



MARQUETTE UNIVERSITY

Department of Speech Pathology and Audiology

Graduate Program Policies & Procedures Handbook

This handbook is updated annually and may be accessed at: [Department of Speech Pathology and Audiology Graduate Program](#) Graduate students who do not have Internet access may ask the department to provide him/her with a print copy of the handbook.



Welcome to our graduate program in Speech-Language Pathology!

We are dedicated to educating and fostering the development of our students for the skilled, caring and ethical delivery of services whether in schools, hospitals, rehabilitation centers or community clinics. Marquette's focus on the four core values of excellence, faith, leadership and service challenge students to integrate knowledge, faith and leadership in ways that will shape not only your life, but the lives of others. Students in our graduate program are expected to familiarize themselves with the contents of this handbook.

We wish you much success,

The Faculty and Staff of the Speech Pathology and Audiology Department

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Mission Statements

College of Health Sciences

The College of Health Sciences provides outstanding preparation for careers in health sciences. Dedicated to improving health care delivery, it emphasizes rigorous programs of teaching, research, and service, instilling Jesuit values of personal and professional growth.

Graduate School

The mission of Marquette University's Graduate School is to educate students to become ethical, competent, and innovative professionals committed to serving others, reflecting its Catholic and Jesuit heritage.

Department of Speech Pathology and Audiology

Our mission is to prepare future speech-language pathologists and audiologists equipped with the skills and knowledge to treat diverse communication and swallowing disorders. Grounded in Jesuit values, we strive for excellence in education, research, and community service.

Departmental Faculty and Staff Contacts

Complete listing of all faculty and staff in the Department of Speech Pathology and Audiology can be found at: <https://www.marquette.edu/speech-pathology-audiology/directory/index.php>

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Graduate Program Overview

The Department of Speech Pathology and Audiology offers a Master of Science degree in Speech-Language Pathology through the Graduate School. Upon admission to the M.S. program in Speech-Language Pathology, each student is advised by the Director of Graduate Studies and provided with a written copy of an individualized plan of study. These plans of study indicate how each individual student will meet the academic content and clinical experience requirements for the following:

- ASHA 2020 certification standards for speech-language pathologists (2020 standards)
- Wisconsin Department of Safety and Professional Services state licensure for speech-language pathologists
- Wisconsin Department of Public Instruction teaching license for speech-language pathologists
- Illinois Department of Financial and Professional Regulation state licensure for speech-language pathologists
- Illinois State Board of Education non-teaching license for speech-language pathologists.
- Students' progress toward meeting the requirements for each of the above are reviewed and student is advised by the Director of Graduate Studies each semester.

Program Learning Outcomes

Graduates of the graduate program in speech-language pathology will be able to:

1. Demonstrate knowledge of basic communication processes.
2. Exhibit competence in the assessment and intervention of communication and swallowing disorders
3. Demonstrate knowledge of professional issues.
4. Exhibit proficient clinical writing skills.

Calendars of Important Dates

Students should reference important dates and deadlines from the following sources:

Graduate Bulletin: http://www.marquette.edu/grad/current_bulletin.shtml

Graduate School Web site: http://www.marquette.edu/grad/current_datesanddeadlines.shtml

Academic Calendar: <http://www.marquette.edu/registrar/calendar/>

Academic Policies

Informed Consent

The Policy & Procedures Handbook, although it is not meant to be an exhaustive source for information, provides basic information to SPLA students concerning a wide variety of policies, procedures, and campus resources to assist graduate students in meeting deadlines and fulfilling their university obligations. The handbook serves as a type of contract between the University and the student. Given the importance of the policies governing student academic conduct, students in the SPLA program are expected to familiarize themselves with the contents of this handbook.

In addition to adherence to the policies set forth by the Graduate Student Handbook, graduate students are responsible for complying with the regulations and/or procedures in the Graduate Bulletin, as well as those set forth in the Marquette University student handbook. If a student fulfills his/her program requirements by completing the necessary academic work laid out in the Graduate Bulletin, the University will award that student with a graduate degree or recommend the student for licensure.

