

Capstone Conference Notification Form

This form must be completed and submitted to the CWP office at least two weeks prior to the requested Capstone Conference date. Failure to submit this form in a timely manner may jeopardize the assignment of a room on the date and time you request.

The student is responsible for setting a date and time for the Capstone Conference that is satisfactory for all committee members. CWP staff will reserve a room. Please note that the Capstone Conference typically lasts one and a half hours.

Student Name: _____ **ID#:** _____

Capstone title: _____

Capstone Conference Schedule:

month *date* *year* *time*

If fireside conference room (front room) is not available, is downstairs conference room acceptable?

Yes

No

Committee Members: (print names, not signatures)

Primary Advisor: _____

Outside Reader: _____

Note: If you have special space or equipment needs for your conference, please explain and allow extra time to accommodate your request.

Date

Student Signature

Return to The Creative Writing Programs at Hamline, MS A-1730, Hamline University, 1536 Hewitt Ave., Saint Paul, MN 55104. Fax: 651/523-2490. Email: cwp@hamline.edu.