

COMMUNICATIVE SCIENCES AND DISORDERS (MS)

Department Website (<https://steinhardt.nyu.edu/csd/>)

NYSED: 24691 HEGIS: 1220.00 CIP: 51.0204

Program Description

The Master of Science program in Communicative Sciences and Disorders prepares graduates to be eligible for professional licensure as a speech-language pathologist. The program provides a broad-based and comprehensive education in both the theoretical and practical aspects of communicative sciences and disorders (CSD). Courses and field work are designed to achieve the integration of academic and clinical experiences. Unique among Master of Science programs, upon completion, all students in the Master of Science will graduate with a solid foundation in culturally responsive practices in the field.

Graduates of the program are prepared to make informed diagnostic judgments, as well as plan and execute a program of therapeutic management for persons with communication and swallowing impairments.

Accredited by the American Speech-Language-Hearing Association (ASHA), successful completion of this Master of Science program can lead to the Certificate of Clinical Competence (CCC) from the ASHA and licensure as a speech-language pathologist.¹ Graduates are also eligible to complete the ASHA Clinical Fellowship (CF) and apply for New York State licensure and for the New York Teacher of Students with Speech and Language Disabilities (TSSL) certification. Some students may also elect to complete an optional track that leads to eligibility for the bilingual extension (BE) to the New York State TSSL certificate.¹

¹ State Licensure and CCC eligibility have additional requirements beyond degree completion (i.e., licensure exams, clinical fellowships, etc.). For more information see the program's professional licensure website (<https://steinhardt.nyu.edu/degree/ms-communicative-sciences-and-disorders/professional-licensure/>). (<https://steinhardt.nyu.edu/degree/ms-communicative-sciences-and-disorders/professional-licensure.html>)

Study Abroad

The Department of Communicative Sciences and Disorders offers a summer study-abroad program in Lund, Sweden, which is a 2-week experience during which students take coursework with NYU faculty at Lund University. Past cohorts in the Master of Science program have traveled to Accra, Ghana for spring break, while studying culturally responsive practices in the profession. Some students may engage in interdisciplinary study away opportunities offered through education and other allied health departments within Steinhardt. Study Abroad opportunities are not guaranteed and may change semester to semester based on course availability and scheduling needs. See additional information in the Policies section.

Career Opportunities

Graduates of the program have found employment opportunities as speech-language pathologists in hospitals, clinics, schools, rehabilitation centers, private practices, as administrators of clinical facilities, and as

faculty and administrators in the university setting. The current need for well-prepared speech-language pathologists is extensive.

Academic Prerequisites

Students who enter the Master of Science program must have completed a bachelor's degree, and are required to demonstrate mastery of foundational knowledge. This can be accomplished by one of the following:

1. completing an undergraduate major or post-baccalaureate certificate in CSD within the last 10 years.
 - a. *Note: your final transcript must state that an advanced certificate or degree was awarded in CSD/SLP in order to waive all foundation course requirements*
2. taking individual foundational courses at another accredited institution prior to beginning the graduate program at NYU. Course must be for 2 credits or higher and earning a C or better within the last 10 years. Courses must be deemed equivalent by CSD faculty (see below). Once a student has started the program, they may not take courses at other institutions for transfer credit
 - a. *Official transcripts showing the above criteria have been met will be required*
3. taking foundational/prerequisite coursework through the Speech@NYU distance education modality at the start of your Master of Science program at NYU and earning a C or better in each course

NYU Steinhardt's graduate program will certify to ASHA that the requirements for clinical certification have been met. Thus, the faculty must be convinced that the courses taken elsewhere are equivalent in breadth, depth, and rigor to courses at NYU Steinhardt.

Students are required to submit the appropriate documentation to the department to ensure that the content of their completed course work is sufficient in terms of breadth and depth. This includes a thorough review of the course syllabus by department faculty. Students may also be asked to provide information pertaining to the course texts, exams, notes, and at times to have a one-on-one discussion with faculty to demonstrate working knowledge of the information in a foundation course in order to determine course equivalency. Courses for which equivalence cannot be established will be added to a student's plan of study and completed online through Speech@NYU.

Students must complete all foundational course work prior to entering the practicum sequence. Students may take foundational courses concurrently with certain approved graduate-level courses. These will be indicated on the student's plan of study. *NOTE: As these requirements must be completed to move forward in the graduate program, foundation course credits are not considered "excess credit" by the University.*

CSD Foundation Courses

Course	Title	Credits
CSCD-GE 2002	Anatomy and Physiology of the Speech and Swallowing Mechanism	2
CSCD-GE 2003	Neurological Bases of Cognition, Behavior and Communication	2
CSCD-GE 2004	Introduction to Audiology and Aural Rehabilitation	2
CSCD-GE 2006	Phonetics	2
CSCD-GE 2007	Science of Language	2
CSCD-GE 2008	Language Development and Disorders in Children	2

CSCD-GE 2009	Speech Development and Disorders in Children	2
Total Credits	14	

Unless otherwise indicated, all of the above foundations/prerequisite courses are necessary for program completion.

ASHA Course Requirements

Our program prepares students for the Certificate of Clinical Competence (ASHA). As such, students must complete American Speech-Language-Hearing Association (ASHA) course requirements in order to graduate.

ASHA mandates 12 combined units in the areas of social/behavioral science, biological science, physical science, and statistics. These courses do not carry graduate credit for the M.S. degree.

These courses are not offered by the department and are not taken at NYU (unless previously taken while enrolled in an NYU undergraduate program). Students must take any outstanding ASHA requirements independently and complete them prior to entering Practicum 1. Fulfillment of the ASHA program requirements must meet these criteria:

- courses must be completed at an accredited institution
- courses must be at least 3 credits each
- courses must be completed with a minimum C grade
- content accepted for college-level credit by an undergraduate institution (Advanced Placement Credit, Regents Exam, CLEP, or other equivalency) must be reflected on an official transcript

For a description of which type of courses might meet the ASHA prerequisite course requirements, students can review the ASHA Website by clicking here. (<https://www.asha.org/Certification/Course-Content-Areas-for-SLP-Standards/>)

NOTE: Acceptance of course content towards these requirements is at the discretion of the department and students may be asked to submit additional information during the review process. The resource linked above is meant to serve as a guide, but does not guarantee courses will be accepted by the department.

Accreditation

The Master of Science education program in speech-language pathology (residential and distance education) at New York University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association:

2200 Research Boulevard, #310
Rockville, MD 20850
800-498-2071
301-296-5700

Licensure

By completing the requirements for the MS degree in Communicative Sciences and Disorders, a student meets the academic requirements for the professional license in speech-language pathology in the State of New York.

In addition, graduates of the online program may meet the academic requirements for licensure in the State in which the student is located at the time of initial enrollment. For state-specific requirements, please refer to NYU Steinhardt's MS in Communicative Sciences and

Disorders Professional Licensure (<https://steinhardt.nyu.edu/degree/ms-communicative-sciences-and-disorders/professional-licensure/>) webpage. Please note that state licensure requirements may change, therefore, it is a student's responsibility to review their state-specific requirements if they intend on becoming licensed in a state other than NY.

For Speech@NYU students residing in states other than New York, NYU will provide further academic and/or clinical guidance to inform the student of their state's educational requirements.

