

Technical Note: To save your completed PDF forms, you must:

1. Install the latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Reader <http://www.adobe.com/products/acrobat/radstep2.html>.
2. Download and save the PDF form to your computer before entering your information. After completing the form, save it again and verify that it is not blank. Finally, upload it to the PCE submission portal.

Instructions for Completing the Proposal for Culminating Experience (PCE)

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) through the online submission portal by the deadline a semester prior to registering in your culminating experience course. **The deadlines for submission to Graduate Studies are April 1 for fall course enrollment and October 1 for spring course enrollment.**

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

Selection of the 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 tenure/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 tenure/tenure-track faculty member from a related department to serve as second reader.

The third member of the committee may be a lecturer or from outside the major department or university. Lecturers or readers outside the university must hold a terminal degree in the field and 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](#).

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 coursework 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 (fall or spring), all graduate students are required to maintain continuous enrollment through the College of Professional & Education (CPaGE) or a degree-related course in their field while completing the culminating experience.

The PCE form begins on Page 3

PROPOSAL FOR CULMINATING EXPERIENCE
893: WRITTEN CREATIVE WORK
 (FOR STUDENTS IN CREATIVE WRITING PROGRAM ONLY)

RECEIPT FOR WRITTEN CREATIVE WORK REQUIRED

Complete and submit this form with the Division of Graduate Studies in accordance with guidelines published in the University *Bulletin*.

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 893 course in (enter term and year): _____ or I previously registered for the 893

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):


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

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

Name _____

Student ID _____

Do not complete this section if you are submitting your PCE through the online portal

8. 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	<i>Clearly</i> TYPE/PRINT First and Last NAME , RANK AND DEPT.	EMAIL (REQUIRED)
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Other committee member(s):

2nd	SIGNATURE	<i>Clearly</i> TYPE/PRINT First and Last NAME , RANK AND DEPT.
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3rd	SIGNATURE	<i>Clearly</i> TYPE/PRINT First and Last NAME , RANK AND DEPT.
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9. 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 FULL NAME AND TITLE	DATE
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FOR GRADUATE STUDIES OFFICE USE ONLY

Accepted by Division of Graduate Studies _____ Date _____