

APPENDIX F

MEMO TO GRADUATING STUDENTS

Memorandum

To: Students graduating January, May and August 2010
From: Dr. Weiss, Graduate Program Director
Subject: Graduation Audit Information
Date: July 2009

Read carefully and retain the information below, complying with requests when applicable. Failure to follow these guidelines may result in delays in recording hours and in obtaining endorsements for graduation, teacher certification, state licensing, and ASHA certification. If you have questions regarding this information first consult the most recent "Graduate Student Handbook." If you still have questions, please contact me. There will be a mandatory meeting on August 24 in order to go over these requirements **with the exception of #1 below which you must take care of now.**

GRADUATION

1. Beginning on September 1, the registrar's office will post the application to register for graduation in May 2010. Use the link that appears below. These applications are due by November 13, 2009. If you are graduating in January 2010, you should have already registered to graduate. If you have not done so yet, you will need to contact the appropriate individual based on your last name and email that person to let him/her know that you will be graduating in January.

If your last name begins with the letters A-K:

Mrs. Hicks at (203) 392-5303 or by email at hicksc3@southernct.edu

If your last name begins with the letters L-Z:

Mr. Benson at (203) 392-5317 or by email at bensonj1@southernct.edu

Link to register for graduation:

<https://www.southernct.edu/services/registrar/index.php?file=GradDegreeApp.php>

2. In order to graduate you must comply with ALL of the following:
 - a. **Complete all courses** on your planned program, including any revisions (GPA must be 3.0 or better).
 - b. **Pass CMD 605** - Special Projects or successfully **complete a thesis**.
 - c. **Hand in a copy of completed KASA form to Program Director.**
 - d. **Pass or waive Praxis I AND pass the ASHA national exam, Praxis II** with a score of 600 of better and **have this information placed on your transcript**. Check your transcript through Banner Web. If Praxis I and II are not on the transcript, submit a copy of your test results (or waiver for Praxis I) to Mrs. Carrington in Davis Room 103. Include your student ID number on the documentation. Information on the Praxis I and II examinations may be found at www.ets.org/praxis . You may request that Praxis II scores be sent to 3 locations (in addition to your own copy) without incurring additional cost however you must request the locations when you register: The 3 locations should be:
 - i. CT State Department of Public Health R7051
 - ii. ASHA R5031
 - iii. SCSU CMD Department R0043
 - iv. (optional) SCSU Records R3662 – using this code will insure that the score is placed on your transcript, however will cost an additional \$40. In lieu of this, you can make a copy of your results when you receive them and take them to the Records office in order to have the score placed on your transcript.

- e. **Complete all of your observation and clinical hours** in the appropriate ASHA and department categories. You have received computer print-outs of your clinical hours each semester as you have submitted them. Your responsibility was/is to check each print-out to be sure the hours were recorded properly. Further, the print-out allows you to be aware of the required distribution of hours (See current *Graduate Student Hand Book*).

The information you receive when your hours are submitted shows: (1) the raw data report indicating hours as they were entered from your submitted forms; and, (2) a *Clinical Hours Accumulation Report* which must show either "Yes" or "NA" in the H column for each requirement in order to qualify for graduation.

3. After you have applied for graduation, the Registrar in the Records Office will send me a form to confirm your graduation status. The form asks if you are eligible for graduation. I will respond as follows:
 - a. If all requirements have been met including completion of hours, I will indicate "Eligible" with no conditions.
 - b. If any of the above items needed for graduation are missing (which will usually be the case, because the form is sent early in your last semester), I will indicate "Eligible when completes . . ." I will then list the items that need to be completed. You will receive a copy of this form from the registrar after I have completed it. Unless you have been contacted regarding a specific problem with your graduation audit, consider this form as an indicator that when all items are completed, you will have met all requirements for graduation. **No further graduation status indicator is needed.** A copy of the form will also be filed in your department file.
4. All graduates are entitled (and are expected by the department) to walk in the Spring graduate school graduation ceremony. This is a gala affair just for graduate students that includes among other things, a ceremony in which the dean of the graduate school and your academic advisor hood students with the academic master's hood.
5. **Thesis Students** - Final theses must be submitted to the School of Graduate Studies by November 6, 2009 for January 2010 graduation and April 2, 2010 for May 2010 graduation. The date for August graduation has not yet been posted, but it will be around the second week in July.

STATE LICENSURE

You must have a state license to practice in any clinical setting in CT. This includes all public and private schools.

1. **CT State Licensure** – When you complete your clinical hours send them to me in an envelope. On the front of the envelope write:
 - a. Working in the spring, summer or fall (if this is the case).
 - b. Please send letter to State

I will then verify your eligibility and send a letter to the state indicating that you have completed your requirements and are eligible for state license. The letter I write to the state is the only verification they need from SCSU. I don't need to see or sign your licensure application. Your application should be sent directly to the state.

