



## GRADUATE COLLEGE of EDUCATION

Credential & Graduate Services Center  
1600 Holloway Avenue  
Burk Hall 244  
San Francisco, CA 94132-4158  
Telephone: 415/405-3594  
Fax: 415/338-1940  
Email: credinfo@sfsu.edu  
Website: <http://gcoe.sfsu.edu/>

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### SPEECH, LANGUAGE and HEARING SCIENCES PROGRAM GENERAL INFORMATION

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#### FALL DEADLINE: December 15

Further, an unofficial copy of the fall semester transcripts is required to be submitted by January 15

Submit a university application through Cal State Apply <https://calstate.liaisoncas.com/applicant-ux/#!/login>  
Please note that the CSU Graduate Application must be submitted online on or before the deadline regardless of what day the deadline falls.

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#### ATTEND AN INFORMATION MEETING

The Credential and Graduate Services Center holds meetings regularly. Meetings are designed to inform prospective students of the best possible ways to meet the requirements for admission into the program. Visit our website <http://gcoe.sfsu.edu/events/information-session> for the schedule and information on how to reserve a seat.

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#### REQUIREMENTS FOR SPEECH, LANGUAGE and HEARING SCIENCES PROGRAM

##### University Requirements:

- Online Graduate Application
- Application fee \$55.00
- Unofficial transcripts from all colleges or universities attended

##### PROGRAM MATERIALS:

- Application fee \$25.00 (non-refundable)
- Bachelor's Degree – *must be posted before starting the program*
- GPA: 3.0 overall
- Statement of Purpose
- Résumé or Curriculum Vitae
- Letters of recommendation – *minimum of two*
- Written English Proficiency Requirement
- Fulfill Basic Skills Requirement
- ASHA Standard IV Requirements Course List
- **Certificate of Clearance – upon recommendation for admittance to the SLHS program**

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#### ADMISSION PROCEDURES

The faculty reviews all applications after the deadline. There are no rolling admissions. Applicants will be notified by mail eight to ten weeks after the deadline regarding admission decisions. Applicants must meet both department and university requirements to be formally admitted to the program and university.

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## CSU GRADUATE APPLICATION REQUIREMENTS FOR ADMISSION:

1. **UNIVERSITY APPLICATION:** Apply to San Francisco State University's Graduate Division (415/338-2234, ADM 250), using the online Graduate/Post-Baccalaureate application to The California State University: <https://calstate.liaisoncas.com/applicant-ux/#/login>
2. **FEE:** There is a **\$55.00** fee for this application. You can pay online at the time of the application submission or you can pay Graduate Admissions after you've submitted your application.
3. **TRANSCRIPTS:** Upload one unofficial set of transcripts from every college or university attended to the SF State Graduate Admissions. Official transcripts will be required for admitted students. If you have previously attended SF State, you *may* not need to send transcripts. Please check with Graduate Admissions regarding their policies.
4. **TOEFL:** If you are an international student or if you have a bachelor's degree from outside the United States, please contact the Graduate Admissions directly. There may be additional requirements for admission, such as the Test of English as a Foreign Language (TOEFL).

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## SPEECH, LANGUAGE and HEARING SCIENCES PROGRAM REQUIREMENTS FOR ADMISSION:

1. **PROCESSING FEE:** The College of Education charges a \$25.00 **non-refundable** fee for the program application. Pay the fee online using the following link: [https://commerce.cashnet.com/CGSC\\_ADM](https://commerce.cashnet.com/CGSC_ADM) and upload proof of payment on Cal State Apply.
2. **DEGREE:** Applicants must have earned a bachelor's degree or higher from a regionally accredited college or university. Applicants with degrees from outside the United States must have the equivalent of a bachelor's degree from a US regionally accredited institution. The degree must be awarded before enrolling in the master's program. If the degree is not awarded at the time of the application deadline, applicants must provide transcripts at the time of application and updated transcripts once the degree has been awarded.
3. **GPA:** The Speech, Language and Hearing Sciences Graduate Program require a minimum GPA of 3.0 for master's degree applicants.
4. **STATEMENT OF PURPOSE:** Applicants must submit a typed essay outlining personal attributes and professional experiences that illustrate a potential for excellence in the field. The essay should also include a brief discussion of future professional and academic goals. The essay should be no longer than two double-spaced pages.
5. **RÉSUMÉ:** You may include information about your academic, employment, and volunteer experiences that are pertinent your application and program objective.
6. **LETTERS OF RECOMMENDATION:** Candidates must upload at least two letters of recommendation. Letters should come from individuals who have observed and collaborated with the applicant in a professional or educational setting. It is preferred that the letters be from people who can comment on the applicant's experiences with people with disabilities and or in an educational setting. It is also appropriate to have recommendations from those who can speak to the applicant's academic ability and potential for success in a graduate-level program. Additional letters beyond the required two will also be accepted to augment the application. Letters from relatives are not acceptable.  
**Letters need to be typed on professional letterhead with original signature or have the recommender email the letter using the CalState Apply portal.**
7. **WRITTEN ENGLISH PROFICIENCY REQUIREMENT:** Each graduate student must demonstrate the ability to write English correctly and effectively. To assure that each graduate student has the required proficiency in written English, two distinct assessments are made by the major department: Level One Dept. name change (08/14/2018)

