



Capstone Task Checklist

- _____ Complete one-credit HONR 3900 capstone preparation course (3- 4 semesters before graduation)
- _____ Submit Honors Capstone Proposal (last day of HONR 3900)
- _____ Enroll in any required capstone course for major (completed before the final graduation term)
- _____ Submit detailed work plan (by end of week two in term before final graduation term)
- _____ Honors graduation audit (by end of week three in term before graduation)
- _____ Meet all deadlines in work plan and communicate clearly and fully with all committee members
- _____ Submit final draft to mentor (typically one month before the end of the graduation term)
- _____ Schedule defense or public presentation of project (must be held/completed by last day of classes in graduation term)
- _____ Submit mentor-approved final draft to all committee members (by one week before the last day of classes in graduation term)
- _____ Make any suggested revisions or changes
- _____ Submit final capstone project with all required sections, signatures, and forms (due one week after the last day of classes in graduation term); students must submit BOTH a hard copy and an electronic copy by email or using USU's big file transfer (<https://bft.usu.edu>)
- _____ Submit all required forms: a signed (by mentor and committee member(s)) cover sheet (formatted according to template), the Capstone Oral Presentation Verification form, and the Honors Electronic Capstone Approval form

If you are unsure about your responsibility to report or complete any of the above tasks, please check with the Honors office as soon as possible to make sure you are on track to graduate with Honors.