

TO: Students requesting letters of recommendation for graduate school
FROM: BASHD Faculty

1. Before submitting materials to any of the faculty, a verbal request should be made first. Although they are rare, there are times when this request can't be accommodated. Whenever someone agrees to write a letter for you, give her/him a written and signed statement as follows: "Prof. XYZ has my permission to write a letter of recommendation for me and to include references to my academic performance, such as a grade earned in a class, and my GPA. I waive my right to review a copy of this letter of recommendation."
2. Fall semester is the most common time for students to begin graduate school in Audiology and SLP. This usually means all application materials, including letters of recommendation, must be received by each institution's deadline, which can be as early as January. Therefore, submit the information needed by your references, to them in an organized fashion BEFORE Christmas break so there is adequate time to submit them.
3. Be sure to complete and sign all appropriate information on each application requested by that school (name, address, social security number, phone, etc.). Many programs (including EUP) only accept applications through the centralized application system www.csdcas.com. This system allows applicants to submit just one set of materials (e.g., transcript, GRE score, etc.) and then each participating university receives an official copy. Others use their own on-line format. Still others continue to use a hard copy and mail system. Be sure to clearly communicate this information to your references, including if they will be prompted by e-mail to submit their letter on-line.
4. Each hard copy application should be accompanied by an envelope that is stamped and properly addressed for your reference to mail her/his letter of recommendation. If the letters are to be submitted by the applicant, then the letters should be mailed to the applicant (in a stamped envelope with your address). If they are to go directly to the institution where you are applying, then that address should be on the stamped envelope.
5. Include a carefully drafted cover letter and resume with your request. The cover letter should state what you are applying for, where you are applying, the deadlines for submission, and a brief statement about your qualifications and aspirations. The resume should contain: a) identifying information; b) majors, minors, and areas of concentration; c) overall and major GPA (see next page); d) employment history; e) volunteer activities; f) standardized test scores; g) continuing education attended; h) participation in campus activities (including offices held); and i) honors and/or awards won during your lifetime.
6. Attach a copy of your unofficial academic transcript with your letter request. Highlight those courses that you took from the person writing your letter of recommendation.
7. Remember that it is hard to be recognized by others if you don't see value in yourself. Present yourself in an honest fashion, but set your modesty aside for the moment. Remember that Edinboro graduates have earned graduate degrees in audiology and speech-language pathology at over 40 different institutions.
8. Let us know the outcome of your pursuits. We wish each of you the very best!

Calculating Your Grade Point Average (GPA) in the Major

Course	Credit Hours		* Grade		Total
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
TOTALS	(A)				(B)

* A = 4 B+ = 3.5 B = 3 C+ = 2.5 C = 2 D+ = 1.5 D = 1 *

1. List each completed course in the major, the number of credit hours earned from each, and your grade (numerical value).
2. Multiply the credit hours by the numerical grade for each course and place in the “total” column.
3. Add all numbers in the “credit hours” column and place that number in box “A”.
4. Add all numbers in the “total” column and place in box “B”.
5. Calculate GPA in the major by $B \div A$; enter in “C” below.

GPA = B/A (C)_____

Checklist for Applying to Graduate Schools in Audiology or SLP

- _____ Reviewed information about accredited programs at least one year before graduation at <http://www.asha.org/students/academic/EdFind/>
- _____ Write to programs of interest with questions not answered on their web site; visit if feasible
- _____ Determine the required format for applying (e.g., CSDCAS, university, hard copy and snail mail) and deadlines
- _____ Take the GRE and include the ID numbers for the schools where you plan to apply
- _____ Gather (or make arrangements for) all required materials a semester prior to your graduation
- _____ Submit all required application and financial aid materials prior to the deadline
- _____ Put the results out of mind until late spring when acceptance and financial award letters are sent

Request for Letters of Recommendation Checklist

Please check off each component of your letter of recommendation request packet prior to submitting your packet to your professors.

- _____ Written and signed waiver statement that gives permission to the professor to write the letter of recommendation
- _____ Submit all letters of recommendation materials to professors (i.e., letter of recommendation forms, envelopes, resume, cover letter, waiver statement) PRIOR to winter break
- _____ Completed and signed application forms
- _____ Addressed and stamped envelopes
- _____ Cover letter
- _____ Resume
- _____ Unofficial transcript