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## CE Completion Contract Spring 2019

Boston University School of Public Health Department of Global Health  
Must be submitted with Problem Purpose Statement no later than 5:00pm  
on Jan 25 (Option #2 & 3) or Feb. 1, 2019 (Option #1)

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

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

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

Credits :  0 credit (GH950)  0 credit (GH951 CE extension)  1 credit (GH943)  2 credit (GH943)

### FINAL DEADLINE FOR CULMINATING EXPERIENCE:

I, \_\_\_\_\_ understand that in order to graduate in May 2019, my Culminating Experience paper or project must be completed and have final approval from my advisor, \_\_\_\_\_ before **April 26, 2019 (5:00 pm)**.

I understand that there will be **no** exceptions to the policy. Students who finalize their Culminating Experience papers or projects after **April 26** will be moved to a September 2019 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 May graduation.*

**Option 1 PPS:** February 1 (5:00 pm); **Draft 1:** February 22; **Draft 2:** March 15; **Draft 3:** April 5;  
**Final Draft:** April 26 (5:00 pm)

**Options 2 and 3: Proposal:** January 25 (5:00 pm); **Draft 1:** February 22; **Draft 2:** March 15; **Draft 3:** April 5;  
**Final Draft:** April 26 (5:00 pm)

**Note the April 26 date is firm and is for receipt of the document by the Program Manager 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 Program Manager by 5:00 PM on April 26. Students submitting an approved document after this time will not graduate until September 2019.**

**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. 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 Program Manager with your PPS/Proposal in order for you to be eligible to finish your CE in time for May 2019 graduation. If your advisor is unable to sign the contract, you may forward an email indicating their approval to the Program Manager. 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: \_\_\_\_\_