

## 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 Students not receiving prior permission **will be administratively withdrawn** from the course at the beginning of the semester.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. Gary Emmert*

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

Grade earned on 4<sup>th</sup> attempt \_\_\_\_ Date of notification (if < C): \_\_\_\_\_

Cc: Course Instructor