

APPENDIX J  
GRADUATION AUDIT SYNOPSIS

# MEMORANDUM

TO: STUDENTS GRADUATING SPRING 2005 OR SUMMER 2005  
FROM: DR. SANSONE, GRADUATE SLP PROGRAM DIRECTOR  
SUBJECT: GRADUATION AUDIT INFORMATION  
DATE: SPRING 2005

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ASHA's new standards for speech-language pathology became effective 01 /01 /05. If you entered the program **before** Fall 2003, even though your official graduation date will be after 01/01/05, your credentials will be considered under the old ASHA standards. ASHA has offered a one year grace period for individuals who started the program under the old standards and who will graduate within one year of the commencement of the new standards. You will use the old ASHA application form. You may find it at the ASHA web site. If you began your program Fall 2003 or after, you will apply to ASHA and become certified under the new standards. (New standards students FYI: ASHA has been slow in developing the new application documents. They claim that the documents will be ready by February 2005. If the documents are not prepared by ASHA in time for you to apply you may use the old forms.)

Audiology students may disregard the above information

**Please read the information below carefully and comply with requests when applicable. Please retain this information so that you may refer to it as you approach graduation. Failure to follow these guidelines may result in delays in hours recording and in obtaining endorsements for graduation, teacher certification, licensing, and ASHA certification.**

1. If you are graduating in the Spring 2005, you must have applied for graduation through the records office. **DEADLINE was November 12, 2004.** If you have not applied please do so immediately. If you will be graduating in the Summer 2005, the **deadline for graduation application is April 22, 2005.** Please be sure to apply in a timely fashion.
2. If in the future you will be applying for Connecticut Teacher Certification or are registered in our teacher preparation program, the Praxis I pass/waiver indicator must appear on your transcript. Check with records to be sure that it is on your transcript. If it is not, you may bring a copy of your test results to records for verification; **GET THE RESULTS RECORDED ON YOUR TRANSCRIPT!! Although you do not need this indicator to graduate, you must have it on your transcript to be endorsed for teacher certification in Connecticut or in any other state.** The university and the department can endorse teacher certification documents from other states only if you have met the teacher certification requirements for Connecticut. Other states ask if the student has completed a teacher preparation course. The only way that we can respond affirmatively is if you have completed all Connecticut teacher certification requirements within our program. This includes the Praxis I exam.
3. You must have a pass indicator for the ASHA national exam, Praxis II, on your transcript. If it is not, you may bring a copy of your test results to records for verification; **GET THE RESULTS ON YOUR TRANSCRIPT!!** You cannot graduate without this information on your transcript.
4. **You must pass CMD 605 - Special Projects, or have verification that you have**

**successfully completed a thesis in order to graduate.**

5. You must complete all courses on your planned program (with a 3.0 GPA or better) with all revisions considered. I will check this. If there is a problem I will inform you. All course work must be completed and a 3.0 GPA or better maintained in order to graduate.
6. When you complete your hours send them to me in an envelope. On the front of the envelope please write:
  - a. Working in the spring, summer or fall (if this is the case).
  - b. Please send letter to State (if you will be seeking Connecticut licensing).

**You must complete all of your observation and clinical hours in the appropriate ASHA and departmental categories in order to graduate.**

7. Those students who will graduate under the old standards, if you wish to apply to ASHA for clinical certification, enclose your completed ASHA application in the hour's envelope. **Please send only pages A-1, A-2, A-9** (They may be found under "Application and Clinical Fellowship Forms" page 13.) Please complete all sections which require your input and sign at the bottom of page A-1 (Read the ASHA manual which comes with the application so that you will fill out the application correctly and you will know what to do next in the application process.). I will sign the application, make a copy for your file and send the original back to you. You then include your check and send it off to ASHA. **You do not need to complete this application in order to graduate.** However, if you wait longer than the grace period to complete your application you will be subject to the new ASHA regulations.

Those students who will graduate under the new standards (considering that the new application documents are available), if you wish to apply to ASHA for clinical certification, you must complete an in-person graduation audit with the program director. At that audit your KASA summary form will be evaluated and the director verification form will be signed. ASHA has not yet presented the form of the new application.

8. I do not need to see or sign your licensing application. My letter to the state which you request (see #6) is all they need from me. **Although you do not need to complete this application in order to graduate you must have a license to practice in any clinical setting in Connecticut. This includes all public and private schools.**

**If you apply for licensing in a State other than Connecticut please send forms to be signed and sealed with the university seal to the records office NOT TO THE DEPARTMENT. I cannot sign these forms! Sending them to the Department will delay your processing.**

9. I do not need to sign or see your application for teacher certification. There is a page in the application that calls for the university seal. **You must send your application to Records for signature and official seal, not to the department.** Once Records receives this page they will send me their form for my signature. You will receive a copy of this form and a copy will be placed in .your departmental file. When Records receives my signed verification they will sign and place the university seal on your application page and send it to the State Department of Education. **Although you do not need to have this**

**application completed in order to graduate, you must have your Initial Educator Teacher Certification application in process in order to work in the public and certified private schools.**

If you will be applying for teacher certification in a state other than Connecticut, your state will ask if you have completed a teacher preparation program track at Southern. If you have, the Southern teacher certification representative (Kathy Mauro) will sign-off on your application. You should find out what the requirements are in the state where you will be applying for certification and determine if you have met them all.

**If you apply for teacher certification in a State other than Connecticut, please send forms to be signed and sealed with the university seal to the Records office NOT TO THE DEPARTMENT. I cannot sign these forms! Sending them to the Department will delay your processing.**

10. After you have applied for graduation, the Registrar in records sends me forms to sign in confirmation of 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 be the usual 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.) When these items are completed to the Registrar's satisfaction, you will be permitted to graduate.

You should receive a copy of this form. Unless I have contacted you and we have encountered a problem with this part of your graduation audit, consider this form as an indicator that, when all items are completed, you have met all requirements for graduation (for students graduating under the new standards the departmental in-person audit is required). **No further graduation status indicator is needed.** A copy of the form will be filed in your departmental file.

If you have questions regarding this information please first consult your most recent "**Graduate Student Handbook.**" If you still have questions after looking in the handbook please contact me.

**PLEASE SAVE THESE PAGES AND REFER TO THEM WHEN NEEDED!**