

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 Students not receiving prior permission will be administratively withdrawn from the course rolls before the beginning of the semester.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: _____