Violations of regulations found in the student handbook will be administered by the [Office of Student Development](#).

Graduate School students must assume full responsibility for knowledge of the rules and regulations of their departments and the special requirements of their individual degree programs. It is the responsibility of each graduate student to verify and meet the deadlines listed in the Academic Calendar (e.g., for submitting financial aid forms, submitting theses or dissertations).

Academic Integrity

Academic integrity is the foundation of learning, research, and scholarship. As an institution of higher education, Marquette University is committed to developing the whole person, and academic integrity, in all its forms, is an explicit value of the university community including students, faculty and staff. To that end, it is imperative that all members of the university community adhere to a shared understanding of the standards outlined in this policy. All faculty, staff, and students are required to recognize, respect and uphold:

- The Statement on Academic Integrity
- The Honor Pledge
- The Honor Code
- Best Practices
- Academic Misconduct Policy

Students are asked to review the Marquette University *Statement on Academic Integrity* and commit to academic integrity through the Marquette University honor pledge and code. Students will also be required to complete the *Academic Integrity Tutorial* before registering for classes. More information can be found at <http://www.marquette.edu/provost/academic-integrity.php>.

Definitions of Academic Misconduct

Academic misconduct includes, but is not limited to, individual violations, helping another student with any form of academic misconduct, failing to report any form of academic misconduct, or intentionally interfering with the educational process in any manner. Faculty, staff or students who are aware of academic misconduct and fail to report it are considered complicit in these actions. The following sections provide representative examples of academic misconduct. If a student is in doubt as to whether an action or behavior is subject to the academic misconduct policy, he/she should consult an appropriate member of the Academic Integrity Council, faculty or staff.

Cheating

1. Copying from others for an assignment and/or during an examination, test or quiz.
2. Obtaining, or attempting to obtain, an assignment, examination, test, quiz or answer key without authorization.
3. Using unauthorized electronic devices or materials for an assignment, during an examination, test or quiz.
4. Communicating answers or providing unauthorized assistance for an assignment, examination, test or quiz.

5. Using unauthorized answers or assistance for an assignment, examination, test or quiz.
6. Offering one's own work to another person or presenting another person's work as one's own.
7. Completing an assignment and/or taking an examination, test or quiz for another student, or having someone complete an assignment, take an examination, test or quiz for oneself.
8. Tampering with an assignment, examination, test or quiz after it has been graded, and then returning it for additional credit.
9. Outsourcing assignments, papers, examinations, tests, quizzes to fellow students or third parties.

Plagiarism

Plagiarism is intellectual theft by the unethical use of sources. It means use of another's creations or ideas without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing any part of a work and for any information that is not common knowledge. Plagiarism is further addressed in the Academic Integrity Tutorial.

Academic Fraud

1. Altering or forging documents including forms, letters, grade reports, medical reports, transcripts, and verifications.
2. Submitting substantial portions of the same work for credit in more than one course, or from previous institutions, without receiving permission from all instructors involved.
3. Using purchased answers, or selling answers to assignments, examinations, quizzes or papers.
4. Attending class for another, or having others attend class for oneself.
5. Falsifying the records of clients or patients.
6. Falsifying one's own clinical, co-op, field placement or internship records.
7. Misrepresenting oneself, degree(s), areas of study, coursework and/or grade point average.

Research Misconduct

The [University Research Misconduct Policy](#) applies to faculty, staff, students, and others who are employed by or affiliated with Marquette

University. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

Advising

The Director of Graduate Studies serves as the advisor for all graduate students. Students will receive an individualized plan of study that includes all M.S. degree requirements and those required for eligibility of ASHA certification during the summer prior to their first fall semester. The plan of study will be reviewed and updated during each semester's advising period. Advising periods are designated in the academic calendar. Additional meetings to discuss plans of studies, course enrollment, academic concerns, resources, etc. may be requested by students at any time.

