

Undergraduate Student Appeals Committee (USAC) Student Appeal Instructions

A student may submit an appeal to the Undergraduate Student Appeals Committee (USAC) in order to request special consideration with regard to (but not limited to):

- admission as a transfer student;
- academic performance decisions (i.e., academic suspension);
- deadlines (i.e., grade changes, VW);
- residency and/or graduation requirements.

When considering submitting an appeal, **students are advised to consult with a member of the Brandon University Student Union (BUSU)** who can provide information, assistance, and support through the process (vpi@busu.ca).

Appeal Requirements

1. Completed *Student Appeal Form* (see next page)
2. Personal Letter
 - a. Your personal letter should be a maximum of 1 page and should include a clear explanation of the circumstances that have led to the present request as well as a concise statement of your academic goals at Brandon University.
 - b. If you are appealing an academic performance decision, you must also include the following:
 - i. A clear statement of your academic goals at Brandon University; and
 - ii. An outline of the concrete steps you will take in future to ensure your academic success should your appeal be granted.
3. Supporting Documentation (if applicable)
 - a. You should submit any and all documentation that may be relevant to your appeal, such as:
 - i. Medical note/certificate from your doctor, psychologist, counselor, etc.
 - ii. Letters of support from faculty members, academic advisors, and/or other individuals who are familiar with your skills and abilities in an academic/professional setting (such as Student Services employees, employment supervisors, etc.) that directly relate to your appeal.
 1. Letters of reference that are overly general and/or not related to the circumstances of the appeal are not considered.
 2. Letters must be dated, contain referee contact information, and if submitted electronically, come from a professional email account (not Yahoo, Gmail, etc.)
4. Administrative Fee: \$40.00 (waived for those submitting an admission appeal as a transfer student), payable by cash, credit card, or cheque:

Senate Office, Brandon University
270 18th Street, Brandon, MB R7A 6A9
Tel: 204-727-9751; Email: senate@brandonu.ca

Appeal Submission

The *Student Appeal Form*, personal letter, and supporting documentation must be submitted to the Senate Office (Room 119, E.A. McKenzie Building or by e-mail to senate@brandonu.ca). Once the Senate Office has confirmed that the required fee has been paid, the appeal will be submitted to the Undergraduate Student Appeals Committee (USAC) for consideration.

A representative of the Committee will contact you as soon as possible after the Committee's meeting in order to communicate the decision to you either by phone or via e-mail **to your Brandon University e-mail account**.

Undergraduate Student Appeals Committee (USAC) Student Appeal Form

PERSONAL INFORMATION

Student Number: _____ Degree: _____
Last Name: _____ First Name: _____

CURRENT ADDRESS

Street Address: _____ Apt. Number _____
City: _____ Province: _____ Postal Code: _____
BU Email: _____ Phone Number: _____

APPEAL INFORMATION

(Please state precisely what it is you are asking the Appeals Committee to do.)

AUTHORIZATION

In submitting this appeal, I authorize the Undergraduate Student Appeals Committee (USAC) to verify any information included in my appeal package and to seek additional clarifying information directly related to the appeal where required. This may involve activities such as, but not limited to, the following: consulting with professors at the University, contacting individuals involved in or related to my situation who may or may not have written a letter of support for this appeal, and seeking information from third parties to confirm timelines described in my personal letter.

Date Submitted:

Signature: