

10. Institutional Review Board (IRB) review checklist.

The capstone process includes a number of milestones and products. The following is a listing of required milestones:

1. Capstone proposal. The capstone proposal will be completed in accordance with the preceding guidance. The capstone proposal is to be complete by the end of quarter two (two quarters prior to graduation).
2. Mid-course review. The capstone team, advisors, and sponsors will formally review the progress of the capstone project at the approximate project mid-point. This review will include an assessment of completed and remaining work and an assessment of the relative contribution of each team member will be evaluated by the advisors and sponsors. The mid-course review will be completed no later than the end of quarter three (one quarter prior to graduation).
3. Final presentation. The capstone team will conduct a presentation of their work for advisors, CAG, sponsors, and other interested parties. This presentation will be given in a “brownbag” or classroom setting after completion of the capstone project work (the final report does not have to be complete).
4. Final report. The capstone project will be formally documented by a capstone report in accordance with NPS requirements. The capstone report will include a full discussion of the work to include problem statement, background research, method of solution, data or experimental results, findings, and recommendations. In addition, the capstone report will include a thorough discussion of the project’s benefits to the Navy, DoD, or other sponsoring agencies. The capstone report must be completed, signed, and accepted by the NPS Thesis Processing Office prior to graduation.

Sponsors and capstone advisors may determine that additional milestones and deliverables are required for completion of the project.

Capstone advisor requirements are as follows:

1. A MACO capstone project will be advised by a committee configured as follows:
 - a. Advisor and co-advisor,
 - b. Advisor and second reader, or
 - c. Two co-advisors

Additional committee members are permitted and will be designated second readers

2. Acceptable capstone committee members will meet the following requirements:

All capstone committee members must hold at least a master’s degree and possess appropriate subject matter expertise for the specific capstone project. In addition, at least one advisor or co-advisor must have an existing association with the NPS CAG.

Any NPS faculty member meeting the above requirements can serve as a capstone project advisor. Any NPS faculty member or sponsoring agency representative meeting the above requirements can serve as a capstone project co-advisor or second reader. A minimum of two capstone committee members must be NPS faculty.

3. The NPS CAG Chair may make exceptions to these policies on a case-by-case basis. Requests for exceptions should be justified in the capstone proposal. Approval of the proposal constitutes approval of the exception.