



Division of Graduate Studies
1600 Holloway Avenue, ADM 250
San Francisco, CA 94132
Phone: 415/338-2234
gradsdy@sfsu.edu
web: grad.sfsu.edu

Culminating Experience Procedures

Instructions for Completing Proposal for Culminating Experience (PCE)

- The PCE form (page 3 following) must be typed and the **original** document with **original signatures** must be submitted to GradStop (ADM 250) by the deadline date (April 1 or November 1) a semester prior to registering in your culminating experience course.
- Your PCE must be approved and signed 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.

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.** Please attach this CV to your PCE.

Notes:

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. Attach a memo of request from your department, along with the CV, to your PCE.

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.

If an individual has agreed to serve on your committee, but is not available to sign the form, you may attach an email from the committee member verifying their participation and authorizing the department chair or graduate coordinator to sign on their behalf. Scanned signatures are not accepted.

Change of Culminating Experience Committee:

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

Change of Project:

If you change your Culminating project, you must submit a new Culminating Experience Proposal, indicating that it is Revised.

Registration, Grading for Culminating Experience Courses and Continuous Enrollment Requirement

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 coursework completed.

Important Notes:

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

After the semester of enrollment in the Culminating Experience and the subsequent ('grace' period) semester, you are required to maintain continuous enrollment through the College of Extended Learning (CEL) 499 course, or through a regular university course required by your department, until you earn your degree.

Semester of Graduation

Early in the semester you plan to graduate, you must submit an **Application for Graduation** online through the 'Student Center' for award of your graduate degree and receipt of your diploma.

Upon completion of your Culminating Experience 896EXM course, a *Report of Completion* form must be submitted to the Division of Graduate Studies.

Form begins on Page 3

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
896EXM: WRITTEN AND/OR ORAL EXAMINATION

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

3. Name _____ **Student ID** _____
Address _____ **Phone** _____
City/State/Zip _____ **Email** _____

4. INDICATE THE TYPE OF EXAMINATION(S) YOU WILL BE TAKING:
 Written Comprehensive Examination Oral Comprehensive Examination **REPORT OF COMPLETION REQUIRED**

5. Description (must fit in space allotted):
 Include brief description of examination content.

6. I PLAN TO ENROLL IN THE 896EXM COURSE IN: Fall Spring Summer Year _____

7. SUPERVISING COMMITTEE: must include a minimum of two TENURED or TENURE TRACK faculty members from the student's major department
Committee Chair:

_____	_____	_____
SIGNATURE	TYPE/PRINT NAME, ACADEMIC RANK AND DEPT.	EMAIL (REQUIRED)
Other committee member(s):		
2nd _____	_____	
SIGNATURE	TYPE/PRINT NAME, ACADEMIC RANK AND DEPT.	
3rd _____	_____	
SIGNATURE	TYPE/PRINT NAME, ACADEMIC RANK AND DEPT.	

8. 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

FOR OFFICE USE ONLY	
Accepted by Division of Graduate Studies _____	Date _____