

## CAPSTONE CHECKLIST

The Capstone Seminar is taken during the last semester of the student's degree program and after all core courses are completed with a B- or better. The following items are to be completed prior to registering for PAD 5361/CJ 5361 and upon completion, a permission number will be issued to register for the course.

Student Name:

Student ID:

Program:

Partner Agency and Contact Name:

Complete CITI Training

Participate in Capstone Orientation (Either Virtually or In Person)

Capstone Subject/Topic

2nd Reader Confirmed/Name

Discuss Proposal and need for IRB Approval with 2nd Reader

Online Course or In Person Course

Student Signature

Upon completion of this section, please email the completed form to [spa@uccs.edu](mailto:spa@uccs.edu) for the degree audit to be completed and the permission number issued.

---

### FOR OFFICE USE ONLY

Degree Audit Check

Capstone Instructor Approval

Permission Number Issued

Completed Capstone Checklist provided to *Student, Program Assistant, Capstone Instructor, Program Director(s), & Faculty Advisor*