

Instructions for Re-Enrollment Waiver Request

Per KSU policy, students are allowed two attempts for any course. Withdrawals count as attempts. Any student who needs to attempt a PSYC course beyond the two attempts allowed per university policy must submit the Re-Enrollment Waiver Request form to the Department of Psychological Science for enrollment consideration.

****Requests for any PSYC course attempt (beyond the second) must be submitted no later than the final day of the initial registration period for the semester/session the student plans to retake the course. Official waiver request deadlines can be found listed at the top of the application and on the Important Dates & Deadlines document.****

Information for Page 1:

Fill out the indicated required fields and be sure to carefully read the provided request procedure information.

Information for Page 2:

Fill out the required fields and provide as much detail as possible in response to the final two long-answer questions. Any necessary supporting documentation may be included by clicking on the paperclip symbol located near the signature line at the bottom of the page.

- It might help to reflect and review upon the entirety of your experiences in the PSYC course in question to identify specific areas that may have contributed to your performance in your previous attempts. For example, think carefully about the average number of hours you devoted to the class and how that aligned with the course expectations. Were there obstacles that made it difficult for you to devote time to the class and if so, what were those obstacles? Were you able to complete all modules? Did you complete all course activities (e.g., quizzes, homework, supplemental work)? Can you identify specific topics that you did well on and those you might have struggled with? How often did you seek assistance from the professor and/or resources such as the Psychology Lab when you were confused about a topic?
- These are just a few examples of questions that might help get you started in your reflection. Once you have identified general areas that need improvement, you might also consider writing your goals using the SMART technique – <https://www.developgoodhabits.com/smart-goals-students/>

Once the form is completed in its entirety (including student signature acknowledging waiver procedures and stipulations), the form will automatically be submitted to the department. The request will be processed and reviewed by the Department Chair, in consultation with an advisory committee. Students are notified of the Chair's decision via their student email within 5-7 days of the submission date.

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.



DEPARTMENT OF PSYCHOLOGICAL SCIENCE
RE-ENROLLMENT POLICY WAIVER REQUEST

Student Information:

Date Submitted: _____

Name: _____

KSU ID#: _____

Phone Number: _____

KSU NetID: _____

Deadlines	Spring 2022	Summer 2022	Fall 2022
	January 5, 2022	TBD	TBD

Re-Enrollment Policy – KSU Undergraduate Catalog:

"After taking or attempting an undergraduate course for the second time, students will not be allowed to re-enroll in that class without the permission of the department chair or his/her designee. It is the sole discretion of the department chair/designee to decide if and when a student will be allowed to enroll in a class that they have taken/attempted twice. There is no obligation on the part of the chair to allow a student to enroll in a course after the student's second attempt to take the course. This limitation is in place regardless of previous grades including grades of "W" or "WF". The standing exception to this policy is for courses described in the KSU undergraduate catalog as being repeatable for credit."

Waiver Request Procedure:

- 1) Complete this form, attach documentation of any relevant extenuating circumstances, and submit your waiver request to the Psychology Department office. Applications are **due by the final day of the initial registration period for the semester in which you wish to re-enroll.**
- 2) The Department Chair or his/her designee(s) will review your petition and make a decision based on the merits of, and evidence included with, your request. A department representative may contact you to schedule a meeting to discuss your petition. You should receive a decision within 5-7 business days.
- 3) You will be notified of the decision by the Department Chair or his/her designee.
THIS DECISION IS FINAL AND CANNOT BE APPEALED.
- 4) If the waiver is approved, you will be allowed to enroll in the course for a third time with the following restrictions:
 - You cannot receive an override into a closed section of the course. You can enroll during the registration or add/drop periods if the course has open seats.
 - Prerequisites for psychology courses, either related to this specific course or your degree progression, will not be waived.
- 5) If the Chair or his/her designee(s) does not approve your waiver, the re-enrollment policy stands, and you cannot enroll in the course again at KSU. You would then have the following options:
 - A. You may attempt an equivalent course at another institution (if applicable) and transfer it to KSU (if you earn a "C" or better) OR
 - B. If you choose not take the course elsewhere, and it is a course critical to your degree progression, you would then need to change your major.

Waiver Request Information:

- 1) In which course are you seeking to re-enroll? _____
- 2) What semester and year do you plan to re-enroll? _____
- 3) First attempt at course:
 Semester: ___ Fall ___ Spring ___ Summer Year: _____
 Grade: ___ A ___ B ___ C ___ D ___ F ___ W ___ WF
- 4) Second attempt at course:
 Semester: ___ Fall ___ Spring ___ Summer Year: _____
 Grade: ___ A ___ B ___ C ___ D ___ F ___ W ___ WF
- 5) I have read and understand the KSU Re-Enrollment Policy: _____ Yes _____ No
- 6) I have read and understand the waiver request procedures, including that:
- If this application is deemed to be incomplete or to contain inaccurate information, it will be denied. _____ Yes _____ No
 - The decision of the Chair or his/her designee(s) is final. _____ Yes _____ No
 - If the waiver is granted, an override into a closed section of the course in the semester immediately following the second attempt will not be given. _____ Yes _____ No
 - If the waiver is granted, psychology course prerequisites will not be waived. _____ Yes _____ No
- 7) You are requesting that a university policy that applies to all students not be applied to you. **In the space below**, describe why you should be granted a waiver. You must (1) explain why your two previous attempts in the course were unsuccessful and (2) provide strong, compelling evidence (attach any relevant documentation) for why your case should be granted this type of exception.

- 8) Explain in detail what specific changes you will make to successfully complete the course if you are granted a waiver.

Please read carefully:

In providing your signature below, you are indicating that you have read and understand the waiver request procedures and stipulations. Failure to complete Questions #1 – 8 on this waiver request may result in an automatic denial. You understand that the decision of this waiver request by the department is final and cannot be appealed. You understand that if granted permission for a third attempt in this course, this would be the absolute last attempt you will have at KSU. Under no circumstances will you be allowed to re-enroll in a course for a fourth time.

Student Signature: _____

Date: _____

FOR DEPARTMENT OFFICE USE ONLY

Date Received: _____

Received By: _____