

15 Things to Do When Depositing Your *Capstone Project* (NRES 505) to NRES Student Services

As you complete your MS degree program requirements and prepare to submit your final paper to your Faculty Internship Advisor and Graduate Committee members you will need to follow the steps provided below to assure a timely graduation. If you have any questions/concerns about these steps, please contact NRES Student Services nres-ssc@illinois.edu or Karen Claus at kclaus@illinois.edu.

1. **If you have not taken the written final examination, request to take it** by contacting Renee Gracon at gracon1@illinois.edu.
2. **As you prepare your final written internship summary, follow the thesis format rules.** Even though you are submitting a *Capstone Project*, you should still use the format guidelines laid out for a thesis. The Graduate College format requirements can be found at <http://www.grad.illinois.edu/graduate-college-thesis-requirements>. In addition, proper citation of research is required, and it is highly recommended that you use RefWorks or another reference manager to facilitate proper citation format (learn more at http://www.library.illinois.edu/learn/intro/citing_source.html). In addition, NRES requires that students supply data reported upon to their Faculty Internship Advisor. It is up to the Advisor whether the data must be included in the *Capstone Project* itself as an appendix or if it is to be supplied and maintained in an alternate format.
3. **Find the deadlines which apply to the oral presentation/exam and to deposit your *Capstone Project*.** You can find these deadlines at <http://www.grad.illinois.edu/thesis-dissertation>. They are under the “**The Thesis Process**” on the left side of the screen.
 - a. The **deadline** by which you must complete your **oral presentation/exam** is the same deadline used for the Doctoral Defense (approximately three weeks before the deposit deadline below).
 - b. The **deadline** for submitting your approved *Capstone Project* to Student Services is the **same deadline used for Master’s students to deposit their thesis** to the Graduate College.
4. **Put your name on the Pending Degree List.** Log into UI Integrate (<https://apps.uillinois.edu/selfservice/>) and follow the instructions on the “Graduation” tab. **NOTE: While logged in, check and update if needed, your permanent mailing address.** This is where your **diploma** and a **final transcript copy** will be sent about **3 months** after graduation. If you don’t have access to UI-Integrate, notify Karen Claus (kclaus@illinois.edu) so she can add your name to the pending degree list.
5. Early in the semester in which you intend to graduate, e-mail nres-ssc@illinois.edu to request a **degree audit**.
6. **Schedule your final oral presentation/exam date** with your Committee. Please be aware that this can take **WEEKS** to arrange. Discuss the content of the exam and the method of presentation (on-campus or online) with your Committee when you set the date. We **highly encourage** you to come to campus to take your final exam. **Once your date and time are set (at least 2 weeks before the exam), you will need to:**

- Reserve room and equipment through Karen Claus at kclaus@illinois.edu or arrange to take the exam in Collaborate by contacting Renee Gracon at gracon1@illinois.edu for access.
- Send your title, abstract, name of your Faculty Internship Advisor, at least one project-related photo, and the date, time, and location of your exam to Karen Claus at kclaus@illinois.edu for advertising.

7. **Prepare and practice your oral presentation. PowerPoint or other audiovisual media must be sent** to Piper Hodson (phodson@illinois.edu), and Renee Gracon (gracon1@illinois.edu), **at least one week** before your exam date.
8. **Circulate your *Final Internship Summary* to your committee members prior to the exam.** Give them at least **14 days** to review the paper before the exam. Make changes to the *Capstone Project* to address committee recommendations. (NOTE: It is recommended to request confirmation of receipt of your project. This way you *know* they have received it.)
9. **Pass final written and oral exams.** There are three possible results for your **oral presentation and internship summary**: **pass, defer, or fail**. Even with a pass, your committee may still require significant revisions to your summary. Deferred means that the committee is requiring fundamental changes to the project before making a final decision. If the decision is to fail the student, he or she must work with the committee to remediate the project. **The deadline for remediation will be set by the committee.**

There are three possible results for your **written exam**: **pass** (grade 80% or above), **retake** (student must remediate areas of concern and retake the exam during the following semester or in accordance with the Evaluation Committee's recommendations (Note: the exam may be retaken once), **or fail** (if **sufficient improvement is not demonstrated** on the second attempt).
10. **After your oral presentation/exam, make all committee recommended changes** to your *Capstone Project* and re-circulate the project, per your committee's instructions.
11. **Submit your committee-approved *Capstone Project* to NRES Student Services** by e-mailing an electronic copy (preferably as a Microsoft Word document) to Karen Claus at kclaus@illinois.edu for departmental format check and Department Head signature. **Allow at least 10 days before the deposit deadline, as changes can be required at this stage of the process too.**
12. **Complete the NRES Graduate Exit Survey.** This form is available online at <https://illinois.edu/fb/sec/8175245>. Student Services will receive an e-mail when you have submitted your survey.
13. Student Services will submit the paperwork to have any *Capstone* "I" (incomplete) or "DFR" (deferred) grades changed after **all tasks** on this list are complete.
14. **The only commencement ceremony is in May; though the College of ACES does have a December reception.** When you put yourself on the pending degree list, your name, and address will be added to the commencement mailing list. You should start receiving emails with commencement information in them in March, and will continue until that degree period is over. (NOTE: Even if you are dropped off the Pending Degree list, you will still receive emails about

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commencement until that degree period is completed.) You can find commencement information at <http://oc.illinois.edu/commencement/>.

15. Relax and Celebrate!