

**APPSTATE**

**UNDERGRADUATE  
PROGRAM  
HANDBOOK**

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**BACHELOR OF  
SCIENCE (B.S.)  
DEGREE IN  
COMMUNICATION  
SCIENCES AND  
DISORDERS  
(CSD)**

**2024-2025**

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# Welcome!

Welcome to the CSD Undergraduate Program in the Department of Rehabilitation Sciences (RHS) located in the Beaver College of Health Sciences at Appalachian State University. The undergraduate Bachelor of Science (B.S.) Degree in Communication Sciences and Disorders (CSD) provides students with the academic preparation and clinical preparation necessary for graduate study in speech language pathology, audiology, and other related fields. The entry-level degree for licensure and practice as a speech-language pathologist is the master's degree, while audiologists complete a 4-year doctoral degree.

Academic requirements for the Bachelor of Science in CSD include 46 semester hours of major coursework, 3 hours of electives, and 15 hours in an academic interest area or minor. The academic interest area or minor allows you to pursue in-depth study in an area that complements your academic experience in Communication Sciences and Disorders.

The coursework in the undergraduate program is focused on typical and atypical development of speech, language, and hearing. In the last year of the program, you will participate in a guided clinical observation experience within one of the department's on-campus clinics. This guided clinical observation experience precedes direct contact with clients/patients and is supervised by a clinician who holds the ASHA certificate of clinical competence (CCC).

Following completion of a graduate degree and licensure, speech-language pathologists and audiologists work in a variety of settings including preschool programs, public and private schools, hospitals, nursing homes, community clinics, home health, and private practice.

If, after reading the information in this Handbook, you have questions about the Bachelor of Science (B.S.) Degree in Communication Sciences and Disorders, please contact:

Dr. Jennifer Dalton, CSD Undergraduate Program Director  
daltonjc1@appstate.edu or (828) 262-6065

Ms. Jenny Shoener, CSD Academic Advisor  
shoenerjm@appstate.edu or 828-262-6530

Dr. Gail Donaldson, RHS Department Chair  
donaldsongs@appstate.edu or (828) 262-7182

Ms. Paula McGlamery, RHS Administrative Support Specialist  
mcglamerypw@appstate.edu or (828) 262-2621

We are pleased that you have chosen to study with us!

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## Section 1: Declaration and Admission Requirements

### Declaration Process at ASU and BCHS

#### To Declare any Major at ASU:

If you have completed at least 30 semester hours, including credit for RC 1000 or an equivalent course and credit for or current enrollment in UCO 1200 or an equivalent course, and have obtained at least a 2.0 cumulative GPA, you may declare a major unless additional admissions requirements must be met.

#### To **Declare** the CSD Major in the Beaver College of Health Sciences (BCHS):

1. You must meet all of the University requirements above for major declaration, and
2. You must have a minimum of a 3.2 cumulative GPA.

### CSD Undergraduate Degree Program Admission Process

#### Admission Process

##### For **Admission** to the CSD Program:

- You must have met all criteria for BCHS declaration.
- You must have earned a "B" or higher grade in both CSD 2259 and CSD 2260.
- You must have a minimum of a 3.2 cumulative GPA.

Once these requirements are met, you will be automatically enrolled in the program, there is no formal application process.

Once admitted, you must sign the Professional Dispositions, Behaviors and Essential Functions document provided in Section 2 of this Handbook (you will be contacted about this once you meet all other requirements).

## CSD Major Requirements:

1. CSD GPA requirements: 3.2 cumulative GPA required for declaration, 3.2 cumulative GPA required for retention, and 3.2 cumulative GPA required for graduation.
2. CSD grade requirements: All CSD majors must earn a minimum grade of “C” (2.0) in each required course in the major, and a minimum grade of “B” (3.0) for CSD 2259 and CSD 2260.
3. Students may repeat a required CSD course only once. Students may repeat only two required CSD courses throughout the program.

## Orientation

Orientation is a required program for all new undergraduate students – first-year and transfer – and takes place during the summer, at the beginning of each semester, and at the beginning of each summer session. You will learn about academic requirements, placement tests, campus resources, university policies, and how to register and get advice on what classes to take.

