

# GRADUATION PREPAREDNESS CHECKLIST

Complete the following with your Capstone Chair to determine if you are eligible to register for Graduation. Be sure to review the [final steps for completing the capstone](#) prior to answering.

INFORMATION				
Student Name	Today's Date			
Capstone Chair	Capstone Mentor			
CHECKLIST				
Critical Milestone Assignments		Due Date	On Track	Delayed
<ul style="list-style-type: none"> <li>● The <b>Capstone Proposal</b> (should have already been completed)</li> <li>● <b>Specific Aims of Capstone Proposal</b> (data collection and analysis)</li> <li>● <b>Nearly complete draft of report*</b></li> <li>● <b>Presentation</b> (Poster Session / Public Forum)</li> </ul>		January 20	<input type="checkbox"/>	<input type="checkbox"/>
<b>Core MHA Courses / Conference</b>		Gross	Embryo	Conference
Check any Course in which you are enrolled this semester. Remember to prioritize passing core courses over completing the Capstone. You can always finish the Capstone over the Summer. Check if you plan to attend a conference. If your conference presentation is different from your capstone presentation, be sure to prioritize practicing both presentations equally.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Realignment action (if needed)				
If any Milestone assignments are delayed, describe your plan to complete the milestone assignments prior to the end of the semester.				
SIGNATURE		Yes	No	
The Capstone Proposal is complete and the remaining assignments are on track for completion by the end of the Semester. CORE MHA courses remain a priority. Conference attendance will not interfere with the Capstone presentation. The Graduate School Application for Candidacy should be completed for the student.		<input type="checkbox"/>	<input type="checkbox"/>	
Additional Notes and Comments				
Capstone Chair Signature		Date		
Student Signature		Date		