

The completed and signed proposal should be submitted by the Dean’s Office to: [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu).  
Before academic units can advertise undergraduate certificates or include them in their offerings as described in the university catalogs, they must be recommended for approval by the Senate Curriculum and Academic Programs Committee and the University Senate, and be approved by the Executive Vice President and Provost of the University.

**Definition and minimum requirements:**

These are the minimum requirements for approval. Individual undergraduate certificates may have additional requirements.

An undergraduate certificate is a programmatic or linked series of courses from a single field or one that crosses disciplinary boundaries and may be free-standing or affiliated with a degree program. The certificate provides a structured and focused set of courses that can be used to enhance a student’s baccalaureate experience or professional development.

An undergraduate certificate program:

- Requires a minimum of 15 semester hours of which at least 12 semester hours must be upper division
- Requires a minimum grade of “C” or better for all upper division courses
- Consists of courses that must directly relate in whole or large part to the purpose of the certificate. Example: Geographic area certificates must include only courses specific to the title of the certificate, other than a non-English language
- Is cross disciplinary; or,
  - Certified by a professional or accredited organization/governmental agency; or,
  - Clearly leads to advanced specialization in a field; or,
  - Is granted to a program that does not currently have a major

**College/School/Institute:** College of Health Solutions  
**Department/Division/School:** Speech and Hearing Science  
**Proposed Certificate Name:** Post-baccalaureate certificate in Communication Sciences and Disorders  
**Requested effective Date:** 2016-17  
**Delivery method:** On-campus only (ground courses and/or iCourses)

*Note: Once students elect a campus or On-line option, students will not be able to move back and forth between the on-campus and the ASU Online options. Approval from the Office of the Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online.*

**Campus/Locations:**

Indicate all locations where this program will be offered.

Downtown Phoenix      Polytechnic      Tempe      West     Other: \_\_\_\_\_

**Proposal Contact**

**Name:** Juliet Weinhold     **Title:** Clinical Assistant Professor  
**Phone number:** 480 965-8719     **Email:** juliet.weinhold@asu.edu

**DEAN APPROVAL(S)**

**This proposal has been approved by all necessary unit and College/School levels of review. I recommend implementation of the proposed organizational change.**

**College/School/Division Dean name:** Julie Liss

**Signature**

*(Handwritten signature of Julie Liss)*

**Date:** 7/21/2015

**College/School/Division Dean name:**

*(if more than one college involved)*

**Signature**

\_\_\_\_\_

**Date:**  / /20

*Note: An electronic signature, an email from the dean or dean’s designee, or a PDF of the signed signature page is acceptable.*

**1. Overview**

- A. **Provide a brief description of the new certificate.**  
 The post-baccalaureate certificate in communication sciences and disorders is designed for students who have already received a bachelor's degree in another discipline but have decided to pursue a master's degree in speech-language pathology/communication disorders. Course work will provide students with prerequisite background and knowledge necessary to perform at the master's level in the field. Completion of the post-bacclaureate certificate will allow students to meet the American Speech Language and Hearing Association (ASHA) requirements to enter master's programs in speech-language pathology/communication disorders.
- B. **This proposed certificate (check one):**
  - Is cross disciplinary; or
  - Is certified by a professional or accredited organization/governmental agency; or,
  - Clearly leads to advanced specialization in a field; or,
  - Is granted to a program that does not currently have a major.
- C. **Why should this be a certificate rather than a concentration or a minor?**  
 Because this is a non-degree certificate designed for students who have already completed a bachelor's degree, a minor would not be relevant.
- D. **Affiliation**  
 If the certificate program is affiliated with a degree program, include a brief statement of how it will complement the program. If it is not affiliated with a degree program, incorporate a statement as to how it will provide an opportunity for a student to gain knowledge or skills not already available at ASU.  
 The post-baccalaureate certificate in communication sciences and disorders will be administered as a non-degree undergraduate option in the Department of Speech and Hearing Science. It will complement the master's program by preparing additional students to qualify for admission, increasing the pool of high quality applicants to our program, as well as preparing students who make application elsewhere.
- E. **Demand**  
**Explain the need for the new certificate (e.g., market demand, interdisciplinary considerations).**  
 Nationally, there are significant numbers of applicants who do not have an undergraduate degree in the field, yet wish to obtain a master's in communication disorders. The majority of students who apply to master's programs will not be accepted without completion of leveling course work. There is currently a shortage of speech-language pathologists nationally, and a more visible leveling program will help to recruit and prepare future master's students. Leveling course work is already available to students at ASU but not within a specific certificate program. Current leveling students are considered as either post-baccalaureate undergraduates or non-degree seeking graduates; they are hard to track and because they do not graduate, they affect our departmental graduation rates negatively. There are around 20 universities in the country who advertise some sort of leveling certificate or program; an organized, clearly presented leveling option will provide an accessible academic track to professionals in other fields who are interested in graduate level degrees in communication disorders, as well as increase ASU's visibility online.
- F. **Projected enrollment**  
**What are enrollment projections for the first three years?**

