



**Division of Graduate Studies**  
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## **Culminating Experience Procedures**

### **Instructions for Completing Proposal for Culminating Experience (PCE)**

Forms on PAGE 3 and 4 must be typed and the original document with original signatures must be submitted to the Division of Graduate Studies.

The culminating experience must be met by the satisfactory completion of a thesis, special project, comprehensive examination, and/or an oral defense of the work (courses: 890, 892,893,894,895, 896EXM, 898,998).

### **Steps to Completion:**

Submit your Proposal for Culminating Experience (PCE) to GradStop (ADM 250) by the deadline a semester prior to registering in your culminating experience course.

Your PCE must be approved by your Culminating Experience Committee and the Department Chair or Graduate Coordinator for your program.

### **Selection of Culminating Experience Committee:**

The committee must consist of a minimum of two members. Some programs require a third member. The chair and the second member of your committee must hold tenured/tenure-track faculty appointments in your major department.

In circumstances where special expertise is available in another department, the graduate dean may authorize a designated tenured/tenure-track faculty member from a related department to serve as second reader.

The third member of a committee may be a lecturer or from outside the major department or university. Lectures or readers outside the university must have a current curriculum vitae on file in the Division of Graduate Studies.

With special permission from the Dean of Graduate Studies, some long-term lecturers with terminal degrees in their field or with special expertise may serve as the second reviewer provided their curriculum vitae is on file in the Division of Graduate Studies.

To officially change the composition of your committee, you must submit a Petition for Committee Revision to GradStop (ADM 250).

### **Research Involving Humans, Vertebrate Animals or Biological Specimens:**

If your project includes research with humans, vertebrate animals, or biological specimens (e.g., tissues, stem cells/cell lines, blood), additional documentation is required. Refer to Section 8 of the PCE form.

For more information, visit the website of the Office of Research and Sponsored Programs - Human and Animal Protections (ORSP-HAP) at <http://research.sfsu.edu/protocol/>.

**IMPORTANT:** You may NOT begin your research until you obtain an official notice of Approval, Exception or Exemption from ORSP-HAP

### **Registration and Grading for Culminating Experience Courses:**

Registration in a Culminating Experience course will not be permitted until your Advancement to Candidacy (ATC) and Proposal for Culminating Experience (PCE) are approved by the Division of Graduate Studies. You must have a 3.0 GPA in all post-baccalaureate course work completed.

### **Important Notes:**

If you do not complete the course by the end of the semester of registration and receive a grade of RP (Report in Progress), do not register for the course again. When the project is completed, be sure that your committee chair files a grade change to CR (Credit) with the Registrar's Office.

A Report of Completion must be filed for internships, field studies, or creative work projects. A Thesis Receipt signed by Graduate Studies is required for thesis or written creative work.

Students must adhere to the Continuous Enrollment Policy as stated in the bulletin. After the semester of enrollment in the Culminating Experience and the subsequent (grace period) semester, all graduate students are required to maintain continuous enrollment through the College of Extended Learning (CEL) or a degree-related course in their field while completing the culminating experience.

**Form begins on Page 3**

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**PLEASE NOTE:** in order save your personal information on the following PDF forms, you will need to:

1. Install latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Reader <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Save the PDF form to your computer desktop prior to entering your personal information.

PROPOSAL FOR CULMINATING EXPERIENCE
895: FIELD STUDY OR APPLIED RESEARCH

REPORT OF COMPLETION REQUIRED

Complete, print and file this form with the Division of Graduate Studies in accordance with guidelines published in the University Bulletin.

NO HANDWRITTEN FORMS WILL BE ACCEPTED

1. Official Degree Title as listed in the University Bulletin:

Master of \_\_\_\_\_ Major \_\_\_\_\_
Concentration or emphasis (if applicable) \_\_\_\_\_

2. Name \_\_\_\_\_ Student ID \_\_\_\_\_
Address \_\_\_\_\_ Phone \_\_\_\_\_
City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

3. [ ] Check here if this is a REVISED proposal (withdrawing previous proposal)

4. [ ] I plan to register for the 895 course in (enter term and year): \_\_\_\_\_ or [ ] I previously registered for the 895

5. Title (Limit 12 words): (Report any title change to the Division of Graduate Studies prior to filing completed work.)

6. Brief statement of project and research methods (must fit in space allotted):

7. Projected timeline for completion of culminating experience

Complete in detail with your advisor. Indicate dates when sections/specific work will be due to faculty for review.

