

## **GRADUATION REQUIREMENTS**

1. Students must complete a degree application in order to graduate (use link below):

<http://www.southernct.edu/registrar/applyforagraduatedegree/>

It is the responsibility of the student to check the application deadlines posted on the webpage above. Students who have missed the deadline should send an email from their Owls account to the correct contact person below, indicating that the deadline has been missed. Please include student ID number and name. Subject line should state "Missed Deadline." This is not the application to graduate. Student will receive a reply email with instructions on how to proceed.

Contact information for Graduate Degree Applications is as follows:

Last names beginning with letters A-K – Ms. Hicks at [hicksc3@southernct.edu](mailto:hicksc3@southernct.edu), tel. 203-392-5303

Last names beginning with letters L-Z – Ms. Lopez at [lopeze11@southernct.edu](mailto:lopeze11@southernct.edu), tel. 203-392-5316

2. In order to graduate, students must comply with ALL of the following:
  - a. **Complete all courses** on 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. Complete the exit survey (link will be sent towards end of semester).
  - e. Pass the ASHA national exam, Praxis II with a score of 600 or better. Praxis scores must be sent to 3 locations:
    - i. CT State Department of Public Health R7051
    - ii. ASHA R5031
    - iii. SCSU Records R3662
    - iv. Bring a paper copy of your score to Mrs. McMahon.
  - f. **Complete all observation and clinical hours** in the appropriate ASHA and department categories. Students receive computer print-outs of their clinical hours each semester when they are submitted. It is the student's responsibility to check each print-out to be sure the hours have been recorded properly. Further, the print-out allows students to be aware of the required distribution of hours.

The information students receive when clinical hours are submitted shows: (1) the raw data report indicating hours as they were entered from the 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.

After a student has applied for graduation, the Registrar in the Records Office will send the CMD Program Director a form to confirm the student's graduation status. The form asks if the student is eligible for graduation. The Program Director responds as follows:

- g. If all requirements have been met including completion of hours, "Eligible" with no conditions will be indicated.
  - h. If any of the above items needed for graduation is missing (which will usually be the case, because the form is sent early in the student's last semester), "Eligible when completes . . ." will be indicated. The items that need to be completed will then be listed. Students will receive a copy of this form from the registrar after the Program Director has completed it. Unless the student has been contacted further regarding a specific problem with the graduation audit, this is an indicator that when all items on the list are completed, the student will have met all requirements for graduation. **No further graduation status indicator is needed.** A copy of the form will also be filed in the student's department file.
3. 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 the Program Director hood students with the academic master's hood.
  4. **Thesis Students** - Final theses must be submitted to the School of Graduate Studies by required dates. It is the responsibility of the student to check dates and comply.