	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b> (Yr. 1 continuing + new entering)	<b>3<sup>rd</sup> Year</b> (Yr. 1 & 2 continuing + new entering)
Number of Students (Headcount)	20	25	25

**2. Support and Impact**

A. Faculty governance

Provide a supporting letter from the chair of the academic unit verifying that the proposed certificate has received faculty approval through appropriate governance procedures in the unit and that the unit has the resources to support the certificate as presented in the proposal, without impacting core program resources.

B. Other related programs

Identify other related ASU programs and outline how the new certificate will complement these existing ASU programs. (If applicable, statements of support from potentially-affected academic unit administrators need to be included with this proposal submission.)

Letters have been submitted.

C. Letter(s) of support

Provide a supporting letter from each college/school dean from which individual courses are taken.

**3. Academic Curriculum and Requirements**

**A. Knowledge, competencies, and skills**

List the knowledge, competencies, and skills (learning outcomes) students should have when they complete this proposed certificate. Examples of program learning outcomes can be found at (<http://www.asu.edu/oue/assessment.html>).

Students completing the post-baccalaureate certificate in communication sciences and disorders will have met the American Speech Language and Hearing Association (ASHA) requirements to enter master's programs in speech-language pathology/communication disorders.

**B. Admissions criteria**

List the admissions criteria for the proposed certificate. If they are identical to the admission criteria for the existing major and degree program under which this certificate will be established, please note that here.

Applicants must have completed a bachelor's degree in another field with a minimum GPA of 3.00. Applicants will be expected to have met ASHA general knowledge requirements either before or during completion of the certificate. The general knowledge courses include one undergraduate level course in each of the following areas: statistics, social/behavioral sciences, biological science, and physics or chemistry.

**C. Curricular structure**

Provide the curricular structure for this certificate. Be specific in listing required courses and specify the total minimum number of hours required for the certificate.

**Required certificate courses**

Prefix	Number	Title	Is this a new Course?	Credit Hours
SHS	250	Introduction to Phonetics	No	3
SHS	310	Anatomical and Physiological Bases of Speech	No	3
SHS	311	Hearing Science	No	3
SHS	367	Language Science	No	3
<i>Section sub-total:</i>				12

**Elective certificate courses**

Prefix	Number	Title	Is this a new Course?	Credit Hours
SHS	375	Speech Science	No	3
SHS	401	Introduction to Audiology	No	3
SHS	402	Clinical Methods and Treatment of Communication Disorders	No	3
SHS	465	Speech and Language Acquisition	No	3
SHS	496	Aural Rehabilitation	No	3
<i>Section sub-total:</i>				15

**Other certificate requirements**

Credit Hours

**E.g.** – Capstone experience, internship, clinical requirements, field studies, foreign language skills as applicable

Students shall have completed additional course work necessary to meet Standard IV-A of the ASHA Certificate of Clinical Competence, including one course in each of the following areas: statistics, social/behavioral science, biological science, and physics or chemistry. Credit hour totals are not included in the totals for the post-baccalaureate certificate in communication sciences and disorders, but Standard IV-A must be met before the certificate may be conferred. This coursework may be acquired at any college level institution. It is expected that many applicants will already have completed course work in these four areas.

Section sub-total:

**Total minimum credit hours required for certificate      27**

**D. Minimum residency requirement**

How many hours of the certificate must be ASU credit?  
21

**E. New Courses**

Provide a brief course description for each new course.

All required courses are currently being offered in the Department of Speech and Hearing Science.

Note: All new required courses should be submitted in Curriculum Changemaker and ready for Provost’s Office approval before this certificate is put on Curriculum and Academic Programs Committee (CAPC) agenda.

**4. Administration and Resources**

**A. Administration**

How will the proposed certificate be administered (including admissions, student advisement, retention, etc.)?

Admissions will be determined by the Speech and Hearing Science department's undergraduate committee, utilizing similar standards and procedures we use for admission to the Speech Language Pathology Assistant (SLPA) certificate program. Student advising will be managed using the same structure that the department currently uses; there is a faculty member tasked with advising post-baccalaureate students.

**B. Resources**

What are the resource implications for the proposed certificate, including any projected budget needs? Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this certificate please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this certificate.

No new expenditures are anticipated.

**C. Primary Faculty**

List the primary faculty participants regarding this proposed certificate. For interdisciplinary certificates, please include the relevant names of faculty members from across the University.

