

### 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 242/244
  - 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