MASTER OF SCIENCE IN COMMUNICATION SCIENCES AND DISORDERS
PROGRAM DEADLINES

1. FIRST SEMESTER – SUMMER I
   — Attend Graduate Student Orientation
   — Register for Summer courses
   — Ensure that you have completed all of the Castlebranch documents
   — Obtain Medical Center ID – meet with Administrative Assistant for this
   — Obtain UK email account
   — Meet with assigned advisor to:
     — Complete M.S. Program Plan with your assigned advisor
     — Review PESSKI worksheet
     — Discuss registration

   End of First (Summer) Semester
   — Make a final check of Summer Cumulative Clock Hours that were entered in Calipso. Check for all clinical instructors’ electronic signatures and make sure math is correct.
   — Register for Fall semester courses
   — Check TB Test Record
   — Check CPR Certification
   — Check Liability Insurance
   — Attend follow up Orientation

2. SECOND SEMESTER – FALL I
   — Submit Rotation Application, TBA (Clinic Director)
   — Submit “Master’s Thesis Initial Report” to Division Director if you are planning a Thesis
   — Meet with assigned advisor to:
     — Review M.S. Program Plan
     — Review PESSKI worksheet
     — Discuss registration
   — Register for spring semester courses

   End of Second Semester
   — Make a final check of Fall Cumulative Clock Hour that were entered in Calipso.
     Check for all clinical instructors’ electronic signatures and make sure math is correct.
   — Check TB Test Record
   — Check CPR Certification
   — Check Liability Insurance

3. THIRD SEMESTER – SPRING I
   — Complete AHEC Application form for housing and stipend (if applicable) (Clinic Director)
   — Receive annual TB test (upload into Verified Credentials)
   — Meet with assigned advisor to:
     — Complete M.S. Program Plan
     — Review PESSKI worksheet
     — Discuss registration
   — Register for Summer and Fall semester courses (follow recommended credit hour guidelines)
     Make sure to select your Summer elective
   — Meet with Division Director to review Personal and Professional Interaction Qualities rubric
End of Third Semester

- Take and pass qualifying exam (Tuesday after Memorial Day)
- Make a final check of Spring Cumulative Clock Hour that were entered in Calipso. Check for all clinical instructors’ electronic signatures and make sure math is correct.
- Check TB Test Record
- Check CPR Certification
- Check Liability Insurance
- Take and complete Pre-Qualifying Exam end of May.

4. FOURTH SEMESTER – SUMMER II

End of Fourth Semester

- Make a final check of Summer Cumulative Clock Hour that were entered in Calipso. Check for all clinical instructors’ electronic signatures and make sure math is correct.
- Check TB Test Record
- Check CPR Certification
- Check Liability Insurance
- You should have previously registered for Fall semester courses
- Complete elective (if needed)

5. FIFTH SEMESTER – FALL II

- Apply for ASHA or “PRAXIS” Exams. See PRAXIS website, praxis@ets.org, or See ASHA website, www.asha.org/students/praxis/, for more information. Take the exam late Fall semester. Division Director must receive exam scores no later than the first Friday in March during second year of graduate school.
- Speech-Language Pathology (20330)
  - Be sure to indicate the following score recipients at the time that you register for the Praxis Designated Score Recipients.
    - ASHA (code R5031)
    - UK Communication Sciences & Disorders (code RA0107)
    - Kentucky State Board of Examiners for SLP/AUD (code R7287)
    - Attending Institution Code: UK = RA0107
    - Major Field and Certification Field: 705

- In one of your designated classes on main campus in the Fall, complete online graduation application per directions from Student Affairs office representative
- Submit Application for degree to Grad School (deadline is in schedule book; deadline is usually early February. Essential that deadline is met or you will not graduate on time.
  - Major Code is: CDO
  - Degree Code is: MSCSD
- Submit your preferred name and hometown for graduation program
- Order academic apparel for graduation (See UK Bookstore website; deadline is usually early February)
- Study for comprehensive exams (guidelines will be provided)
- Ensure all incomPLETES are removed from transcript in preparation for comps
- Meet with assigned advisor to:
  - Review M.S. Program Plan
  - Review PESSKI worksheet
  - Discuss registration
- Register for Spring semester courses
End of Fifth Semester

- Make a final check of Fall Cumulative Clock Hour that were entered in Calipso.
- Check for all clinical instructors’ electronic signatures and make sure math is correct.
- Check TB Test Record
- Check CPR Certification
- Check Liability Insurance

6. SIXTH SEMESTER – SPRING II

- Submit Online Application for Graduation per directions from Student Affairs representative (usually no later than the first week in February)
- Study for and take comprehensive exams (usually in early January)

CONCLUSION OF SIXTH SEMESTER

- Attend exit session with CSD faculty (Usually held on Friday of the first week of May)
- Make a final check of Spring Cumulative Clock Hour that were entered in Calipso. Check for all clinical instructors’ electronic signatures and make sure math is correct.
- Complete ASHA Application for Membership & Certification located in ASHA Handbook (see ASHA website)
- Complete Graduate Exit Survey for CSD
- Complete CHS exit survey
- Complete PESSKI form
- Sign Program Plan

- Complete state licensure forms. See the website specific to the state where you plan to work. Also, see information below for KY State Board of SLP and AUD.

- Attend Graduation with family and friends and Celebrate Again!

Kentucky State Board for Speech-Language Pathology and Audiology:
http://www.slp.ky.gov/Pages/applications.aspx

- Select - Application For Interim Licensure
  http://www.slp.ky.gov/Form_Library/Application for Interim Licensure.pdf
- Review Application for Extension of Interim Licensure
- Review Change in PPE Supervision (SLP Interim only)