCIATION FOR COMMUNICATION DISORDERS (HACD)**

The Houston Association for Communication Disorders is the local professional organization. HACD currently numbers almost 500 members and is an active organization. The main mission is to provide continuing education for its members. It maintains a student focus through mentoring programs and scholarships for ComD students. HACD is a useful network for students, a way to meet and know local professionals.
APPENDIX B: DEPARTMENT of COMMUNICATION SCIENCES and DISORDERS GRIEVANCE POLICY

An academic grievance refers to an action taken against a student by a member of the faculty (including part-time instructors and teaching assistants), staff, or administration that either violates a university, college, or department academic policy or procedure or prejudicially treats the student on the basis of race, color, national origin, religion, sex, age, handicap, veteran status, or any other non-academic status or characteristic.

- Any student who believes he or she has an academic grievance should first try to resolve the grievance informally with the faculty member or other involved parties.

- If the informal discussions do not resolve the academic grievance, the aggrieved student may initiate a formal grievance by submitting a written complaint to the chair of the department. The Department Chair will be responsible for conducting all stages of the process, except as noted below. If the Department Chair is named in the grievance, the Graduate Program Director will take over these responsibilities.

- The student must file official notice of an intention to grieve within 30 days of the point in time when the grievant has knowledge or should have had knowledge of the problem being grieved. Within 60 days of filing the intent to grieve notice, the grievant must submit a formal grievance.

- In filing the formal grievance, the grievant must state 1) when he/she discovered the issue being grieved, 2) what issue is being grieved and provide evidence to support the grievance, 3) what the desired resolution is.

- Upon receipt of the formal grievance, the Department Chair will inform the person(s) to whom the grievance is directed and provide them with a confidential copy of the formal grievance.

- The person(s) to whom the grievance is directed will have 21 days to produce a written response to the grievance.

- The grievant will receive a copy of the response prior to the grievance panel hearing.

- A grievance panel will be assembled by the Department Chair, who will also assign a panel chairperson. The panel chairperson is responsible for the execution of the hearing including; managing all correspondence with the other members of the panel, the grievant, and the person(s) to whom the grievant is directed; leading the grievance hearing; completing the hearing summary and distributing it to the appropriate parties.

- The Grievance panel will include:
  3 ComD faculty members
  1 faculty from outside ComD
  1 student from outside the department
One of the faculty members will serve as the Chair of the grievance panel.
A hearing will be scheduled within four weeks of receipt of the formal grievance. The Departmental secretary will arrange a date, time and place for the hearing.

All members of the grievance panel will have access to the formal grievance, the written response, and any evidence provided, one week prior to the hearing.

The following guidelines for the hearing will be in effect:

The grievant may invite an advocate to accompany him/her.

The grievant, an advocate, the person(s) to whom the grievance is directed, and the full panel will be present at the hearing.

The grievant, the advocate, the person(s) to whom the grievance is directed may speak at the hearing.

Only the panel members will be allowed to ask questions. Recording of the hearing is allowed. The amount of time each party is allowed for presentation will be determined by the chair of the panel, and all involved will be informed of the procedures prior to the date of the hearing. Each party is to direct their comments to the panel only. Discussion between grievant, advocate and the person(s) to whom the grievance is directed is prohibited.

After both sides have presented their cases and all questions from the panel have been answered to the satisfaction of the panel members, the grievant, advocate, and opposing party (parties) will be excused and the panel will discuss the findings. The panel’s discussion will not be recorded unless agreed upon by all panel members.

The outcome of the grievance process will be a written report from the panel which articulates, at a minimum, a brief summary of the allegations made and the respondent's rebuttal, the findings of the panel (i.e., the panel’s judgment of the facts), and the recommendations of the panel. The report will be completed within one week after the hearing has been conducted. The decision will be sent to the grievant, the person(s) to whom the grievance is directed, and the Department Chair.

The grievant has the right to appeal the decision of the departmental grievance panel. The appeal must be done in accordance to college procedures (http://www.uh.edu/provost/academic-affairs/policy-guidelines/honesty-policy/)
The University of Houston Office of Scholarships and Financial Aid (SFA) is housed in the Welcome Center. Financial aid advisors are available there Monday through Thursday 8AM-5PM and Friday 9AM-5PM. You can contact the office at (713) 743-1010, option 5, to speak with a financial aid advisor. You will need to have your People Soft ID (PSID) number handy when you call.

