

## PETITION TO REPEAT A BIOLOGY COURSE A SECOND TIME

**Instructions:** Students who wish to repeat a Biology course for a second time must receive prior permission from the Department of Biology Undergraduate Studies Committee. Students not receiving prior permission will be administratively withdrawn from the course rolls before the beginning of the semester. Please provide the following information and return this form to the Biology Department Office, LS 225. You will be notified by email of the committee's decision. Incomplete applications will not be accepted.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID #: U \_ \_ \_ \_ \_ \_ \_ \_ Email address: \_\_\_\_\_

Course you are requesting to repeat: BIOL \_\_\_\_\_

Semester/year of first attempt: \_\_\_\_\_ Final grade: \_\_\_\_\_

Semester/year of second attempt: \_\_\_\_\_ Final grade: \_\_\_\_\_

Semester/year that you are planning to take this course again: \_\_\_\_\_

Briefly state the reasons why you need to retake this course, why you have been unable to pass it in the two previous attempts, and what you plan to do in order to successfully complete this course. Please use the opposite side of this page if needed.

**I understand that if this petition is approved, I may repeat the course listed above in order to earn a better grade. I also understand that in accordance with the policies of the University of Memphis and the Department of Biology, this will be the last opportunity that I have to repeat this course.**

**My signature indicates that I have read and understood the above statement.**

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- DO NOT WRITE BELOW THIS LINE -----

### **Committee Action**

The Undergraduate Studies Committee votes to \_\_\_ approve \_\_\_ deny this petition.

Committee chair: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Student notified of decision by email. Date of notification: \_\_\_\_\_