Orientation should be completed before the first day of classes but **MUST** be completed no later than the end of the specified drop/add period. New students cannot confirm their class schedule without attending orientation. <https://orientation.appstate.edu/>



## **Campus Visits**

If you are considering visiting the University and would like to learn more about our Undergraduate Program, we invite you to attend one of our Visitation Days. The dates for these meetings are posted under Campus Visits at <https://www.appstate.edu/visit/>.

A copy of our campus map can be found [here](#). A copy of the Appalcart Express Route map and schedule can be found [here](#). A copy of the Pink Route map and schedule can be found [here](#).

## **Leon Levine Hall of Health Sciences Tour**

The Beaver College of Health Sciences at Appalachian State University invites you to register for a tour of Leon Levine Hall of Health Sciences to see our innovative classrooms, labs, and clinics.

**The building is approximately 2.5 miles off campus at [1179 State Farm Road in Boone](#).**

Leon Levine Hall of Health Sciences houses the following programs: Athletic Training, Communication Sciences and Disorders, Exercise Science, Health Care Management, Health Sciences, Nursing, Nutrition, Occupational Therapy, Public Health, and Social Work, as well as the Inter-Professional Clinic and the Wake Forest Physician Assistant program.

Scheduled tours last approximately one hour. You are also welcome to take a [self-guided tour](#) at your convenience during the week when the building is open. If you are interested in scheduling a group visit with more than 25 people, please contact Jennifer Sahl at [sahljs@appstate.edu](mailto:sahljs@appstate.edu) or 828-262-8145.

Free parking is available if arranged with Dr. Jennifer Dalton.

## Section 2: American Speech-Language-Hearing Association (ASHA) Current Standards for the Certificate of Clinical Competence (CCC)

### ASHA Course Requirements Relevant to Undergraduate Students

You must meet specific coursework requirements in the four areas listed below to be eligible for state licensure and national certification from the American Speech-Language-Hearing Association (ASHA)<sup>1</sup>. To fulfill these requirements, the Program of Study<sup>2</sup> requires that undergraduate students use elective hours to enroll in the following classes not met by the general education curriculum.

1. **Biological Science** (e.g., biology, human anatomy and physiology, neuroanatomy and neurophysiology, human genetics, veterinary science)  
We recommend: BIO 1201 or BIO 1202
2. **Social Science** (psychology, sociology, anthropology, or public health)  
We recommend: PSY 2210
3. **Physical Science** (must include physics or chemistry)  
We recommend: PHY 1812 or PHY 1814
4. **Statistics** (a stand-alone course in statistics is required, research methodology courses in CSD may not be used)  
We recommend: STT 2820 (if no other quantitative literacy classes are taken; otherwise can take STT 1810 or STT 2810)

<sup>1</sup> Appalachian's General Education Science Inquiry requirement completed in one specific science area (biology, chemistry, or physics) will not meet ASHA's certification requirements. You will need to obtain additional science credit in the missing area (biological or physical science, as is applicable).

<sup>2</sup> Although ASHA certification standards do not specify the number of credit hours or grade to satisfy course requirements in biological science, social science, physical science and statistics, individual graduate programs may have specific admission requirements. Therefore, the CSD Program requires that you enroll in courses that are 3 or more semester hours and earn a grade of C or better in each course. Independent study is acceptable. Auditing a course is not acceptable.

### **Professional Dispositions, Behaviors and Essential Functions**

Once you meet the requirements for admission to the CSD undergraduate program, you will be required to review and sign the Appalachian State University Department of Rehabilitation Sciences (RHS) "**Professional Dispositions, Behaviors and Essential Functions**" form, which is designed to validate your ability to meet the **cognitive, affective and psychomotor**

**requirements** of the curriculum. Students will be required to review and sign this policy as part of the CSD 2300, Professional Issues in Communication Sciences and Disorders.

The Council of Academic Accreditation of the American Speech-Language-Hearing Association (ASHA) accredits professional training programs and requires that program graduates be qualified to deliver entry-level clinical services. Accredited programs must provide evidence that their graduates have acquired the knowledge and skills necessary for the Certificate of Clinical Competence and possess the professional dispositions, behaviors and essential functions for clinical practice. The competencies outlined in this document are those recommended by the Council of Academic Programs in Communication Sciences and Disorders.

