

DATE

Academic Standards Committee (ASC)
c/o Registrar's Office
Towson University
8000 York Rd.
Towson, MD 21252

Dear Committee Members:

I am writing to the ASC seeking (***Type of Appeal – see below for types of appeal examples***) from (***Class Name/Number/Section*** e.g. PSYC 101.001, MATH 213.032) taught in the (***Term/Year*** e.g. Fall 2015, Winter 2016, etc).

MOST COMMON TYPES OF APPEALS:

- **CORE/GenEd Exception:** seeking to use a course not approved to satisfy a GenEd/Core requirement to satisfy that requirement.
- **Graduation Deficiency:** having below 32 Upper Level Credits, missing a Core Requirement, etc.
- **Full or Selective Withdrawal**
- **Transfer Exception** – repeating a course outside of TU, taking a transfer course within your final credits at TU, etc.

My appeal is based upon (***Statement of circumstances*** – Health, family issues, personal issues, etc) which substantiate my situation.

Sincerely,

John Student (Signature)

Name: John Student (Include First & Last Name)

TU ID: 0123456

TU Student email address: Jstudent@students.towson.edu

Attached: Documentation (Medical documentation must be on physician letterhead with treatment dates)

Additional Information to Consider When Writing Your Appeal:

Appeal letters should be clear and concise – please keep appeal letters to no more than 1-2 pages.

Students appealing for a selective withdrawal must include an explanation/rational as to why a selective withdrawal (rather than a full withdrawal from all courses) is warranted and why they were able to be successful in their other courses.