Admissions

Admission to graduate programs in the Steinhardt School of Culture, Education, and Human Development requires the following minimum components:

- Résumé/CV
- Statement of Purpose
- Letters of Recommendation
- Transcripts
- Proficiency in English

See NYU Steinhardt's Graduate Admissions website (<https://steinhardt.nyu.edu/admissions/how-apply/graduate-students/>) for additional information on school-wide admission. Some programs may require additional components for admissions.

See How to Apply (<https://steinhardt.nyu.edu/degree/ms-communicative-sciences-and-disorders/how-apply/>) for admission requirements and instructions specific to this program.

Program Requirements

Course	Title	Credits
Departmental and Certification Courses		
CSCD-GE 2000	Master of Science Student Seminar	0
TCHL-GE 2999	Drug, Alcohol Ed/Child Abuse ID/School Violence/ DASA ¹	0
Instrumentation and Research Courses		
CSCD-GE 2125	Speech Science: Instrumentation	2
CSCD-GE 2109	Critical Evaluation of Research in CSD	2
Clinical and Disorders Courses		
CSCD-GE 2016	Motor Speech Disorders	3
CSCD-GE 2021	Adult Language Disorders	3
CSCD-GE 2028	Stuttering and Cluttering	3
CSCD-GE 2035	Language Development and Disorders in School-Aged Children	3
CSCD-GE 2037	Voice Disorders	3
CSCD-GE 2039	Language Disorders in Preschool Children	3
CSCD-GE 2060	Dysphagia in Adults and Children	3
CSCD-GE 2075	Principles of Intervention with Speech-Language Disorders	2
CSCD-GE 2108	Speech Sound Disorders in Children	3
CSCD-GE 2141	Culturally Responsive Practices I: Healthcare & Global Context	2
CSCD-GE 2025	Culturally Responsive Practices II: The Educational Context	2
Clinical Practicum and Field Placements		

Students must complete the five courses shown below. Additional Practicums may be necessary to complete the required clinical hours	8
CSCD-GE 2111 Clinical Practicum I: Pre-Clinic	
CSCD-GE 2115 Clinical Practicum II: Diagnostic Assessment	
CSCD-GE 2116 Clinical Practicum III: Treatment	
CSCD-GE 2117 Field Placement Practicum IV: Pediatrics	
CSCD-GE 2118 Field Placement Practicum V: Adults	
Research, Normal Process, Clinical, and Disorders Electives	
6 credits selected by advisement ³	6
Culminating Experience	
Select one of the following:	
Clinical Expo Research Projects in Field Placement Practicum IV and V	
Master's Thesis	

Total Credits 48

¹ Students in the Distance Education Speech@NYU modality will register for APSY-GE 2999 Drug, Alcohol Ed/Child Abuse ID/School Violence/ DASA

² Students who do not meet the required field placement hours during the standard 5 semester practicum register for CSCD-GE 2119 Field Placement Practicum VI.

³ Students in the Bilingual Extension Track are required to take CSCD-GE 2079 Assessment and Intervention for Multilingual Learners in CSD (3 credits) and will select only 3 elective credits.

Program Details

Students must complete 48 graduate credits beyond a recognized bachelor's degree in speech-language pathology or the equivalent preparation (see Academic Prerequisites (p. 1)). Individual needs for ASHA certification or New York State licensure may require additional credits. Students in the Residential Program require a minimum of 5 full semesters and students in the online program require a minimum of 6 full semesters. Program length may vary based on previous academic background and program preferences. Courses must be completed across **required** fall, spring, and summer terms, to complete MS requirements. Students will receive an individualized Plan of Study outlining all course requirements for each term. Students must adhere to the plan of study; deviations from the plan of study must be approved by the student's academic advisor. Additionally, the department has established certain credit load thresholds for each term. Students must adhere to the maximum/minimum credit loads as outlined on their Plan of Study and in the departmental handbook (CSD MS Guides).

Once students begin the program, they cannot take courses at other institutions to meet the program's requirements for graduation. Note: This does not apply to ASHA course requirements (<https://sites.google.com/nyu.edu/speechnyumsguide/program-requirements/plan-of-study-pos/asha-courses/>).

Students are only permitted to take courses at NYU outside of the department if the coursework is approved by departmental leadership to be used towards their elective or program requirements. Students may not take courses outside the department if they have not received prior approval to count towards CSD program requirements.

Students interested in making a request to take coursework with NYU outside of the department must reach out to their academic advisor to seek approval.

Practicum Courses and Requirements

The clinical practicum and field placement sequence provides the clinical experiences necessary to integrate theory and practice. In addition to acquiring the clinical hours needed for ASHA certification and New York State licensure, students are exposed to various aspects of the field such as in-service and interdisciplinary conferences, report writing, therapeutic intervention, diagnostic evaluations, and contact with experienced clinicians. Students' clinical experiences include a variety of clinical settings, client populations, backgrounds, and age groups. Graduate students complete a minimum of five semesters of clinical practicum.

For Students in the Residential Modality

The first three semesters of clinical education are completed in the on-campus clinic. The first practicum semester includes an experiential component at a community partnership and emergent diagnostics with a clinical simulation. The second practicum further focuses on the clinical diagnostic processes with members from the community and may also include providing intervention and/or services in the NYU CSD Speech, Language, and Hearing Clinic. The third practicum semester focuses on providing treatment and services with a full caseload in the NYU CSD Clinic. All three practicum semesters also include opportunities to work in community partnerships and initiatives in the surrounding metro NY area. Following the successful completion of the on-campus practicum in the NYU CSD Speech-Language-Hearing Clinic, students are placed off campus for two semesters in Practicum IV and V. Off-campus field placement schedules vary, with many being full-time, with scheduling details at the discretion of the site supervisor. The field placement semesters are considered full-time commitments.

Students must maintain full-time status while they are in the program. "Full-time" in the residential program is defined as a minimum of 9 credits in the fall and spring terms. The number of credits taken in summer terms may vary and are excluded from the 9-credit minimum requirement.

Due to the full-time commitment needed for Clinic and field placement responsibilities, students enrolled in Practicum III, IV, and V are granted full-time equivalency (FTE) despite course loads below 9 credits.

For Students in the Distance-Education Speech@NYU Modality

The first two semesters of clinical education focus on clinical diagnostic processes and are accompanied by required, 3-4 day in-person on-campus clinical immersion experiences on our New York City campus. See Policies section of this bulletin for more information on clinical immersions. Following the successful completion of the first two clinical semesters, students are placed off campus for three semesters starting in Practicum III. Off-campus field placement schedules vary, with Practicum IV and V often being full-time, with scheduling details at the discretion of the site supervisor. Practicum III is typically two full days per week in field placements. The field placement semesters are considered full-time commitments

Students must maintain full-time or part-time status while they are in the program. "Full-time" (<https://sites.google.com/nyu.edu/speechnyumsguide/program-requirements/plan-of-study-pos/program-tracks/full-time/>) in the Speech@NYU program is defined as a minimum of 9 credits in the fall and spring terms. "Part-time" (<https://sites.google.com/nyu.edu/speechnyumsguide/program-requirements/>

plan-of-study-pos/program-tracks/part-time/)" in the Speech@NYU program is defined as a minimum of 4.5 credits.

