



Division of Graduate Studies
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Culminating Experience Procedures

Instructions for Completing Proposal for Culminating Experience (PCE)

The deadlines for submission to Graduate Studies are April 1 for fall course enrollment and November 1 for spring course enrollment.

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 DocuSign by the deadline a semester prior to registering in your culminating experience course.

Your PCE must be approved 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.**

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.

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.

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 completed Petition for Committee Revision to culminatingexperience@sfsu.edu.

Research Involving Humans, Vertebrate Animals or Biological Specimens:

If your project includes research with humans, vertebrate animals, or biological specimens (e.g., tissues, stem cells/cell lines, blood), additional documentation is required. Refer to Section 8 of the PCE form.

If you are unsure if your project involves human subjects, visit the ORSP Human and Animal Protections website at: <http://research.sfsu.edu/protocol/>.

IMPORTANT: You may NOT begin your research until you obtain an official notice of Approval or Exemption from ORSP-HAP

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 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

894: Creative Works Project

THESIS RECEIPT REQUIRED UPON COMPLETION

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 894 course in (enter term and year): _____ or [] I previously registered for the 894

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 and research methods (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

Table with 2 columns: 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



STUDENT SIGNATURE DATE

8. IF YOUR PROJECT INVOLVES RESEARCH WITH HUMANS, ANIMALS OR BIOLOGICAL SPECIMENS (cells, tissues, etc.), YOU MUST PROVIDE ADDITIONAL DOCUMENTATION:

Depending on the nature of your project, SF State may require you to submit information to the Human and Animal Protections (HAP) unit for project **registration** or **approval**. Contact HAP at protocol@sfsu.edu or 415-338-1093.

1. **If you have received confirmation of approval or determination through HAP: Attach the official approval or determination notice and select one of the following:**

- My protocol has been approved by the IRB or IACUC **and I have attached the approval notice.**
- My project has been determined to be Exempt by HAP **and I have attached the notice of determination.**

2. **If your project has been submitted to HAP and is under review**, provide the date submitted to HAP: _____, and indicate the submission type: Application for Determination of Exemption Protocol Email inquiry

3. **If your research is covered under someone else's protocol, you must register with HAP, and indicate one of the following:**

- My project is covered under an SFSU faculty member's protocol. Faculty name: _____ Protocol #: _____
- My project is covered under an approved protocol at another institution. Provide the following information:
Faculty name: _____ Institution name: _____ Protocol #: _____

4. **If you are UNSURE if your project is considered human subjects research**, submit an Application for Determination of Exemption to HAP: <http://research.sfsu.edu/protocol/>

5. **If you are UNSURE if your project is considered animal research**, contact HAP at protocol@sfsu.edu or 415-338-1093.

6. **If you are conducting research using biological specimens** (e.g., tissues, cells, etc.), you must register the work with HAP and attach their official notice of exemption or approval.

IMPORTANT: You may not begin your research until you receive an approval or exemption notice from HAP.

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

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:

_____@sfsu.edu

SIGNATURE

Clearly TYPE/PRINT First and Last NAME, RANK AND DEPT. EMAIL (REQUIRED)

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.

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 FULL NAME AND TITLE

DATE

FOR GRADUATE STUDIES OFFICE USE ONLY

ORSP determination: Approved protocol # _____ Exempt # _____ Not Human/Animal Subjects or Research

Date of ORSP determination (if known): _____

Accepted by Division of Graduate Studies _____ Date _____