and Level Two. The Level One requirement must be met prior to admission. Applicants will be required to upload a photocopy of the official exam result of one of the followings as part of their application for admission to the M.A. in Special Education:

- A. **GRE Analytical Writing Test or GMAT Analytical Writing Assessment:** score of at least 3.5/6.0
- B. **TOEFL paper-based [PBT]:** score of at least 4.5/6.0 on the essay test (a minimum score of 24/30 on the Writing section of the Internet-based test [iBT] TOEFL)
- C. **IELTS (International English Language Testing System) writing test:** score of at least 6.5/9.0 or a concordant score on the Pearson Test of English
- D. **CSET Writing Skills Test:** passing status score of at least 220 (**NOTE: If an applicant passes the three (3) CSET Multiple Subject Subtests AND passes the related CSET Multiple Subject Writing Test, the applicant will meet the Level I English Proficiency requirement for the Masters degree at SFSU, as well as the Basic Skills Requirement for their CTC credential).**

**NOTE: Applicants who took the former Graduate Essay Test (GET) and scored 5 or above may submit that test result to meet the Level I requirement.**

8. **BASIC SKILLS REQUIREMENT:** Choose one of the following options to fulfill this requirement. Please submit an official hard copy score report for the option that you choose.

- A. **CBEST (California Basic Skills Examination):** Upload a *photocopy* of the results. For information and registration go to [http://www.ctcexams.nesinc.com/test\\_info\\_CBEST.asp](http://www.ctcexams.nesinc.com/test_info_CBEST.asp).
- B. **Out-of-State Basic Skills Examination:** Upload a *photocopy* of the results. Not all states' Basic Skills Exams have been approved by the CTC. Contact the Credential and Graduate Services Center to find a list of approved out-of-state basic skills exams.
- C. **CSET: Multiple Subjects Plus Writing Skills:** Upload a *photocopy* of the results. You must pass the Writing Skills test AND all three Multiple Subject subtests to fulfill the Basic Skills Requirement. For information and registration go to [http://www.ctcexams.nesinc.com/test\\_info\\_CSET.asp?t=101](http://www.ctcexams.nesinc.com/test_info_CSET.asp?t=101). **[Not recommended for Speech, Language and Hearing Sciences Applicants]**
- D. **Other Options for Satisfying the Basic Skills Requirement (see chart below):**

Examination	English Score Requirement	Math Score Requirement
CSU Early Assessment Program	"College Ready" or "Exempt"	"College Ready" or "Exempt"
CSU Placement (EPT & ELM) Exams	Score of 151 or above	Score of 50 or above
College Board SAT	Score of 500 or above	Score of 550 or above
ACT	Score of 22 or above	Score of 23 or above
Advanced Placement (AP) Exams	Score of 3 or above on either: - Language and Composition - Literature and Composition	Score of 3 or above on either: - Calculus (AB or BC) - Statistics
<i>The California Commission on Teacher Credentialing will accept a combination of scores from the EAP and the EPT/ELM examinations to meet the Basic Skills Requirement as long as the individual passes a section of English and a section of Mathematics.</i>		

9. **CERTIFICATE OF CLEARANCE:** The Certificate of Clearance (COC) consists of fingerprint clearance via Live Scan and the completion of an online application with the Commission on Teacher

Credentialing. Because all graduate students in the Speech, Language and Hearing Sciences Program must participate in an internship within an educational setting, all students recommended for admission must go through a background check. This is in accordance with California state law and Education code. Therefore, ***upon recommendation for admission to the SLHS Program***, students must apply for and obtain a Certificate of Clearance with the Commission on Teacher Credentialing (CTC) OR submit proof of prior completion of the clearance. *Acceptable documentation in lieu of a Certificate of Clearance*: valid credentials or permits issued by the CTC, including substitute, pre-intern, clear or preliminary, or Child Development permits. District or other job-related clearance is not acceptable. Upload a photocopy of the document or a print-out from the Commission on Teacher Credentialing website with your application.

