

**SUNY Buffalo State**  
**DEPARTMENT OF SPEECH-LANGUAGE PATHOLOGY**  
**UNDERGRADUATE AND TRANSFER ADVISEMENT POLICY**

*Academic and Course Advising*

All undergraduate and transfer students in Speech-Language Pathology are assigned a faculty advisor upon acceptance into the department. Advisors provide assistance regarding course selection and graduation requirements. They also provide mentorship regarding graduate school, career choices, academic and personal support, and the availability of disability services, if requested. Students are told about our professional student organization (NSSLHA) and are encouraged to become a member. For transfer students, the Department Chair typically serves as the temporary advisor for the first transfer semester. The Chair reviews the transcript(s) for each transfer student to ensure that the student registers for the appropriate classes in their first semester at Buffalo State.

Prior to each registration period, all students receive an email from their advisor inviting them to an advisement meeting. At least one reminder email is sent to non-responders. At these meetings, the advisor reviews the student's academic progress in Degree Works. The advisor monitors the progress of each student to ensure that the student is on track for an on-time graduation. Students are encouraged to download and maintain an advising folder to be used at future advising sessions. A record of each advising session is entered into Degree Works.

*Career and Graduate School Counseling*

Students are counseled about career options in several ways. During advisement sessions, the advisor typically initiates a discussion about career options with the advisee. Each year, the Buffalo State Chapter of the *National Student Speech-Language-Hearing Association* dedicates at least one of their monthly meetings to a discussion of career choices. Representatives from the Career Developmental Center (CDC) attend this meeting to present information about career options outside of speech-language pathology, for those who may not be competitive for acceptance into SLP graduate programs or who would like to explore related

careers. As necessary, students may be referred to the CDC for individual career counseling. During their junior and senior years, undergraduate students are given information regarding selecting and applying to graduate school. Advisors also provide information regarding the GRE exam, the New York State Teacher Certification Examinations (EAS and ALST), letters of recommendation, and establishment of a file at the Career Development Center. Advisors may discuss specific graduate programs and/or refer the student to the ASHA and CAPCSD websites for information about programs in particular geographic areas.

### *Academic and Personal Support*

Academic success is important for all students. In the Department of Speech-Language Pathology, student performance is monitored by all faculty members. Each instructor monitors student performance in his or her course, following a formative and summative assessment model. At mid-semester, the Department Chair requests from the faculty the names of all undergraduate and transfer students who are performing at a level of C- or below. The names of these students are then distributed to the appropriate advisors prior to the advisement period. During advisement sessions, advisors discuss academic or personal difficulties with the students thus identified and, where needed, devise a proactive intervention plan. Students are informed of services available at the BSC Counseling Center for issues pertaining to personal adjustment and mental health. Students who struggle with course content or time management may be referred to the campus Tutoring Center or Writing Center for help in these areas. Students who require academic accommodations because of a previously identified or suspected disability are referred to the Student Accessibility Office. These recommendations and intervention plans are entered into Degree Works.