One of the most important ways that you can help yourself in financing your college education is by completing a FAFSA every year. Completing the FAFSA is free and can be done entirely online. You will need information from your tax returns and from your parents’ tax returns if you are a dependent student. For the 2018-19, you are encouraged to use the IRS Data Retrieval Tool (DRT) to automatically import tax information from the Internal Revenue Service into your FAFSA.

After completing the FAFSA, you will be considered for all of the following types of federal and state student aid for which you qualify:

- Federal Pell and TEXAS Grants. Grants are need-based and do not need to be repaid. The maximum awards can change each award year and are dependent upon program funding.
- Federal Direct Student Loans. Loans must be paid back with interest, but the interest rates are competitive and repayment doesn’t begin until six months after you are no longer enrolled in school at least half-time.

In addition, Work-Study allows you to earn money while attending school. Due to the limited availability, students who are interested in student-employment must specifically request work-study funds from SFA. Information about applying for work-study positions can be found here: http://www.uh.edu/ucs/about/pdf/StudentCWSinstructionsFAQ.pdf

For more information about federal student aid, we encourage you to look through the pages on this website: https://studentaid.ed.gov/sa/. More information about sources of state aid in Texas can be found at http://www.collegeforalltexans.com/index.cfm?objectid=699A998A-E7F3-1DCC-3F460F26136EEA05.

There are also numerous scholarship opportunities managed through SFA. These all can be accessed at this website: http://www.uh.edu/financial/undergraduate/types-aid/scholarships/. Application requirements and due dates may vary, so review the scholarship application processes carefully.

Additionally, on that same page, you can access search engines outside of the University that will help you identify other scholarships for which you may be eligible.

Many scholarships require a faculty letter of recommendation. We encourage you to get to know your faculty members well so that they can write letters specific to your application. Give them plenty of time to get the letter completed before the due date.
We are proud to offer two scholarships for our undergraduates. Procedures for applying and eligibility requirements are below. Information pertaining to financial aid and additional scholarship opportunities can be found in Appendix C in this handbook.

**Rosemary Segovia Torres Scholarship**
This scholarship is funded by the Rosemary Segovia Torres scholarship Endowment in loving memory of Rosemary Segovia Torres. The scholarship is awarded to an undergraduate major in Communication Sciences and Disorders who aspires to serve individuals with speech and language disorders.

- **Eligibility:** Full-time second year undergraduate student in good academic standing (3.0 or higher) who have been accepted into the COMD major. Preference will be given to students with demonstrated financial need.
- **Requirements:** Two letters of recommendation from COMD faculty, personal statement of goals and copy of updated transcripts.
- **Award amount:** $500
- **Application deadline:** August 31st.
- **Award date:** September

**Florence Schwartz Scholarship in the Department of Communication Sciences and Disorders**
This scholarship is administered by the University of Houston Foundation and is awarded to a female undergraduate major in Communications Sciences and Disorders.

- **Eligibility:**
  - Must be a female student.
  - Must be a sophomore or above.
  - Must be an approved ComD Major.
  - Must have and maintain a minimum 3.5 GPA to continue eligibility.
- **Requirements:** Submit no more than one page description of your academic and career goals and how this scholarship would be of financial assistance to you.
- **Award amount:** $3000
- **Application Deadline:** May
- **Award date:** September

**HACD Undergraduate Scholarship Award** ([www.HACD.org](http://www.HACD.org))
This Scholarship is funded by the Houston Association for Communication Disorders. The scholarship is awarded to an undergraduate major in Communication Science and Disorders (or the equivalent) at University of Houston, Lamar University or Texas Women’s University

- **Eligibility:** Undergraduate student who has completed at least 12 hours in speech pathology or audiology. Full or part time students are eligible.
- **Requirements:** Three letters of reference along with a letter from the applicant and a current transcript.
- **Award amount:** $1000
- **Application deadline:** mid-late March
- **Award date:** early May (at the HACD awards banquet)

**Additional Useful Internet Resources**
APPENDIX D: EMERGENCY PROCEDURES FOR COMD DEPARTMENT, CLINICAL RESEARCH SERVICES AND THE UNIVERSITY SPEECH, LANGUAGE, & HEARING CLINIC

EMERGENCY PROCEDURES FOR COMD, CLINICAL RESEARCH SERVICES, AND THE UNIVERSITY SPEECH, LANGUAGE, & HEARING CLINIC

All Department members and students are responsible for reviewing the evacuation map (see below) and being familiar with the exits for every area of the department. The department is equipped with smoke detection systems and fire alarms throughout the building. The alarms emit sound and a flashing red light. All exits are clearly marked with red EXIT signs.

