

The date which the letter was written

August 14, 2017

The person and address the letter should be sent to.  
\*Letters are submitted online in the appeal form.  
This is for formatting purposes.

Dr. Aaron B. Terranova  
Chair, Undergraduate Studies Committee  
Department of Kinesiology  
University of North Carolina at Greensboro  
Greensboro, NC 27412

Greeting

Dear Dr. Terranova and Members of the Undergraduate Studies Committee:

I'm writing to appeal for a third attempt to complete KIN 375 – Physiology of Sport / Physical Activity.

Why the appeal is being submitted, one sentence

I failed KIN 375 the first time I took it with a , during the Spring 2017 semester. I attribute this failure to my lack of proper focus and unwillingness to approach Dr. Goldfarb for assistance.

I enrolled in KIN 375 this past summer, with Dr. Davis. Realizing this would be my last opportunity, I gave my best effort to succeed. I was performing very well in the course, when midway through the third week I received word from home that my father had been fatally injured in a car accident. I went home for six days. Upon my return, I worked hard to catch up with the material, to include meeting with Dr. Davis for assistance on several occasions. Although I achieved some success, I was also distracted by my family situation. In the end, in earning a C- grade I fell short of the minimum C grade required for successful fulfillment of the Department of Kinesiology standard.

While I don't want to make excuses for not achieving the standard the second time I took the course, I hope the committee will understand the extenuating circumstances in my situation. As evidence to substantiate my appeal, I have attached my father's obituary that was published in our hometown newspaper, as well as a short letter of support from Dr. Davis on my behalf.

Thank you for your kind consideration in this matter.

Explanation and reasoning for submitting an appeal, including strategies and behavior modification to ensure success. If documentation is available, please include.

Respectfully,

Salutation

Graham C. Parker  
KINE Major (888888888)  
Second Semester Junior

First Name Initial and Last Name  
PKIN or KINE (ID Number)  
Semester and Year