

TRUMAN STATE UNIVERSITY
Graduate Substitution/Inclusion Form

Approval indicates that the student has completed deficiencies noted by the program at admission, that graduate hours earned before admission at this university or transferable from another institution are approved as part of the major, and/or any exceptions to the graduate program worksheet have been approved by the appropriate authorities below.

Directions: Complete this form with your advisor during your first semester of graduate work. In Part B, fill in only the parts that apply to you. You must be approved for any deficiency work, pre-admission and transfer courses, and/or substitution before you will be approved for graduation. If further changes are made after approval of this form, you must submit an additional Graduate Substitution/Inclusion Form, noting new changes only. Please type or print the requested information to complete parts A and B. Obtain all signatures in part C, and submit to the Graduate Office.

A

Student Name	Social Security Number
Advisor	Graduate Program (MAE include teaching specialty)
Local Phone	Current Mailing address (local)
Is this the first time you have filled out this form? <input type="checkbox"/> Yes <input type="checkbox"/> No	City State ZIP Code

B

Admission Deficiencies: MAcc, MA, and MS students: Please list any deficiencies noted at the time of admission to the program, and show how they will be complete/resolved. Indicate if the course is completed (C) or in progress (IP) at the far right. (MAE students will use the "Individual Plan of Study" (I.P.S.) as a guide, and are not required to complete this section. The MAE application for graduation will not be approved by the Certification Office or the Dean of Graduate Studies if all conditions on the I.P.S. are not satisfied.)

Course Number, Title	College/University	Deficiency	Completed or In Progress
			<input type="checkbox"/> Completed <input type="checkbox"/> In Progress
			<input type="checkbox"/> Completed <input type="checkbox"/> In Progress

Inclusion of Graduate Credit: Please list any *graduate* courses completed before admission, or transfer courses which are to be applied to the Master's degree. Transfer courses must be documented on an official transcript, with a letter grade, to achieve approval for graduation. Only 6 hours of these types of graduate credit may be applied to your degree. *Note that all transfer credit must be completed, with final transcript submitted to the Graduate Office, at least one semester before the degree will be conferred.*

Course Number, Title	Date Completed	College/ University	Substitute for:(course # from worksheet)	Completed or In Progress
				<input type="checkbox"/> Completed <input type="checkbox"/> In Progress
				<input type="checkbox"/> Completed <input type="checkbox"/> In Progress
				<input type="checkbox"/> Completed <input type="checkbox"/> In Progress

Substitutions: Note any Truman courses chosen to substitute for requirements on your worksheet.

Course Number, Title	Substitute for:(course # and title from worksheet)	Completed or In Progress
		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress
		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress
		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress

C

The signatures below indicate that approval for the above substitution/inclusion has been requested and that the substitution/inclusion above will fulfill requirements as noted for the graduate degree.

1. _____	2. _____
Student Signature	Advisor
Date	Date
3. _____	4. _____
Certification Officer (MAE only)	Division Head Signature
Date	Date

D

The above request has been approved and is on file in the Graduate Office.

Dean of Graduate Studies Signature	Date
<i>When approved, the Graduate Office will send copies to all signed above.</i>	