

APPEAL PROCEDURE FOR BIOLOGY 318

1. Write a formal letter to the Assistant Department Head describing the special circumstance surrounding your appeal to take Biology 318 for a third time. Include an e-mail address and phone number. You may send this letter by e-mail if you wish. (pla7994@louisiana.edu)
2. Include in this letter documentation to support your circumstance (a simple excuse from a doctor will not suffice).

Include:

Grade earned in Biology 110 _____

Number of times 110 was taken _____

Grade earned in Biology 220/221 1st time _____

Grade earned in Biology 220/221 2nd time _____

Grade earned in Biology 318 1st time _____

Grade earned in Biology 318 2nd time _____

3. These materials will be brought before the departmental committee for consideration and a decision will be made as soon as possible. If permission is given, you will be required to **sit out** for one semester before attempting the course for the third and final time.