

## MNR Timeline Responsibilities

### Recommended Time Frame\*\*

### Event

1<sup>st</sup> semester

Graduate Advisory Committee created.

- Schedule appt with Melanie to create Tentative Program of Study (**POS**). (Prior to meeting review courses offered in the links below: [https://qcnr.usu.edu/mnr/courses\\_offered/online](https://qcnr.usu.edu/mnr/courses_offered/online); <https://nrdlc.usu.edu/>)

1<sup>st</sup> or 2<sup>nd</sup> semester

1<sup>st</sup> committee meeting: **POS** discussed and reviewed by committee; Student discusses possible **Capstone** ideas if ready.

2<sup>nd</sup> semester

Enter **POS** in Degree Works. Email Melanie after its complete so she can submit it to the School of Graduate Studies. Course substitutions are allowed with approval from committee. Follow the instructions in the link below: ([https://gradschool.usu.edu/program-study/?utm\\_source=sgs&utm\\_medium=forms&utm\\_campaign=plans&utm\\_term=plan\\_c&utm\\_content=program\\_study](https://gradschool.usu.edu/program-study/?utm_source=sgs&utm_medium=forms&utm_campaign=plans&utm_term=plan_c&utm_content=program_study))

2<sup>nd</sup> or 3<sup>rd</sup> 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<sup>th</sup> or final semester

Student develops full **Capstone** report.  
Register for capstone credits

**Capstone report** sent to chair & Melanie the first six weeks of the semester you intend to graduate or earlier; Student and chair revise/edit **report** until it's ready for the committee to review.

Send **report** to committee for their comments/edits and Cc Melanie; 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.

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