



DEPARTMENT OF PSYCHOLOGY RE-ENROLLMENT POLICY WAIVER REQUEST

Student Information

Date Submitted: _____

Name: _____

Student ID #: _____

Contact Number ____ - ____ - _____

KSU NetID: _____

From the KSU Undergraduate Catalog:

Re-Enrollment Policy

"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.
- 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.
- 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 your 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;
 - your third attempt is the absolute last attempt at the course that you can make at KSU. **Under no circumstances will you be allowed to re-enroll in a course for a fourth time.**
- 5) If the Chair or his/her designee(s) does not grant your waiver, the re-enrollment policy stands and you cannot enroll in the course again at KSU.

Waiver Request Information:

1) In which course are you seeking to re-enroll? _____

2) What semester and year did you last attempt this course? _____

3) What semester and year do you plan to re-enroll? _____

4) I have read and understand the KSU Re-Enrollment Policy: Yes ____ No ____

5) I have read and understand the Department of Psychology 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 ____
- if the waiver is granted, a third attempt at the course is the absolute last attempt allowed at KSU. Yes ____ No ____

6) Describe why you should be granted a waiver (be sure to explain your previous unsuccessful attempts in the course).

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

Student Signature: _____ Date: _____

*Your printed name will serve as a signature, indicating that you approve this document.

Is this request approved? _____ YES _____ NO

Departmental Signature: _____ Date: _____

Override Processed? _____ YES _____ NA

Note Submitted in Degree Works? _____ YES

Date Student Notified: _____