

Culminating Project Checklist

Please consult the [Graduate Program Guidelines](#) for more detailed information.

- The culminating project prospectus, approved by the project director via a signature on a hard copy, must be turned in by the date listed on the [Graduate Program Calendar](#).
- Apply for degree via Ulink by the deadline listed on the Graduate Program Calendar.
The DGS will chose 2 additional readers for the culminating project and to sit on the discussion committee. The Administrative Assistant will pass your prospectus on to those readers. The Administrative Assistant will return their comments and decision (approval or revise & resubmit) approximately 3 weeks after the date the document was received.
- Work with your project director to come up with an appropriate timeline to complete the culminating project. Consult the Graduate Program Calendar for the recommended last date for discussions, and the due date for the final project.
- Turn in completed and approved culminating project to the Administrative Assistant by the deadline listed on the Graduate Program Calendar. (Hard copy with director's signature required). The Administrative Assistant will pass the project on to your assigned committee members.
- Contact your committee (project director + 2 assigned readers) to schedule a date and time for the discussion. All committee members must agree on the date and time before submitting this information to the Administrative Assistant. [Schedule a discussion](#), if a room is required allow 2 weeks.
- Contact the department Technology Specialist (852-6932) if you will require any technology for your discussion.
- If a room reservation is required the Administrative Assistant will confirm the location. Pass this information along to your committee members.
- Meet with your committee for your discussion. Your director will be given a folder with forms for you and your committee members to complete.

After you have completed your discussion, turn the following forms/information in to the English Department.

- Copy of up to date CV, with UofL degree listed.
- Completed student survey (in folder).
- Completed self-assessment (in folder).
- Placement information: Plans after UofL (i.e. further schooling, job, etc.)

Project Director:

Committee 1:

Committee 2:

Notes: