



Culminating Experience Procedures

Instructions for Completing Culminating Experience Proposal

Forms on PAGE 3 and 4 must be typed.

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, 892,893,894,895,898,998).

Steps to Completion:

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

Your Culminating Experience Proposal must be approved by your Culminating Experience Committee. When research involves human or animal subjects, approval of the Institutional Review Board (IRB) or University Animal Care and Use Committee (UACUC) is required. The website for the Office of Research and Sponsored Programs - Human and Animal Protections is <http://research.sfsu.edu/protocol/>.

Selection of Culminating Experience Committee:

The committee must consist of a minimum of two and a maximum of five members. 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.

With special permission, 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.

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 current curriculum vitae 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).

Registration and Grading for Culminating Experience Courses:

You must have an approved Advancement to Candidacy (ATC) form and Proposal for Culminating Experience on file in the Division of Graduate Studies. Registration in a Culminating Experience course will not be permitted until your Advancement to Candidacy (ATC) form and Proposal for Culminating Experience are approved in 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 you will 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 admitted or re-admitted to a Graduate Program in Fall 2008 or later 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) until the degree is earned.

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
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 (must fit in space allotted):

IF PROJECT INVOLVES HUMANS, VERTEBRATE ANIMALS, OR STEM CELLS, YOU MUST COMPLETE SECTION 8 ON PAGE 2

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 | |
|---|---|
| LIST COMPONENTS OR SECTIONS FOR COMPLETION | DATES TO BE SUBMITTED TO FACULTY FOR REVIEW |
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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

_____ DATE

STUDENT SIGNATURE

COMPLETE PAGE 2 AND OBTAIN ALL REQUIRED SIGNATURES

COMPLETE SECTION 8 IF RESEARCH INVOLVES ANY HUMANS, VERTEBRATE ANIMALS, OR STEM CELLS

8. Project involves research with: Humans Vertebrate Animals Stem Cells

NOTE: YOU MAY NOT BEGIN YOUR RESEARCH UNTIL YOU RECEIVE APPROVAL

- My protocol has already been reviewed by ORSP-Human and Animal Protections, and the approval/exception letter is attached.
- My protocol was submitted to ORSP-Human and Animal Protections on (month/year) _____ and is under review.
- My research protocol is attached. Please forward to ORSP-Human and Animal Protections.
- I am not sure if my research with humans requires IRB review: FILL OUT THE SECTION BELOW

Please describe your research question(s), your participants, and how you will be collecting data:

Please describe the anticipated end result of your research (e.g., publication, normal educational practices, self-study, etc.):

REQUIRED NAMES AND 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) |
|-----------|--|------------------|

Other committee member(s):

| | | |
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| 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 |
|-----------|----------------------------|------|

FOR OFFICE USE ONLY

Sent to ORSP-HAP on _____ For ORSP-HAP _____ Date _____ Excepted Exempt Approved

Accepted by Division of Graduate Studies _____ Date _____