

Capstone Submission Checklist

Before Your Capstone Session:

- Select a member of the Graduate Faculty to serve as your capstone chair. Although you indicated a preliminary chair via a COMM 6000 module assignment, this selection is not finalized until you have a conversation with the faculty member and he/she agrees to serve in that role.
- Meet with your capstone chair and discuss your proposed topic (NOTE: This MUST be done at least 2 sessions in advance before adding the Capstone course!). The reason for this discussion is that you need to form a topic in one session, submit your prospectus in the next session, and then complete your capstone in the third session.
- Add the Capstone course to your schedule by filling out an online Add/Drop Form (<https://my.suu.edu/paperless/registrar/add/create/>). The form will then be routed to your course instructor and the graduate director for approval.
- Submit a Capstone Prospectus document during the session immediately preceding the session in which you plan to complete your capstone. Please refer to the following table for the specific deadlines:

Capstone Prospectus Submission Date	Capstone Completion Session
November 5 th	Spring A
January 22 nd	Spring B
March 15 th	Summer A
May 21 st	Summer B
July 13 th	Fall A
September 17 th	Fall B

Your chair should have read and given feedback to you on a draft of your document prior to submission.

During your Capstone Session:

- Coordinate with your chair to establish working deadlines for various sections of your capstone and stay on top of these deadlines.
- Once the project is near completion, review your capstone paper with your chair to receive feedback and ensure that your paper is ready for final submission.

Submitting Your Capstone Paper:

Once your paper is free of errors (both content and structure) and approved by your chair, please complete the following steps to submit your capstone paper:

- ❑ **Library Permission Form:** Fill out the Library Permission Form, found here, with your personal information and signature:
https://library.suu.edu/ld.php?content_id=44652928

- ❑ **Emailing Documents:** Email your capstone paper as a PDF document and the library permission form (with all your personal info filled out) to your capstone chair. Your capstone chair will then sign the permission form and send it to the graduate director, who will sign and send to the HSS graduate coordinator.

Receiving a Final Grade:

- **Change of Grade:** Once all the steps in the “submitting” section have been satisfied, a change of grade form will be completed and sent to the registrar’s office. It is wise to remind your chair if you have taken more than the required 3 credits of 6900 or 6910 (e.g. Capstone Continuance) as all credits associated with capstone need to be changed to passing.
- **Posting Final Grade:** The grade will be posted on the date the change of grade forms are submitted and will be simultaneously recorded on your transcript as the degree completion date.
- **Diploma:** SUU prints diplomas at the end of each semester and they are sent out as a batch typically 30-45 days from the end of the semester.