Capstone Task Checklist

- Complete one-credit HONR 3900 capstone preparation course (3-4 semesters before capstone completion/graduation) and/or review requirements with the Honors Program Advisor.

- Submit Honors Capstone Proposal (last day of HONR 3900), ideally one year before capstone-completion/graduation term, but no later than the second week of the term before that term.

- Enroll in any required capstone course for major (completed before the honors capstone-completion/graduation term, when you will take honors capstone credits).

- Submit detailed work plan (by end of week two in term before honors capstone-completion/graduation term).

- Honors graduation audit with the Honors Program Advisor (by end of week three in term before capstone completion/graduation) to ensure a smooth pathway to honors graduation.

- Meet all deadlines in work plan and communicate clearly and fully with all committee members (primary mentor, DHA in student’s or mentor’s department, and any other committee members).

- Submit final draft to mentor (typically one month before the end of the capstone-completion/graduation term).

- Schedule defense or public presentation of project (must be held/completed by last day of classes in capstone-completion/graduation term).

- Submit primary mentor-approved final draft to DHA in student’s or primary mentor’s home department 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 with all required sections, signatures, and forms (due one week after the last day of classes in capstone-completion/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, correctly formatted Honors Cover Page, a Verification of Honors Capstone Public Presentation, and the Electronic Capstone Approval (see capstone forms).

Contact honors@usu.edu with any questions.