

PETITION FOR A FOURTH ATTEMPT AT A CHEMISTRY COURSE

Students wishing to repeat a Chemistry course for a third time (take it a fourth time) must receive prior permission from the Chairperson of the Department of Chemistry. Students not receiving prior permission **will be administratively withdrawn** from the course at the beginning of the semester. Please complete this form and return it to the **Smith Chemistry Building, SM 210**. You will be notified by email of the Chair's decision. **Incomplete applications will not be accepted.**

Name: _____ Date: _____

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

Course you are requesting to repeat: CHEM _____

Semester/year of first attempt: _____ Final grade: _____

Semester/year of second attempt: _____ Final grade: _____

Semester/year of third attempt: _____ Final grade: _____

Semester/year that you are planning to retake this course: _____

Briefly state why you need to retake this course, why you have been unable to pass it in the previous attempts, and what you plan to do in order to successfully complete this course. Please continue on 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 Chemistry, this will be my last opportunity to repeat this course.

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

Student's signature: _____ **Date:** _____

Advisor's signature: _____ **Date:** _____

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

Department Action

The Department Chair has ___ approved ___ denied this petition.

Signature: _____ Date: _____

Chair: *Dr. Abby Parrill*

___ Student notified of decision by email. Date of notification: _____

Grade earned on 4th attempt ____ Date of notification (if < C): _____

Cc: Course Instructor