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COLLEGE OF HEALTH SCIENCES
School of Rehabilitation Sciences

Early Licensure Policy

SLP-AO-01-A

Faculty Approval: 5/31/23

Effective Date: 8/15/2023

Policy Scope:

This policy is for all students completing the final semester of their graduate program.

Policy Statement:

This policy and procedure statement discusses how the program director will handle requests for degree validation prior to graduation with the intent to apply for state licensure in speech-language pathology.

Policy:

The final externship experience (SLHS-G700 Fieldwork 2) is intended to be completed in 12-16 weeks over the spring semester. In some cases, due to varying start and end dates for the fieldwork requirement, students may find themselves finished with the semester term ahead of graduation. There may be the desire to seek early licensure through the state in order to start employment more quickly.

In rare circumstances and only if all degree requirements have truly been met, the program director may issue a letter indicating that degree requirements have been completed. This letter will then be sent to the registrar to affix the university seal and send the letter to the state licensing board. Please note that this is additional work for the registrar's office at a very busy time of year. Students must follow the procedure stated below in the timeline posted for this exception to be made.

Procedure:

In order to request a letter from the program director, the following conditions must be met:

1. The student must have finished the externship experience for the time commitment agreed upon between the site and the university.
2. All final evaluations must be completed and signed in Calipso.
3. Student must have completed all course requirements, including receiving a final grade for the Capstone and passing the comprehensive examination.

4. Student must have completed all competencies indicated in Calipso, as indicated by completion of the cumulative evaluation.

5. An anticipated start date for employment must be established.

Requests will only be honored between April 1 and April 30. All requests following this date will not be honored as the registrar has begun final degree conferral.

If all conditions have been met, the student must submit in writing, via email, a request for early licensure to the program director. The email must include the student's forwarding address, the name and address of the state licensure board, as well as the intended start date for employment.

The program director will confirm that the conditions have been met and will forward a signed letter to the registrar's office. The registrar will affix the university seal and forward the letter to the licensing board.

This letter **does not guarantee** that a student can begin employment by the intended start date. It also does not guarantee that the licensure board will accept the letter as proof of degree completion. The student is responsible for requesting final transcripts with degree posted to be sent to the licensing board. The licensing board reserves the right to process applications in the timeframe specified and the program has no control over this process. Students should be mindful that there are to date 8 SLP programs in the state of Indiana with graduates each spring, so volume at any state licensing board is especially heavy at this time of year.