



DEPARTMENT OF SPEECH PATHOLOGY AND AUDIOLOGY GRADUATE PROGRAM APPLICATION CHECKLISTS

If you wish to apply for admission, we will need information about your previous education and experience. Note carefully that some materials must be sent directly to the Office of Graduate Studies. Other materials must be sent in a single package, directly to the Speech Pathology and Audiology Department Office. Be sure to keep the two sets of materials separate.

CHECK LIST OF MATERIAL TO BE SENT DIRECTLY TO THE OFFICE OF GRADUATE STUDIES

___ 1. You must apply online at www.csumentor.edu. Use the **Graduate Admission Applications** for the appropriate academic year. On the application, pull down Major/Program Objective to **Speech Pathology (Pathology)** and Degree Objective to **MS**. Also pull down Education Credential Objective to **Applying to credential program now** and pull down Credential Objective Name to **CR-LSH/Spec Class Cred** which refers to the Clinical Rehabilitative Services Credential (Language, Speech & Hearing) with the Special Class Authorization.

___ 2. **Application Fees**

___ 3. **Official Transcripts.** Two official transcripts are required from all colleges and universities you have attended. You may attach these yourself, as long as those from each institution are in an officially sealed envelope. Otherwise, each institution must send them directly to our Office of Graduate Studies. (If you have previously attended Sac State, you are not required to re-submit transcripts already on file. You are required to submit new official transcripts for any additional coursework not already on file at Sac State.)

DEADLINES

The above materials **MUST** be received by our Office of Graduate Studies by the following dates:

****All dates and programs are subject to change without notice****

Per the CSU system, the priority application filing period for Fall 2010 is October 1 – November 30, 2009.

For full Graduate Studies application procedures and deadlines, visit: www.csus.edu/gradstudies

Send above materials to:

**Office of Graduate Studies
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6112**

CHECK LIST OF MATERIAL TO BE SENT DIRECTLY TO THE DEPARTMENT

Please note that all items listed must be included, and must be **contained in a single package**.

- ___ **1. GRE Scores.** Send one copy. The Department's Graduate Record Examination (GRE) requirement may be fulfilled by achieving:
- a.) a minimum total score of 900 on the verbal and quantitative portions of the test; **or**
 - b.) a minimum total of score 1350 on the verbal, quantitative, and analytic portions of the test; **or**
 - c.) a minimum score of 4.5 on the analytical writing portion of the test.
- Note:** If the applicant has a GPA of 3.50 or higher in the major, the GRE requirement will be waived.

- ___ **2. Unofficial Transcripts.** Include transcripts from all colleges and universities you have attended. These do not need to be official transcripts. Photocopies are acceptable, providing they are legible. List courses in progress on a separate sheet of paper if they are not shown on your transcript. If the title is not specific (e.g., Speech Pathology 1) include a course description from the college catalog.

- ___ **3. Three Recommendations.** The recommendations must be on the enclosed CSUS Department forms. Two must be from faculty members who know your academic and/or clinical work. One may be from an employer. Confidential recommendations cannot be accepted as the University requires that each student have access to his or her own files.

___ **4. Clinical Hours.**

a. Observation Hours

Include one copy of your clinical observation hours. The record must be legible, summarized, and signed by one or more supervisors who hold the CCC.

b. Supervised Clinical Practice Hours

Include one copy of your supervised clinical practice hours. The record must be legible, summarized, and signed by the appropriate supervisors. Hours not supervised by people holding the CCC cannot be counted. Use the standard ASHA breakdown by age, type of problem, and so forth.

Note: Clinician records **must not** contain names of clients.

- ___ **5. Course Work Check Sheet.** Fill out the attached Course Work Check Sheet showing courses completed, in progress, and scheduled. Leave Blank any courses you have not taken, are not enrolled in, or are not scheduled to take.

___ **6. Statement Regarding Work, Volunteer Experience and Internships**

On a separate page, list your work, volunteer experience, and internships. Include the following information for each experience.

Name of Employer or Agency
Address of Employer or Agency
Dates of Employment, Service, or Internship
Name of your immediate supervisor
Briefly describe your duties

Please limit your response to no more than 2 pages.

___ **7. Statement Regarding Experience with Ethnic and Minority Groups, (Persons with Disabilities, Bilingualism, and Signing)**

On a separate page, indicate any experience you may have had that was not included in your course work or supervised clinical practice in the above areas. Indicate the extent of such experiences.

Name of Employer or Agency
Address of Employer or Agency
Dates of Employment, Service, or Internship
Name of your immediate supervisor
Briefly describe your duties

Please limit your response to no more than 2 pages.

___ **8. List any scholarships, awards or other commendations.**

___ **9. Application Summary Form.** Fill out the attached application summary form and place it on top of the materials sent in your packet.

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