

Semester/Year: \_\_\_\_\_ Student's School: \_\_\_\_\_  
Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Instructor: \_\_\_\_\_

I believe that the failing grade I received for the course noted above is a result of issues other than academic performance. I am submitting this written explanation to the associate dean or dean in the hope that he or she will settle the matter by discussion with me and the instructor, in accordance with CUA policy posted to <http://policies.cua.edu/academicundergrad//gradesprocedures.cfm>. If that fails, I recognize that I may ask