

Name: \_\_\_\_\_ CLID: \_\_\_\_\_  
Major: \_\_\_\_\_ Adjusted GPA: \_\_\_\_\_

Dear Committee on Selective Admissions:

I have completed all of my freshmen courses (although some grades were below a "C") and passed the Praxis I Core Academic Skills for Educator exams, but I was not able to meet the 2.5 GPA qualifications for the College of Education for Upper division during the Fall 2007 semester because of the following reasons:

1. My car broke down and I missed several classes which resulted in my grades being lowered one letter grade due to excessive absences. I checked with each of my instructors and I was told that there was no way that their absence policy would be waived.
2. One of my children, age 5, was hospitalized for 3 days with a severe case of pneumonia. I was unable to concentrate on my college classes and did not turn in several assignments.
3. Because of the unexpected costs of my child's hospitalization, I was unable to purchase the required extra textbooks for ENGL 102. The instructor required a short essay to be turned in each Friday, but I was unable to complete this assignment since I was not able to read the required essay or short story.

**MY ACTION PLAN IS AS FOLLOWS:**

1. Attend all classes as scheduled for the upcoming semester.
2. Establish a "back up" plan with my mother for when my child is sick so that I miss one or very few of my scheduled classes.
3. Apply for additional financial aid so that I can pay for my textbooks and keep my car in good repairs.
4. Repeat the following classes in which my grades were lower than a "C" so that I can raise my adjusted GPA to a 2.5 or higher:

HIST 222  
ENGL 102  
EDFL 106

Thank you for considering my request.

(signature)