## **Psychology Graduate Course Request**

Name:			
MSU Net ID:			
Graduate Program:			
Please provide answers to the following questions and submit your request to the graduate coordinator in psychology, Dr. Hilary L. DeShong (hld166@msstate.edu):			
1. Please explain exactly why you are requesting to take this class.			
2. Please explain how you meet the minimum qualifications for the class, including any listed prerequisites.			
3. Please affirm that you have communicated with the instructor of the course about course			
expectations and requirements.			
<ul> <li>Yes, I have communicated with the instructor.</li> <li>No, I have not communicated with the instructor.</li> </ul>			
<ul> <li>No, I have not communicated with the instructor.</li> <li>Please provide a reason:</li> </ul>			
<ul> <li>4. Please affirm that you have reviewed the syllabus for the class (if available at the time of your request – this likely requires contacting the instructor to obtain).</li> <li>Yes, I have reviewed the syllabus for the class</li> <li>No, I have not reviewed the syllabus for the class.</li> <li>Please provide a reason that the syllabus was not reviewed:</li> </ul>			

- 5. Please acknowledge that you understand that this course is designed for the Cognitive Science and/or Clinical Psychology doctoral students and will **NOT** be modified in any way for students outside these programs
  - Yes, I acknowledge that I understand this course is designed for the Cognitive Science and/or Clinical Psychology doctoral students and will not be modified in any way for students outside these programs.

- 6. Please have your advisor sign below. Their signature indicates that they attest that you need this course or that it will enhance your education, <u>AND</u> that you are prepared and qualified to take the course.
- 7. Please attach your transcript and CV to this course request.

Once you submit the form, the graduate coordinator will send it to the instructor for their recommendation and justification. Then, the graduate executive committee will review the documentation and vote on a Yes or No (will require three Yes votes to pass).

If approved, the graduate coordinator will let you know, and coordinate getting you signed up for the class with the program director. If declined, the graduate coordinator will inform you and your advisor why the student is now allowed in, and suggest other classes that may be a better fit, if applicable/appropriate.

Please note, all forms should be submitted at least two weeks before the class starts. Anything submitted after this time may be automatically rejected at the discretion of the graduate committee and instructor.

Student Name	Student Signature	Date	
Advisor Name	Advisor Signature		
Instructor Recommendation  o Yes  o No	n and Justification		

Instructor Name Instructor Signature Date

Graduate Committee Results:

O Yes
O No

Graduate Coordinator Name Graduate Coordinator Signature Date