Professional Integrity

To function properly and maintain high standards, academic and professional disciplines expect members to adhere to standards of conduct and professionalism. The Department of Educational Policy & Leadership expects its graduate students, from the beginning of their work at Marquette, to demonstrate the utmost personal integrity and the highest standards of professionalism, including adherence to any commonly recognized codes of conduct or professional standards in the field. In dealing with the public or campus community, in clinics, *practica*, internships, classrooms or elsewhere, graduate students must adhere to these standards. Violations of these standards may be grounds for dismissal or other penalties.

Orientation

Graduate students are encouraged to attend the Marquette University Graduate School Orientation, which provides useful information on how to succeed in your programs, what campus services are available to you, and what it means to study at a Catholic, Jesuit university. More information about this orientation (including an online presentation that anyone can download) can be found at the [Graduate School's website](#).

Email

Students are required to use their [Marquette University email accounts \(eMarq\)](#). Official correspondence from both the department and the university will be sent to this account. If you have troubles accessing your account, please call the ITS Help Desk at (414) 288-7799.

Students should pay particular attention to the **MUGS Newsletter**, which is sent to all graduate students by email at the beginning of each month from September through May. The MUGS newsletter contains important reminders for academic deadlines and other important information. Keep in mind that missing certain deadlines can have serious academic or financial consequences.

For additional information about student eMarq accounts, including instructions regarding how to forward your email to a preferred account, please visit <http://www.marquette.edu/its/help/emarqinfo/emarq.shtml>.

Academic Status – Graduate Standing Continuation

Students must be enrolled during **every fall, spring and summer term** until graduation to maintain their graduate student status.

Students who fail to register for one of these terms will automatically be discontinued and must apply for readmission. Readmission requires departmental consent and the payment of all fees in arrears.

Graduate Standing Continuation carries a less than half-time status only. Students understand there may be financial implications if they fall less than half-time. The student's academic adviser, director of graduate studies, or department chairperson must verify and approve the non-credit academic registration. This placeholder course is zero-credit and will be graded on an SNC/UNC basis (SPPA 9979).

Academic Grade Requirements & Remediation

Students who are currently enrolled or admitted into the graduate program are expected to maintain an average of at least a “B” (3.0 cumulative GPA) in all graduate level courses. Failure to maintain a 3.0 GPA for any semester will result in immediate dismissal from the Graduate School. Students may reapply or appeal following the Graduate School Policy. Students must also obtain grades of “B-” or better in all coursework. Failure to do so will

result in remediation, which could include repeating a course to demonstrate the required knowledge and skills. The Director of Graduate Studies and student will work together to identify components of a remediation plan. The remediation plan will be written to minimally include; areas of concern, expectations/requirements to address areas of concern, timeline, steps to promote success, an responsible parties. Additional requirements may be included depending on the specific area(s) of concern identified. The written plan will be reviewed in a meeting and signed by the Director of Graduate Studies, student, and any other responsible parties.

Attendance

A student is responsible to ensure that his/her course schedule for each term accurately reflects the courses he/she plans to attend. A student may not attend courses in which he/she has not officially registered in CheckMarq. Changes in a graduate student's enrollment are under the jurisdiction of the Graduate School. All courses for which the student is registered are subject to tuition and in some cases, additional fees. The student is responsible for any payment due on all officially registered courses, regardless of attendance.

The University reserves the right to withdraw a student from any class when it is evident the student did not start the class (grade of UW); stopped attending the class (grade of WA); or, due to incapacity, must be withdrawn from the class (grade of W). This policy is in effect for all students, regardless of any financial aid award.

More in-depth information regarding Marquette University's attendance policies can be found in the [Graduate School Bulletin](#).

Temporary Grades and Incompletes

TEMPORARY GRADES – X, I, or IX

Graduate students who do not complete course requirements during the term in which the class is offered may be given one of the following temporary grades after consultation with their instructor: X, when one or more examinations are missed; I, when the course work has not been completed; or IX, a combination of mixed examinations and incompletes in course work.

