



DEPARTMENT OF PSYCHOLOGY

RE-ENROLLMENT POLICY

WAIVER REQUEST

Student Information:

Date Submitted: _____

Name: _____

KSU ID#: _____

Phone Number: _____

KSU NetID: _____

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 end of late registration 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.
 - 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. You may attempt an equivalent course at another institution (if applicable) and transfer it to KSU (if you earn a "C" or better), or you may change majors.
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Waiver Request Information:

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

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

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

I have read and understand the KSU Re-Enrollment Policy: Yes _____ No _____

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 _____

You are requesting that a standing university policy that applies to all students not be applied to you. In the space below, describe why you should be granted a waiver. Be sure to explain why your previous attempts in the course were unsuccessful. You must provide strong, compelling evidence for why your case should be granted this type of exception.

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

Student Signature: _____

Date: _____

FOR DEPARTMENT OFFICE USE ONLY

Is this request approved? Yes No

Departmental Signature: _____

Date: _____

Override Processed? Yes N/A

Note Submitted in Degree Works? Yes

Date Student Notified: _____