

SPEECH, LANGUAGE, AND HEARING SCIENCES

B.S. Speech Pathology and Audiology / M.S. Speech-Language Pathology

Preparing For Graduation

Undergraduate Students

Spring semester of junior year

- Verify that you have completed the University Writing Skills Requirement, IF APPLICABLE
 - *Note: The University Writing Skills Requirement (UWSR) was suspended during the COVID pandemic. You can check your Degree Audit Report (DAR) to see if it is applicable to your graduation requirements.*
- Check your “Degree Audit Report” (DAR) in MyCSUEB and email any B.S. degree discrepancies to your faculty advisor as listed in Bay Advisor or MyCompass.
 - If you transferred in a course for PSYC 100, STAT 100, or BIOL 270 which is not being applied in your DAR, please email your advisor with details.

One semester before the term you plan to graduate:

- 1) Apply for graduation through MyCSUEB by the posted deadline, available at [Important Dates](#)
 - Sign in at MyCSUEB; go to the Student tab and then to the “Student Records Services” section at the bottom; look for “Apply for Graduation”.
 - More general information at [How to Graduate](#)
- 2) After the final deadline has passed to apply for graduation, faculty advisors will complete your major check and email you your status, including a list of In Progress, and To Be Completed courses. If appropriate, you will be given additional advisement.
- 3) Changing your graduation term:
 - If you find you will not be able to finish your graduation requirements, you may update your graduation to a future term. Go to [Student Record Forms](#) and scroll down to “Request to postpone or cancel graduation”.
 - If you neglected to apply for graduation, apply for the earliest term available, and then petition to “back date” your graduation term.
How to Petition:
From your Horizon email, send your official petition in a separate email with the subject line: “Petition to Back Date Graduation to (your desired term)” to the Office of the Registrar at reg@csueastbay.edu. You should include the following in your request:
 - A Statement explaining your extenuating circumstance
 - Third party documentation that supports your extenuating circumstance

See next page for Graduate Students



Graduate Students

First internship

- 1) Meet with your advisor to confirm that you're on track.
 - Your student file must be available (paper or electronic); ask your advisor to update the Advising Grid for ASHA CCC's content if applicable, and any other notes as appropriate
- 2) If you are planning to apply for the Speech-Language Pathology Services Credential, please start collecting the following information (also required for your school-based internship) in preparation to submit to the Credential Student Service Center (CSSC), AE235:
 - [Certificate of Clearance](#)
 - Negative TB test
 - [Basic Skills Proficiency Requirement](#)
 - [Request for Basic Skills Evaluation](#)

Note that you will be contacted directly by the CSSC with details as your graduation nears.

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 - More information at [How to Graduate](#)
- 2) See your advisor to verify degree requirements are on track for completion by the end of the semester.
 - Your student file must be available (paper or electronic); ask your advisor to update the Advising Grid for ASHA CCC's content if applicable, and any other notes as appropriate
- 3) Changing your graduation term:
 - If you find you will not be able to finish your graduation requirements, you may update your graduation to a future term. Go to [Student Record Forms](#) and scroll down to "Request to postpone or cancel graduation".
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When at least 300 clinical clock hours are completed

Meet with Program Director

- Your student file (paper or electronic) and summary of CALIPSO clock hours must be available.
 - Use the "Clinic Clockhour DB" version of your clock hours summary
- Sign off with Program Director on ASHA CCC's and California licensure requirements. Refer to the department [Resources](#) webpage for more information and required forms.
- Complete [application process](#) for the Speech-Language Pathology Services Credential if planning to apply.
 - Note that this credential is considered a two-year Preliminary Credential; you must complete the Praxis and additional work experience (typically through the CFY) to apply for the Clear credential. See https://www.ctc.ca.gov/docs/default-source/leaflets/cl879.pdf?sfvrsn=6dbc777c_2 for details.

Note about the Praxis: When the Praxis is taken, request that the scores be sent to Cal State East Bay, code 0031. For information on the Praxis for ASHA CCC's, go to <https://www.asha.org/certification/praxis/about-the-speech-language-pathology-praxis-exam/>