

PROCEDURES FOR GRADUATION

At least 3-4 weeks prior to your scheduled date of graduation you must begin the multi-step process involved in the final procedures to receive your degree. Most of these steps need to be completed BEFORE you schedule an exit interview with the graduate coordinator. This interview will be held between the completion of your internship or final practicum and the graduation date.

I. From the Office of the Registrar

- A If you are planning to graduate in December, you must apply no later than September 14, 2007 for the degree to be conferred. If you are planning to graduate at the end of Spring Semester, you must apply no later than February, 2008 for the degree to be conferred
- B Ask for Transcript Form
 - 1 This form must be completed during your final semester of registration, i.e., the semester of your actual graduation.
 - 2 Complete the form using your permanent mailing address (NOT your Gainesville address).
 - 3 Under "Please Enter Your Request"
 - a You name and address and number of official copies needed (5)
 - b Check (X) to indicate they should HOLD for grades at the end of the current term.
 - c Enter the name of the Graduate Coordinator/Department of Communication Sciences and Disorders/336 Dauer Hall/Campus. The Graduate Coordinator is Dr. Scott Griffiths.
 - d Request 1 official copy to be sent to the department and to hold for grades at the end of the current term.
- C Check with the Graduate office to be sure all requirements have been met
 - 1 Location: 2nd floor of Grinter Hall Phone: 392-4646
 - 2 Submit application for the degree by the deadline specified above.

II Department Procedures

A Requirements

- 1 Be sure all items noted on the For the Record Form have been completed
- 2 Take the ASHA examination the semester you plan to graduate, or in November of the Fall semester. Most spring graduates take the test in November. Enter the University of Florida code to have the scores sent to this department.
- 3 Obtain the “Exiting Graduate Student Questionnaire” from the Clinic Secretary. Complete the questionnaire, return it to the Clinic Secretary, and get a verification receipt from her.

B Clinic

- 1 Obtain an ASHA Membership and Certification Handbook from Dauer 435.
 - a Prior to your interview, make a Xerox copy of pages 15, 16, and 22 and complete a Draft in Pencil of the ASHA forms.
 - b Complete everything you can, especially your ASHA number, your employment information if you have accepted a job (even if you have not started), your undergraduate university and its code.
 - c Type in the information on pages 15, 16, and 22 and make at least 2 xerox copies.
 - d Mail original form to ASHA in accordance with the instructions in the Handbook.
 - e Leave one copy in your clinic file, and take one copy for your own files.
- 2 Check through your Personal Folder in the clinic office. Be sure all forms are in your folder, grouped by type.
- 3 Schedule your meeting with the Graduate Coordinator.
 - a Let Dr. Wingate know your scheduled time.
 - b Allow a minimum of 48 hours between the time you submit your last clock hours and the time you are scheduled to have your exit interview.
 - c Bring the following items to the exit interview:

- 1 Completion of clock hours (from Mrs. Vinson)
- 2 Your clinic file
- 3 Your ASHA handbook and draft copies of forms
- 4 Xerox copy of ASHA examination report
- 5 Receipt for Exiting Graduate Student Questionnaire

d If you do not have all the requirements and forms completed, reschedule the meeting with Dr. Griffiths.