**Program Progression [Adopted June 2015, Revised Spring 2023]**

**Purpose:** To identify standards and criteria which must be met for progression through the CSD Master’s and Pre-requisite program so that students have clear benchmarks and expectations for success.

**Policy:** This policy establishes the Department of Communication Disorders (CSD) standards of academic progression. They are defined to ensure students advance through the curriculum in a timely manner, while maintaining high standards of academic performance and professional conduct.

**Scope:** This progression policy includes several **actions** and **actors** inrelation to student competencies and performance on major projects and exams in CSD courses as well as preliminary and comprehensive exams.

**Progression Components**

***Grades***

For all courses within the CSD curriculum a grade of B or above must be achieved for progression through the program. Students who earn a C or below will repeat the course and obtain a grade of B or higher unless there are extenuating circumstances to be determined by the *Ad Hoc Student Progression Committee* described below.

In academic and clinical courses, for all major projects and exams, students will earn a grade of B or above for progression through the program. Students who earn a C or below may be asked to repeat an assignment to demonstrate adequate knowledge and skills.

* The grading scale for graduate students and pre-requisite students is A=93%, B= 84%, C= 75%.
* Each course in the CSD Master’s curriculum will be graded with letter grades (A-C and E). D grades may not be awarded to graduate students.

***Competencies***

In both academic and clinical courses, a student may fail to meet some or all of the competencies specified on the KASA and in course syllabi even though they may achieve a grade of B or higher in a course. In this situation, the student will need to repeat and or remediate assignments as determined by the instructor. Remediation means that a student will complete additional activities/coursework/assignments to achieve the specific competencies.

***Professional Conduct***

In academic and clinical courses, all students will develop professional competence and interpersonal skills as outlined by the CSD policy on professionalism and interaction qualities. (See Professionalism and Personal Interaction Qualities: <https://www.uky.edu/chs/csd-academic-manual-2023>)

***Additional Expectations***

It is expected that all students will:

* Successfully complete preliminary exams
* Successfully complete comprehensive exams OR thesis depending on which option is chosen.
* Maintain compliance with the CHS and CSD technical standards. <https://www.uky.edu/chs/csd-academic-manual-2023>
* Maintain compliance with the UK graduate school policy as outlined in the most recent Graduate School Bulletin located here: <https://gradschool.uky.edu/bulletin-archive>

At any time during a student’s program of study, the student has the option to withdraw or request a leave of absence from the CSD program. To do so, a student must submit a formal written request to the Graduate school before the start of the semester and then follow university policies as outlined by the Graduate School. <https://gradschool.uky.edu/leave-absence>

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| **Condition: Repeating or Remediating Assignments** | |
| Actor | Action |
| Course Instructor | Discuss students who are not meeting expectations (major projects or exams) with either student’s advisor, program director or at faculty meeting as concerns arise. |
|  | Inform students who do not appear to be meeting criteria for an acceptable grade or competency for academic and clinical courses as concerns arise. |
|  | Meet with student, administer the same or different assignments as needed and re-evaluate student progression for competency/grade. |
|  | If further remediation is necessary, faculty develop formal student remediation plan (see KASA Remediation Form below) and complete department remediation form in MS Teams. |
|  | Meet with the student to review, and submit hard copy of remediation form to student file. |
|  | Refer any student not meeting technical standards to the CHS Office of Student Affairs and/or the Disability Resource Center on campus that can assist in determining student need for possible accommodations during class, activities and/or assessments. <https://www.uky.edu/DisabilityResourceCenter/> |
| Student | When student receives a C or below on a major assignment/exam, he/she will proactively reach out to instructor to determine need for remediation or next steps. |
|  | Respond to faculty communication in a timely manner about the need to meet criteria for course objectives/competencies. |
|  | Meet with faculty about progress or need for:  a. Follow up or repeat assignments OR  b. Formal remediation plan. |
|  | Complete additional assignments or formal remediation plan. |
|  | Communicate with faculty member throughout remediation plan to ensure timely completion. |

If after repeating and or remediating assignments, a student receives a grade of C or below in a CSD course (excluding: CSD 654, CSD 657, CSD 659, CSD 768, CSD 788, and CSD 789). According to UK graduate school policy a graduate student may “exercise a repeat option” once. The grade received when using a “repeat option” replaces the first grade received and counts in the graduate GPA.

