



## **Culminating Experience Procedures**

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

- The PCE form must be submitted through DocuSign 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 completed Petition for Committee Revision to [culminatingexperience@sfsu.edu](mailto:culminatingexperience@sfsu.edu).

### **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 892 course, a *Report of Completion* form must be submitted to the Division of Graduate Studies.

**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  
892: SUPERVISED FIELD INTERNSHIP**

**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 892 course in (enter term and year): \_\_\_\_\_ or  I previously registered for the 892

**5. Description (must fit in space allotted):**

Include brief statement of internship site.

**Do not complete this section if you are submitting your PCE through DocuSign**

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

**Committee Chair:**

\_\_\_\_\_  
@sfsu.edu

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Clearly TYPE/PRINT FULL NAME, RANK AND DEPT.

\_\_\_\_\_  
EMAIL (REQUIRED)

**Other committee member(s):**

2nd \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Clearly TYPE/PRINT FULL NAME, RANK AND DEPT.

3rd \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Clearly TYPE/PRINT FULL NAME, RANK AND DEPT.

**7. 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 GRADUATE STUDIES OFFICE USE ONLY**

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