Students are notified of an emergency situation either through the alarm system or verbally. While engaged in clinical services, the student is responsible for leading the client to the nearest exit. Students should not leave a client in a treatment room, lab, audiology test booth, or restroom while investigating the problem. Everyone should move to the nearest exit to the outside of the building until notified by a UH official that it is safe to return.

Areas of the building should be checked for occupants as follows:

Front Office Staff escort all work study students and waiting room clients out of the building as they evacuate. Check Room 104 file room, student and faculty lounges, copy/mail room, and waiting room restroom. Instruct everyone to leave the building immediately. Await further instructions from a UH official outside the building.

Audiology Staff and Clinicians escort any audiology clients out of the test booths and audiology clinic rooms to the nearest exit. Await further instructions from a UH official outside the building.

Clinicians/Students evacuate the clinician workroom, computer lab, faculty labs, library, NSSLHA lounge, classroom, and clinic materials rooms immediately by going to the nearest exit. Do not delay by continuing working on a computer document or saving files. Await further instructions from a UH official outside the building.
Clinicians/Clinical Educators in the clinic rooms escort clients and families out of the building taking the nearest exit. Await further instructions from a UH official outside the building.

Faculty/Staff with offices near the conference room and restrooms sweep these areas while leaving the building, seeing that anyone encountered is escorted out. Await further instructions from a UH official outside the building.

PERSONS IN WHEELCHAIRS MUST EXIT THE MAIN OR PATIO ENTRANCE.

DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR SIGNAL HAS BEEN GIVEN BY THE UNIVERSITY OF HOUSTON POLICE.

FIRE DRILL EXIT PROCEDURES

1. Evacuate in a calm, orderly manner.
2. Begin evacuating immediately upon hearing the alarm.
3. Move away from the building once outside.
4. Do not interfere with Fire Dept. personnel or equipment.
5. DO NOT return to the building until notified by University Police that it is safe to do so.

The Department houses an Automated External Defibrillator (AED) located in the back clinic hallway near room 136 in case of emergency.

In the event of an external emergency, the University of Houston PIER notification system will be used in concert with the siren system to disseminate further information to the U of H community. Only those persons that have current contact information in PeopleSoft will be able to receive these emergency messages. Students can find instructions for updating mobile phone numbers, email addresses, and other contact information at www.uh.edu/emergency. All students are encouraged to regularly update their emergency contact information in the PeopleSoft system so they may be notified during severe weather conditions or other emergency situations.

Information concerning school closing will be posted on the UH website, and will be broadcast on major TV networks and radio stations.

Faculty and staff need to be aware of medical emergency conditions requiring immediate attention. These would include, but are not limited to:

- Chest pain
- Difficulty breathing
- Symptoms of stroke
- Altered mental status
- Loss of consciousness
- Seizures
- Overdose - accidental or intentional
- Major trauma - including head trauma with loss of consciousness or altered mental status, and injuries involving more than one body part
- Severe allergic reactions with facial swelling and difficulty breathing
• Severe pain

In each of the above medical emergency conditions, immediately notify University Police at 713-743-3333 or dial 9-1-1 from a campus phone and report the nature and severity of the medical problem and the location of the individual needing emergency medical care. University Police will meet emergency care providers and direct them to the individual needing medical assistance. If possible, someone should stay with the individual until the University Police officer or EMT arrives. Do not move the individual unless there is an immediate threat to life (i.e. fire, dangerous fumes).

Notifying the University Health Center or transporting the individual experiencing the medical emergency conditions to the Health Center instead of immediately notifying University Police is not an appropriate, life-saving response. The Health Center is neither staffed for, nor supplied with, medications or devices to administer Advanced Life Support.

