

Capstone Task Checklist

- Complete HONR 3900 capstone preparation course** (1 credit) and/or review capstone requirements with Honors Advisor. *(3-4 semesters before graduation)*
- Submit Honors Capstone Proposal** *(ideally last day of HONR 3900/ 1 year before graduation, but no later than the second week of the term before graduation)*
- Enroll in any required capstone course for major** *(completed before the honors capstone-completion/graduation term)*
- Submit detailed work plan with signatures** guaranteeing your agreement to meet all deadlines and to communicate clearly and fully with all committee members: primary mentor, DHA in student's or mentor's department, and any other committee members. *(by end of week two in term before graduation)*
- Schedule a graduation audit with the Honors Program Advisor** to ensure a smooth pathway to honors graduation *(by end of week three in term before graduation)*
- Register for HONR 4900** or other approved honors capstone course *(in the term of capstone completion/graduation)*
- Submit final draft to mentor** *(typically one month before the end of graduation term)*
- Schedule defense or public presentation of project** *(must be completed by last day of classes in graduation term)*
- Submit mentor-approved final draft to DHA and any other committee members** *(by one week before the last day of classes in capstone-completion/graduation term)*
- Make any suggested revisions or changes**
- Submit final capstone project** to Honors with all required revisions, sections, and formatting; students must submit BOTH a hard copy and an electronic copy by email or using USU's big file transfer (<https://bft.usu.edu>) *(due one week after the last day of classes in capstone-completion/graduation term)*
- Along with final capstone submission, include all required forms, with signatures:** a correctly formatted Honors Cover Page, a Verification of Honors Capstone Public Presentation, and the Electronic Capstone Approval.