Due to the full-time commitment needed for field placement responsibilities, students enrolled in Practicums III, IV, and V are granted full-time equivalency (FTE) despite course loads below 9 credits. The field placement semesters are considered full-time commitments.

Clinical Hours

All students are required to complete a minimum of 375 supervised direct clinical contact hours and 25 observation hours for a total minimum of 400 clinical hours. See Policies section of this bulletin for more information on Clinical hours and observation hour requirements.

Field Placements

Field placements require full-time, daytime attendance over a 12–16 week semester. Students are required to earn a grade of B or better to successfully complete the practicum experience. Please be advised that field placements, and state/city agencies that issue licenses for practice in this field of study, each may require applicants/students to undergo general and criminal background checks, the results of which the facility or agency must find acceptable. NYU Steinhardt will not be responsible if students are unable to complete program requirements or cannot obtain a license to practice in their field because of the results of such background checks. Some fieldwork placement facilities in this field of study may not be available to students in some states due to local legal prohibitions.

Consider your potential field placement schedule when selecting your electives. Practicums III-V are a full-time commitment and you should have flexibility in your schedule to meet the field placement's schedule and the course requirements (i.e., Practicum IV and V: 3-5 full days per week). Students should plan to attend placements Monday through Friday at the schedule required by the site. Students should be prepared to be available during regular business hours (8 am–8 pm). It is important to note that each setting is unique and may require hours outside of this. For example, a hospital may require a 7 am start and a private practice may require a 9 pm end.

Specialty Tracks

Intensive Track (available in the Residential modality only)

Students entering the residential program with all foundation courses waived or completed prior to beginning their first term may be eligible for the Intensive Track. The Intensive Track allows students to complete the graduate program in 5 terms. Students balance both academic and clinical responsibilities by taking an increased number of credits each term and entering the Practicum sequence in their first semester. Students can opt into this track following the deposit deadline. Final acceptance determined by meeting additional eligibility requirements before the start of their first term.

Please note: Students who join the Intensive Track are not eligible to enroll into the Bilingual Extension Track as this track is a minimum of 6 terms.

Bilingual Extension Track

The Bilingual Extension Track (BET) includes coursework and clinical experiences required for NYS Education Department's Teacher for Students with Speech and Language Disabilities-Bilingual Extension (TSSLB-BE) certification. The NYSED TSSLB-BE is designed for bilingual or multilingual students admitted to the MS in CSD program, who intend to work in NYS with linguistically minoritized populations between the ages of 3-21 years. This program has limitations in size, with caps

imposed every semester. Acceptances are determined on a lottery basis. Completion of the questions in the application, confirms potential interest in the BET and entry into the lottery. You will learn about your status in the BET following the deposit deadline.

• BET Academic and Clinical Requirements

- When admitted into the BET, students learn related content and complete requirements in tandem with the coursework leading to their Master's in Communicative Sciences and Disorders. The BET does not require enrollment in additional credits beyond those required for the MS degree. The BET covers required areas of knowledge in multilingualism, equity, and social justice as required by NYS Education Department. Students are also required to earn at least 50 direct clinical contact hours in diagnostic and/or treatment with a pediatric bilingual population (ages 3-21 years) under the supervision of a speech-language pathologist with their TSSLB-BE. Students complete these 50 hours as part of the 400 direct clinical hours required for the MS degree. Please note, completion of the BET requires the ability to travel to New York City up to 5 days a week for supervised clinical experiences.

• BET Gaining Certification

- In addition to these academic and clinical requirements, students are required to register with TEACH NYC to complete the Bilingual Education Assessment (BEA) in their target language (other than English) either during or upon immediate completion of the academic and clinical requirements of the BEP. A passing score on the BEA is a prerequisite to receiving the Bilingual Extension (BE) certificate from the New York State Education Department.

Sample Plan of Study

Course	Title	Credits
1st Semester/Term		
CSCD-GE 2109	Critical Evaluation of Research in CSD	2
CSCD-GE 2125	Speech Science: Instrumentation	2
CSCD-GE 2039	Language Disorders in Preschool Children	3
CSCD-GE 2021	Adult Language Disorders	3
CSCD-GE 2108	Speech Sound Disorders in Children	3
CSCD-GE 2000	Master of Science Student Seminar (Section 001)	0
	Credits	13
2nd Semester/Term		
CSCD-GE 2111	Clinical Practicum I: Pre-Clinic	2
CSCD-GE 2141	Culturally Responsive Practices I: Healthcare & Global Context	2
CSCD-GE 2028	Stuttering and Cluttering	3
CSCD-GE 2037	Voice Disorders	3
CSCD-GE 2016	Motor Speech Disorders	3
TCHL-GE 2999	Drug, Alcohol Ed/Child Abuse ID/School Violence/ DASA	0
CSCD-GE 2000	Master of Science Student Seminar (Section 002)	0
	Credits	13
3rd Semester/Term		
CSCD-GE 2115	Clinical Practicum II: Diagnostic Assessment	2
CSCD-GE 2075	Principles of Intervention with Speech-Language Disorders	2
CSCD-GE 2035	Language Development and Disorders in School-Aged Children	3
CSCD-GE 2025	Culturally Responsive Practices II: The Educational Context	2
CSCD-GE 2000	Master of Science Student Seminar (Section 003)	0
	Credits	9

4th Semester/Term		
CSCD-GE 2116	Clinical Practicum III: Treatment	2
CSCD-GE 2060	Dysphagia in Adults and Children	3
Elective Course		2
CSCD-GE 2000	Master of Science Student Seminar (Section 004)	0
	Credits	7
5th Semester/Term		
CSCD-GE 2117	Field Placement Practicum IV: Pediatrics	1
Elective Course		2
Elective Course		2
CSCD-GE 2000	Master of Science Student Seminar (Section 005)	0
	Credits	5
6th Semester/Term		
CSCD-GE 2118	Field Placement Practicum V: Adults	1
CSCD-GE 2000	Master of Science Student Seminar (Section 006)	0
	Credits	1
	Total Credits	48

This plan of study demonstrates potential course sequencing for students in the standard track who have completed all required foundational coursework. Variation is possible based on factors related to course availability, enrollment capacities, and students' academic backgrounds and preferences. Additional courses may be required for students who have not met all prerequisite requirements. Students in the program who have completed all foundational requirements may also choose a 5-term intensive track.

Learning Outcomes

Upon successful completion of the program, graduates will:

1. Explain human communication and swallowing processes, including their biological, neurological, acoustic, psychological, developmental, linguistic, social and cultural bases.
2. Describe the nature of speech, language, hearing, and communication disorders and differences and swallowing disorders, including etiologies, characteristics, anatomical /physiological, acoustic, psychological, developmental, and linguistic and cultural correlates.
3. Demonstrate readiness to apply principles and methods of assessment, and intervention for people with communication and swallowing disorders, including consideration of anatomical/ physiological, developmental, linguistic, social and cultural correlates of these disorders.
4. Explain and follow standards of ethical conduct in their practice, including the promotion of culturally and linguistically responsive and sustaining practices, neurodiversity-affirming practices, and advocacy for clients with communication and swallowing disorders and differences.
5. Integrate research principles in evidence-based clinical practice.

Policies

CSD Departmental Policies

Please review the academic policies of the MS Program in CSD.

