

DEPT. OF COMMUNICATIVE SCIENCES AND DISORDERS

Preparing For Graduation

Undergraduate Students

Two quarters before the quarter you plan to graduate:

- Verify that you have completed the University Writing Skills Requirement.
- Verify that the department has transcripts on file for any transferable courses.

One quarter before the quarter you plan to graduate:

- 1) Apply for graduation through MyCSUEB by the end of the add-drop period.
 - Sign in at MyCSUEB; go to Student Center; in the “Academics” section, look for the scroll menu that says “Other Academic”; find “Apply for Graduation”.
 - Example: For Spring Quarter (June) graduation, apply by the first two weeks of Winter Quarter.
- 2) Tell the department you have applied for graduation.
 - This is VITAL; if you do not, a grad check will not be generated to the university.
 - You may email this information to the Department ASC, marianna.wolff@csueastbay.edu
- 3) Bring the Department ASC a completed copy of your unofficial [B.S. Degree-Student Audit](#) form..

The Department ASC will complete the grad check and email you your status, including a list of In Progressive, and To Be Completed courses. If appropriate, you will be referred for advisement.

Once you file for graduation, it is good for three quarters after the term in which you filed. However, in order to be able to register for courses after the term in which you filed, you must process a Graduation Update Request form, available at <http://esweb.csu Hayward.edu/forms/>. After the third term, your graduation will automatically be cancelled and you will have to submit a new application for graduation.

Graduate Students

Two quarters before the quarter you plan to graduate:

- 1) See your advisor to confirm that you're on track.
 - Example: Fall for Spring graduation; Spring for Fall graduation.
 - Your student file must be present.
 - Verify that an “Advanced to Candidacy/Change to Classified Status” form has been filed.
 - Requires that all 4000 level classes have been completed
 - Requires that the University Writing Skills Requirement has been completed
 - Verify that you are a M.S. AND Credential candidate through the department.
 - If not, file a “Change of Graduate Objective” to add it.
 - Provide proof of completion of credential requirements to the Credential Student Service Center:
 - Certificate of Clearance
 - Negative TB test
 - Basic Skills Proficiency Requirement
 - passing CBEST score report (this is the usual method)
 - passing CSET Writing Skills subtest #142 score report
 - passing basic skills test from another state
 - results on CSU EAP – Math and English result: College Ready’ or ‘Exempt’ ‘College Ready’ or ‘Exempt’
 - CSU Placement Test results – Entry Level Math (ELM): 50 or English Placement Test (EPT): 151

(continued)

One quarter before the quarter you plan to graduate:

- 1) Apply for graduation through MyCSUEB by the end of the add-drop period.
 - Sign in at MyCSUEB; go to the bottom left section “Student Records Services” for “Apply for Graduation”
 - Example: For Spring Quarter (June) graduation, apply by the first two weeks of Winter Quarter.
- 2) Tell your department you have applied for graduation.
 - This is VITAL; if you do not, a grad check will not be generated to the university.
 - The Department ASC will complete the grad check and email you your status, including a list of In Progressive, and To Be Completed courses.
- 3) See your advisor to verify degree requirements are on track for completion by the end of the quarter.
 - Your student file must be present.

Once you file for graduation, it is good for three quarters after the term in which you filed. However, in order to be able to register for courses after the term in which you filed, you must process a Graduation Update Request form, available at <http://www20.csueastbay.edu/students/student-services/forms/student-records-forms.html> . After the third term, your graduation will automatically be cancelled and you will have to submit a new application for graduation.

When all coursework and clinical hours requirements are completed

Meet with Department Chair

- Your student file and portfolio must be present.
- Sign off with Department Chair on ASHA application, and California license application.
Go to the Credential Student Service Center (CSSC) website for forms and information on applying for the Speech-Language Pathology Services Credential, at <http://edschool.csuhayward.edu/services/cred/credapp/index.html>
Please note that due to recent legislation, this credential is considered a two-year Preliminary Credential; you must complete the Praxis and additional work experience (normally through the CFY) to apply for the Clear credential. Refer to <http://www.ctc.ca.gov/> for additional information.

Note about the Praxis: When the Praxis is taken, request that the scores be sent to CSUEB.