

Checklist for Starting Work on your CSC 895 Culminating Experience Project

- Find a faculty supervisor for your culminating experience project.
 - Students should discuss their culminating experience plans with potential faculty supervisors as early as possible in their graduate studies. Generally faculty ***only*** supervise students who have completed at least one advanced graduate level course taught by the faculty supervisor and have demonstrated an excellent understanding of the course material as well as the ability to successfully complete assigned coursework.
- Register in CSC 899 to work with your faculty supervisor and to complete initial work on your culminating experience project.
 - File your Graduate Approved Program (GAP) form to Advance to Candidacy. This should be done during the semester ***before*** you plan to register in CSC 895. See the SFSU Academic Calendar for the exact deadline. You must schedule an appointment with the CS Graduate Advisor to get this form approved by the CS Department.
 - Form a Culminating Experience Committee by filing a Proposal for Culminating Experience along with any necessary Human Subjects documentation. This must be done ***after*** you file your GAP (or at the same time), and also during the semester ***before*** you plan to register in CSC 895. [Check the deadline published in the university calendar.](#) You must schedule an appointment with the CS Graduate Advisor to get this form approved by the CS Department.
 - Write a 2-3 page CSC 895 Culminating Experience Proposal and have this approved by all members of your culminating experience committee. This will be kept on file in the CS Department Office. You should submit this proposal to the CS Graduate Advisor ***with*** your Proposal for Culminating Experience (i.e. during the semester ***before*** you plan to register in CSC 895, note the deadline published in the university calendar).
- Register in CSC 895 to complete your project.
 - You must have both your Graduate Approved Program (GAP) and Proposal for Culminating Experience ***approved*** by the Graduate Division before you can register in CSC 895. Approval usually takes about two weeks from the time the forms are filed, however these forms will be rejected by the Graduate Division if you have not met ***all*** of the University requirements for Advancement to Candidacy! Please schedule an appointment with the CS Graduate Advisor if your paperwork is not approved by the Graduate Division to discuss your options.
 - Your culminating experience faculty supervisor will give you an ADD sticker to enroll in this course. This is the only way to register in CSC 895.
 - Generally all culminating experience project work should be completed by the end of the semester in which you register in CSC 895. Please discuss any concerns regarding completion of your culminating experience project work with your faculty project supervisor.