Academic Standing

Good Academic Standing

Students are expected to maintain "good" academic standing (GAS) as per the program's GPA and grade policy, outlined below. Good Academic Standing means:

1. The student's term GPA and cumulative GPA is a 3.0 or above.
2. The student has earned a satisfactory grade on the most recent attempt at Practicum I and II, and a satisfactory grade on the first attempt at Practicum III, IV and V. See below.
3. The student has earned a satisfactory grade in all courses on the first or second attempt.

Notice of Academic Alert, Notice of Academic Concern, Academic Dismissal Sequence¹

When a student is not in good academic standing, the following academic designations are applied:

Notice of Academic Alert

Students who fall below GAS will be placed on Notice of Academic Alert in the term that follows. *Students who fall below GAS as a result of an unsatisfactory grade in a Practicum course will skip the Notice of Academic Alert step and move directly to Notice of Academic Concern.*

Notice of Academic Concern

Students who do not meet GAS at the conclusion of the Notice of Academic Alert term will be placed on Notice of Academic Concern in the term that follows the Notice of Academic Alert. Students who earn an unsatisfactory grade (see grade minimums below) in any clinical practicum/field placement course (Practicum I-V) will skip the Notice of Academic Alert stage and be placed directly on Notice of Academic Concern regardless of their GPA.

Students placed on Notice of Academic Concern as the result of an unsatisfactory grade in Practicum I or II who subsequently receive a satisfactory grade after repeating the course, may be returned to GAS if they meet all other criteria for good academic standing.

Students placed on Notice of Academic Concern as the result of an unsatisfactory grade in Practicum III, IV, or V will remain on Notice of Academic Concern for the remainder of their time in the program, regardless of performance in the course repeat. Two unsatisfactory grades in Practicum III, IV or V, whether consecutive or non-consecutive will result in an academic dismissal.

In the semester immediately following Notice of Academic Concern, the following outcomes are possible:

- **Return to GAS:** The student earns both term and cumulative GPA of at least 3.0 and has met all other program criteria for GAS
- **Notice of Continued Academic Concern:** A student on Notice of Academic Concern who earns a term GPA of at least 3.0 but whose cumulative GPA remains below 3.0 will be placed on Notice of Continued Academic Concern.
 - **Students who are placed on Notice of Academic Concern as a result of a non-passing grade in Practicum III, IV, or V will remain on Notice of Continued Academic Concern for the remainder of their time in the program.*
- **Dismissal:** The student fails to earn a term or cumulative GPA of 3.0, fails any practicum course I-V while on Notice of Academic Concern, or fails to receive a satisfactory grade in any non-practicum course after 3 attempts.

Students will be recommended for dismissal if:

- The student earns below a passing grade in 2 practicum courses (III-V),

- The student receives an unsatisfactory grade in any clinical practicum course (I-V) following a semester while already on Notice of Academic Concern.
- The student does not meet GPA standards for GAS or qualify for Notice of Continued Academic Concern after the Notice of Academic Concern (see above), and/or
- The student fails to receive a satisfactory grade in any non-practicum course after 3 attempts in the same course.

¹ A student's progression in the Notice of Academic Alert, Notice of Continued Academic Concern, Dismissal sequence is typically based on consecutive semesters other than when said Notice of Academic Concern is a result of an unsatisfactory Practicum Grade. A student may qualify for Notice of Academic Alert and/or Notice of Academic Concern more than once during their time in the program. It is possible for a student to graduate while actively on Notice of Academic Alert, Notice of Academic Concern, or Notice of Continued Academic Concern.

Course Repeats

Students who do not meet the grade requirement for a given course will need to repeat the course (see specific grade thresholds below). There is a maximum of 2 repeats per course (for a total of 3 course attempts) allowed*. Students will be placed on Notice of Academic Concern if they fail to earn a satisfactory grade on their first repeat and will be recommended for dismissal from the program if they fail to earn a satisfactory grade on their second (final) repeat. *Students who are required to repeat practicum courses due to insufficient grades will be placed on Notice of Academic Concern and recommended for dismissal after 1 unsuccessful repeat.

Standards for Course Repeats

Foundations Courses

If a student earns any grade below a C, the course must be repeated.

Practicum I-III Courses

If a student earns any grade below a B, the course must be repeated.

Practicum IV-V Courses

If a student earns a grade of "fail", the course must be repeated. These courses use a pass/fail grading system.

CSCD-GE 2075 Principles of Intervention

If a student earns any grade below a B, the course must be repeated.

All other graduate courses

If a student earns a grade below a C, the course must be repeated. If a student earns a C or C+, they must successfully complete a KASA Review Assignment the following semester to pass the course (see below).

KASA Review (Grades of C+ or C in qualifying graduate-level courses)

KASA refers to "Knowledge and Skills Acquisition," with standards established by the Council for Clinical Certification in Audiology and Speech-Language Pathology to help programs track and document student progress toward clinical and academic competencies. Students are expected to meet all KASA standards before graduation. Students who earn a "low passing" grade of C+ or C in particular courses (see exceptions below) are given the choice of repeating the course or completing a KASA Review assignment. KASA Review assignments are individually tailored to the content areas in which the student demonstrated difficulty. KASA Review assignments are to be completed during the term that follows the one in which the student earned the grade of C+ or C. A student must successfully complete the

KASA Review assignment to demonstrate that they have fulfilled the requirements of the course. If the student does not pass their KASA Review assignment or does not complete it within the agreed upon time frame, the course must be repeated.

Courses That Do Not Qualify for KASA Review

Foundation courses, Practicum I-V courses, and CSCD-GE 2075: Principles of Intervention. See above for grade standards for these courses.

Academic Integrity Infractions

The Communicative Sciences and Disorders Department adheres to Steinhardt's policies and procedures when there are allegations of academic dishonesty (<https://steinhardt.nyu.edu/current-students/academic-policies-and-procedures/>). In addition to the procedures outlined by Steinhardt, the Program Director and Department Chair also review cases of academic integrity to determine if program level action is warranted (i.e., placing the student on Notice of Academic Alert or Notice of Academic Concern, or recommending the student for dismissal from the program). The student is informed of this decision by the Department Chair via email. If it is determined that the infraction warrants Notice of Academic Alert or Notice of Academic Concern, the Student Progress and Awards Committee (SPAC) and the Steinhardt Committee on Student Progress (COSP) are notified.

Leaves of Absence/Practicum Delay

In order to ensure academic continuity and satisfactory academic progress the Department of Communicative Sciences and Disorders has adopted the following guidelines around Leaves of Absence and Practicum Delays:

Leaves of Absence (LOA)

Students are not eligible to take more than 2 LOAs during the duration of their time in the program whether consecutive or non-consecutive, or whether sanctioned or non-sanctioned.

Practicum Delays

Students are not permitted to delay entry into or continuation in the practicum sequence for more than 2 terms total during their time in the program.

Students who exceed a combined total of 2 LOAs and/or Practicum Delays will be required to submit an appeal letter and Memorandum of Understanding (https://docs.google.com/forms/d/e/1FAIpQLSde7s0-VonQAmw8FP7TWO_v_k936vhIMwm8d5j3ioH9X4J45w/viewform/) for an additional LOA and/or Practicum Delay. If the appeal is not approved the student will be discontinued from the program. Students who are discontinued and wish to be considered for re-enrollment to the program will be required to reapply to the program (see details below).

