

## APPEAL PROCEDURE FOR BIOLOGY 220/221

1. Write a formal letter to the Department Administrator describing the special circumstance surrounding your appeal to take Biology 220 and/or 221 for a third time. Include an e-mail address and phone number.
2. Include in this letter documentation to support your circumstance (a simple excuse from a doctor will not suffice).

**Include:**

Grade earned in Biology 102 \_\_\_\_\_

Number of times 102 was taken \_\_\_\_\_

Grade earned in Biology 220/221 1<sup>st</sup> time \_\_\_\_\_

Grade earned in Biology 220/221 2<sup>nd</sup> 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.