In case of an ocular (eye) emergency, please notify the University Eye Institute Ocular Diagnostic and Medical Eye Service at 713-743-2010 immediately. Symptoms that require prompt attention include sudden loss of vision, seeing flashes of light, unusual light sensitivity, extreme pain, and/or redness of the eye(s). Licensed practitioners are on call 24 hours a day, seven days a week.

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**APPENDIX E: University of Houston Resources**

- **Academic Program Management (APM), 713-743-9112**  
  109 Ezekiel Cullen  [www.uh.edu/provost/](http://www.uh.edu/provost/)  

  APM administers all UH Administrative/Medical Withdrawal requests. The deadline for submission of a completed request form with all supporting documentation to APM is the official close of the semester following the term for which the administrative/medical withdrawal is requested.

- **Center for Student with Disabilities (CSD), 713-743-5400**  
  100 Student Service Center  [www.uh.edu/csd](http://www.uh.edu/csd)  (TTY 713-749-1527)  

  Provides accommodations and support services to UH students who have any type of temporary or permanent health impairment, physical limitation, learning disability or psychiatric disorder. CSD also assists students with access to campus-wide facilities. Students with disabilities are encouraged to register with CSD as it is required for any student who requests academic accommodations.
• **Department of Chemistry Tutoring Services**  
  220 Lamar Fleming Building [www.uh.edu/nsm/chemistry/undergraduate](http://www.uh.edu/nsm/chemistry/undergraduate)  
  Assists students with CHEM 1301, 1331, 1332, 1372, 3331 and 3332 courses.

• **Counseling and Psychological Services (CAPS), 713-743-5454**  
  226 Student Service Center 1 [www.caps.uh.edu](http://www.caps.uh.edu)  
  Offers a variety of services to students including: outreach; individual, couples and group counseling; vocational counseling; consultation; crisis intervention; psychological assessment; and self-improvement workshops.

• **Language Acquisition Center (LAC), 713-743-3132**  
  311 Agnes Arnold Hall [http://www.class.uh.edu/lac/](http://www.class.uh.edu/lac/)  
  The center is a student & faculty support unit of the Department of Modern & Classical Languages and provides resources for the study of world languages, literatures, and cultures through technology and academic support.

• **LAUNCH, 713-743-5411**  
  N109 Cougar Village I [bldg. 563](http://www.uh.edu/ussc/launch/)  
  Offers one on one meetings with Learning Strategies Counselors, tutoring in a large variety of subjects, and workshops in areas such as test anxiety, study skills, and exam preparation.

• **Math Department Tutoring Center, 713-743-6296**  
  222 Garrison Gym [http://www.casa.uh.edu/casa](http://www.casa.uh.edu/casa)  
  Provides help and tutoring in lower level math courses. Also functions as the testing site for some math courses.

• **University Career Services (UCS), 713-743-5100**  
  106 Student Service Center 1 [www.career.uh.edu](http://www.career.uh.edu)  
  UCS serves UH students and alumni at all stages of career development. Services include career counseling, vocational testing, workshops, student employment services, internships, career placement and alumni career services.

• **University Testing Services (UTS), 713-743-5444**  
  204 Student Services Center 1 [www.ussc.uh.edu](http://www.ussc.uh.edu)  
  UTS offers testing and assessment services including: placement, credit by exam, and professional certification and licensing examinations. UTS also provides test preparation materials for tests offered.

• **Writing Center, 713-743-3016**  
  The Writing Center offers one-on-one consultations where our writing consultants (peer tutors) assist students with their writing assignments.
**APPENDIX F: ASHA CODE OF ETHICS**

**Preamble**

The American Speech-Language-Hearing Association (ASHA; hereafter, also known as "The Association") has been committed to a framework of common principles and standards of practice since ASHA's inception in 1925. This commitment was formalized in 1952 as the Association's first Code of Ethics. This Code has been modified and adapted as society and the professions have changed. The Code of Ethics reflects what we value as professionals and establishes expectations for our scientific and clinical practice based on principles of duty, accountability, fairness, and responsibility. The ASHA Code of Ethics is intended to ensure the welfare of the consumer and to protect the reputation and integrity of the professions.

The ASHA Code of Ethics is a framework and focused guide for professionals in support of day-to-day decision making related to professional conduct. The Code is partly obligatory and disciplinary and partly aspirational and descriptive in that it defines the professional's role. The Code educates professionals in the discipline, as well as students, other professionals, and the public, regarding ethical principles and standards that direct professional conduct.

