

**MASTER OF SCIENCE IN COMMUNICATION DISORDERS  
PROGRAM DEADLINES**

**1. FIRST SEMESTER – SUMMER 09**

- \_\_\_\_\_ Attend Graduate Student Orientation
- \_\_\_\_\_ Register for Summer courses
- \_\_\_\_\_ Make a 15 minute appointment with Meredith in the first week of summer school to check your file for the following documents:
  - \_\_\_\_\_ Yellow copies of immunization records from Student Health
    - \_\_\_\_\_ One yellow copy for Hepatitis B – three vaccines and titer
    - \_\_\_\_\_ One yellow copy that includes TB, MMR, Varicella
  - \_\_\_\_\_ Copy of CPR certification record
  - \_\_\_\_\_ Copy of Liability Insurance (If you do not have a copy of your insurance by your first meeting, bring a copy of the completed form that you sent to the insurance company).
- \_\_\_\_\_ Obtain Medical Center ID
- \_\_\_\_\_ 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 Semester**

- \_\_\_\_\_ Make a 15 minute appointment with Meredith in the last week of summer school to check your file for the following documents:
  - \_\_\_\_\_ Summer Cumulative Clock Hour Form (Check for all clinical instructor signatures and make sure math is correct).
  - \_\_\_\_\_ Computer summary sheet (Check to make sure numbers match the Cumulative Clock Hour form).
  - \_\_\_\_\_ Final practicum evaluation form from UK CD Clinic
  - \_\_\_\_\_ Observation records (yellow forms) from UK CD Clinic
  - \_\_\_\_\_ Yellow copies of immunization records from Student Health
    - \_\_\_\_\_ One yellow copy for Hepatitis B – three vaccines and titer
    - \_\_\_\_\_ One yellow copy that includes TB, MMR, Varicella
  - \_\_\_\_\_ Copy of CPR certification record
  - \_\_\_\_\_ Copy of Liability Insurance (By this time you should have a final copy of liability insurance in your file).
- \_\_\_\_\_ Register for Fall semester courses

**2. SECOND SEMESTER – FALL 09**

- \_\_\_\_\_ Attend CD Grad/UG Reception in the Commons in August (8/25/09, 1-4 PM)
- \_\_\_\_\_ Attend Teacher Education Program meeting, TBA (Kleinert)
- \_\_\_\_\_ Complete Admission Portfolio for Teacher Education Program (TEP) (Kleinert)
- \_\_\_\_\_ Submit an application for Teacher Education Program, TBA (Kleinert)
- \_\_\_\_\_ Submit Rotation Applications, TBA (Morris)
- \_\_\_\_\_ Submit application for Student Teaching if student teaching in Fall 2008 (See UK College of Education website; submit documents to Taylor Education Bldg)
- \_\_\_\_\_ Submit "Master's Thesis Initial Report" to Dr. Deem 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 15 minute appointment with Meredith in the last week of the fall semester to check your file for the following documents:
  - \_\_\_\_\_ Fall Cumulative Clock Hour Form (Check for all clinical instructor signatures and make sure math is correct).
  - \_\_\_\_\_ Computer summary sheet (Check to make sure numbers match the Cumulative Clock Hour form).
  - \_\_\_\_\_ Final practicum evaluation form from UK CD Clinic
  - \_\_\_\_\_ Observation records (yellow forms) from UK CD Clinic
  - \_\_\_\_\_ Yellow copies of immunization records from Student Health
    - \_\_\_\_\_ One yellow copy for Hepatitis B – three vaccines and titer
    - \_\_\_\_\_ One yellow copy that includes TB, MMR, Varicella
  - \_\_\_\_\_ Copy of CPR certification record
  - \_\_\_\_\_ Copy of Liability Insurance

### 3. THIRD SEMESTER – SPRING 10

- \_\_\_\_\_ Complete AHEC Application form for housing and stipend (Morris)
- \_\_\_\_\_ Receive annual TB test (give yellow copy to us)
- \_\_\_\_\_ Submit Mid-Point Portfolio TEP (Kleinert)
- \_\_\_\_\_ Apply for Student Teaching if student teaching in Spring 2010 (See UK College of Education website; submit documents to Taylor Education Bldg)
- \_\_\_\_\_ Meet with assigned advisor to:
  - \_\_\_\_\_ Complete M.S. Program Plan
  - \_\_\_\_\_ Review PESSKI worksheet
  - \_\_\_\_\_ Discuss registration
- \_\_\_\_\_ Register for Summer and Fall semester courses
- \_\_\_\_\_ Receive an evaluation letter from faculty

### End of Third Semester

- \_\_\_\_\_ Make a 15 minute appointment with Meredith at the end of the spring semester to check your file for the following documents:
  - \_\_\_\_\_ Spring Cumulative Clock Hour Form (Check for all clinical instructor signatures and make sure math is correct).
  - \_\_\_\_\_ Computer summary sheet (Check to make sure numbers match the Cumulative Clock Hour form).
  - \_\_\_\_\_ Final practicum evaluation form from UK CD Clinic
  - \_\_\_\_\_ Observation records (yellow forms) from UK CD Clinic
  - \_\_\_\_\_ Yellow copies of immunization records from Student Health
    - \_\_\_\_\_ One yellow copy for Hepatitis B – three vaccines and titer
    - \_\_\_\_\_ One yellow copy that includes TB, MMR, Varicella
    - \_\_\_\_\_ One yellow copy of most recent TB test
  - \_\_\_\_\_ Current copy of CPR certification record
  - \_\_\_\_\_ Current copy of Liability Insurance