Policies Surrounding Change of Modality and Reapplication

It is the Department of CSD's policy that students cannot transfer between modalities. Students who wish to change their academic modality (online to on-campus or vice-versa) must fully separate from the university and submit a new application to the other modality. The following policies apply to any student applying for readmission to the CSD Program, whether across or within modalities (e.g., reapplying to the same modality after discontinuation following multiple LOAs).

- Students must be fully separated from the university (withdrawn, discontinued, or dismissed) before applying. Currently enrolled students must complete a total university withdrawal before submitting an application for admission. If the application deadline for a student's preferred admission term falls in the middle of a

term, the student must withdraw from all currently enrolled courses and complete a total university withdrawal before the application deadline.

- Admission is not guaranteed. Applications will undergo the standard review process.
- Applications will not be expedited. All applications will follow the predetermined admission application deadlines and review timelines.
- If admitted, students will be required to repeat any clinical and disorders courses (<https://steinhardt.nyu.edu/degree/ms-communicative-sciences-and-disorders/curriculum/>) completed more than three years (9 terms) prior to admission. If more than two years (6 terms) have passed since the last previously completed practicum course, students will be required to complete all practicum coursework and fieldwork at the point of admission.
- Up to two graduate-level courses totaling no more than 8 credits may be transferred from an accredited college or university to be substituted for graduate-level coursework at the discretion of the department. This total includes coursework completed before initial enrollment. These units must not have been used to fulfill previous degree requirements and must meet a minimum "B" grade requirement. Coursework taken more than three years prior will not be accepted for transfer credit.
- Please note that depending on the student's stage in the program and timeline for application, delays in placement for clinical fieldwork may occur.

Steinhardt's Committee on Student Progress (COSP)

The Department of CSD's Student Progress and Awards Committee (SPAC) reviews student performance in relation to departmental academic policies on an ongoing basis. When students meet departmental criteria for dismissal, they will be referred to the Steinhardt Committee on Student Progress (COSP (<https://steinhardt.nyu.edu/current-students/academic-policies-and-procedures/>)). Referrals for dismissal are reviewed by the COSP, which meets three times per year at the start of each semester. COSP communicates directly with the referred student on process, timelines, outcomes, and appeal procedures.

Academic Accommodations

When seeking academic accommodations, students with hearing and visual, mobility, learning and attention, chronic illness, psychological and temporary needs are required to present the appropriate documentation and register with the Moses Center for Student Accessibility and Inclusive Culture.

Academic accommodations cannot be applied to Clinical and field placement experiences (e.g. client documentation, etc.). For accommodations related to all aspects of the field placement experience and experiential learning, please explore clinical accommodations with your Moses Center accessibility specialist.

If a field placement is unable to meet the reasonable accommodations as determined by the Moses Center, the Department and Moses Center representatives will facilitate a reasonable course of action to best support a student's success. In some cases, this may include postponement of the clinical and/or field placement experience.

Pre-clinical Requirements

Students must meet certain requirements before starting in the Practicum Sequence. Requirements. All requirements will be communicated prior to students' Practicum 1 term. Failure to meet Pre-

Clinical Requirements by the communicated deadlines will result in a delay in graduation.

Pre-clinical requirements include but are not limited to:

- Observation Hours: Completion of 25 hours of guided clinical observation, supervised by licensed and certified speech-language pathologists (SLP) who work with individuals across the life span in a variety of settings.
 - Students find and achieve observation hours independently. Students then submit evidence of completion to the department for verification.
- Students can only complete a maximum of 12 observation hours via Master Clinician Network (MCN) or Simucase. In instances where hours are acquired as a part of a course requirement that incorporates significant reflection and feedback the department may approve more than 12 hours.
- Castlebranch Clearances: A series of immunization clearances, physical, background check and drug test

Praxis Exam

The Praxis is an examination administered by ETS that is used by ASHA and many state licensing/certification boards to assess knowledge in the field of speech-language pathology. While not a graduation requirement, a passing Praxis Examination score is a requirement for ASHA certification and New York State (and most others) for state licensure.

For these reasons, we highly recommend that students consider taking the Praxis Examination if possible before graduation, as your knowledge of field content is strongest as current students.

Policies Pertaining to the Clinical Practicum Sequence Practicum Standards

Clinical competencies are assessed by five categories or clinical benchmarks that include:

1. Case Management
2. Diagnostic/Evaluative Skill
3. Treatment & Caseload Management
4. Professional Practices
5. Clinical Writing

If the academic advisor, practicum instructor, clinical supervisor, field placement supervisor, and/or director of field placement report demonstration of difficulty in target clinical competencies, the student will be recommended for a Practicum Success Plan (PSP) that includes specific goals and supports to facilitate success for the student.

Students must successfully meet the goals of their PSP plan and maintain those PSP goals without requiring the PSP in order to proceed to the next step of the Clinical Practicum and Field Placement Sequence.

If a student does not pass the PSP or is placed back on a PSP, they will be required to repeat the practicum or field placement experience and seminar course.

Criteria for Earning Grades in the Clinical Practicum and Field Placement Sequence

Students must complete all clinical and course requirements and receive an overall satisfactory practicum course grade (B or better in Practicum I and II, or "Pass (P)" Practicums III-V) before beginning the next Practicum in the sequence. Failure to have direct contact hours approved at the midpoint and the endpoint of the semester will also hold additional consequences. Students can find more information on tracking and approving direct contact hours in the departmental handbook.

If the minimum grade is not achieved:

- A student must repeat both the seminar course and the field placement experience and/or clinical setting and/or
- All direct contact hours earned will not be credited toward the ASHA or NYU minimum clinical "face-to-face" direct contact hours requirement and/or
- Students cannot advance in the practicum sequence if they have an Incomplete grade in any of their practicum courses.

Direct contact hours will only be counted for each Practicum Course for which the field placement supervisor submits a grade of a Pass ("P") which is equivalent to a rating score of 3.77 or above in CALIPSO. The grade of "P" has no impact on the GPA.

If a Pass (P) is not achieved in the Practicum IV or V seminar course:

- A grade of "F" is calculated into the student's GPA
- The student is placed on Notice of Academic Concern
- The student must repeat both the Practicum Course and the field placement experience and/or clinical setting
- All direct contact hours earned will not be credited toward the ASHA or NYU minimum clinical "face-to-face" direct contact hours requirement

Practicum Incomplete

- Students in Practicum III-V must have a documented passing grade in their current Practicum course before starting their next Practicum course and field experience.
- The maximum incomplete extension deadline for completing outstanding work in Practicum III-V will be 3 business days before the start of the next term.
- **Students in their graduating term must complete their final Practicum by the term end date (last day of finals) and cannot be granted an extension.** Students in their graduating term who do not complete their requirements by the term end date will need to register for Practicum VI and require a POS update automatically.

Logging Clinical Hours

Students should log their hours holistically by considering all applicable areas of the Big Nine when assessing and treating clients/patients. The standards do not specify a particular number of hours in different categories. Programs may determine the number of hours they will require to ensure depth and breadth of knowledge within the areas outlined in Standards IV and V across the lifespan. State regulatory agencies/licensure boards may require a specific number of hours in different categories. Students must be aware of the various requirements so that they will be able to meet the standards of these various entities and subsequently apply for certification/licensure when warranted.