2. The application for licensure for the State of CT is found at:
http://www.ct.gov/dph/cwp/view.asp?a=3121&q=389588&dphNav_GID=1821
It is not necessary to have completed all of the requirements for your degree (i.e. some students may have an outstanding thesis), but all of your clinical hours and academic coursework must be completed, prior to submitting this application.
3. Praxis II scores must be sent directly to the State from ETS (Code number R-7051).
4. Send an official transcript.
5. After the State Department of Health has received all of the above, you will receive a letter and an application for your Supervised Professional Experience (SPE). The SPE application may also be found online at:
http://www.ct.gov/dph/lib/dph/practitioner_licensing_and_investigations/plis/speech/slp_peplanform.pdf
6. SPE is required by the state of CT. It is similar to the ASHA Clinical Fellowship experience, however requires a separate set of paperwork. SPE paperwork must be completed by you together with your SPE supervisor and sent to the state PRIOR to beginning employment, although you may begin your SPE and the state will establish the beginning date up to six weeks retroactively. If you exceed the grace period, your SPE will be extended and it will take you longer to receive your license. This differs from CF paperwork which does not need to be submitted until the end of the CF experience.
7. **States Other Than CT** – If you apply for licensing in states other than CT you will need to follow the directions for those states. Send forms that need to be signed and sealed with the University seal to the Records Office directly, NOT TO THE CMD DEPARTMENT. I cannot sign these forms! Sending them to the Department will delay processing. If you need a letter from the Department similar to the one above (see #1), follow those directions but include an envelope addressed to the appropriate office of the state in which you will be employed.

TEACHER CERTIFICATION

You must have your Initial Educator Teacher Certification application in process in order to work in Connecticut public and certified private schools.

1. I don't need to see or sign your application for CT Teacher Certification.
 - a. Complete the Short Form Application for CT Initial Educator Certificate; the speech and language pathologist code is 061. The link to the application is:
http://www.sde.ct.gov/sde/lib/sde/PDF/Cert/certform/ed_170a.pdf
 - b. Send pages 1 and 2 to Mrs. Carrington, Davis 103, **not to the CMD department**. Complete all of page 1 and the appropriate portions of page 2.
2. If you will be teaching in a state other than CT, obtain and complete that state's application and send it to Mrs. Carrington, Davis 103, **not to the CMD department**.
3. Your application will be logged as having been received and will be sent to the Records Office. The Records Office will then send me an audit form to complete.
4. I will check for the following on the audit form I receive from the Records Office:
 - a. Completion of courses and clinical hours
 - b. Praxis I examination or waiver must be on transcript. Check your online Banner account to be sure that it is on your transcript. If it is not, bring your results or waiver to Mrs. Carrington in Davis 103, including your student ID.
 - c. GPA must be 3.0 or better
 - d. Completion of special education course and 6 semester hours in professional education
 - e. 6 credit hours and at least 100 clinical hours of student teaching

Please note that I will often complete this audit at the same time that I complete the graduation audit (see above) since the two audits appear on the same form, therefore you may have already received the teacher certification audit when you received the graduation audit.

5. If you haven't previously received a copy of the teacher certification audit, you will receive a copy at this time, a copy will be placed in your department file and the original will be sent back to the Records Office. Your teaching application will then be sent back to Mrs. Carrington for signature and the university seal. Your application will be returned to you with a cover letter for you to send with your application, money and transcript to the State Department of Education.
6. Once you receive your CT Initial Educator Certificate which is valid for a period of three years, you can renew the certificate up to six times, for a total of 18 years *even if you have not worked as an SLP in the educational system*. Therefore, if you initially plan to work in a setting other than the educational system, but think that at some point you may want to work in schools, you may want to receive your Educator Certificate and keep it current. This will insure that the opportunity will be available to you, with no further requirements that may have been implemented in the interim. There is a cost to renew the Certificate each time, but in my opinion, it is well worth the price to keep the Certificate current and preserve this option.

ASHA CERTIFICATION

The link for application for ASHA certification is:

<http://asha.org/NR/rdonlyres/58C92D87-70F1-4A8F-8BF2-092AD04FD7C6/0/05SLPapp.pdf>

Print the application. Fill out pages 1 and 2 and sign in the appropriate place (Southern's institution code is R0043). **Send me pages 1, 2, and the final page of the application ("Verification by Program Director") in an envelope with your final hours as well as your completed KASA form.** An in-person audit is **not** required because we are an accredited program. If your degree has been conferred, I will indicate this on the checklist on the final page. In this case, you will not need to send a transcript to ASHA. If the degree has not yet been awarded, I will indicate that you do not have your degree and you will need to send a transcript to ASHA once the degree has been awarded. I recommend that you wait until the degrees are posted in order to submit your ASHA form to me in order to save the extra step of having to submit a transcript. Please note that walking in the graduation ceremony does not indicate that your degree has been conferred. You can verify that your degree has been conferred by referring to your transcript on Banner Web.

Praxis II scores must be submitted directly to ASHA in all cases. The time frame to apply for the NSSLHA to ASHA conversion and receive the discounted rate is limited, so be sure to check this carefully.

You have three years to apply for ASHA certification using the three pages of the application. After three years (from date degree was awarded), you will need to fill out the application in its entirety.

Clinical Fellowship (CF) – At the end of your CF experience, submit your CF paperwork (which you should complete at regular intervals with your CF supervisor) to ASHA and you will receive your certification.

For more information on certification refer to:

<http://www.asha.org/students/join-asha/>