PLAN FOR COMPLETION OF CULMINATING EXPERIENCE

Table with 2 columns: LIST COMPONENTS OR SECTIONS FOR COMPLETION, DATES TO BE SUBMITTED TO FACULTY FOR REVIEW. Contains 8 empty rows for data entry.

I PLAN TO COMPLETE MY DEGREE IN: [ ] FALL [ ] SPRING [ ] SUMMER YEAR \_\_\_\_\_

I have reviewed the above with my committee members and agree to the terms of the projected timeline

\_\_\_\_\_  
STUDENT SIGNATURE DATE

**8. IF YOUR PROJECT INVOLVES RESEARCH WITH HUMANS, ANIMALS OR BIOLOGICAL SPECIMENS (cells, tissues, etc.), YOU MUST PROVIDE ADDITIONAL DOCUMENTATION:**

Depending on the nature of your project, SF State may require you to submit information to the Human and Animal Protections (HAP) unit for project **registration** or **approval**. Contact HAP at [protocol@sfsu.edu](mailto:protocol@sfsu.edu) or 415-338-1093.

1. **If you have received confirmation of approval or determination through HAP:** Attach the official approval or determination notice and select one of the following:
  - My protocol has been approved by the IRB or IACUC and I have attached the approval notice.
  - My project has been determined to be Exempt or Excepted by HAP and I have attached the notice of determination.
2. **If your project has been submitted to HAP and is under review**, provide the date submitted to HAP: \_\_\_\_\_, and indicate the submission type:     Application for Determination of Exemption     Protocol     Email inquiry
3. **If your research is covered under someone else's protocol**, you need to register with HAP, and indicate one of the following:
  - My project is covered under an SFSU faculty member's protocol. Protocol #: \_\_\_\_\_ (if already approved).
  - My project is covered under an approved protocol at another institution.
4. **If you are UNSURE if your project is considered human subjects research**, submit an Application for Determination of Exemption to HAP: <https://research.sfsu.edu/content/application-determination-exemption>
5. **If you are UNSURE if your project is considered animal research**, contact HAP at [protocol@sfsu.edu](mailto:protocol@sfsu.edu) or 415-338-1093.
6. **If you are conducting research using biological specimens** (e.g., tissues, cells, etc.), you must register the work with HAP and attach their official notice of exception or approval.

**IMPORTANT: DO NOT BEGIN YOUR RESEARCH UNTIL YOU RECEIVE NOTICE OF APPROVAL, EXEMPTION OR EXCEPTION**

**REQUIRED NAMES AND ORIGINAL SIGNATURES**

**9. Supervising committee:** must include a minimum of two TENURED or TENURE TRACK faculty members from the student's major department

**FOR COMMITTEE CHAIR:**

I will be available to work with students (1) during winter break     YES     NO    (2) during the summer months     YES     NO

**Committee Chair:**

SIGNATURE	TYPE/PRINT NAME, ACADEMIC RANK AND DEPT.	EMAIL (REQUIRED)
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**Other committee member(s):**

2nd	SIGNATURE	TYPE/PRINT NAME, ACADEMIC RANK AND DEPT.
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3rd	SIGNATURE	TYPE/PRINT NAME, ACADEMIC RANK AND DEPT.
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**10. Department chair/graduate coordinator:** I have reviewed the above proposal including the composition of the supervising committee and find it acceptable for meeting the culminating experience requirement for the master's degree in the major indicated.

SIGNATURE	TYPE/ PRINT NAME AND TITLE	DATE
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**FOR OFFICE USE ONLY**

ORSP-HAP determination: Approved protocol # \_\_\_\_\_ Exempt \_\_\_\_\_ Date \_\_\_\_\_ Excepted \_\_\_\_\_ Date \_\_\_\_\_

Accepted by Division of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_