Use the Capstone Checklist to document completed processes for each student.

See Capstone and Degree Application checklist for detailed list of student responsibilities.

**STUDENT**

Submit capstone approval form to Graduate Coordinator (or course instructor).

- Notify committee of date, time & modality/location of defense.
- Submit request for Final Degree Examination to Graduate School.

**GRADUATE COORDINATOR**

- Schedule room, if needed; Email confirmation to student; submit to CPH calendar; track on capstone tracking tool
- Graduate coordinator (or DGS) confirms Request for Final Degree Examination (electronically)
- Prepare grade card, high pass, and electronic submission forms. Email electronic copies to Capstone Chair.
- Submit capstone approval form to Assessment Director.

**Successful**

- Yes: Email signed grade card to Graduate School with DGS signature.
- No: Chair submits signed grade card to graduate coordinator.

**Defend capstone.**

- Upload capstone manuscript to UKnowledge
- Work with committee to correct capstone.
- Alumni Coordinator emails first destination survey to graduates.