Essential competencies include the ability to meet the cognitive, affective and psychomotor requirements of the curriculum. Examples of tasks related to these essential competencies include the following:

1. Comprehend, retain, integrate, synthesize, and apply information to meet curricular and clinical demands.
2. Manipulate equipment for the purpose of assessment and treatment (e.g. medical equipment, Alternative Augmentative Communication devices, hearing aids) in a safe manner.
3. Display mature, empathic, and effective relationships with clients and faculty/staff while maintaining professional boundaries.
4. Discriminate text, numbers, tables, and graphs associated with diagnostic instruments and tests.
5. Participate in classroom and clinical activities for the defined workday.
6. Recognize disorders of speech, language, voice, swallowing, pragmatics and cognition.
7. Communicate professionally, intelligibly, and appropriately.
8. Possess reading and writing skills sufficient to meet curricular and clinical demands.

These are mandatory for admission to, retention in, and completion of the undergraduate and master's training program. The CSD/SLP programs are committed to providing access to qualified individuals with disabilities in accordance with the [Americans with Disabilities Act and Section 504 of the Rehabilitation Act](#). However, the programs are unable to make accommodations that impose an undue burden, present a threat to the health or safety of the individual or others, or fundamentally alter the nature of the academic or clinical curriculum.

These Professional Dispositions, Behaviors and Essential Functions are developmental, meaning you are not necessarily expected to demonstrate these immediately. However, as you move through the program and receive instruction and education on these skills, you are expected to gradually become proficient in these professional competencies.

If the Department has any concerns or questions about information included on your form, you will receive a follow-up communication addressing the issues raised and indicating the status of your tentative admission. [Essential Functions policy](#)



## **Student Code of Conduct**

The University acknowledges that students have rights and responsibilities as members of the Appalachian State University community, and that the University has expectations regarding the behavior of its members which extend beyond the classroom into all aspects of life. The purpose of this site is to educate and to make available the necessary information regarding expected conduct of the students at Appalachian State University.

The mission of the [Office of Student Conduct](#) is to educate students about community standards and prohibited conduct, promote student learning and accountability, and facilitate the development of thoughtful, responsible, and engaged members of the community. Through the [Code of Student Conduct](#), the Office of Student Conduct strives to reduce and prevent behavior that undermines academic success and that negatively detracts from the educational mission of the University; to ensure the health and safety of students and the community; to provide timely support and resources for students; and to prevent violence in and around the University community.

## **Academic Standards for Retention**

CSD undergraduate students are expected to abide by ASU's code of Student Conduct and Academic Integrity Code and the RHS Department's Professional Dispositions, Behaviors and Essential Functions policy.

The policy states that students must: 1) have the intellectual and academic capabilities sufficient to meet the curricular demands of the programs, 2) be proficient in oral and written English, and 3) possess certain dispositions, behaviors and essential functions that are expected of professionals engaged in clinical practice. Failure to meet the standards may result in dismissal from the program.

## Section 3: ASU and CSD Program Curriculum Information

### [Recommended Four-Year Plan 2024-2025](#)

#### Major Program of Study 2024-2025: [Communication Sciences and Disorders, BS](#)

General Education, Major, Academic Interest Area, and General Electives required to satisfy the Bachelor of Science degree in Communication Sciences and Disorders can be found at the link above.

#### **CSD 2300: Professional Issues in Communication Sciences and Disorders**

[Taken in 1<sup>st</sup> semester of program]

An introduction to a wide range of topics and professional Issues in speech-language pathology and audiology. Among those topics are essential functions for clinical practice, professional ethics, effective oral and written communication, faculty research and student research opportunities, undergraduate honors program, interprofessional education opportunities, related fields and professions, professional organizations, campus resources, clinical programs, clinical observation policies, applying to graduate school, and career options.

#### **Academic Interest Area or Minor**

Students in the undergraduate CSD program are required to complete an Academic Interest Area or a Minor. After declaring the CSD major, the student selects an Academic Interest Area or Minor in consultation with the CSD academic advisor.

An Academic Interest Area consists of 15 hours of coursework in a content area relevant to CSD. Academic Interest Areas offer the student flexibility in the selection of specific coursework within the content area (i.e., there are no required courses that must be completed).

As an alternative to the Academic Interest Area, students may choose to complete a Minor. Minors typically incorporate 15 to 18 hours of coursework from a single academic discipline. Students should consult the [Undergraduate Bulletin](#) for their catalog year to determine each minor's specific requirements.

