How to Submit an Appeal to the Academic Standards Committee (ASC):

The Academic Standards Committee meets twice a month during the semesters and twice during the summer months to review appeals that have been submitted. The ASC is comprised of faculty, administrators and student representatives. Students who feel they have a legitimate reason for an exception to academic policy should submit an appeal and include the following:

The following must be in your appeal:

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

How to structure the appeal to the ASC:

1. Type written by the student. All other letters are considered 'supporting' documentation only.
2. Include the nature of the appeal (e.g. Late Withdrawal (Full or Selective), Transfer Exception, Core Exception, etc.)
3. A clear, concise and compelling argument describing the nature of your appeal and why the ASC should consider granting your appeal
4. Copies of supporting documentation
    a. Medical documentation must be on provider's letterhead with signature, date(s) of onset/duration of condition
    b. Legal documentation should be on attorney's letterhead and include signature, date(s) of incident
    c. Copy of official death certificate or obituary for a death in the family

When appeals should be submitted:

1. The ASC meets on the 2nd and 4th Tuesdays of the month from during the fall and spring semesters. There is also a meeting held in mid-January, early July and late August.

2. Deadlines for appeal submission is usually by the close of business on the preceding Friday.

3. Appeals may be submitted:

In-person:
Academic Standards Office
Enrollment Services
Rooms 232

Mail:
Academic Standards
Registrar's Office
Towson University
8000 York Rd.
Towson, MD 21252

Fax:
410.704.2006
Include cover letter with number of pages

Email:
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 ASC has met to review the written appeal, a decision will be made.
2. All decisions are sent to the TU e-mail address unless the student no longer has one in which case they student will be notified via the email or permanent address given in the appeal.
3. All appeals must be type written and should be limited to a single page. Supporting documentation should be brief, and include appropriate dates, signatures and be on letterhead.

For questions regarding the process: Contact Academic Standards Office at: 410.704.4351