
CE Completion Contract FALL 2018

Boston University School of Public Health Department of Global Health
Must Be Submitted with Problem Purpose Statement no later than 5:00pm
on September 14, 2017

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 (GH950) ☐ 0 credit (GH951 CE extension) ☐ 1 credit (GH943) ☐ 2 credits (GH943)

FINAL DEADLINE FOR CULMINATING EXPERIENCE:

I, _____ understand that in order to graduate in January 2018, my Culminating Experience paper or project must be completed and have final approval from my advisor, _____ before **December 14, 2018 (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 14** will be moved to a May 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 January graduation.

Option 1 PPS: September 14 (5:00 pm); **Draft 1:** October 5; **Draft 2:** November 2; **Draft 3:** November 30;
Final Draft: December 14 (5:00 pm)

Options 2 and 3: Proposal: September 14 (5:00 pm); **Draft 1:** October 5; **Draft 2:** November 2; **Draft 3:** November 30;
Final Draft: December 14 (5:00 pm)

Note the December 14 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 December 14. Students submitting an approved document after this time will not graduate until May 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 January 2018 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: _____