#### **Sample Minors/Academic Interest Areas**

American Sign Language	Spanish/French/German/other languages
Psychology	Healthcare Management
Child Development	Nutrition
Special Education	Social Work
Criminal Justice	Public Health

## [Minor in American Sign Language \(ASL\)](#)

Information about the ASL Minor can be found at the link above. Students who are interested in pursuing this minor should attempt to register for CSD 3368 ASL I and CSD 3370 ASL II as early as possible in their program, as seats are limited in the Fall and Spring semesters and enrollment may be delayed. Students may also take ASL I as an online course in the summer term.

## **Section 4: Advising**

### **University College Advisors**

University College advisors will schedule advising appointments with you prior to the beginning of the Early Registration period during fall and spring semesters. Appointments may be scheduled by you or the advisor at other times during the academic year and summer sessions, as needed. During these appointments, the advisor will:

1. Review your CSD Undergraduate Program of Study, General Education Program of Study and Minor/Academic Interest Area Program of Study.
2. Review your plan (time frame, sequence of courses, etc.) for completion of the degree, and record the graduation plan in DegreeWorks notes section, as well as send a copy to the student via email.
3. Review your needs regarding relevant University forms, and assist as needed in completing and submitting these.
4. Beginning with the second post-admission semester and forward, the advisor will discuss your potential competitiveness for admission to graduate programs in the discipline and assist you, as needed, in obtaining necessary support for improving that status.

### **Advisor Assignment System**

The Department of RHS encourages you to declare your major at the earliest opportunity in order to begin working with an academic advisor who is familiar with the major. This is because the University College advisors, who do an excellent job of advising new undergraduate students, cannot be as thoroughly informed about CSD as our designated advisors.

### **Advising Notes**

1. Your advisor will assist you with the selection of an academic interest area. Some minor programs require formal signed approval from an advisor. The CSD advisor will note your choice of academic interest area on your graduation plan, and work with the BCHS Office of Advising and Academic Support to ensure these courses are applied. If your choice is a minor, this does not apply. This choice must be updated if/when changes are made.
2. General Education or other required classes (i.e., courses other than in the CSD major) may also count toward academic interest areas (e.g., PSY 1200 may count as both a Gen Ed and an academic interest area course, and PSY 2210 may count as both a CSD major course and an academic interest area course). This will reduce the course hours taken solely for the academic interest area and increase the hours in electives.
3. Although a course may satisfy two requirements, the hours only count once.

4. Refer to the most recent Undergraduate Bulletin for CSD course prerequisites/co-requisites. Some prerequisites may be waived for a given student if there is good reason. In these cases, permission must first be obtained from the CSD Program Director, and receipt of permission will be noted in your academic record in DegreeWorks. Administrative staff will create a permit that allows you to register for a course.
5. In order to graduate, you must complete a minimum of 120 semester hours. **All courses accepted as credit toward the major and the academic interest area must be completed with grades of “C” or better.** When a grade of “C-” or lower is recorded for a course in the major or academic interest area, the course must be repeated. **If it is a course in the CSD major**, and is prerequisite for one or more subsequent courses, it must be repeated prior to enrolling in the course(s) for which it is prerequisite. When the course is in the academic interest area, currently applicable policies for the department/ program involved must be followed regarding taking a course while repeating a prerequisite.
6. You must maintain an overall GPA of 3.2 to remain in the major and to graduate. You should apply/file for graduation during the semester prior to graduation. Your progress towards graduation may be monitored on Degree Works which is accessible through Appalnet at <https://registrar.appstate.edu/degreeworks> .

## Undergraduate CSD Advisor

The designated CSD undergraduate advisor is Ms. Jenny Shoener. Once you declare CSD as your major, you will transition from your originally assigned University College advisor to Ms. Shoener. Her email is: [shoenerjm@appstate.edu](mailto:shoenerjm@appstate.edu) .

## Undergraduate CSD Mentor

The designated CSD Undergraduate Mentor is Dr. Jennifer Dalton. She is available to talk with you about your educational and career paths. Contact her for an appointment: [daltonjc1@appstate.edu](mailto:daltonjc1@appstate.edu)

## Relevant Forms

You should consult with your advisor as needed regarding completion of any of these forms. These forms may be updated regularly; therefore, it is recommended that you download the forms from the appropriate website at the time you intend to submit them.