<b>Name</b>	<b>Title</b>	<b>Area(s) of Specialization as they relate to proposed certificate</b>
Juliet Weinhold	Clinical Assistant Professor	Phonetics, Anatomy, Speech Science
Tamiko Azuma	Associate Professor	Language Science
Kathryn Wexler	Clinical Associate Professor	Audiology, Aural Rehabilitation
Xin Luo	Assistant Professor	Hearing Science
David Ingram	Professor	Speech and Language Acquisition
Myra Schatzki	Clinical Assistant Professor	Clinical Methods and Treatment of Communication Disorders

**5. Additional Materials**

- A. Complete and attach the Appendix document.
- B. Provide one or more model programs of study (if appropriate).
- C. Attach other information that will be useful to the review committees and the Office of the Provost.

## APPENDIX

### OPERATIONAL INFORMATION FOR UNDERGRADUATE CERTIFICATES

(This information is used to populate the Degree Search/catalog website.

Please consider the student audience in creating your text.)

A. **Proposed Certificate Name:**  
**Communication Sciences and Disorders, Postbaccalaureate Certificate**

B. **Description (150 words maximum)**

The postbaccalaureate certificate in communication sciences and disorders is designed for students who have already received a bachelor's degree in another discipline but have decided to pursue a master's degree in speech-language pathology or communication disorders. This course work will provide students with prerequisite background and knowledge necessary to perform at the master's level in the field. Completion of the postbaccalaureate certificate will allow students to meet the American Speech Language and Hearing Association (ASHA) requirements to enter master's programs in speech-language pathology or communication disorders.

C. **Contact and Support Information**

Building Name, code and room number: ( <a href="#">Search ASU map</a> )	COOR 2211
Program office telephone number: ( <i>i.e.</i> 480/965-2100)	480/965-2374
Program Email Address:	shsgrad@asu.edu
Program Website Address:	<a href="http://chs.asu.edu/shs/applying-communication-disorders-ms-program">http://chs.asu.edu/shs/applying-communication-disorders-ms-program</a>

D. **Program Requirements:** Provide applicable information regarding the program such as curricular restrictions or requirements, specific course lists, or academic retention requirements.

There are 27 required credit hours in the certificate in communication sciences and disorders. A "C" minimum is required for all courses in the certificate, although students must maintain a 3.00 GPA in the certificate program.

SHS 250 Introduction to Phonetics (3)  
SHS 310 Anatomical and Physiological Bases of Speech (3)  
SHS 311 Hearing Science (3)  
SHS 367 Language Science (3)  
SHS 375 Speech Science (3)  
SHS 401 Introduction to Audiology (3)  
SHS 402 Clinical Methods and Treatment of Communication Disorders (3)  
SHS 465 Speech and Language Acquisition (3)  
SHS 496 Aural Rehabilitation (3)

Depending upon a student's undergraduate program of study, prerequisite courses may be needed in order to complete the requirements of this certificate.

E. **Additional Admission Requirements** If applicable list any admission requirements (freshman and/or transfer) that are higher than and/or in addition to the university minimum undergraduate admission requirements.)

Prospective students must have earned a bachelor's degree in a field outside of speech and hearing science with a minimum GPA of 3.00.

Students interested in this certificate should apply for university admission as nondegree-seeking graduate students and see an advisor in Speech and Hearing Science to add this certificate. Please see <https://students.asu.edu/graduate/nondegree> for more information.

F. **Delivery/Campus Information Delivery:** On-campus only (ground courses and/or iCourses)

*Note: Once students elect a campus or On-line option, students will not be able to move back and forth between the on-campus and the ASU Online options. Approval from the Office of the Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online.*

**G. Campus/Locations:**

Indicate all locations where this program will be offered.

Downtown Phoenix     Polytechnic     Tempe     West    Other:



April 11, 2016

To: Curriculum Committee, College of Health Solutions and University Wide.

Re: Post-Baccalaureate Certificate in Communication Sciences and Disorders

From: Curriculum Committee, Department of Speech and Hearing Science

The Curriculum Committee in the Department of Speech and Hearing Science has reviewed and approved the "Post-Baccalaureate Certificate in Communication Sciences and Disorders." We unanimously voted in favor of the certificate. Please let me know if you have any questions or comments.

Sincerely,



Maria Adelaida Restrepo, PhD.  
Professor, Department of Speech and Hearing Science.  
Chair, Curriculum Committee

Date: April 12, 2016

To: Curriculum Committee

From: Nancy J Scherer, Ph.D., Professor and Chair, Speech and Hearing Science

I would like to support the approval of the Post-baccalaureate certificate in Communication Sciences and Disorders. This certificate will consolidate pre-requisite courses offered in the department for student who do not have a background in speech-language pathology and audiology and who would like to apply to a graduate program in the field. This certificate would be desirable for the students because it reflects preparation in specific area of expertise and is becoming recognized by graduate programs nationally as they apply for graduate school. We currently have a large number of students obtaining these prerequisite courses and a certificate would assist us in tracking their progress and facilitating their progression through the course sequence.