The preservation of the highest standards of integrity and ethical principles is vital to the responsible discharge of obligations by audiologists, speech-language pathologists, and speech, language, and hearing scientists who serve as clinicians, educators, mentors, researchers, supervisors, and administrators. This Code of Ethics sets forth the fundamental principles and rules considered essential to this purpose and is applicable to the following individuals:

- a member of the American Speech-Language-Hearing Association holding the Certificate of Clinical Competence (CCC)
- a member of the Association not holding the Certificate of Clinical Competence (CCC)
- a nonmember of the Association holding the Certificate of Clinical Competence (CCC)
- an applicant for certification, or for membership and certification

By holding ASHA certification or membership, or through application for such, all individuals are automatically subject to the jurisdiction of the Board of Ethics for ethics complaint adjudication. Individuals who provide clinical services and who also desire membership in the Association must hold the CCC.

The fundamentals of ethical conduct are described by Principles of Ethics and by Rules of Ethics. The four Principles of Ethics form the underlying philosophical basis for the Code of Ethics and are reflected in the following areas: (I) responsibility to persons served professionally and to research participants, both human and animal; (II) responsibility for one's professional competence; (III) responsibility to the public; and (IV) responsibility for professional relationships. Individuals shall honor and abide by these Principles as affirmative obligations under all conditions of applicable professional activity. Rules of Ethics are specific statements of minimally acceptable as well as unacceptable professional conduct.

The Code is designed to provide guidance to members, applicants, and certified individuals as they make professional decisions. Because the Code is not intended to address specific situations and is not inclusive of all possible ethical dilemmas, professionals are expected to follow the written provisions and to uphold the spirit and purpose of the Code. Adherence to the Code of Ethics and its enforcement
results in respect for the professions and positive outcomes for individuals who benefit from the work of audiologists, speech-language pathologists, and speech, language, and hearing scientists.

**Principle of Ethics I**

Individuals shall honor their responsibility to hold paramount the welfare of persons they serve professionally or who are participants in research and scholarly activities, and they shall treat animals involved in research in a humane manner.

**Rules of Ethics**

A. Individuals shall provide all clinical services and scientific activities competently.
B. Individuals shall use every resource, including referral and/or interprofessional collaboration when appropriate, to ensure that quality service is provided.
C. Individuals shall not discriminate in the delivery of professional services or in the conduct of research and scholarly activities on the basis of race, ethnicity, sex, gender identity/gender expression, sexual orientation, age, religion, national origin, disability, culture, language, or dialect.
D. Individuals shall not misrepresent the credentials of aides, assistants, technicians, support personnel, students, research interns, Clinical Fellows, or any others under their supervision, and they shall inform those they serve professionally of the name, role, and professional credentials of persons providing services.
E. Individuals who hold the Certificate of Clinical Competence may delegate tasks related to the provision of clinical services to aides, assistants, technicians, support personnel, or any other persons only if those persons are adequately prepared and are appropriately supervised. The responsibility for the welfare of those being served remains with the certified individual.
F. Individuals who hold the Certificate of Clinical Competence shall not delegate tasks that require the unique skills, knowledge, judgment, or credentials that are within the scope of their profession to aides, assistants, technicians, support personnel, or any nonprofessionals over whom they have supervisory responsibility.
G. Individuals who hold the Certificate of Clinical Competence may delegate to students tasks related to the provision of clinical services that require the unique skills, knowledge, and judgment that are within the scope of practice of their profession only if those students are adequately prepared and are appropriately supervised. The responsibility for the welfare of those being served remains with the certified individual.
H. Individuals shall obtain informed consent from the persons they serve about the nature and possible risks and effects of services provided, technology employed, and products dispensed. This obligation also includes informing persons served about possible effects of not engaging in treatment or not following clinical recommendations. If diminished decision-making ability of persons served is suspected, individuals should seek appropriate authorization for services, such as authorization from a spouse, other family member, or legally authorized/appointed representative.
I. Individuals shall enroll and include persons as participants in research or teaching demonstrations only if participation is voluntary, without coercion, and with informed consent.
J. Individuals shall accurately represent the intended purpose of a service, product, or research endeavor and shall abide by established guidelines for clinical practice and the responsible conduct of research.
K. Individuals who hold the Certificate of Clinical Competence shall evaluate the effectiveness of services provided, technology employed, and products dispensed, and they shall provide services or dispense products only when benefit can reasonably be expected.
L. Individuals may make a reasonable statement of prognosis, but they shall not guarantee—
directly or by implication—the results of any treatment or procedure.
M. Individuals who hold the Certificate of Clinical Competence shall use independent and
evidence-based clinical judgment, keeping paramount the best interests of those being
served.
N. Individuals who hold the Certificate of Clinical Competence shall not provide clinical services
solely by correspondence, but may provide services via telepractice consistent with professional
standards and state and federal regulations.
O. Individuals shall protect the confidentiality and security of records of professional services
provided, research and scholarly activities conducted, and products dispensed. Access to these
records shall be allowed only when doing so is necessary to protect the welfare of the person or
of the community, is legally authorized, or is otherwise required by law.
P. Individuals shall protect the confidentiality of any professional or personal information about
persons served professionally or participants involved in research and scholarly activities and
may disclose confidential information only when doing so is necessary to protect the welfare of
the person or of the community, is legally authorized, or is otherwise required by law.
Q. Individuals shall maintain timely records and accurately record and bill for services provided and
products dispensed and shall not misrepresent services provided, products dispensed, or
research and scholarly activities conducted.
R. Individuals whose professional practice is adversely affected by substance abuse, addiction, or
other health-related conditions are impaired practitioners and shall seek professional assistance
and, where appropriate, withdraw from the affected areas of practice.
S. Individuals who have knowledge that a colleague is unable to provide professional services with
reasonable skill and safety shall report this information to the appropriate authority, internally if
a mechanism exists and, otherwise, externally.
T. Individuals shall provide reasonable notice and information about alternatives for
obtaining care in the event that they can no longer provide professional services.