Form	When to Submit	Submit To
<a href="#">Professional Dispositions, Behaviors, and Essential Functions Policy</a>	1 <sup>st</sup> semester in the major	<a href="#">Dr. Holly Hanley</a> <a href="#">Dr. Jennifer Dalton</a>
<a href="#">CSD Honors Program</a>	Ongoing	<a href="#">Dr. Stefan Frisch</a>
<a href="#">College of Health Sciences forms:</a> <ul style="list-style-type: none"> <li>• Credit by Examination Form</li> <li>• Drop/Add Form (Graduate Students Only)</li> </ul>	As need arises, see website	Original - Health Sciences Student

<ul style="list-style-type: none"> <li>• Drop/Add Form (Undergraduate Students Only) (Use after drop/add period ends and before the 9th week of class.)</li> <li>• Independent Study Form*</li> <li>• Instructional Assistant Form*</li> <li>• Petition for Transfer Credit Form</li> <li>• Request for Change of Major/Minor/Certificate/Catalog Year Form</li> <li>• Special Course Form (Graduate Students Only)</li> <li>• Special Course Form (Undergraduate Students Only)</li> <li>• * indicates that a special course form must also be completed and turned in</li> </ul>		Services office; Copy – Student’s CSD file
<a href="#">Graduation Application</a>	By deadline specified on Registrar’s Website (Senior year)	Registrar’s Office

## Application for Graduate Study

Cratis D. Williams Graduate School Information

<https://graduate.appstate.edu/graduate-admissions/apply-graduate-school>

Department of Rehabilitation Sciences Speech-Language Pathology Graduate Program

<https://www.appstate.edu/academics/graduate/id/speech-language-pathology-ms>

## **Section 5: Opportunities to Enhance your Undergraduate Experience**

### **Professional Associations**

#### ***National:* National Student Speech-Language-Hearing Association (NSSLHA)**

The National Student Speech Language Hearing Association (NSSLHA) is the only national student organization for pre-professional students studying communication sciences and disorders (CSD) recognized by the [American Speech-Language-Hearing Association \(ASHA\)](https://www.asha.org/). Established in 1972, NSSLHA supports 11,700+ members and 340+ chapters at colleges and universities nationwide. National membership is available to undergraduate, graduate, or doctoral students enrolled full- or part-time in a communication sciences program or related major. Benefits include access to the member sections of the ASHA website, including full-text journals, reduced registration fees, and reduced fees for the first year of ASHA membership.

<https://www.nsslha.org/>

#### ***State:* North Carolina Speech, Hearing, and Language Association (NCSHLA)**

NCSHLA is a professional association chartered in 1954 that promotes the professional practice of speech, language and hearing sciences, advocates and serves as the voice of the profession, and works to enhance the lives of communicatively impaired citizens statewide. Student members have all NCSHLA privileges except voting and holding office. Student membership is open to graduates or undergraduates majoring in speech/language/hearing or related areas in accredited North Carolina college, or university programs, but who are not eligible for Active membership.

<https://www.ncshla.org/>

### **Clubs with RHS Faculty Sponsors**

#### **ASU Chapter of the National Student Speech-Language-Hearing Association (NSSLHA)**

The ASU NSSLHA chapter seeks to promote local participation in professional associations and to facilitate networking by inviting regional guest speakers to meetings. NSSLHA also engages in fundraising to support regional and national initiatives supporting communication disorders. Election of officers is held in the fall.

#### **American Sign Language Club**

The American Sign Language club strives to educate everyone on Deaf culture and the Deaf community. It provides students an opportunity to learn more about this unique culture and opportunities to not only practice using American Sign Language, but also to learn it. Anyone with an interest in learning more about the Deaf community and American Sign Language may join, no experience or knowledge of ASL is necessary - just a desire to learn. The club strives to

raise awareness for the Deaf community and knowledge of ASL with different fun events and fundraisers throughout the year.

## **Other Associated Student Organizations**

### **Health Professions Club**

The Health Professions Club serves as a resource for students interested in the health professions. Through our meetings, students are introduced to various fields of healthcare. Questions from students are welcome and encouraged. Besides our speakers, the meetings serve as a time for students to discuss their path to professional school. The process can be a little overwhelming at times, but our older students can offer advice and some reassurance. Our meetings also serve as a place for discussion about various club opportunities and events.

