



## **Culminating Experience Procedures**

### **Instructions for Completing Culminating Experience Proposal for 896 EXM: Written or Oral Examinations**

Form on PAGE 3 must be typed.

#### **Steps to Completion:**

Submit your Culminating Experience Proposal to through DocuSign by the deadline a semester prior to the semester in which you plan to take the exam(s). **The deadlines for submission to Graduate Studies are April 1 for fall course enrollment and November 1 for spring course enrollment.**

Your Culminating Experience Proposal must be approved by your Culminating Experience Committee and by your Department Chair or Graduate Coordinator.

#### **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 [culminatingexperience@sfsu.edu](mailto:culminatingexperience@sfsu.edu).

## **Application for Award of Degree:**

You must have an approved Advancement to Candidacy (ATC) form and Proposal for Culminating Experience on file in the Division of Graduate Studies in order to apply for graduation. You must have a 3.0 GPA in all post-baccalaureate course work completed.

## **Important Notes:**

You must enroll in the 896EXM course after your Proposal for Culminating Experience and ATC forms are approved. 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 with the Division of Graduate Studies to show that you successfully completed your Examination(s).

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 course, 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**

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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
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 \_\_\_\_\_

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

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

\_\_\_\_\_  
SIGNATURE Clearly TYPE/PRINT First and Last NAME, RANK AND DEPT. EMAIL (REQUIRED) @sfsu.edu

Other committee member(s):
2nd \_\_\_\_\_  
SIGNATURE Clearly TYPE/PRINT First and Last NAME, RANK AND DEPT.

3rd \_\_\_\_\_  
SIGNATURE Clearly TYPE/PRINT First and Last NAME, 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 FULL NAME AND TITLE DATE

FOR GRADUATE STUDIES OFFICE USE ONLY

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