GRADUATE STUDIES
CENTRAL CONNECTICUT STATE UNIVERSITY

THESIS AND SPECIAL PROJECT QUICK GUIDE

This quick guide will help you navigate the capstone process. If you have questions while working on your Capstone, please contact gradstudies@ccsu.edu/860.832.2363

1. Submit your Capstone Course Registration (Plan A Thesis or Plan C Special Project)

When can I register for my capstone?

- When you have completed at least 18 credits for a program requiring 30-35 credits, or 24 credits for a program requiring 36 credits or more.
- If you have a GPA of 3.0 or higher.

[Capstone Course Registration](#)

2. Prepare and Submit your Capstone Proposal

What does a successful proposal look like?

- Properly formatted cover page
- Abstract
- Literature review
- Research methods or project plan
- References
- See your capstone advisor for additional or specific requirements

Your proposal must be reviewed and approved by your capstone advisor and committee prior to submission to Graduate Studies. Submit all documents to gradstudies@ccsu.edu.

⇒ **Important: All submissions must be sent in .pdf format in <u>separate</u> files.**

[Proposal Form](#)

3. Prepare and Submit Your Final Capstone

What does my final submission require for approval?

- Cover Page
- Abstract Cover Page (Plan A only)
- Abstract
- Table of Contents
- Body of paper
- References
- Appendix
- Biographical Statement (optional)
- Correct formatting* and style (APA, MLA, Chicago) used by your department
- See your Capstone advisor for additional requirements

[Final Capstone Submission Form](#)

Your final capstone submission must be reviewed and approved by your capstone advisor and committee prior to submission to Graduate Studies. Submit all documents to gradstudies@ccsu.edu.

⇒ **Important: All submissions must be sent in .pdf format in <u>separate</u> files.**

*Your paper's left margin must be 1.5 inches, double spaced, with an acceptable font (Times New Roman, Calibri, etc.) in size 12. Do not use 3-holed paper and no double-sided printing. See your particular style guide for additional formatting.

THESIS AND SPECIAL PROJECT ADDITIONAL INFORMATION

Make sure you have submitted your [graduation application](#).

If your capstone project involves human or animal subjects, you must submit your approved [IRB](#) or [IACUC](#) protocol with both your proposal and final submission.

Please be sure you have an approved [Planned Program of Study](#) on file. If you do not, please consult with your academic advisor to complete and submit it prior to beginning your capstone work.

Familiarize yourself with Degree Works in your [Student Pipeline](#). There you can access your student record that includes approved proposal, your final capstone approval, and the status of your graduation application.

Capstone submissions are meant to be submitted in the semester in which you are registered. If you need more time and have completed your coursework, you must register for CREG 001 for each semester that you need to complete your capstone.

Contact the graduate studies office for submission deadlines.

Plan A Thesis Additional Information

- All students must include a [Thesis and Dissertation Public Access Approval](#) form with their final submission.
- Students must submit a hard copy of their thesis in a punchless clamp binder to the Graduate Studies Office for inclusion in the library's repository. The Grad Studies office can supply the binder, if needed.
- If students would like a personal bound copy of their thesis, please deliver a hard copy with a check for $20 (or $40 for two) made out to 'Friends of Elihu Burritt Library' to the Graduate Studies Office. Please include the [Bound Personal Copy of Thesis Request Form](#) with your electronic submission so we know your hardcopy is forthcoming.

Plan C Special Project Additional Information

- Students wishing to have their Special Project posted in CCSU's Digital Library Catalog should contact gradstudies@ccsu.edu for the reproduction approval form and submission directions.

Handbooks

- Visit our graduate studies resources page for specific [handbooks](#).

Samples for Thesis and Special Projects:

[Sample Thesis Cover Page](#)
[Sample Abstract Cover Page](#)
[Sample Abstract](#)
[Sample Biographical Statement](#)

Contact:

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Willard-DiLoreto D 311

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860.832.2363