Other associated student organizations/clubs at ASU can serve to provide students with experiences which will enhance their undergraduate experience and education in CSD.

<https://appstate.campuslabs.com/engage/>



## Section 6: CSD Honors Program

### CSD Honors Program

The Department of Rehabilitation Sciences (RHS) encourages high-achieving students in the CSD major to consider applying to the CSD Honors Program.

The mission of the honors program is to recognize high-achieving undergraduate students in the CSD major and provide an enriched, challenging environment for these students to develop academically and professionally. Two to four students each year will be accepted into the program and will work with faculty mentors to enhance their critical thinking, research, and leadership skills.

Benefits to the student include:

- distinction in the graduate application or job market
- opportunity to participate in the research process
- opportunity to investigate a specific area of the field and enhance research-related skills

Students who complete all requirements of the honors program will have the departmental honors designation documented on their transcript and will be recognized at graduation.

### Admission Criteria

Admission criteria are described below. Students should consult with the **CSD Honors Program Director, Dr. Stefan Frisch** ([frischsa@appstate.edu](mailto:frischsa@appstate.edu)) for additional information.

Minimum criteria for acceptance to the honors program include the following:

1. Be admitted to the CSD major  
<https://rhs.appstate.edu/academics/undergraduate/csd>
2. Have a cumulative GPA of 3.70 or higher
3. Have grades of B or better in all CSD coursework

Applications will be accepted twice per year (fall and spring semesters) with due dates listed on the CSD undergraduate program website. An RHS faculty committee will review all applications and make admissions decisions. Admission will be contingent on the availability of a faculty mentor.

### GPA Requirement

Once admitted to the CSD Honors program, a cumulative GPA of 3.70 must be maintained to remain in the program as well as to graduate with honors in the major.

## Simultaneous Enrollment in University Honors Program

Students who are accepted to the University Honors Program, as well as the CSD Honors Program, may be able to integrate the requirements of the two programs. For example, students can apply up to 9 credits (2 courses plus 3 s.h. thesis course) of CSD Honors coursework toward the University Honors requirements.

### Program Requirements

Program requirements are described below.

- A. Honors coursework. Students must complete 2 CSD upper-division courses offering an Honors Contract. These courses must be completed with a B or better in order to count toward the honors program requirements.

#### CSD upper division courses with Honors Contract credit:

Students will sign an Honors Contract for each Honors section course. This contract will be created by the student and the faculty mentor (based on the University Honors Council guidelines) and should include a leadership role in some aspect of the course. When completed, the student's performance should reflect "outstanding work when compared with their peers." Enrolling in an upper division course for graduation credit is *not* equivalent to completing an Honors Contract for Honors credit.

It is expected that most students will complete their Honors work in CSD 3350 and either CSD 3500 Independent Study or a 4000-level CSD course in their interest area.

- B. Honors Research Thesis. Students must enroll in CSD 4510 Senior Honors Thesis (3 s.h.) and complete a research thesis in which they apply the research process to a problem or question in the field of communication disorders. Students can approach their research using either quantitative or qualitative methods or both. The final project is subject to approval by the student's Honors mentor. Examples of the types of projects that may meet the Research Thesis requirement are described below.
1. Empirical Research Project including behavioral experiments or a critical review of the scientific literature to answer an applied or theoretical question. This option will typically involve enrolling in CSD 3500 Independent Study (up to 3 s.h.) for data collection and analysis). Students selecting this option will prepare their research proposal when taking CSD 3350 (typically during the fall of the junior year).
  2. Clinical Case Study / Single-Subject Design research project. This option may involve enrolling in CSD 3500 Independent Study (up to 3 s.h.) for data collection and analysis. Students selecting this option will prepare their research proposal when taking CSD 3350 (typically during the fall of the junior year).
  3. Activity-Based Research Project that integrates data-driven research, including an outcomes component, with participation or leadership in a departmental or community-based project (e.g., Theatre and Therapy,

Strong Minds, Camp Crinkleroot, Victory Junction Camp, Spirit Ride).

