Capstone Project and Graduation Requirements  
Master of Health Informatics

A Capstone Project is one of the requirements of the MS in Health Informatics degree at IUPUI.

By the end of the first year the student will select a capstone faculty advisor who is a member of the graduate faculty and has an appointment in the School of Informatics. The student may select to have a partner/sponsor from outside of the department faculty, but will use a member of the core faculty as a liaison. This individual will assume responsibility for advising the student about course selection, graduation requirements and capstone procedures. After consulting with the selected faculty member and getting approval, the student completes the Capstone Project form, has it signed by the faculty advisor and submits it to the Academic Advisor for registration permission to be granted.

A capstone project in health informatics is a non-independent project that will be performed under the close supervision of the capstone faculty advisor. Project possibilities include, but are not limited to:

- Developing a project that fits into a larger framework
- Systematic review
- Piece of an ongoing research project
- Substantial background literature review

If your capstone project is related in any way to your professional work, you must describe for your faculty advisor how that topic and your job are distinct. You must be able to answer what you are doing as a part of your project that is above and beyond what you do for your job.

Capstone work involves the following steps:

- Completion of all course work (33 hours of coursework)
- Filing out the Capstone Project Form, Pre-Assessment Paper, and getting the form signed and approved by your capstone faculty advisor before registering for INFO-B 691.
- INFO-B 691 Health Informatics Project- Project work (e.g., development of system, collection of data) and formal write-up/presentation (3.0 credits).

These are general guidelines to follow when planning your capstone project work. It is important that you meet with your capstone advisor on a regular basis, but no less than once a month.

The following rules apply to the progression of the project work:

- The student must have a capstone faculty advisor in place at the beginning of the term in which the project is undertaken.
- The Capstone Project form must be signed off on by the faculty advisor and submitted to the Academic Advisor prior to the start of the semester for which you are registering for INFO-B 691 Capstone Project.
- Proposals must be approved by the IUPUI Institutional Review Board (IRB) if the proposal uses human subjects or clinical data in any way. Many informatics projects will be exempt from full IRB review. However, the IRB must grant the exemption. Research with human subjects that is not approved by the IRB constitutes scientific misconduct and is subject to disciplinary action. The student is responsible for obtaining IRB approval. This process should be started as soon as possible during the first stage of capstone work.
- The student will work during the second stage with his or her capstone advisor. It is strongly recommended that the students meet once every week or two, but not less than once a month.
• In the second stage, the student must prepare their final write-up.
• Once the project has been completed and written-up, it will be submitted to the Capstone Advisor for their approval at least two weeks prior the end of the semester. If the final project is not completed and submitted by this time, you will automatically receive an “Incomplete” and will have your graduation date transferred to the next available semester.
• The student will make any corrections requested by the Capstone Advisor and Mentor. Follow project guidelines for document formatting requirements. A sample will be available on the web site in Fall 2013.

The student’s capstone work will not be considered complete until the Capstone Advisor has signed off on the Certificate of Approval form, found on the Informatics web site. If the project is not approved by the Capstone Advisor, graduation will be delayed.