The *Ad Hoc Student Progression Committee* will serve as a group who reviews student progression when a student needs to repeat a course. The committee will be comprised of: the CSD Department Chair, the student’s advisor, the DGS of CSD and the Assistant Dean of Student Affairs (as needed). The course instructor will not be eligible to serve on this committee; should the course instructor be the Department Chair, the advisor or the DGS, the Department Chair will appoint an alternate

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| **Condition: Repeating a Course** | |
| Actor | Action |
| Student | To repeat a course, a student will submit a letter in writing to the *Ad Hoc Student Progression Committee* prior to repeating the course that specifies:  a) reasons for the student’s poor performance in the course and any extenuating circumstances that should be considered  b) an outline of the student’s plan of improved performance that lists the strategies he or she will adopt to engage with course content for a successful outcome (a grade of B or higher) |
|  | Meet with Director of Clinical education to determine if repeating the course may result in an extension of the time needed to complete the student’s program of study or change in clinical placement. |
|  | At any time, a student has the right to appeal decisions by the *Ad Hoc Student Progression Committee* through internal consultation with the Chair of the Department of Communication Sciences and Disorders and the Office of Student Affairs and through external consultation through the graduate school at: <http://www.research.uky.edu/gs/CurrentStudents/resources.html> |
| Ad Hoc Student Progression Committee | After receiving notification that a student has received a grade of C or less the first time, the committee will:  a) review the student letter and evaluate the student’s explanation about course performance and explanation of extenuating circumstances, if applicable  b) review the plan for improvement including description of alternate strategies  c) review related student academic record  d) consult with Office of Student Affairs  d) summarize specific expectations and outcomes for student going forward  e) send a report to the student and retain a copy in the student’s academic file |
| Department Chair and/or Director of Graduate Studies (DGS): | The Department Chair/DGS will notify the students of the summary decision of the *Ad Hoc Student Progression Committee* |
| DGS | Will contact the Dean of the Graduate School that a student will be exercising a repeat option |
|  | The DGS will serve as the contact person for the graduate school when needed for academic notice, withdrawal or requests for leave of absence |
| Faculty Advisor | The advisor will assist the student in the development of learning strategies and the plans to ensure success during repeating or remediation stages of academic plan. |
|  | The advisor will meet regularly with the student to assess progress. |
|  | The advisor will refer student to resources such as mental health counseling, career counseling, testing, or writing center, as appropriate. |
| Office of Student Affairs (OSA) | When consulted, OSA will advise the Ad Hoc Program Progression Committee about external university policies regarding student issues |
|  | Advise the student regarding paperwork for exercising academic options including withdrawing from the University and returning if appropriate. |

In any subsequent CSD courses where a student earns a C or lower, the student will still be required to repeat the course to meet the academic objectives, but may not exercise the “repeat option”. The course will be retaken at the student’s expense and the second and subsequent grades will NOT be calculated in the graduate GPA. If a student earns 2 C’s during the program of study, students will be considered for dismissal from the program in consultation with the Ad Hoc Student Progression Committee.

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| **Condition: Repeating a Course a 2nd time** | |
| Actor | Action |
| Student | Submit a letter in writing to the *Ad Hoc Student Progression Committee* for review that contains:  a) reasons for the student’s poor performance in the course and any extenuating circumstances that should be considered  b) an outline of the student’s plan of improved performance that lists the strategies he or she will adopt to engage with course content for a successful outcome (a grade of B or higher) |
| Ad Hoc Student Progression Committee. | a) review the student letter and evaluate the student’s explanation about course performance and explanation of extenuating circumstances, if applicable  b) review the plan for improvement including description of alternate strategies  c) review related student academic record  d) consult with Office of Student Affairs  e) make determination for adequacy of remaining in program summarize specific expectations and outcomes for student going forward  f) send a report to the student and retain a copy in the student’s academic file |
| CSD Director of Graduate Studies (DGS) | If needed, will contact the Dean of the Graduate School recommendation for dismissal from program |

**Examinations:**

***Preliminary Examination***

All CSD graduate students are required to take a preliminary examination at the end of their first year in the program (beginning of their 4th semester). This will be a multiple-choice exam covering material from courses taken in the first three semesters of the program, in addition to content from prerequisite courses that cover normal processes related to speech and hearing. Students will need to “pass” this exam with a score of 70% or greater to be permitted to take the comprehensive exam in their 6th semester of the program. Students may retake the qualifying exam twice. The first fail will result in the student being placed on probation until the exam is passed. The second fail will result in a delay of placement in clinical rotations which could postpone graduation. Those students not passing the preliminary exam by the end of their 4th semester will require a remediation or repeat plan which will further extend their program and/or be cause for dismissal.

***Comprehensive Examination***

Additionally, all CSD graduate students will be required to pass a written comprehensive exam (except for those students completing a Master’s thesis or Research Project). Students will pass the preliminary exam before being permitted to take the comprehensive exam. Students will complete any “incomplete” grades prior to sitting for comprehensive exams. The focus of the written exam will occur across four areas: foundational, assessment, treatment and disorders. The exam will take place over two days in their 6th semester. Students will be informed about the format of these comprehensive exams by the 5th semester of their program of study so that they can adequately prepare.

Additionally, students will be required to take the ASHA Praxis and submit a score to the Department Chair no later than the first week of April in the 6th semester of the program.

University of Kentucky

Department of Communication Sciences and Disorders

KASA REMEDIATION AGREEMENT

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester course completed:\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learning outcome not met:

Remediation Activity to meet learning outcome:

Due Date:

I agree to complete the activity to meet the learning outcome addressed above by the agreed upon date.

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Student’s Signature Instructor’s signature

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Date Date

Remediation Completed & Learning Outcome Achieved on:

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Instructor’s signature Date