- C. Students will be required to develop their honors thesis in collaboration with a CSD faculty member and that faculty member will serve as the chair (or co-chair) of the thesis committee. The thesis committee will consist of at least two faculty members (chair and second reader or co-chairs). The thesis must reflect scholarly writing appropriate for the field and engagement with the primary literature, and should provide a novel contribution to the field. The research thesis must be completed and approved by the faculty committee to have the degree conferred with Honors in CSD.
- D. Students will be required to present their research thesis results at a CSD Professional Seminar (spring senior year), and/or any of the university, state, and national venues for student research or research in the field, including:
  1. Appalachian State's Celebration of Student Research and Creative Endeavors, <https://osr.appstate.edu/research-day>
  2. UNC System Symposium for Undergraduate Research and Creative Activity, State of North Carolina Undergraduate Research & Creativity Symposium, <https://sncurcs.org/>
  3. The National Conference on Undergraduate Research, <https://www.cur.org/what/events/students/ncur/>
  4. The Annual Convention of the American Speech, Language, Hearing Association (ASHA), <https://www.asha.org/>
  5. American Academy of Audiology, <https://www.audiology.org/>

## Sample Timeline for Completing Thesis

### Fall, Junior Year (2<sup>nd</sup> semester in the major)

1. Meet with honors thesis faculty mentor
  - a. Review and sign mentor/mentee contract
  - b. Discuss timeline and troubleshoot any perceived roadblocks to thesis completion
2. Enroll in CSD 3350 Evaluating Research in CSD (with honors contract)
  - a. Complete CITI training
  - b. Complete literature review
  - c. Develop study design
3. Develop thesis proposal (background, aims, hypotheses, research design, etc.) by Nov 1 or March 1
4. Complete IRB training and submit IRB application (by beginning of Spring semester)

### Spring, Junior Year (3<sup>rd</sup> semester in the major)

1. Finalize study design
2. Recruit participants
3. Collect data

4. Begin data analysis

**Fall, Senior Year (4th semester in the major)**

1. Enroll in CSD 4510 Senior Honors Thesis
2. Complete data analysis
3. Conceptualize results
4. Begin drafting written thesis document

**Spring, Senior Year (5th semester in the major)**

1. Complete written thesis document
2. Present research and results at Professional Seminar and/or Student Research Day

## Section 7: Student Grievance and Appeal Policies and Procedures

Appalachian State University provides several means by which student complaints and grievances may be addressed. In all cases, students are advised to put their concerns in writing and carefully document the events that led to the complaint or grievance. Because it is sometimes confusing as to which of the routes listed below should be followed, students are advised to contact the Office of the Dean of Students (262-8284) for advice on which procedure to follow. Concerns should be expressed as soon as possible after the event occurs; some of the procedures below have specific deadlines for filing grievances or complaints.

- **Final grade appeals:** See the [Final Grade Appeal Procedure](#).
- **Appeals of academic integrity sanctions:** See the "Appeals" section of the [Academic Integrity Code](#)
- **Complaints regarding discrimination or harassment:** Contact the Office of Access and Equity: Equal Opportunity. First visit the [Equal Opportunity website](#), where you will find a comprehensive list of definitions, policies, and procedures.
- **Appeals of student conduct recommendations and actions:** The procedure for appealing actions or recommendations stemming from a conduct board hearing can be found in the [Code of Student Conduct](#).
- **Grievances related to the determination of eligibility for reasonable accommodations** and/or the provision of disability-related services and/or accommodations through the Office of Access and Equity: Disability Resources. See the procedures outlined on the [Disability Resources website](#).
- **Allegations of misconduct by other students:** Follow the procedures outlined in section 7.01 of the [Code of Student Conduct](#).
- **Appeals of state residency classification for tuition purposes:** See the appeals section of the [residency handbook](#).
- **Appeals of decisions made by the Graduate School:** See the [appeals processes](#) in the [Graduate Bulletin](#)
- **Appeals of decisions made by the Office of Student Financial Aid.** For appeals of satisfactory academic progress determinations, see the Appalachian State's [Office of Student Financial Aid website](#). All other appeals related to financial aid decisions must be made in writing addressed to the Director of Student Financial Aid and may be sent in one of three ways: (1) by email to [financialaid@appstate.edu](mailto:financialaid@appstate.edu); (2) by postal mail to 287 Rivers Street, 265 John E. Thomas Hall, Boone, NC 28608; or (3) by hand delivery in the office to Room 265 in John E. Thomas Hall on campus.

