

**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](http://praxis@ets.org), or See ASHA website, [www.asha.org/students/praxis/](http://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](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)