

**DEPARTMENT OF PSYCHOLOGICAL SCIENCE
CAPSTONE SUBSTITUTION REQUEST
PRELIMINARY FORM**

Student Information:

Date Submitted: _____

Name: _____

KSU ID#: _____

Phone Number: _____ KSU GPA _____ KSU NetID: _____

DEADLINES			
Preliminary Copy			

*If you are graduating in the semester that you complete your Senior Capstone Experience, you must submit this **preliminary form** to the Department of Psychological Science by the deadline listed above.

Senior Capstone Substitution Policy:

Psychology majors must complete a Senior Capstone Experience as a part of their degree requirements. This requirement may be met through the approved substitution of one of the following courses:

- HON 4499: Honors Senior Capstone Project
- ISD 3398: Interdisciplinary Studies Internship (under the Diversity & Community Engagement Certificate program)

The prerequisites for all Senior Capstone Experience options consist of the following:

- For Fall 2019-Fall 2025 Catalog Years:
 - Complete PSYC 4100 with a "C" or better – must be completed before capstone course (cannot be completed concurrently with capstone)
 - Complete one course from each of the four areas with a "C" or better. (Only one of the four area courses may be completed concurrently)
- For Fall 2026 to Current Catalog Years:
 - Complete PSYC 4100 with a "C" or better – must be completed before capstone course (cannot be completed concurrently with capstone)
 - Complete PSYC 4410 or PSYC 4415 or PSYC 4345 or PSYC 4455 with a "C" or better
 - Senior standing (90+ credit hours)
- Students must submit an application before they will be eligible to register.

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

HON 4499 – Honors Senior Capstone Project (3 credit hours)

- 1) Complete the Honors Capstone Experience Sequence (HON 4497 & 4499) under direct supervision of a full-time PSYC 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 grade of "C" or above
- 2) Student and supervisor complete the relevant portions of this form by the due dates*

ISD 3398 – Interdisciplinary Studies Internship (3 credit hours)

- 1) ***Must be for completion of the Diversity & Community Engagement Certificate program***

- 2) Approval by PSYC department Chair and internship coordinator
- 3) Complete hours at an approved internship site with direct supervision of a full-time ISD faculty member
 - produce a substantive, integrative, written product
 - deliver an oral presentation of the work to an appropriate audience
 - earn a grade of "C" or above
- 4) Student and supervisor complete the relevant portions of this form by the due dates*

Substitution Request Information:

Student Name: _____

Graduation Term and Year: _____

Term and Year Course Will Be Completed: _____

Course Seeking to Substitute: _____

Project Description/Title (HON 4499):

Internship Site (ISD 3398):

Student Signature: _____

Date: _____

Supervisor Section:

Supervisor Name: _____

What date is the student expected to complete a substantive, integrative, written product for this project?

Where will the student be giving an oral presentation of the project to an appropriate audience?

Supervisor Signature: _____

Date: _____

FOR DEPARTMENT OFFICE USE ONLY

Received: _____ Received By: _____

Is this request approved? ____ Yes ____ No

Departmental Signature: _____

Date: _____