Time and Attendance

Practicum I-III, On- Campus Clinic (Residential Students Only):

Clients are scheduled throughout the semester. Practicum requires a commitment of 5 days per week (M-F 8 AM to 7 PM). All students must adjust their personal schedule to meet the needs of practicum. No exceptions are made for outside commitments (e.g., babysitting/child care, tutoring, jobs, etc.). Time adjustments requested for reasons other than NYU academic classes or TA/RA assignments cannot be accommodated. Excused absences for illness, emergencies, and/or religious reasons only. For religious absences please notify the clinic a semester prior. Absences from clinic responsibilities for non-medical reasons are generally not permitted.

Clinical Immersions (Practicum I and II, Speech@NYU Students Only):

Students will travel to NYU's Washington Square Campus in New York City for two 3–4-day in-person Clinical Immersion experiences to satisfy requirements for two courses (CSCD-GE 2111: Clinical Practicum I: Pre-Clinic; CSCD-GE 2115: Clinical Practicum II: Diagnostic Assessment).

Attendance for the full duration of each Clinical Immersion activity is required. Absence from all or part of the Clinical Immersion places a student at risk for not successfully completing the corresponding Practicum course which may result in delayed program completion. Housing, transportation and other expenses are the student's responsibility. Some (but not all) meals and events during the Clinical Immersion will be provided/subsidized by the Department of Communicative Sciences and Disorders.

Practicum III (Speech@NYU Students Only): In Practicum III, students will be placed for a semester-long, full-time experience (approximately 15 weeks) either in a mixed (pediatric and adult) setting or a pediatric-focused setting based on field placement availability for the target semester. Students must arrange their schedules so they are available to spend two full days a week at the field placement and expect to be there for the field placement's full working hours each day. As mentioned above, the weekly attendance should be consistent and consecutive based on the supervisor and field placement schedule. Any adjustment to the field placement to the established schedule requires prior approval from the Clinical Field Placement Team in conjunction with the field placement supervisor. Students must participate in their field placement until their end date regardless if the number of hours earned has surpassed the suggested 75 direct contact hours. It is beneficial for students to surpass the suggested hours to further their clinical experience and to maximize their direct contact hour accrual opportunities to facilitate timely graduation; all direct contact hours accrued across the Practicum Sequence (I-V) count towards graduation requirements.

Field Placement IV and V (Both Modalities): The full-time field placement experience includes mostly full-day work experiences. Therefore, students must arrange their schedules so they are available to spend anywhere from three to five days a week for one full semester (approximately 15 weeks) at their advanced Practicum IV and Practicum V field placements. Please note that the minimum schedule must be three days per week.

Direct contact hours can vary based on client census, cancellations, supervisor absences, etc. and therefore, cannot be guaranteed. In some cases, students may have to extend their Plan of Study to meet all direct contact hours requirements if the hours are not met across the Clinical Practicum and Field Placement Sequence.

Students are unable to extend their placements beyond the term end date, unless this has been discussed and approved by the Clinical Field Placement Team.

Working during field placements is strongly discouraged due to the demanding schedule and workload requirements of the field placement in addition to academic electives and practicum course assignments. It is recommended that students plan for these full-time field placement experiences several semesters before entering the field placement sequence. This includes, but is not limited to, establishing child or elder care, etc.

Field Placement Policies (Speech@NYU Practicum III-V; Residential Practicum IV-V)

Field Site Schedules

Field placements may operate on a schedule that differs from New York University's academic calendar. When students are engaged in their field placement experience, they are required to adhere to the work and holiday schedule of their field placement site, rather than the university's schedule. This means that students may not be permitted to take time off for NYU's spring break, winter recess, or other university holidays, as well as personal vacations during the semester. Students must maintain consistent and consecutive attendance based on the supervisor's and field placement's schedule. There should not be any gaps in students' attendance during the semester. Field placement schedules are determined by the supervisor, and assignments may require students to begin outside of the academic calendar (e.g., before the term start date). The Clinical Field Placement Team is under no obligation to accommodate students' non-academic schedules when identifying field placement opportunities. Requests for a later start date, early end date, and mid-semester schedule adjustments to include multiple days off will not be accommodated.

A field placement is a semester-long experience at a **minimum** of 12 weeks in length. The typical NYU semester is approximately 15 weeks in length. Any adjustments to the typical field placement timeline can only be determined and approved by the Clinical Field Placement Team (CFPT) in conjunction with the assigned field placement supervisor.

Setting Policy

The Department of CSD requires students to have a minimum of two diverse field placement settings working with different populations and clinical supervisors. All students will get some experience in a school setting. Students are responsible for reviewing individual state licensure requirements as some states may have specific and/or differing clinical setting requirements. Please see the Licensure & Certification (<https://sites.google.com/nyu.edu/msguidetocsd/graduation-beyond/licensure-certification/>) page for potential additional requirements for each state.

Liability Insurance

The purpose of liability (malpractice) insurance is for the student's and field placement site's protection during the field placement experience, and it is a requirement of all affiliation agreements. NYU provides professional liability insurance, mandated on specific field placements, without charge. Some field placements may require students to purchase extra student liability insurance beyond NYU's standard liability insurance. In this case, it is the student's responsibility to purchase the insurance and provide documentation to their field placement supervisor and the CFPT. Students must be enrolled in one of the practicum and field placement seminar courses to be covered by the University.

Travel Liability

NYU's professional liability insurance does not include coverage of students traveling to and from field placement sites in a field placement supervisor's personal or company-owned vehicle. Therefore, students are strongly discouraged from traveling with their field placement supervisor in the same vehicle. Students are encouraged to independently travel to and from all experiential learning and field placement experiences, including team meetings, and/or conferences.

Travel Expectations

Students must arrange their schedules so that they are flexible to travel to their field placement.

Residential Student Travel Policy: The Department of CSD will not arrange out-of-state field placements for residential students outside of the tri-

state area, which encompass areas within a reasonable commute from the NYC area including parts of New Jersey, CT, or other locations (e.g., Suffolk County, Long Island). All travel to and from the field placement locations, including but not limited to lodging, is at the student's expense.

- Students who move during the field placement experience resulting in longer commute time, must complete their field placement responsibility. Students who are planning to move from the address indicated on the Field Placement Supplemental Form must inform the Clinical Field Placement Team at least 14 weeks before the field placement begins.

Speech@NYU Student Travel Policy: Students must arrange their schedules so that they are flexible enough to travel up to 75 miles to their field placement. Placement Specialists will make every reasonable attempt to place students as close as possible to their preferred placement address within the United States*. However, if there are insufficient resources for field placements in their preferred area, students may need to travel or relocate (at their expense) to complete the required direct contact hours. All travel to and from the field placement locations, including but not limited to lodging, is at the students' expense. Students may not reject an approved field placement within the established 75-mile radius solely based on distance or required travel time

- **Relocation Policy:** students who move while in the program may necessitate a leave of absence from the program until a field placement in the new area is secured. A relocation within the United States may only occur between placement terms, as students cannot relocate in the middle of a field placement experience. Students cannot complete field placements outside the continental United States and Hawaii. Students will not be placed internationally, including U.S. military bases, or in U.S. territories. Please note that a field placement cannot be guaranteed for students who do not adhere to this policy.