Principle of Ethics II
Individuals shall honor their responsibility to achieve and maintain the highest level of
professional competence and performance.

Rules of Ethics
A. Individuals who hold the Certificate of Clinical Competence shall engage in only those aspects of
the professions that are within the scope of their professional practice and competence,
considering their certification status, education, training, and experience.
B. Members who do not hold the Certificate of Clinical Competence may not engage in the provision
of clinical services; however, individuals who are in the certification application process may
engage in the provision of clinical services consistent with current local and state laws and
regulations and with ASHA certification requirements.
C. Individuals who engage in research shall comply with all institutional, state, and federal
regulations that address any aspects of research, including those that involve human participants
and animals.
D. Individuals shall enhance and refine their professional competence and expertise through
engagement in lifelong learning applicable to their professional activities and skills.
E. Individuals in administrative or supervisory roles shall not require or permit their professional
staff to provide services or conduct research activities that exceed the staff member's
certification status, competence, education, training, and experience.
F. Individuals in administrative or supervisory roles shall not require or permit their professional
staff to provide services or conduct clinical activities that compromise the staff member's
independent and objective professional judgment.

G. Individuals shall make use of technology and instrumentation consistent with accepted professional guidelines in their areas of practice. When such technology is not available, an appropriate referral may be made.

H. Individuals shall ensure that all technology and instrumentation used to provide services or to conduct research and scholarly activities are in proper working order and are properly calibrated.

Principle of Ethics III
Individuals shall honor their responsibility to the public when advocating for the unmet communication and swallowing needs of the public and shall provide accurate information involving any aspect of the professions.

Rules of Ethics
A. Individuals shall not misrepresent their credentials, competence, education, training, experience, and scholarly contributions.
B. Individuals shall avoid engaging in conflicts of interest whereby personal, financial, or other considerations have the potential to influence or compromise professional judgment and objectivity.
C. Individuals shall not misrepresent research and scholarly activities, diagnostic information, services provided, results of services provided, products dispensed, or the effects of products dispensed.
D. Individuals shall not defraud through intent, ignorance, or negligence or engage in any scheme to defraud in connection with obtaining payment, reimbursement, or grants and contracts for services provided, research conducted, or products dispensed.
E. Individuals' statements to the public shall provide accurate and complete information about the nature and management of communication disorders, about the professions, about professional services, about products for sale, and about research and scholarly activities.
F. Individuals' statements to the public shall adhere to prevailing professional norms and shall not contain misrepresentations when advertising, announcing, and promoting their professional services and products and when reporting research results.
G. Individuals shall not knowingly make false financial or nonfinancial statements and shall complete all materials honestly and without omission.

