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: CORE/GenEd Exception, Graduation Deficiency, Full or Selective Withdrawal, Dismissal, etc) 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).

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.