Travel Expectations for Bilingual Extension Track: Students enrolled in the Speech@NYU Bilingual Extension Track (BET) will be required to travel to the New York City (NYC) area up to 5 days a week over the course of a term during one or more of their field placements (i.e., Practicum III-V) in order to earn the required minimum of 50 bilingual direct contact hours under the supervision of NYS licensed and certified bilingual speech-language pathologist (CCC-SLP, TSSLB-BE). Placement Specialists will make every reasonable attempt to place students as close to their preferred placement address within the NYC area; however, due to limited bilingually certified supervisors, this may not be possible. If a student is no longer able to complete these bilingual hours in the NYC area, they will be unable to continue in the BET, which will discontinue their eligibility for the TSSLB-BE certificate. Students enrolled in the Bilingual Extension Track (BET) who do not currently reside in the NYC area, are required to provide their Placement Specialist with their preferred NYC area address no later than 14 weeks (one full term) prior to the start of Practicum III.

Employment and Conflict of Interest Policy:

The Department of Communicative Sciences and Disorders (CSD) cannot place students in a field placement where they are currently employed.

According to NYU Steinhardt School of Culture, Education, and Human Development's Leadership, NYU Steinhardt does not allow students in a full-time field placement program to concurrently be employed at the host field placement. This includes, but is not limited to employment at one location or facility that is under a larger network, district, or parent

company as a Speech- Language Pathology Assistant (SLPA) or other entity within the place of employment.

If a student wishes to be placed at a current place of employment as a potential field placement opportunity, the student must take a Leave of Absence (LOA) from their place of employment and provide formal LOA documentation from their employer to the Clinical Field Placement Team (CFPT). Furthermore, students cannot be supervised by personal friends and family members, including spouses and partners, as it is deemed to be a conflict of interest.

Students are required to inform the CFPT of such employment and conflicts of interest before entry into the Clinical Practicum and Field Placement Sequence. Once all documentation has been provided to the Clinical Field Placement Team, a final decision will be rendered by the Director of Field Placement Programs and MS Leadership.

Paid Field Placement Policy

Under ASHA, it is the prerogative of the individual academic program to approve or deny the request for a paid field placement in speech-language pathology. The University and the Department of CSD view payment for services by a student clinician as a conflict of interest and do not approve of paid field placement opportunities.

In some instances, student clinicians are able to be placed at a field placement internship that offers a sponsored stipend or a grant NYU does not view stipends as equivalent to employee compensation. These opportunities are handled on a case-by-case basis and approval is dependent upon being fully vetted by the Department of CSD and the NYU legal team.

Speech-Language Pathology Assistant (SLPA) Policy: It is the policy of NYU Steinhardt School of Culture, Education, and Human Development's Leadership that students can not be in a full-time field placement while concurrently being employed as an SLPA at a given facility. Please refer to the Employment and Conflict of Interest Policy earlier in this bulletin.

Interest Area Policy

The Clinical Field Placement Team (CFPT) is responsible for securing a field placement that meets program requirements. There are a variety of experiences that will assist in developing students' clinical skills and competencies for the program, graduation, and future licensure and certification. Students' field placements are not guaranteed to align with their area(s) of interest.

Visa and/or Special Status Policy

Students who hold a visa or special status are strongly encouraged to communicate the specifics of their status to their Academic Advisor and to the Clinical Field Placement Team (CFPT) during Practicum II. Due to site-specific on-boarding restrictions, clearance policies, and field placement timelines, specific visas and/or statuses may prevent or limit field placement availability. Students with international student status must begin and end each field placement in accordance with the academic calendar; specifically term start and end dates. The CFPT will make every effort to identify a field placement that will accept your specific status. Students are strongly encouraged to review the Curricular Practical Training (CPT) Policy (<https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/employment-and-tax/curricular-practical-training.html>) in the departmental handbook and connect with an advisor from the Office of Global Services (OGS) (<https://www.nyu.edu/about/leadership-university-administration/office-of-the-president/office-of-the-provost/university-life/office-of-studentaffairs/office-of-global>

services.html) at the start of the program to learn about the specifics surrounding their status.

Background Checks: Coverage

In accordance with applicable law and department guidelines, the Department of Communicative Sciences and Disorders ("CSD") at the New York University Steinhardt School of Culture, Education, and Human Development will require CastleBranch background checks for all students enrolled in the MS degree in Communicative Sciences and Disorders who will be participating in an NYU Speech-Language-Hearing Clinic or other related on-campus initiatives, including immersions (hereinafter, "clinical training program").

A student may not begin to participate in a clinical training program unless and until CSD has determined that the student has completed the background check by applicable law and department guidelines. Please take note that a criminal history does not automatically disqualify a student from participating in a clinical training program. CSD will conduct a full analysis consistent with applicable law before any final decision is made concerning participation in the program. If CSD determines that the student may not participate in the clinical training program based on the results of the background check, the student may not be eligible to satisfy the requirements for the MS degree in Communicative Sciences and Disorders.

In accordance with applicable law, the results of the background check will be kept confidential and shall not be used, distributed, or disseminated to any persons other than those involved in making a decision about the student's participation in the clinical training program.

Background Checks: Field Placements

Please be advised that students may be required to undergo a background check before participating in a field placement program with a non-NYU site. The scope and review of the background check will depend on the process and procedures of the non-NYU site. If the non-NYU site determines that the student may not participate in the placement, CSD will make every effort to help the student find an alternative placement. If an alternative placement is not possible, the student may not be eligible to satisfy the requirements for the MS degree in Communicative Sciences and Disorders.

Background Checks: Licensing Requirements

Please also be advised that a criminal history may render a student ineligible to receive a state license or clinical certification. Students who are planning on working in the state of New York should address questions about licensing eligibility and background checks to the New York State Board of Regents' Office of the Professions. Students who are planning on working in a state other than New York should direct questions about background checks to the licensing board of that particular state. Contacts for the licensing boards of each state, as well as applicable licensing laws and regulations, may be accessed through the American Speech-Language-Hearing Association (ASHA) website.

Rejecting a Field Placement

Once a student receives an interview notification, they are committed to completing the placement process which begins with the interview and ends with a confirmation of placement. Students are strongly discouraged from rejecting a field placement for any reason. Additionally, providing misinformation during interviews to avoid being selected is not permitted and violates the ASHA Code of Ethics (https://www.asha.org/siteassets/publications/code-of-ethics-2023.pdf?srsltid=AfmBOoqINVYUTa3sUlre7Ct2329t9H19fQxzLqy-VPcyRhamTDTTq_b).

- It is unlikely that students who reject a field placement will be placed in that target term.
 - Fellow students who have not yet been assigned a field placement for the target term will be given priority.
 - Referrals submitted after a rejection will only be processed after all fellow students have been placed.
- Students must have a field placement to remain enrolled in a Practicum Course. If a new field placement is not identified by the start of the term, the student must withdraw from their Practicum Course.
 - A student's anticipated graduation will be impacted due to a delay in completing the Clinical Practicum and Field Placement Sequence.
 - Students will be held to the Practicum Delay/LOA Policy as outlined above.
- The Student Progress and Awards Committee (SPAC) tracks field placement rejections and documentation of rejections will be added to the student's record.