**From:** Linda Lederman  
**Sent:** Friday, April 15, 2016 4:15 PM  
**To:** Jenna Roelle <[Jenna.Roelle@asu.edu](mailto:Jenna.Roelle@asu.edu)>  
**Subject:** RE: Request for Support - New Post-Baccalaureate Certificate

Hi

Sorry for not getting back sooner. I do not see any conflicts and so I am happy to let you know that we have no objections.

Good luck with the program. It does not in any way conflict with us.

Best,  
Linda

*Linda Cottigan Lederman, Ph. D.*

**Professor and Director**

Hugh Downs School of Human Communication

Arizona State University

Past Editor, *Journal of Groups in Addiction*

<http://humancommunication.clas.asu.edu/content/linda-lederman>

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**From:** Jenna Roelle  
**Sent:** Tuesday, April 12, 2016 2:07 PM  
**To:** Linda Lederman  
**Cc:** Nancy Scherer; Juliet Weinhold  
**Subject:** Request for Support - New Post-Baccalaureate Certificate

Dear Dr. Lederman,

I work with Dr. Nancy Scherer, Chair of the Department of Speech and Hearing Sciences, and we are proposing a new post-baccalaureate certificate in Communication Sciences and Disorders. The Provost's office suggested that we get a letter (email) of support from your School, since the name of the certificate is similar to your programs. The proposal is attached. Would you mind reviewing it and sending us a brief email of support (or letting us know if you foresee any conflicts)? Unfortunately we find ourselves up against a deadline, so we would very much appreciate your prompt consideration.

Thank you for your assistance.

Kind regards,

**Jenna Roelle**

Administrative Assistant

**Department of Speech and Hearing Science**

**College of Health Solutions**

**Arizona State University**

Coor Hall 2236 | P.O. Box 870102 | Tempe, AZ 85287

Tel: 480.965.0792 | Fax: 480.965.8516 | [jenna.roelle@asu.edu](mailto:jenna.roelle@asu.edu)

<https://shs.asu.edu>

**From:** Jeffrey Kassing  
**Sent:** Tuesday, April 12, 2016 2:10 PM  
**To:** Jenna Roelle <[Jenna.Roelle@asu.edu](mailto:Jenna.Roelle@asu.edu)>  
**Subject:** Re: Request for Support - New Post-Baccalaureate Certificate

Hi Jenna,

Thank you for forwarding this for our review. The communication program in SBS does not overlap in any meaningful way with what you all have proposed. So there should be no impact on our programs. We appreciate being consulted though.

Best,

Jeff

Jeffrey W. Kassing  
Professor/Director  
School of Social & Behavioral Sciences  
Arizona State University  
602-543-6631  
[jkassing@asu.edu](mailto:jkassing@asu.edu)  
[dissentworks.com](http://dissentworks.com)  
[Sport, Media, & Culture Lab](#)

**From:** Jenna Roelle <[Jenna.Roelle@asu.edu](mailto:Jenna.Roelle@asu.edu)>  
**Date:** Tuesday, April 12, 2016 2:05 PM  
**To:** Jeff Kassing <[jkassing@asu.edu](mailto:jkassing@asu.edu)>  
**Cc:** Nancy Scherer <[Nancy.Scherer@asu.edu](mailto:Nancy.Scherer@asu.edu)>, Juliet Weinhold <[juliet.weinhold@asu.edu](mailto:juliet.weinhold@asu.edu)>  
**Subject:** Request for Support - New Post-Baccalaureate Certificate

Dear Dr. Kassing,

I work with Dr. Nancy Scherer, Chair of the Department of Speech and Hearing Sciences, and we are proposing a new post-baccalaureate certificate in Communication Sciences and Disorders. The Provost's office suggested that we get a letter (email) of support from your School, since the name of the certificate is similar to your programs. The proposal is attached. Would you mind reviewing it and sending us a brief email of support (or letting us know if you foresee any conflicts)? Unfortunately we find ourselves up against a deadline, so we would very much appreciate your prompt consideration.

Thank you for your assistance.

Kind regards,

**Jenna Roelle**  
Administrative Assistant  
**Department of Speech and Hearing Science**  
**College of Health Solutions**  
**Arizona State University**  
Coor Hall 2236 | P.O. Box 870102 | Tempe, AZ 85287  
Tel: 480.965.0792 | Fax: 480.965.8516 | [jenna.roelle@asu.edu](mailto:jenna.roelle@asu.edu)  
<https://shs.asu.edu>