CSM Repeat Approval Worksheet: Student Guide

Quick glance student instructions

- Complete page 1 on your own
- Work through page 2 in an advising appointment with your assigned advisor
- Fill out the contract page and have your advisor sign the bottom
- Hand deliver the contract (page 3) to CSM Advising either on Kennesaw or on Marietta on appropriate days. You can also scan the contract and send it to csmadvising@kennesaw.edu

Why are we doing this?

- By reflecting on your past experiences, we believe that you can be more successful in your attempt at a course
- We want you to have wonderful relationships with your major’s advisor

This is a difficult situation, but not insurmountable. You have the power to be successful in this course.

What is the policy?

In order to get approval to repeat a course (for the second time) offered by the college (BIOL, CHEM, ENVS, ISCI, MATH, PHYS, SCI, and STAT), the College of Science and Mathematics will require students to submit a repeat approval contract. This contract will be completed with the student’s assigned advisor, or an advisor in the college that houses their specific major. The purpose of this contract is to encourage students to reflect on their previous experiences in the course and brainstorm ideas with their advisor that will facilitate their success in the course.

Students who submit the completed contract to the CSM advising office will be given the repeat override soon after all currently enrolled student time tickets have been opened for registration of the intended semester.

What responsibilities are associated with this worksheet?

Students are responsible for the following:

- Scheduling an appointment with their advisor
- Completing the first side of the CSM Repeat Approval Worksheet (i.e., identifying obstacles that affected academic success in the past)
- Working with their advisor to complete the second side of the CSM Repeat Approval Worksheet (i.e., creating an action plan to address the obstacles previously identified).
- Completing the CSM Repeat Contract, and submitting it to the CSM Advising Office

Advisors are responsible for the following:

- Guiding students through the second side of the CSM Repeat Approval Worksheet
  - Addressing challenges that student has identified, and using a strengths-based approach to help the student create action steps
  - Discussing KSU resources to help students create a path to success
  - Providing referrals to other KSU services (e.g., Counseling and Psychological Services, Student Disability Services, etc.) as needed
- Signing the CSM Repeat Contract to indicate they have met with the student