DEADLINE DATES FOR FINAL GRADUATION REQUIREMENTS

SLP GRADUATE STUDENTS: READ CAREFULLY!!!!

- Please note that YOU are responsible for filling the following forms and documents.
- The person signing the “Director of Graduate Program” section in your forms is Dr. Yasmeen Faroqi-Shah
- After you get your forms signed, please hand these to Ms. Valerie Brownlee, the Coordinator of Graduate Studies
- See https://gradschool.umd.edu/calendar/deadlines/academic-deadlines for clarification about deadlines
- 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://calendar.google.com/calendar/ical/d4ab3in0r61d1hng5beev52618%40group.calendar.google.com/public/basic.ics

DEADLINES FOR FALL 2017 SLP Graduates

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Sept. 1 (Fri)</td>
<td>Candidacy paper due to both readers (Dept. requirement)</td>
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| Sept. 11 (Mon)| 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 |
| Oct. 2 (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 director of the MA program (Dr. Faroqi-Shah)
    - This form needs to be turned in to Ms. Valerie Brownlee
  - Master’s Thesis Examining Committee Nomination Form (if applicable) |
| Oct. 15 (Fri) | Deadline for re-submission for failed Candidacy Papers (Dept. requirement)  |
| Oct. 22 (Fri) | Deadline for approval of re-submitted Candidacy Papers by first and          |
second readers (Dept. requirement).  
*You may not take comps if your candidacy paper has not been approved by this date!*

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<tr>
<th>Date</th>
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| Nov. 3 (Fri) | Comprehensive examinations  
*All prior incomplete grades (with the exception of candidacy) MUST be completed before you can take comps* |
| Nov. 15 (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. 6 (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. 17, 18 | Commencement ceremonies (Saturday, University; Sunday, BSOS) |

**DEADLINES FOR Spring 2018 SLP Graduates**

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<th>Date</th>
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<tr>
<td>Sept. 1 (Fri)</td>
<td>Approval of candidacy paper topic from first reader (Dept. requirement)</td>
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<tr>
<td>Sept. 15 (Fri)</td>
<td>Approval of candidacy paper topic from second reader (Dept. requirement)</td>
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<tr>
<td>Oct. 27 (Fri)</td>
<td>Candidacy paper proposal due to both readers (Dept. requirement)</td>
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<tr>
<td>Jan. 26 (Fri)</td>
<td>Deadline for submission of full (final) version of candidacy papers (Dept. requirement)</td>
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</table>
| Feb. 6 (Tue) | Last day to submit [Application for Graduation](#) (University requirement)  
*A copy of the application should be given to the coordinator of graduate studies, Ms. Valerie Brownlee* |
| March 1 (Thu) | 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* |
**Master’s Thesis Students:**

Master’s Thesis Examining Committee Nomination Form

- This form needs to be turned in to Ms. Valerie Brownlee

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<tr>
<td>Mar. 9 (Fri)</td>
<td>Deadline for re-submission for failed Candidacy Papers (Dept. requirement)</td>
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<tr>
<td>Mar 23 (Fri)</td>
<td>Deadline for approval of re-submitted Candidacy Papers by first and second readers (Dept. requirement). You may not take comps if your candidacy paper has not been approved by this date!</td>
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</table>
| Mar 30 (Fri) | Comprehensive examinations
All prior incomplete grades (with the exception of candidacy) MUST be completed before you can take comps
Location (TBD) Usually the Computer Lab Room 4 - 0231 Lefrak Hall |
| Apr. 20 (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. 23 (Mon) | 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 20-22   | Commencement ceremonies |

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**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). ASHA CCC application forms are available at the ASHA web site (www.asha.org). PLEASE READ instructions and the sample before filling out the application.

- 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/

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

• ASHA State-by-State Guidelines: http://www.asha.org/advocacy/state/

• Maryland Licensure Qualifications for SLP: http://www.mdboardaudhadslp.org/html/professionals/speechqual.htm