

School of University Studies      **Senior Seminar – Military-based Substitution**



Student Name: \_\_\_\_\_ Southeast Student ID number: S0 \_\_\_\_\_

Local/Mailing Address: \_\_\_\_\_

Street

City

State

Zip

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

**MILITARY SERVICE:** Complete the section above, as well as this section. Take this form and your service documentation to the Office of Military and Veteran Services (OMVS). You may fax this form and your documentation to 573-986-4973; or, you may email these items to [veterans@semo.edu](mailto:veterans@semo.edu).

BRANCH OF SERVICE	COMPONENT	YEARS OF SERVICE	YEARS CREDITED TOWARD RETIREMENT
<input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> ACTIVE <input type="checkbox"/> RESERVE <input type="checkbox"/> NATIONAL GUARD	_____ _____	_____ _____

VERIFICATION OF STATUS PROVIDED BY:	
<i>Completed by the Office of Military and Veteran Services (OMVS); initial next to the type of document used to verify years of service and retirement credit, and sign below.</i>	
Notification of Eligibility for Retired Pay letter	DD Form 214
AHRC Form 249-E	Other

REFLECTIVE ESSAY SCORING:	
<i>Student: Please enter your essay title and the word count only. The Center for Writing Excellence (CWE) staff will score your essay and forward it to University Studies Director.</i>	
<b>Title of Reflective Essay:</b> _____	<b>Word Count:</b> _____
Initial score:      Credit _____ No Credit _____	Rewrite due by: _____      Second score: Credit _____ No Credit _____

Attach your reflective essay, *in a sealed envelope*, when you submit this form to OMVS directly (by mail or in person); if you are faxing or emailing this form, send both (form and essay) to [univstudies@semo.edu](mailto:univstudies@semo.edu). Instructions for the essay are on page 2 of this form. Academic Integrity Statement:

\_\_\_\_\_ I attest that I am the sole author of this essay, which is based on my personal experiences during my military service.

Student initials here

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

OMVS Verification completed by \_\_\_\_\_ Date \_\_\_\_\_

Center for Writing Excellence (CWE) Verification completed by \_\_\_\_\_ Date \_\_\_\_\_

Approved/Denied, Director, School of University Studies \_\_\_\_\_ Date \_\_\_\_\_

Registrar Office action completed/rejected \_\_\_\_\_ Date \_\_\_\_\_

Office use only Comments:
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## School of University Studies



### Steps to completing the Request for Senior Seminar Course Substitution, based on military service:

1. Obtain the Senior Seminar Course Substitution Form; it is available on-line or you can obtain a copy from the Office of the Dean of the School of University Studies or the Office of Military and Veteran Services (OMVS). Fill out the top two sections of the form completely (your identifying information and your military service information). Attach your essay (see instructions below), in a sealed envelope if submitting it in person or by USPS mail; sign the form below the Academic Integrity Statement before sending it. If emailing or faxing the form, include your essay as an attachment or part of the fax along with the form and your service documentation.
2. Take the form and your military service verification document(s) to the OMVS. OMVS will verify your service credits and sign on the appropriate line. Alternatively, you may submit this form and your documentation to OMVS via fax (1-573-986-4973). Finally, you may send the form and your documentation as attachments to an email addressed to: [veterans@semo.edu](mailto:veterans@semo.edu).
3. Once OMVS had verified your service, submit your essay to The Center for Writing Excellence (CWE). You may use resources offered on their website: <http://www.semo.edu/writing> for help in developing your essay. If you submit the essay in person, place it in a sealed envelope. If you are faxing it, send it 1-573-986-6198. Alternatively, if you are submitting it via email, send it as an attachment, to [writing@semo.edu](mailto:writing@semo.edu). Staff in CWE will score your essay as either Credit or No Credit. If your essay is scored No Credit, you will be provided with one opportunity for a rewrite, following a schedule determined by the Director of University Studies.

#### *Instructions for the reflective essay:*

Veterans and currently serving military personnel with 20 or more years of qualifying service, either Active or Reserve Component, are eligible to apply for senior seminar credit based on their military service. To earn this credit, students must complete a 4-5 page (1,000-1,500 words) reflective essay on their military career (typed, double-spaced, use font: Times New Roman 11 or 12). Potential areas to discuss include:

- Motivation for beginning and continuing military service
- The relationship of the individual to the group

- Examples of leadership
  - Experiences with diversity
  - Engagement with military leaders, internal and external
  - Personal growth
  - The impact of overseas service
  - Key educational experiences
  - The development of communities within the military
4. Once your essay receives credit, the Director will sign the form; our office will forward the form to the Registrar's Office for action. You will be notified by email when your DegreeWorks audit shows the course credit, or you will be advised that the substitution was not approved.

*Created 6/2014*