For complaints that do not fall into the categories above, the following procedure should be followed:

1. Attempt to resolve the matter directly with the person against whom the complaint is directed.
2. If a resolution is not reached, submit the complaint in writing to the person's immediate supervisor. For a faculty member, this will usually be the department chair or program director. For a staff member, it will be the administrator to whom the staff member reports. If you are unsure whom to contact, call the office of the Dean of Students for advice. The

supervisor will investigate the matter and work with you toward a resolution of your complaint.

3. If you are not satisfied with the resolution, submit your complaint in writing to the next level supervisor (in the case of a faculty member, this will normally be a dean or associate/assistant dean in the college that the course and faculty member is in).
4. If the issue is still not resolved, contact one of the following:
  1. For undergraduate student academic issues: Mark Ginn, Vice Provost for Undergraduate Education (262-7660 or [ginnmc@appstate.edu](mailto:ginnmc@appstate.edu)(link sends e-mail))
  2. For graduate student academic issues: Dr. Ashley Colquitt, Associate Vice Provost & Dean, Graduate School at 262-2691 or [colquittad@appstate.edu](mailto:colquittad@appstate.edu)(link sends e-mail)
  3. For all other issues: Judy Haas, Dean of Students at 262-8284 or [haasjm@appstate.edu](mailto:haasjm@appstate.edu)(link sends e-mail).
5. If you have followed this process and your complaint has still not been resolved, contact Interim Provost and Executive Vice Chancellor Neva Specht for academic issues (262-2070 or [spechtnj@appstate.edu](mailto:spechtnj@appstate.edu)) or Vice Chancellor for Student Affairs JJ Brown (262-2060 or [brownjj1@appstate.edu](mailto:brownjj1@appstate.edu)(link sends e-mail) for all other issues.
6. The final court of appeal for internal resolution of student complaints is the [Chancellor's Office](#).
7. In compliance with University, state, federal, and accrediting body (SACSCOC) guidelines, laws, and policies, Appalachian State University investigates all reported matters to the fullest extent possible and utilizes the information to address concerns, hold individuals and groups accountable, and enhance the comprehensive educational experience for the entire Appalachian State community. Students who have a complaint/concern against the University as a whole and wish to file with the Board of Governors of the University of North Carolina may do so using the following resources:
  - UNC Post-Secondary Education Complaints
    - <https://www.northcarolina.edu/post-secondary-education-complaints/>
  - Student Complaint Policy/Process
    - [https://www.northcarolina.edu/wp-content/uploads/reports-and-documents/academic-affairs/student\\_complaint\\_policy.pdf](https://www.northcarolina.edu/wp-content/uploads/reports-and-documents/academic-affairs/student_complaint_policy.pdf)
  - Student Complaint Form
    - <https://studentcomplaints.northcarolina.edu/form>

If you need help at any point in this process, contact the Office of the Dean of Students ([dos@appstate.edu](mailto:dos@appstate.edu)). Here are some tips that may help you in the process of resolving your complaint:

1. Whoever is investigating your complaint will want to hear all sides of the story before making a recommendation and may ask you to meet with the person against whom your complaint is directed.
2. Although the above procedure shows some separation between academic and other issues, in practice the offices of the Dean of Students and Academic Affairs work closely together in attempting to resolve student complaints.
3. Your confidentiality will be protected within reason, but officials of the university may require access to your "educational record," which includes most of the information that the university has about you. However, most people outside the university do not have access to your educational record without your written permission. Except in certain

emergency situations, and unless your parents have established that they claim you as a dependent for income tax purposes, we obtain your written permission before discussing your educational record with your parents. For more information on the confidentiality of student records, see [FERPA and Student Records Access](#).

4. You have the right to retain legal counsel, but if you do, all communication with the university about your complaint will be handled through the [University Attorney's Office](#).
5. While you may be tempted to "start at the top" and contact the Chancellor's office first, it is almost always more effective to follow the procedure outlined above. In most cases, the Chancellor will refer the matter back down through the reporting lines so that this process can be followed.
6. It is very important for you to be completely honest throughout the process of filing a complaint; "knowingly furnishing false information to a conduct board or to a conduct review officer, or to any other University official" is a violation of the Code of Student Conduct.

For more information visit this [complaints resolution webpage](#).