Principle of Ethics IV
Individuals shall uphold the dignity and autonomy of the professions, maintain collaborative and harmonious interprofessional and intraprofessional relationships, and accept the professions' self-imposed standards.

Rules of Ethics
A. Individuals shall work collaboratively, when appropriate, with members of one's own profession and/or members of other professions to deliver the highest quality of care.
B. Individuals shall exercise independent professional judgment in recommending and providing professional services when an administrative mandate, referral source, or prescription prevents keeping the welfare of persons served paramount.
C. Individuals' statements to colleagues about professional services, research results, and products shall adhere to prevailing professional standards and shall contain no misrepresentations.
D. Individuals shall not engage in any form of conduct that adversely reflects on the
professions or on the individual’s fitness to serve persons professionally.

E. Individuals shall not engage in dishonesty, negligence, fraud, deceit, or misrepresentation.

F. Applicants for certification or membership, and individuals making disclosures, shall not knowingly make false statements and shall complete all application and disclosure materials honestly and without omission.

G. Individuals shall not engage in any form of harassment, power abuse, or sexual harassment.

H. Individuals shall not engage in sexual activities with individuals (other than a spouse or other individual with whom a prior consensual relationship exists) over whom they exercise professional authority or power, including persons receiving services, assistants, students, or research participants.

I. Individuals shall not knowingly allow anyone under their supervision to engage in any practice that violates the Code of Ethics.

J. Individuals shall assign credit only to those who have contributed to a publication, presentation, process, or product. Credit shall be assigned in proportion to the contribution and only with the contributor’s consent.

K. Individuals shall reference the source when using other persons’ ideas, research, presentations, results, or products in written, oral, or any other media presentation or summary. To do otherwise constitutes plagiarism.

L. Individuals shall not discriminate in their relationships with colleagues, assistants, students, support personnel, and members of other professions and disciplines on the basis of race, ethnicity, sex, gender identity/gender expression, sexual orientation, age, religion, national origin, disability, culture, language, dialect, or socioeconomic status.

M. Individuals with evidence that the Code of Ethics may have been violated have the responsibility to work collaboratively to resolve the situation where possible or to inform the Board of Ethics through its established procedures.

N. Individuals shall report members of other professions who they know have violated standards of care to the appropriate professional licensing authority or board, other professional regulatory body, or professional association when such violation compromises the welfare of persons served and/or research participants.

O. Individuals shall not file or encourage others to file complaints that disregard or ignore facts that would disprove the allegation; the Code of Ethics shall not be used for personal reprisal, as a means of addressing personal animosity, or as a vehicle for retaliation.

P. Individuals making and responding to complaints shall comply fully with the policies of the Board of Ethics in its consideration, adjudication, and resolution of complaints of alleged violations of the Code of Ethics.

Q. Individuals involved in ethics complaints shall not knowingly make false statements of fact or withhold relevant facts necessary to fairly adjudicate the complaints.

R. Individuals shall comply with local, state, and federal laws and regulations applicable to professional practice, research ethics, and the responsible conduct of research.

S. Individuals who have been convicted; been found guilty; or entered a plea of guilty or nolo contendere to (1) any misdemeanor involving dishonesty, physical harm—or the threat of physical harm—to the person or property of another, or (2) any felony, shall self-report by notifying ASHA Standards and Ethics (see Terminology for mailing address) in writing within 30 days of the conviction, plea, or finding of guilt. Individuals shall also provide a certified copy of the conviction, plea, nolo contendere record, or docket entry to ASHA Standards and Ethics within 30 days of self-reporting.

T. Individuals who have been publicly sanctioned or denied a license or a professional credential
by any professional association, professional licensing authority or board, or other professional regulatory body shall self-report by notifying ASHA Standards and Ethics (see Terminology for mailing address) in writing within 30 days of the final action or disposition. Individuals shall also provide a certified copy of the final action, sanction, or disposition to ASHA Standards and Ethics within 30 days of self-reporting.

Index terms: ASHA reference products, ethics (professional practice issues), ethics and related papers.