#### 4. FOURTH SEMESTER – SUMMER 10

##### End of Fourth Semester

- \_\_\_\_\_ Make a 15 minute appointment with Meredith at the end of the summer semester to check your file for the following documents:
  - \_\_\_\_\_ Summer Cumulative Clock Hour Form (Check for all clinical instructor signatures and make sure math is correct).
  - \_\_\_\_\_ Computer summary sheet (Check to make sure numbers match the Cumulative Clock Hour form).
  - \_\_\_\_\_ Final practicum evaluation form from off-campus rotation
  - \_\_\_\_\_ Yellow copies of immunization records from Student Health
    - \_\_\_\_\_ One yellow copy for Hepatitis B – three vaccines and titer
    - \_\_\_\_\_ One yellow copy that includes TB, MMR, Varicella
    - \_\_\_\_\_ One yellow copy of most recent TB test
  - \_\_\_\_\_ Current copy of CPR certification record
  - \_\_\_\_\_ Current copy of Liability Insurance
- \_\_\_\_\_ (You should have previously registered for Fall semester courses)

#### 5. FIFTH SEMESTER – FALL 10

- \_\_\_\_\_ Apply for ASHA or “PRAXIS” Exams  
(See PRAXIS website, [praxis@ets.org](mailto:praxis@ets.org), or complete forms at Taylor Education, Room 166. Also, see ASHA website, [www.asha.org/students/praxis/](http://www.asha.org/students/praxis/), for more information). Take the exam(s) late Fall semester or early Spring.
  - \_\_\_\_\_ Speech-Language Pathology (20330)
  - \_\_\_\_\_ Education of Exceptional Children Core Content Knowledge (20353)  
*Students completing TEP take both exams. Students not completing TEP take only the Speech-Language Pathology exam.*Designated Score Recipients:
  - ASHA (code R5031)
  - UK Communication Disorders (code R0107)
  - (State Board) (KY State Board is R7287)Attending Institution Code:
  - A0107Major Field and Certification Field:
  - 705
- \_\_\_\_\_ In the last scheduled CD 659 clinical rotation meeting on main campus in Fall, complete graduation packet from Student Affairs office
  - \_\_\_\_\_ Submit two Applications for Degree cards to Grad School (deadline is in schedule book; deadline is usually early February; return cards to Dr. Deem) **Essential that deadline is met.**  
Major Code is: **CODI**  
Degree Code is: **MSCD**
  - \_\_\_\_\_ 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
- \_\_\_\_\_ 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 15 minute appointment with Meredith at the end of the fall semester to check your file for the following documents:
  - \_\_\_\_\_ Summer Cumulative Clock Hour Form (Check for all clinical instructor signatures and make sure math is correct)
  - \_\_\_\_\_ Computer summary sheet (Check to make sure numbers match the Cumulative Clock Hour form)
  - \_\_\_\_\_ Final practicum evaluation form from off-campus rotation
  - \_\_\_\_\_ Yellow copies of immunization records from Student Health
    - \_\_\_\_\_ One yellow copy for Hepatitis B – three vaccines and titer
    - \_\_\_\_\_ One yellow copy that includes TB, MMR, Varicella
    - \_\_\_\_\_ One yellow copy of most recent TB test
  - \_\_\_\_\_ Current copy of CPR certification record
  - \_\_\_\_\_ Current copy of Liability Insurance
- \_\_\_\_\_ (You should have previously registered for Fall semester courses)

### **6. SIXTH SEMESTER – SPRING 2011**

- \_\_\_\_\_ Submit Application for Graduation (usually by the first week in February – check with Office of Student Affairs)
- \_\_\_\_\_ Study for and take comprehensive exams (usually in March)

### **CONCLUSION OF SIXTH SEMESTER**

- \_\_\_\_\_ Attend exit session with CD faculty (Usually first week of May)
- \_\_\_\_\_ Submit final clock hour forms and computer summary sheet
  - \_\_\_\_\_ Submit final practicum evaluation forms from off-campus rotation
  - \_\_\_\_\_ Complete ASHA Application for Membership & Certification located in ASHA Handbook (see ASHA website)
  - \_\_\_\_\_ Complete Graduate Exit Surveys
  - \_\_\_\_\_ Submit Exit Portfolio for TEP
  - \_\_\_\_\_ Complete PESSKI form
  - \_\_\_\_\_ Sign Program Plan
- \_\_\_\_\_ Complete state licensure forms (See the website specific to state where you plan to be employed)
- \_\_\_\_\_ **Attend Graduation!!!**

Kentucky State Board for Speech-Language Pathology and Audiology:

- <http://finance.ky.gov/ourcabinet/caboff/OAS/op/splanpath/slapaauappfor.htm>
- Select the “SLP and AUD – Interim License Application Form.”
- Select the “SLP and AUD – Application Information Sheet.”