
FACULTY OF HEALTH STUDIES

Subject: Admission Appeal Policy

Date: April 28, 2025

Department: Nursing/Psychiatric Nursing

Revised:

Program: Bachelor of Nursing/
Bachelor of Science in Psychiatric Nursing

Approved at Faculty Council:
April 28, 2025

Approved at Senate:
January 13, 2026

Purpose:

Applicants who have been denied admission to the Faculty of Health Studies, Bachelor of Nursing or Bachelor of Science in Psychiatric Nursing programs may request an exception to policy, or request reconsideration on the basis of extenuating circumstances to be explained by the applicant, in writing, for consideration.

Process:

1. When considering an appeal, applicants are advised to consult a member of the Brandon University Student Union (BUSU) who can provide information, assistance and support through the process.
2. A) Applicants who wish to request an exception to policy, or request reconsideration on the basis of extenuating circumstances to be explained by the applicant are required to submit a formal request with supporting rationale, in writing, to the Chair, Admissions Committee prior to May 1 application deadline.
B) Applicants who wish to request an exception to policy, or request reconsideration of the decision of the Admissions Committee on the basis of extenuating circumstances are required to submit a formal request with supporting rationale, in writing, within three (3) business days of the electronic notification of the Admission Committee's decision. The request will be submitted directly to the Chair of the Admissions Committee, Faculty of Health Studies.
3. The Chair of the Admissions Committee will convene a sub-committee to review the applicant's written request for appeal. The applicant will be notified of the sub-committee's decision, with supporting rationale, regarding the appeal within three (3) business days. The subcommittee will consist of two members of the original Admissions Committee (one of whom is the Chair of the Admissions Committee), two new members (one from Nursing and one from Psychiatric Nursing), and a senior Health Studies student (i.e. a 3rd or 4th year student).
4. Applicants who do not accept the decision of the sub-committee may submit an appeal to the Dean, Faculty of Health Studies. The applicant is required to submit a formal request for appeal with supporting rationale, in writing, within three (3) business days of the electronic notification of the decision by the sub-committee. The request will be submitted directly to the Dean, Faculty of Health Studies.

5. The Dean, Faculty of Health Studies, will review formal requests for appeal of the decision by the sub-committee of the FHS Admissions Committee in consultation with the Chair, FHS Admissions Committee, determine if there is rationale to support the appeal for admission, and inform the applicant and Chair, Admissions Committee, of the decision, in writing, within five (5) business days.

Note:

1. All documentation related to Admission appeals will be kept confidential.
2. The decision of the Dean, Faculty of Health Studies is final.