DEADLINE DATES FOR FINAL GRADUATION REQUIREMENTS

SLP GRADUATE STUDENTS: READ CAREFULLY!!!!

- Please note that YOU are responsible for filing the following forms and documents.
- The graduate school does not accept late forms. Failure to file will result in postponement of graduation for a full semester!!!!
  - Please note: the dept. CANNOT file university forms for you. Do not fax them to the department or leave them in faculty boxes for processing
- All paperwork/forms that need to be submitted to the Graduate School are to be dropped off at the Registrar’s office at 1113, Mitchell Building. See also http://www.registrar.umd.edu/deadlines.html
- You can import these deadlines into your personal google calendar (Under “Other calendars” link in the left menu, select “Add by URL” and paste the following link: https://www.google.com/calendar/ical/f0pvgd8dv0sf14ro2j6h1vcb7c%40group.calendar.google.com/public/basic.ics

DEADLINES FOR FALL 2015 SLP Graduates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sept. 11 (Fri)</td>
<td>Candidacy paper due to both readers (Dept. requirement)</td>
</tr>
<tr>
<td>Sept. 14 (Mon)</td>
<td>Last day to submit Application for Graduation (University requirement) for Dec. graduation. This may be done on the web via Testudo. A copy of the application should be given to the coordinator of graduate studies, Ms. Valerie Brownlee</td>
</tr>
</tbody>
</table>
| Sep.30 (Wed) | Deadline for submission of the following forms (University requirement): Approved Program Form
  - Only required grad courses need to be listed, not clinic registrations or UG prereqs
  - The form needs to be signed by your academic advisor and the director of the MA program (Dr. Farqui-Shah)
    Master’s Thesis Examining Committee Nomination Form (if applicable) |
<p>| Oct. 16 (Fri) | Deadline for re-submission for failed Candidacy Papers (Dept. requirement) |
| Oct. 23 (Fri) | Deadline for approval of re-submitted Candidacy Papers by first and |</p>
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| Nov. 6 (Fri)      | Comprehensive examinations  
                   *All prior incomplete grades (with the exception of candidacy) MUST be completed before you can take comps* |
| Nov. 25 (Wed)     | Re-take of Comprehensive examination for failed questions (Note: Students with more than one failed question will need to re-take the entire Comprehensive examination the following semester) |
| Dec. 2 (Wed)      | *Master’s Thesis Students:*  
                   Final date to electronically submit Thesis;  
                   Final day to submit [Electronic Thesis and Dissertation Publication Form](#) to the Registrar  
                   *Master’s Non-Thesis Students:*  
                   Final date to submit [Certification of Master’s Degree Without Thesis Form](#) to the Registrar |
| Dec. 19, 20       | Commencement ceremonies (Saturday, University; Sunday, BSOS) |

