

Instructions for Senior Capstone Substitution Request

All PSYC majors planning to complete their capstone experience as either the Capstone Independent Research (PSYC 4400) or the Honors Senior Capstone Project (HON 4499) need to submit the Senior Capstone Substitution Request.

****Students must meet the prerequisite requirements for the Senior Capstone Experience to be eligible for these options.****

A preliminary copy and a final copy (i.e., two copies in total) of the Senior Capstone Substitution Request form must be submitted to the department by the following:

- **Preliminary copy** – Due by the deadline of the Senior Capstone Experience Application for the semester in which the student plans to complete their Capstone experience. The deadline can be found on the Important Dates & Deadlines document, at the top of the Senior Capstone Experience application, and at the top of the Capstone Substitution Request form.
- **Final copy** – Due by the last day of classes for the semester enrolled in either PSYC 4400 or HON 4499. (<https://registrar.kennesaw.edu/academic-calendars/index.php>)

When you click on the link to access the form in DocuSign, it will ask for the student's name and email address (KSU email) and the faculty supervisor's name and email address (KSU email). The faculty supervisor is the PSYC faculty member the student is working with on Capstone Independent Research (in PSYC 4400) or who is overseeing the student's Honors Capstone project (in HON 4499).

****Please note that prior establishment of an agreement between the student and the Capstone-supervising PSYC faculty member (i.e., in PSYC 4400 or HON 4499) must be in place before submitting the Senior Capstone Substitution Request.****

This is also important as the second page of the form asks for a description or title of the research or honors project that is planned.

Information for Page 1:

Fill out the required information as indicated.

Information for Page 2:

Fill out the required information as indicated

- For the preliminary copy, "Not Yet" will be selected for the three questions
- For the final copy, "Yes" should be selected for the three questions.

Once the student has completed their portion, the form will automatically route to the faculty supervisor for review and processing and then on to the department for final approval and processing.

If you have any questions about this process, please contact the Department of Psychological Science at psychology@kennesaw.edu.

An example of this form can be found on the following pages.



**KENNESAW STATE
UNIVERSITY**

**DEPARTMENT OF PSYCHOLOGICAL SCIENCE
CAPSTONE SUBSTITUTION REQUEST**

Student Information:

Date Submitted: _____

Name: _____

KSU ID#: _____

Phone Number: _____ KSU GPA _____

KSU NetID: _____

DEADLINES	Spring 2022	Summer 2022	Fall 2022
Preliminary Copy*	October 4, 2021	TBD	TBD
Final Copy*	May 2, 2022	TBD	TBD

*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 Psychological Science by the deadline for the Senior Capstone Experience. A final copy must be submitted by the last day of classes for the semester enrolled in either PSYC 4400 or HON 4499.

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:

- PSYC 4400: Capstone Independent Research
- HON 4499: Honors Senior Capstone Project

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 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.

PSYC 4400 – Capstone Independent Research (3 credit hours)

- 1) Conduct an independent project under direct supervision of a full-time PSYC 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
- 2) Complete the ETS Major Field Test – See your supervisor for scheduling information
- 3) Student and supervisor complete the relevant portions of this form by the due dates*

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) Complete the ETS Major Field Test – See your supervisor for scheduling information
- 3) Student and supervisor complete the relevant portions of this form by the due dates*

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 Description/Title: _____
_____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 ONLYReceived: _____ Received By: _____ Is this request approved? Yes No

Departmental Signature: _____ Date: _____