# Date

Local Address:

# 123 Main St. Apt. A Baltimore, MD 21211

Academic Standards Committee c/o Office of the Registrar Towson University

8000 York Rd.

Towson, MD 21251-0001

Dear Academic Standards Committee,

I am writing to the ASC seeking (**Type of appeal**: GenEd/CORE Exception, Graduation Deficiency, Full or Selective Withdrawal, Suspension, Dismissal, etc.) from (**Class Name/Number/Section** i.e. PSYC 101.001, MATH 213.101, etc.) taught in the (**Term/Year** i.e. Fall, 2012, Winter 2013).

My appeal is based on (**Statement of circumstances**: Health, Family Issues, etc.) which substantiates my situation. (Appeal letters should be clear, concise and compelling).

I look forward to hearing from the Committee.

*John Q. Student* (**Signature**)

**John Q. Student** (Include First Name, Initial, Last Name)

# TU ID#: 0123456

Attached: Medical Documentation (on **Doctor’s Letterhead with dates of treatment**) Required Information**: Noted in BOLD**