

MNR Timeline Responsibilities

<u>Recommended Time Frame**</u>	<u>Event</u>
1 st semester	Graduate Advisory Committee formed, tentative Program of Study (POS) formed with Melanie.
1 st or 2 nd semester	1 st committee meeting: POS discussed and reviewed by committee; Student discusses possible Capstone ideas if ready.
2 nd semester	POS submitted to Melanie. Melanie submits to the School of Graduate Studies.
2 nd or 3 rd semester	Students submit an outline of capstone proposal to chair/committee before submitting full proposal; Student writes proposal and submits to chair & Melanie. Chair and student work on proposal until it's ready to be sent to the committee. ** Proposal sent to committee; Committee reviews proposal and submits comments/suggestions/corrections; Student makes final revisions and returns proposal to chair & Melanie.
4 th semester or later	Student develops full Capstone report.
Final semester or earlier	Register for capstone credits if you haven't already in a previous semester. Capstone report sent to chair & Melanie the first month of the semester you intend to graduate or earlier; Student and chair revise/edit report until it's ready for the committee to review. Melanie sends report to committee for their comments/edits; Student makes changes and revises report per committee comments. Student and chair make final revisions.
End of Final Semester	Chair and committee assign a grade for the capstone report . (can be in the final week of semester)

**Melanie should be CC'd on ALL proposal and capstone report documents to help track the process. An electronic file is kept of all student's revisions and chair/committee comments.