

Communication Sciences and Disorders Program
Completion of Program Checklist
Student Name: _____

Cohort: _____

Graduation date: _____

Requirement	Location	Verified, by whom	
Admissions information	Yellow paper folder in CSD dept.		CD, MK
Tracking form with knowledge & skills by course, trimester – student, advisor signatures	Red advisement folder		CD, MK
Overall GPA of 3.0 or higher	Transcript, Electronic portfolio		CD, MK
Course grades < B were remediated	Remediation file portfolio		CD, MK
400 or more clinical hours across lifespan, setting, & diversification	Electronic portfolio, CALISPO		AM, MK
ASHA required courses in basic sciences, social sciences, statistics	Electronic portfolio		CD, MK
Key assignments	Electronic portfolio		MK
Passed comprehensive exams/capstone course – CSD 698	Comprehensive exams file – CSD dept., transcript		CD, MK
Completed capstone project – CSD 698	Transcript, electronic portfolio, CSD dept.		CD, MK
Language samples	Electronic Portfolio		Advisor, MK
Reflections	Electronic Portfolio		Advisor, MK
Evidence of community service	Electronic portfolio		Advisor, MK
Student contact information	Electronic portfolio or legacy file		Advisor, CD

Employment information if available	Electronic portfolio or legacy file		Advisor, CD
California License RPE graduation verification form	Electronic portfolio		MK
ASHA CCC application verification form	Electronic portfolio		MK
TB test results	Electronic portfolio		Advisor, AM, MK
CITI, HIPAA training certificate	Electronic portfolio		Advisor, MK
PRAXIS exam results if taken	Praxis tracking portfolio		CD, MK
CBEST exam results if taken	Electronic portfolio, CBEST data bank		CD, MK
Certificate of Clearance	Electronic portfolio, credential file in CSD dept.		CD, MK
Livescan file	Electronic portfolio or credential file in CSD dept.		CD, AM, MK
School-based Clinical Competencies Checklist			CD, AM, MK
CTC/ ASHA Crosswalk Checklist			Advisor, CD, MK