**DEADLINES FOR Spring 2016 SLP Graduates**

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Sept. 11 (Fri)</td>
<td>Approval of candidacy paper topic from first reader  (Dept. requirement)</td>
</tr>
<tr>
<td>Sept. 18 (Fri)</td>
<td>Approval of candidacy paper topic from second reader  (Dept. requirement)</td>
</tr>
<tr>
<td>Oct. 30 (Fri)</td>
<td>Candidacy paper proposal due to both readers  (Dept. requirement)</td>
</tr>
<tr>
<td>Jan. 29 (Fri)</td>
<td>Deadline for submission of full (final) version of candidacy papers  (Dept. requirement)</td>
</tr>
</tbody>
</table>
| Feb. 5 (Fri)      | Last day to submit [Application for Graduation](#)  
                   *A copy of the application should be given to the coordinator of graduate studies, Ms. Valerie Brownlee* |
| Feb. 29 (Mon)     | Deadline for submission of the following forms  (University requirement):  
                   [Approved Program Form](#)  
                   *Only required grad courses need to be listed, not clinic registrations or UG prereqs*  
                   *The form needs to be signed by your academic advisor and the* |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Mar. 11 (Fri)</td>
<td>Deadline for re-submission for failed Candidacy Papers (Dept. requirement)</td>
</tr>
<tr>
<td>Mar 25 (Fri)</td>
<td>Deadline for approval of re-submitted Candidacy Papers by first and second readers (Dept. requirement). <em>You may not take comps if your candidacy paper has not been approved by this date!</em></td>
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</tbody>
</table>
| April 1 (Fri) | Comprehensive examinations  
*All prior incomplete grades (with the exception of candidacy) MUST be completed before you can take comps* |
| Apr. 22 (Fri) | Re-take of Comprehensive examination for failed questions (Note: Students with more than one failed question will need to re-take the entire Comprehensive examination the following semester) |
| Apr. 26 (Tue) | **Master’s Thesis Students:**  
Final date to electronically submit Thesis;  
Final day to submit Electronic Thesis and Dissertation Publication Form to the Registrar  
**Master’s Non-Thesis Students:**  
Final date to submit Certification of Master’s Degree Without Thesis Form to the Registrar |
| May 19, 20 | Commencement ceremonies (Thursday, University; Friday, HESP)                                                                                  |

**ASHA CERTIFICATION & RELATED INFORMATION**

**Departmental signature on forms**
- This is done by the director of the MA program, Dr. Faroqi-Shah.

- Fill out your ASHA application ([http://www.asha.org/uploadedFiles/2005-SLP-CCC-Application.pdf](http://www.asha.org/uploadedFiles/2005-SLP-CCC-Application.pdf)) and Knowledge and Skills Acquisition (KASA) form FULLY and check it for accuracy. We have a model form that uses University of Maryland courses as examples to guide you in filling out your form (see the MA student web site [http://hesp.umd.edu/content/knowledge-and-skills-acquisition-kasa-form-and-instructions](http://hesp.umd.edu/content/knowledge-and-skills-acquisition-kasa-form-and-instructions)). ASHA CCC application forms are available at the ASHA web site (www.asha.org). PLEASE READ instructions and the sample before filling out the
• The Department keeps a permanent copy of the ASHA application in your files for your future employment inquiries. ASHA does NOT keep a copy of the application. Please fill it out completely and neatly. Dr. Yasmeen Faroqi-Shah will NOT sign off on incomplete applications, even though only the end pages must be submitted to ASHA. **This means you must fill out all coursework and clock hour information. Forms will not be signed without this information.**

• You must submit these forms TOGETHER WITH the other pages of the ASHA Certification application, which require Dr. Yasmeen Faroqi-Shah’s signature.

**Praxis exam**

• The praxis exam can be taken any time before you apply for ASHA certification. Students typically take this during their final semester in the program. [https://www.ets.org/praxis/asha/requirements](https://www.ets.org/praxis/asha/requirements)

• Please list the University of Maryland as a recipient of your NTE ASHA exam scores.

**Contact Information**

• Please provide the department with your forwarding address if you will be moving after graduation, as well as your non-umd email address.

**Clinical Fellowship Information**

• Please notify the department of your CFY site as soon as you know it.

**OTHER LINKS**


• **Knowledge and Skills Acquisition Form (KASA):** [http://hesp.umd.edu/content/knowledge-and-skills-acquisition-kasa-form-and-instructions](http://hesp.umd.edu/content/knowledge-and-skills-acquisition-kasa-form-and-instructions)

• **Praxis Exam:** [http://www.asha.org/Certification/praxis/About-the-Speech-Language-Pathology-Praxis-Exam/](http://www.asha.org/Certification/praxis/About-the-Speech-Language-Pathology-Praxis-Exam/)

• **ASHA Code of Ethics:** [http://www.asha.org/policy/ET2010-00309.htm?LangType=1033](http://www.asha.org/policy/ET2010-00309.htm?LangType=1033)