A request to change an X, I, or IX to a permanent grade, or a request for an extension of time, must be submitted to the Graduate School before the deadline listed in the Academic

Calendar. **It is the student's responsibility to initiate this process with the course instructor before the deadline date, which is approximately six weeks into the next fall or spring term.**

For X, I, or IX grades accrued during the summer session, they must be changed before the deadline date, which is approximately six weeks into the next fall term. X, I, or IX grades that are not changed or extended by the Graduate School will become permanent grades on the student's record. In adhering to this policy, it is important for students to keep in mind:

STUDENTS ARE RESPONSIBLE for both consulting with the instructor and initiating the temporary grade and eventual change to a permanent grade.

The DEADLINE to change from an X, I, or IX OR to request an official extension comes approximately **6 weeks into the following semester**. As a professional courtesy, students are asked to **submit the required work to the course instructor for review at least two weeks before this 6-week deadline. If you have not resolved the incomplete by the deadline, you will need to retake the course in order to receive credit.**

If an extension is granted, students must complete work by the end of the term in which the extension is requested and granted.

Failure to complete work for a changed grade during the allotted time WILL result in a permanent F on the academic record.

For courses that are **prerequisites** for others, it is important for students to **complete the prerequisite BEFORE taking subsequent courses in the sequence**. Students will be administratively dropped from a course if they have not removed a temporary grade before attempting to take the next course.

Graduation Requirements

All graduate degree and certificate students are eligible for graduation upon completion of their programs. For more information about graduation, please visit the Graduate School Web site at <http://www.grad.mu.edu/current/graduation.shtml>

Students must complete all program coursework and other requirements according to their approved plan of study. During the last semester of a student's program he/she MUST be enrolled in course work or continuous enrollment (this includes the summer term for students who intend to graduate in August).

It is the student's responsibility to [apply for graduation](#), and to do so by the deadlines listed in the **Academic Calendar**. Reminders are also sent to each graduate student via [MUGS](#)

[News](#) (the Graduate School's e-newsletter, which is sent to students' eMarq accounts). This application can be submitted online through the Marquette University Graduate School web site: <http://www.grad.mu.edu/forms/applygraduation.shtml>

Students should take note of the deadlines, which usually fall in February, June and September. GRADUATION WILL BE DELAYED FOR STUDENTS WHO DO NOT APPLY FOR GRADUATION BY THE

PUBLISHED DEADLINE. Students planning to graduate in August have the option of participating in the May graduation ceremony. If this option is selected, students must apply for graduation by the May deadline.

Financial Aid and Scholarships

Please refer to the Graduate Bulletin for further details and a list of possible financial aid options. Within the department, address questions to the Director of Graduate Studies.

Scholarships Available to Graduate Students

Opportunities for tuition scholarships are offered to part-time and full-time graduate students in most programs. Apply:

http://www.marquette.edu/grad/forms_applyfinaid_admitted.php

Graduate Assistantships

Full-time students may be eligible for graduate assistantships (GAs). The department typically does not utilize teaching assistants (TAs). Questions about these opportunities should be addressed to the coordinator of your specific graduate program or the Director of Graduate Studies. (See also [Graduate Assistantship handbook](#))

Other Resources

For more information on financial assistance available to graduate level students at Marquette, including loan information, visit the Graduate School website at <http://www.mu.edu/grad>. You may also call the FINANCIAL AID INFORMATION and APPLICATION STATUS (TIPS Line) at (414) 288-7390 or visit the OFFICE OF STUDENT FINANCIAL AID. Finally, we encourage you to explore resources beyond the university.

Graduate and Professional Student Research Award

The [Graduate School supports student research](#) that raises the profile of Marquette University through the Graduate Student Research Travel Award (GSRTA). The size of awards will vary, but they are typically capped at \$500. Application details are found on the Graduate School's website.

Resources for Graduate Students

Career Services Center

The [Marquette University Career Services Center](#) provides comprehensive career and employment services for undergraduate students, graduate students, and alumni. The center provides a variety of online and in-person services including career counseling, job search assistance, resume training and referral, career fairs, and networking activities.

