

## Checklist: Steps in the Honors Capstone Process

- **ENROLL IN HONR 3900** *at least one year before* capstone completion/graduation. Students in disciplines requiring extensive laboratory research, focused fieldwork, or practicum work/student teaching may enroll as sophomores to allow time for capstone completion. Students who cannot enroll must create a capstone-completion plan with an Honors Academic Advisor *at least a year before graduation*.
- **SUBMIT HONORS CAPSTONE PROPOSAL**, either as the final assignment of HONR 3900 or independently (if not taking HONR 3900), *by the beginning of the term before graduation*.
- **COMPLETE ANY NON-HONORS MAJOR CAPSTONE COURSE** *by the term before capstone completion/graduation (ask an Honors Academic Advisor and/or DHA about timing)*. Students ideally complete such courses before HONR 4900, since Honors capstones often expand the work of a major capstone.
- **SUBMIT A DETAILED WORK PLAN** *as soon as possible* after earning Honors approval for the proposal, but *no later than the beginning of the term before completion/graduation*.
- **COMPLETE AN HONORS GRADUATION AUDIT** with an [Honors Academic Advisor](#) by the end of the third week in the term before graduation. The audit identifies remaining Honors requirements, and the advisor helps create a plan for meeting requirements and graduating with Honors.
- **ENROLL IN HONR 4900** or other Honors-approved Honors capstone course (e.g., ENGR Senior Design) *in the term of project completion*. Honors builds individual HONR 4900 sections and assigns the student's faculty mentor as their instructor to facilitate end-of-term evaluation.
- **FOLLOW THE WORK PLAN**, meeting with committee as scheduled and submitting drafts to the mentor and/or committee with plenty of time for revision.
- **SCHEDULE/IDENTIFY VENUE FOR PUBLIC PRESENTATION OR DEFENSE** (*more information about requirements below under "Defense and/or Public Presentation" below*.)
- **SUBMIT FINAL MENTOR-APPROVED DRAFT TO DHA/COMMITTEE MEMBERS** *no later than one week before the last day of classes* in the student's completion/graduation term.
- **PUBLIC PRESENTATION AND/OR DEFENSE** must be *completed by the last day of classes in the student's completion/graduation term* and verified with signatures on the [Verification of Honors Capstone Public Presentation](#) form.
- **SUBMIT FINAL APPROVED CAPSTONE TO HONORS** *no later than one week after the last day of classes in the student's completion/graduation term*. Submission details below.