

# Coles College of Business Repeat Override Instructions

## Quick glance student instructions

- Complete page 1, on your own prior to coming to advising or you will have to reschedule your appointment.
- Complete page 2 with your assigned advisor during your advising meeting.
- Fill out the contract page and submit to your business advisor.

## 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 assigned advisors.

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 third time) offered by the college (ACCT, BLAW, ECON, ENTR, FIN, IS, ISA, MGT, MKTG, RE), the Coles College of Business requires students to submit a repeat override contract. This contract will be completed with the student's assigned advisor. 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 Coles advising office will have their repeat override reviewed two weeks after registration has opened for 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 page of the Coles Repeat Override Worksheet (i.e., identifying obstacles that affected academic success in the past) prior to coming to your appointment
- Complete page two of the Coles Repeat Override Worksheet (i.e., creating an action plan to address the obstacles previously identified) with one of your assigned advisors.
- Completing the Coles Repeat Contract, and submitting it to your assigned advisor.

Advisors are responsible for the following:

- Discussing & completing the 2<sup>nd</sup> page of the Coles Repeat Override Worksheet with the student
  - 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 Coles Repeat Contract to indicate they have met with the student