CHECKMARQ

Online course registration, personal account information, advising information, grades, Bursar information, and the campus community directory can be found online at <https://checkmarq.mu.edu/>.

Counseling Center

It is the [Marquette University Counseling Center's](#) mission to promote the psychological health and development of all students as this contributes to the attainment of their educational objectives at Marquette University, their total well-being and attainment of responsible community membership.

The Counseling Center offers campus delivery of mental health and substance abuse services in the form of short term developmental and clinical counseling, career counseling and outreach services. The Counseling Center mission emphasizes visibility to the university community and building partnerships both within and outside the Division of Student Affairs. Outreach support and consultation are provided in order to enhance retention and the academic mission of the University.

<http://www.marquette.edu/counseling/>

Disability Services

The [Office of Disability Services](#) provides students with the tools to succeed at Marquette. In accordance to Marquette's Statement on Human Dignity and Diversity, the Office of Disability Services recognizes each person as an individual and is committed to achieving excellence.

<http://www.marquette.edu/disability-services/about.shtml>

Graduate School Website

Graduate students should familiarize themselves with the information available online at the [Marquette University Graduate School website](http://www.marquette.edu/grad) (<http://www.marquette.edu/grad>). The Graduate School site contains links to commonly used graduate level forms, as well as scholarship and financial aid applications, the application for graduation, and other important information. The site also provides a current list of important dates and deadlines for graduate students.

Graduate Student Organization (GSO)

The [GSO](#) is composed of and directed by graduate students of Marquette University. All MU graduate students are members of the GSO, and all are invited to participate in GSO events, meetings and discussions.

Office of Inclusion and Belonging

The [Office of Inclusion and Belonging](#) as created to ensure that ALL students are engaged and that inclusive practices are interwoven throughout our work. In addition, as professionals we remain committed to developing our cultural competence. In Jesuit education, we speak of changing hearts and minds, and these structural changes demonstrate how we intend to reach our goals doing just that by intentionally creating an inclusive campus environment.

Libraries

Graduate students are encouraged to familiarize themselves with the resources available through the Raynor Memorial Libraries. In addition to standard library and interlibrary loan services, group study rooms, lockers and research carrels are available for interested students. For a list of library resources and services, visit the [Raynor Libraries website](#).

Marquette ID Card (MUID)

Union Station is located on the first floor of the Alumni Memorial Union. In order to receive your Marquette University identification card, you must be officially enrolled as a student. Please provide valid identification to the card services representative: driver's license, passport, library card, etc. Your first MUID is FREE, reprints cost \$25.

Your MUID card will allow you to access to the library, campus cafes, student lounges, and printwise access. It is recommended that you load money onto your MUID card. Funds can be used to purchase printing and food from campus cafes and vending machines. To add money to your MUID card account, [log in online](#).

Parking Services

Parking is available for [full and part-time students](#). Daily rate is \$10, or a parking pass may be purchased. Please visit [Parking Services](#) online to [purchase your pass](#).

Parking Services is located at the [Alumni Memorial Union](#), Suite 158 (Union Station)
Hours of Operation: Monday - Friday 9 a.m. - 4 p.m.

Preparing Future Faculty & Professionals (PFFP)

Sponsored by the Graduate School, [PFFP](#) provides development opportunities for graduate students, postdoctoral fellows, and alumni. The aim of the program is to help prepare participants for a successful career in higher education and professional positions, with emphasis on developing skills to teach effectively and preparation to navigate the initial stages of an academic job search.

Writing Center

Graduate students are encouraged to take advantage of the one-to-one tutoring sessions with graduate-level tutors available through the [Norman H. Ott Memorial Writing Center](#). The Writing Center provides tutoring for all types of writing projects -- including class papers, theses and dissertations.

Raynor Library, room 240 Monday-Thursday: 9 am to 9pm

Friday: 9 am to 4 pm

Sunday: 12 pm to 9 pm [Appointments can be scheduled online](#).

Note: This handbook is updated annually and may be accessed online. Print copies are available upon request.