Graduate Students - How to Submit an Appeal to the Registrar's Office:

For graduate student cases of late registration, withdrawals, or course repeats a formal letter of appeal should be submitted to the Registrar's Office.

What should be included in the appeal?

1. Full name
2. TU ID
3. Towson Email Address
4. Telephone Contact Number

How to structure the appeal:

1. Type written by the student (Word document or email). All other documents are considered supporting documentation only.
2. Include the nature of the appeal (e.g. Late Withdrawal - Full or Selective, Course Repeat, etc.)
3. A clear, concise and compelling argument describing the nature of your appeal and why the Registrar should consider granting your appeal. Every effort should be made to limit the appeal to a single page.
4. Copies of supporting documentation
    a. Medical documentation must be on provider's letter head with signature, date(s) of onset & duration of condition, etc.
    b. Legal documentation should be on attorney's letter head and include signature, date(s) of incident, etc.
    c. Official death certificate or copy of obituary for a death in the family

Where appeals should be submitted:

1. Appeals may be submitted:
    a. Delivered in-person to:
        Registrar's Office, Enrollment Services, Room 232

    b. Delivered by mail to:
        Academic Standards, c/o Registrar's Office
        Towson University 8000
        York Rd.
        Towson, MD 21252-0001

    c. By fax: 410-704-2006 – Please keep your confirmation that the fax went through.

    d. By email attachment to Academic Standards, at asc@towson.edu:

        The appeal letter and supporting documentation should be scanned and must include signatures of the persons providing supporting documentation. **The preferred electronic submission format is PDF.**

When & how decisions are determined:

1. After the Registrar's Office has reviewed the written appeal, a decision will be made. (Please allow 2 weeks from point of submission)
2. All decisions will be sent to the student's TU email address

For questions regarding the process:

Contact Academic Standards at 410-704-4351 or at asc@towson.edu