Withdrawal and Termination of a Field Placement Course/Site

Students terminated from their off campus field placement for the reasons listed below, will earn an "F" in their Practicum course and will be placed on Notice of Academic Concern. Students who formally withdraw from their off campus field placement and associated Practicum course, without prior approval from the CFPT will receive an "F" for that term and will be placed on Notice of Academic Concern. Please note: if a student is notified that they will be receiving an "F" in their Practicum course for any of the following reasons, withdrawal from the course will not be permitted, even if the timing is such that the withdrawal deadline has not yet passed:

- Failing to meet the clinical competencies set forth by the Council for Clinical Certification in Audiology and Speech-Language Pathology (CFCC) despite implementing a Personal Support Plan (PSP)
- Not meeting the requirements of their practicum due to unsatisfactory attendance and/or participation of the field placement
- Engaging in behaviors that compromise client safety, well-being and care
- Refusal to adhere to field placement guidelines and agreed-upon protocols, and failure to respond when needed
- Disorderly, disruptive, or antagonizing behavior that interferes with the safety, security, or health of the community
- Negatively impacting field supervisor's productivity
- Not attending the Practicum course or completing assignments

Students cannot officially or unofficially withdraw from Practicum III, Practicum IV or Practicum V courses at any point without the approval from the Director of Field Placement Programs as well as their Academic Advisor. If the student's request to officially withdraw from the field placement (Practicum III-V) and corresponding Practicum course is not department approved, students will receive an "F" on their transcript and will not be permitted to "Withdraw" from the course to receive a "W".

Students who are terminated or self-terminate will not be placed at another field placement for that term and cannot remain in the Practicum Course without a field placement. All direct contact hours earned at the field placement will not count towards graduation and the student will be placed on Notice of Academic Concern.

Students who are considering withdrawing from a Practicum Course or self-terminating from their field placement once the term has begun

for any reason should be aware of the possible financial implications. They should discuss these implications with the Academic Advising Team before making any decision. Full-time equivalency (FTE) cannot be maintained if a student does not participate in the Practicum Course and corresponding field placement through the 7th week of the term and/or does not have enough credits to continue on a full-time track during the term.

Referral Policy

Students may not, secure their own field placement by: cold calling or soliciting field placement supervisors, potential field placements, and/or negotiating a placement start date and end date before a member of the Clinical Field Placement Team (CFPT) and/or Placement Specialist connects with the field placement.

Although students are unable to secure their own field placements, they are given the opportunity to submit a referral for review. Students must abide by the field placement referral protocol and procedure as outlined in the student handbook. Students who deviate from placement protocol and procedure may not be placed for that term; this is considered a violation of field placement policy. Referrals do not supersede already identified field placements. It should be noted that it takes time to complete an affiliation agreement and the referred field placement site may not be available until after a student has begun or completed a practicum experience. Referred field placements are not guaranteed and are subject to approval by the CFPT.

Field Placement Absence Policy

To maintain the integrity of the field placement experience and ensure that all students meet the Department of CSD's and ASHA's clinical requirements, students must follow the field placement's student absence policy. If the field placement does not have an absence policy, students will adhere to NYU CSD's absence policy detailed below as outlined in the departmental handbook:

- **Notification of Absence:**

- Students must notify their field placement supervisor as soon as they are aware that they will be absent and include the expected duration. At the start of the placement, students should inquire about the supervisor's preferred method of communication to relay absences (e.g., by email, phone).
- It is suggested that students schedule appointments (medical or other) outside of their field placement obligations. Only unforeseen personal illness documented by a health provider, death of an immediate family member, observance of religious holidays or pre-approved extenuating circumstances will be considered as an excusable absence and a reason for missing a seminar course or clinical experience.
- In rare instances, when students anticipate an unavoidable scheduling conflict (e.g. doctor's appointments, field placement interview, etc.) that will impact their attendance at either the NYU clinic and/or field placement, the student must submit a written request to their immediate clinical supervisor and/or field placement supervisor.

- **Planning for Absences:**

- Students with formal field placement accommodations that may impact attendance at their field placement that were established through the Moses Center should discuss potential absences and create a plan with their field placement supervisor and the CFPT in advance. This plan should outline how to handle absences and how missed time and assignments will be made up.

- **Make-up Days:**

- Students are responsible for making up any missed days to ensure they fulfill the required field placement clinical learning expectations and direct contact hours. The make-up schedule should be coordinated with the field placement supervisor, and the CFPT should be kept informed if there are any changes to the student's expected end date.
- Excessive Absences:**
 - Excessive absences, even if documented, may jeopardize a student's ability to meet their clinical competencies and complete their field placement successfully. In such cases, a meeting with the CFPT and field placement supervisor will be required to determine student support which may include extending the placement period or providing a Practicum Success Plan (PSP).
- Impact on Evaluation:**
 - Excessive absences and overall communication regarding these absences may impact a supervisor's evaluation of students' clinical and professional competencies (i.e. midterm and final evaluation completed by a student's supervisor on CALIPSO). Best practices, including timely communication and adherence to the make-up plan, will be assessed.
- Support and Resources:**
 - Students experiencing difficulties that impact their attendance should seek support from the CFPT, Academic Advising, and/or the Moses Center. These resources can assist and help create strategies to manage and mitigate the impact of absences.

Summer Field Placements

Field placement schedules and availability are typically limited over the summer due to school closures, supervisor vacations, low patient census, frequent cancellations, etc. The Clinical Field Placement Team will make reasonable attempts to find field placements that can accommodate student field placement needs; however, direct contact hour accrual may be impacted and field placement timelines may be less than the standard of a minimum of 12 weeks in length. It is the student's responsibility to discuss their hour needs with their supervisor(s), and exercise flexibility to maximize all clinical learning opportunities.

Unexpected Endings

Field placement supervisors are not obligated to complete the student's field placement to the end date or ensure direct contact hours if the experience is shortened for any reason (e.g. a supervisor resigning from a site before completion of the semester, student or supervisor illness, emergencies, etc.). These situations will be reviewed by the CFPT on a case-by-case basis and a plan of action will be determined in collaboration with Academic Advising.

Policies Concerning Study Away Experience

- Eligibility requirements**
 - All students interested in a study abroad experience must be in Good Academic Standing (3.0 GPA or above)
 - If returning from Leave of Absence, students must complete one full term before applying to study abroad
 - Students currently in Practicum III, IV, or V or slated to enter Practicum III before or during the study abroad term studying abroad will not be eligible

- Note on Plan of Study considerations:**

- Study abroad may increase program length.
- Students in the Intensive Track are not eligible to participate in study abroad programs due to time and course load restraints. Please discuss Plan of Study implications with your academic advisor.

- Note on overall study abroad opportunities:**

- Study Abroad opportunities are not guaranteed and may change semester to semester based on course availability and scheduling needs. While the department works to develop a consistent study abroad schedule, changes and/or cancellation of study abroad opportunities is possible. Lastly, students will be accepted on a first-come, first-serve basis.

NYU Policies

University-wide policies can be found on the New York University Policy pages (<https://bulletins.nyu.edu/nyu/policies/>).

Steinhardt Academic Policies

Additional academic policies can be found the Steinhardt academic policies page (<https://bulletins.nyu.edu/graduate/culture-education-human-development/academic-policies/>).