**10. ASHA STANDARD IV REQUIREMENTS COURSE LIST:** Current ASHA guidelines (September, 2014 Standards) require graduate students to (1) take a minimum of 75 semester credit units of coursework, of which 36 must be in graduate courses, and (2) earn a minimum of 400 supervised contact hours in a minimum of three types of clinical settings serving adults and children with a variety of communicative disorders. SLHS students provide services to clients in the SLHS Clinic here on campus, at public school sites, and in Bay Area hospitals and community clinics. To meet ASHA standards and move through the master’s program within 2 years, classified SLP graduate students must take a clinic every semester of their enrollment in the SLHS program and at least one summer semester.

As stated above, according to ASHA, acceptable courses in biological sciences should emphasize a content area related to human or animal sciences (e.g., biology, human anatomy and physiology, neuroanatomy and neurophysiology, human genetics, veterinary science). Acceptable courses in physical sciences should include physics or chemistry. Acceptable courses in social/behavioral sciences should include psychology, sociology, anthropology, or public health. A stand-alone course in statistics is required. Research methodology courses in communication sciences and disorders (CSD) may not be used to satisfy the statistics requirement. A course in biological and physical sciences specifically related to CSD may not be applied for certification purposes to this category unless the course fulfills a university requirement in one of these areas.

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## CONTACT INFORMATION

Office Name	Resources	Location/Hours	Phone, Fax, Web, Email
Credential and Graduate Services Center	<ul style="list-style-type: none"> <li>- Ask general questions</li> <li>- Research/view job openings</li> <li>- Pick up/Drop off applications</li> <li>- View credential program file</li> </ul>	Burk Hall 244 Monday – Friday 9:00 AM – 4:45 PM	P: 415-405-3594 F: 415-338-1940 <a href="http://gcoe.sfsu.edu/credinfo@sfsu.edu">http://gcoe.sfsu.edu/credinfo@sfsu.edu</a>
Credential and Graduate Services Center	<ul style="list-style-type: none"> <li>- Get scholarship information</li> <li>- Turn in graduate forms</li> </ul>	Burk Hall 244 Monday – Friday 8:00 AM – 4:45 PM	P: 415-338-2389 <a href="mailto:retta@sfsu.edu">retta@sfsu.edu</a>
Department of Special Education	<ul style="list-style-type: none"> <li>- Obtain SPED/ SLHS course information</li> </ul>	SPED – Burk Hall 156 SLHS – Burk Hall 114	P: 415-338-1161 F: 415-338-0566 <a href="http://www.sfsu.edu/~spedcd">www.sfsu.edu/~spedcd</a> & <a href="http://www.sfsu.edu/~comdis">www.sfsu.edu/~comdis</a>
Graduate Admissions Division	<ul style="list-style-type: none"> <li>- Check student standing</li> <li>- Download graduate forms</li> </ul>	Administration 250 Monday – Friday 9:00 AM – 5:00 PM	P: 415-338-2234 F: 415-405-0340 <a href="http://grad.sfsu.edu/gradstdy@sfsu.edu">http://grad.sfsu.edu/gradstdy@sfsu.edu</a>
Financial Aid	<ul style="list-style-type: none"> <li>- Information on state and federal financial aid programs</li> </ul>	One-Stop in Student Services Building 9:00 AM – 4:30 PM	P: 415-338-7000 F: 415-338-0949 <a href="http://www.sfsu.edu/~finaid/">http://www.sfsu.edu/~finaid/</a> <a href="mailto:finaid@sfsu.edu">finaid@sfsu.edu</a>
Bursar’s Office	<ul style="list-style-type: none"> <li>- Pay registration and other fees</li> <li>- Access payment directions and deadlines</li> </ul>	Administration 155 & One-Stop, Student Services	P: 415-338-1281 F 415-338-7717 <a href="http://www.sfsu.edu/~bursar/">http://www.sfsu.edu/~bursar/</a> <a href="mailto:bursar@sfsu.edu">bursar@sfsu.edu</a>