



# DEPARTMENT OF PSYCHOLOGY

## CAPSTONE SUBSTITUTION REQUEST

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### **Student Information:**

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_

KSU ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_

KSU NetID: \_\_\_\_\_

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### **Senior Capstone Substitution Policy:**

All psychology majors must complete a Senior Capstone Experience (typically PSYC 4445, 4498, or 4499). This requirement may be met through the approved substitution of one of the following courses:

- PSYC 4400 Directed Study
- HON 4499 Honors Senior Capstone Project Completion

The prerequisites for all Senior Capstone Experience options consist of the following: PSYC 3301 and one course completed from each of the five areas. Only one of the five area courses may be completed concurrently. Students must submit an application before registering.

In order to meet the Senior Capstone Experience requirement through substitution, the following conditions must also be met and completed satisfactorily. Failure to do so will result in denial of the course substitution.

#### **PSYC 4400 - Directed Study**

- 1) Complete a 3-credit-hour PSYC 4400 with the following conditions:
  - conduct an independent project
  - work under the direct supervision of a full-time psychology faculty member
  - produce a substantive, integrative, written product
  - deliver an oral presentation of the work to an appropriate audience
  - earn a "C" or better
- 2) Complete the ETS Major Field Test
- 3) Student and supervisor complete the relevant portions of this form by the due dates\*

#### **Honors Senior Capstone**

- 1) Complete the Honors Capstone Experience Sequence (HON 4497 & 4499) with the following conditions:
  - register for a 3-credit-hour HON 4499
  - work under the direct supervision of a full-time psychology faculty member
  - produce a substantive, integrative, written product (i.e., the honors thesis)
  - deliver an oral presentation of the work to an appropriate audience
  - earn a "C" or better in HON 4499
- 2) Complete the ETS Major Field Test
- 3) Student and supervisor complete the relevant portions of this form by the due dates\*

\* If you are graduating in the semester that you complete your Senior Capstone Experience, you must submit this form **two times**. A **preliminary copy** must be submitted to the Department of Psychology by the end of the first week of classes so that the Registrar can be notified of the pending substitution. A **final copy** must be submitted to the Department of Psychology by the last day of classes for the semester enrolled in either PSYC 4400 or HON 4499.

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**Substitution Request Information:**

Form type: Preliminary \_\_\_\_\_ Final \_\_\_\_\_

Student Name: \_\_\_\_\_

Graduation Term and Year: \_\_\_\_\_

Course Seeking to Substitute: PSYC 4400 \_\_\_\_\_ HON 4499 \_\_\_\_\_

Term and Year Course Will Be Completed: \_\_\_\_\_

Project Title: \_\_\_\_\_

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Did you satisfactorily complete a substantive, integrative, written product for this project? Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

Did you satisfactorily give an oral presentation of the project to an appropriate audience? Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

Did you complete the ETS Major Field Test? Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Supervisor Section:**

Supervisor Name: \_\_\_\_\_

Did the student satisfactorily complete this course under your supervision? Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

Did the student satisfactorily complete a substantive, integrative, written product for this project? Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

Did the student satisfactorily give an oral presentation of the project to an appropriate audience? Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

Did the student complete the ETS Major Field Test? Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR DEPARTMENT OFFICE USE ONLY**

Is this request approved? \_\_\_\_\_ Yes \_\_\_\_\_ No

Departmental Signature: \_\_\_\_\_

Date: \_\_\_\_\_