

CAPSTONE PAPER REQUIREMENTS

A student who does not write a thesis as part of a Master of Arts degree plan will be required to write a capstone paper in addition to completing the 36 credits required for the specific Master of Arts degree program chosen. Students will be required to pay a capstone paper submission fee.

TIME LIMIT FOR CAPSTONE PAPER

The student must successfully complete the capstone paper within one year after enrolling in the last course for the program and before the end of the time limit specified for the complete program. A time extension of up to 6 months may be requested. The request should be made prior to expiration of the time limit for the respective Master of Arts program. Requests for an extension should be submitted on a Request for Student Service form with an extension fee. An extension for time to successfully complete the capstone paper must be approved by the Graduate Studies Center director and the Dean.

WRITING THE CAPSTONE PAPER

The capstone paper should be 20 to 24 pages (5,000 to 6,000 words) long and must conform to the format of Global University as presented in the *Global University Form and Style Guide*, fourth edition (2004) or later. Any exception must be approved by the Dean.

Even though the capstone paper is not a research paper and does not require new research, some citations from previous readings are encouraged. The capstone paper must be computer printed. English is the preferred language for the paper, but a student may arrange with his or her Graduate Studies Center director for the paper to be written and evaluated in his or her primary language. An English summary of 1 to 2 pages (250 to 500 words) should be included if the paper is not written in English.

In the capstone paper, the student will synthesize his or her philosophy of ministry, state his or her strategy to implement that philosophy, and present a plan to solicit feedback to determine if that plan is effective. The paper will include a five-year strategic ministry plan based on courses completed for the respective Master of Arts degree. Concepts learned in the respective degree program should be evident in the paper.

A typical capstone paper will include the following: (1) an overview of the student's philosophy of ministry (4 to 5 pages; 1,000 to 1,250 words); (2) a description of the strategy for implementing that philosophy in his or her own ministry (15 to 17 pages; 3,750 to 4,250 words); and (3) a description of how the effectiveness of the strategy would be evaluated (1 to 2 pages; 250 to 500 words).

PROCESSING THE CAPSTONE PAPER

1. *Submitting the capstone paper.* Within one year after a student enrolls in the last course for a Master of Arts program and before the time limit to complete the program expires, the student should submit to the director of the respective Graduate Studies Center his or her completed capstone paper and submission fee with a Request for Student Service form.
2. *Grading the capstone paper.* The director will be responsible to select an approved mentor to evaluate the paper according to criteria established by the Graduate School of Theology. The paper will be graded based on the quality of reflection and on the student's ability to integrate into the capstone paper what he or she has learned in graduate-level courses for the respective program. It is recommended that a mentor who is selected to grade a capstone paper be a content specialist for the student's degree specialty.
3. *Evaluating and approving the capstone paper.* The graded paper and evaluation form should be returned to the Dean of the Graduate School of Theology no later than the fifteenth business day after the student submits the completed paper and fee. The Dean reserves the right to give final approval of the grade assigned to the paper.

(Based on Requirements in 2008 Graduate Studies Academic Catalog)