

Capstone Documentation Form

This form is used to document your Capstone Project for purposes of fulfilling the UCLA Honors Program requirement for the College Honors designation on your transcript and diploma. It may be used to verify a completed Capstone Project or to request provisional approval for a Capstone Project that is still in progress.

To ensure timely processing of your petition, the supervisor must complete all required fields and provide the required signature. **Students may not complete or sign the Capstone Documentation Form on behalf of their supervisor.** Incomplete or improperly completed forms may delay review and approval.

As part of the verification and approval process, the UCLA Honors Program may contact the supervisor listed on this form if additional information or clarification is needed.

Capstone Information

Student Name: _____

Capstone Title: _____

Capstone Completion or Anticipated Completion Date: _____

How would you classify the student's Capstone Project?

Select the option that best describes the nature of the student's Capstone work. Select one.

- ☐ Research
- ☐ Internship / Professional Experience
- ☐ Volunteer / Community Service
- ☐ Student Organization
- ☐ Creative / Artistic Project
- ☐ Other: _____

Section Completion Instructions

Complete only **ONE** of the following sections based on the current status of the Capstone Project. **Do not complete both sections.**

Capstone Planning & Supervision

Complete this section if the Capstone Project is planned or currently in progress.

Do you agree to supervise the student's Capstone Project?

☐ Yes ☐ No

Have you discussed the scope, expectations, and requirements of the Capstone Project with the student?

☐ Yes ☐ No

What is the anticipated meeting schedule for the Capstone Project?

Do you understand that you are expected to provide the student with feedback on their Capstone?

☐ Yes ☐ No

☐ **I confirm that the student's Capstone Project is planned or in progress and is expected to be completed by the anticipated completion date indicated above.**

☐ **I understand that I will be required to sign the Capstone Documentation Form again once the student's Capstone Project has been completed.**

Verification of a Completed Capstone Project

Complete this section if the Capstone Project has been completed.

Did you supervise the student's Capstone Project?

☐ Yes ☐ No

Did you discuss the scope, expectations, and requirements of the Capstone Project with the student?

☐ Yes ☐ No

What was the meeting schedule for the Capstone Project? How often did you meet?

Did you provide the student with feedback on their Capstone work?

☐ Yes ☐ No

Based on your assessment of the completed Capstone Project, what letter grade would you assign to the student's work?

☐ A ☐ B ☐ C ☐ D ☐ F

Supervisor Verification

Name: _____

Title: _____

Email: _____

Signature

Date

I certify that the information provided above accurately reflects the student's capstone project and its current status.