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.