**CE Completion Contract FALL 2014**

**Boston University School of Public Health Department of Global Health**

**Must Be Submitted with Problem Purpose Statement no later than 5:00pm on**

**September 4 (Option #2 & 3) or September 12, 2014 (Option #1, IH777 may have different deadline)**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **BUID:** \_\_ \_

**Email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Intended Graduation Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**CE Option:** [ ]  Option 1: Policy Analysis [ ]  Option 2: Journal Article [ ]  Option 3: Independent Project

**CE Credits :** [ ]  0 credit (IH950) [ ]  1 credit (IH943) [ ]  2 credits (IH943) [ ]  2 credits (IH777)

**FINAL DEADLINE FOR CULMINATING EXPERIENCE:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_understand that in order to graduate in January 2015, my Culminating Experience paper or project must be completed and have final approval from my advisor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ before **December 19, 2014 (5:00 pm)**.

I understand that there will be **no** exceptions to the policy. Students who finalize their Culminating Experience papers or projects after **December 19** will be moved to a May 2015 graduation date.

**Draft due date guidelines:**

***The Problem Purpose Statement(PPS)/Proposal and final draft dates are hard deadlines.*** *You can adapt the due dates for drafts 1-3 in consultation with your advisor. Your work plan must be included in your Problem Purpose Statement/Proposal. Intermediate drafts submitted after the date agreed to in the work plan without prior approval may jeopardize your ability to finish in time for January graduation.*

**Option 1** **PPS:** September 12 (5:00 pm); **Draft 1:** October 10; **Draft 2:** November 7**; Draft 3:** December 5;

**Final Draft:** December 19 (5:00 pm)

**Options 2 and 3:** **Proposal:** September 4 (5:00 pm)**; Draft 1:** October 10; **Draft 2:** November 7**; Draft 3:** December 5;

**Final Draft:** December 19 (5:00 pm)

**Note the December 19 date is firm and is for receipt of the document by the Academic Coordinator and confirmation of its acceptance by the responsible faculty. Students should submit final revisions to the faculty advisor(s) with sufficient time for review, approval, and transmission to the Academic Coordinator by 5:00 PM on December 19. Students submitting an approved document after this time will not graduate until May 2015.**

**Definitions:** For all CE Options, all written work must go through a multi-draft process.A **final culminating paper** has gone through **at least** 3 drafts and has received written approval from your CE advisor (If enrolled in IH777, the paper must receive final approval from teaching faculty).For Option 3, a **final** **culminating project** has fulfilled the goals established by the advising GH faculty member and the student in the project proposal and has received written faculty approval.

**NOTE:** This contract must be signed and submitted to the Academic Coordinator with your PPS/Proposal in order for you to be eligible to finish your CE in time for January 2015 graduation. If your advisor is unable to sign the contract, you may forward an email indicating their approval to the Academic Coordinator. Complete your CE Contract and PPS/Proposal and upload copies at the end of the online “*Request to Complete CE Form*” available through the GH Blast website. If you have trouble with the online form, you may email documents or bring in person to the GH office.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CE Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_