

Professional Dispositions and Essential Functions Policy

Distribution:

The *Professional Dispositions and Essential Functions Policy* will be given to each student to be signed and then maintained in each student's advising file.

Implementation:

1. Faculty, supervisors and instructors who have concerns about a student's professional disposition or essential functions shall address the concern with the student. The student will be advised of appropriate ways to improve the concern(s), and that a written record will be filed with the Department Chairperson.
2. The Department Chairperson will maintain the written records. All written disposition and essential functions concerns will be available for review by the student.
3. Students about whom there are concerns may be required to meet with the Department Chairperson to discuss the issue(s). The Chairperson will contact the student to arrange a meeting to discuss concerns and possible consequences. The student will be afforded an opportunity to respond to all concerns.

Consequences

1. Professional disposition and essential functions concerns can have a negative impact on course and clinic grades. They may also be cause for removal from or delayed admission into required courses and clinical experiences (including on and off-campus experiences).
2. Copies of all Professional Dispositions and Essential Functions Reports will be available for review by appropriate instructors, faculty and supervisors working for or on behalf of the Department of Communication Sciences and Disorders.
3. Concerns regarding the dispositions and essential functions of individual students may be discussed with appropriate faculty and/or supervisors as needed.

Appealing Professional Dispositions and Essential Functions Reports

A student who wishes to appeal a Professional Disposition and Essential Report should first seek a resolution of the issue informally with the faculty member. If an informal resolution cannot be reached, the student may appeal formally, beginning with the faculty member and, if necessary, proceeding, at the request of the student or of the faculty member, through the levels of appeal listed below. At each stage of the appeal, the student must provide a written justification for the appeal and an explanation of the desired resolution; reviewers at any stage of the appeal may request appropriate additional documentation from any party to the appeal. Any appeal concerning a Professional Dispositions and Essential Functions Report must be made within 20 calendar days from the time the report was dated. The first level of appeal begins with the faculty member, and if necessary, progresses through each of the subsequent steps as noted below.

1. Faculty member
2. Department chair
3. Dean of the college
4. Provost