

SAMPLE

FINAL APPROVAL OF PROJECT

When submitting the final project for approval, you must attach a cover sheet using the following format:

TITLE OF PROJECT

YOUR NAME

A Project submitted in partial fulfillment of the requirements for the Master of Education degree, College of Education and Human Services, Cleveland State University.

DATE

Project Supervisor _____ Date _____

Second
Member _____ Date _____

Third
Member _____ Date _____

Department Chairperson _____ Date _____

Associate Dean _____ Date _____

INSTRUCTIONS FOR SUBMITTING FINAL APPROVAL OF PROJECT

1. You must be registered for project credit the semester you plan to graduate. Please refer to your *Program of Study* for the appropriate course number for your project.
2. Upon completion of the final project, you need to submit your project and a cover sheet (see sample cover sheet on back) to your project supervisor. Your project supervisor must submit the cover sheet with signatures of the committee members and department chairperson to the Education Student Services Center (ESSC), JH 170, for the Associate Dean's signature. Once all signatures have been obtained and all remaining requirements as listed on your *Program of Study* have been completed, you will be recommended for graduation.
3. The deadline for submission of the final project is the last day of classes for that term.
4. The project supervisor must also submit a grade for project credit at the end of the term.
5. If a "T" grade was given for project credit in any previous term, a *Grade Change Form* must be submitted to change that "T" grade to the final grade for the project.