

CAPTONE PROJECT (M.A. WITHOUT THESIS) TIMELINE FOR FULL-TIME M.A. STUDENTS

(Dates are given according to whether the student was originally admitted in fall or spring)

The M.A. can be completed with either a 3-credit capstone course or a 6-credit thesis. This decision should be made, in consultation with an advisor, in the second semester, at least 13 months prior to the anticipated graduation date. The capstone option is subject to acceptance by your advisor and completion of work to meet the deadlines set out below. Note that many of these deadlines indicate the *latest possible date* by which a step may be completed. It is advised that students aim to complete these steps well in advance of the deadlines given below.

1. If you would like to apply to do a 3-credit capstone project, you must contact your preferred advisor **at the beginning of your third semester (by September 30/January 31)** about your interests for the project. (Note that by this time it is already too late to switch to the M.A. with thesis option, so the decision to pursue the capstone option should be made early in your second semester in the program.)
2. **By the end of the third semester (Dec 1/April 30)**, obtain project acceptance from an advisor. Contact your second reader to confirm their agreement to serve on the examination committee.
3. **By the start of the Add/Drop period in the final semester**, register for 840:599, and submit to your advisor a clear plan of the capstone essay and evidence that all bibliographic materials are at hand. Failure to meet this deadline may mean that you will be unable to graduate on time and may incur extra fees to complete the degree.
4. **Before Spring Break/Thanksgiving Break of your final semester**, submit the final draft of your complete capstone essay to your advisor. Failure to meet this deadline may mean that you will be unable to graduate on time and may incur extra fees to complete the degree.
5. **By the deadline of the first Monday after Spring Break/Thanksgiving Break**, submit the capstone essay to your second reader.
6. **By April 1/December 20**, successfully pass your capstone essay examination before a two-person committee.
7. **By April 1/January 6**, submit all necessary forms to the Graduate School (<https://grad.rutgers.edu/academics/graduation/masters-degree-without-thesis>).