

Undergraduate Student Appeals Committee (USAC) Academic Regulation Appeal Instructions

A student may submit an appeal to the Undergraduate Student Appeals Committee (USAC) in order to request special consideration with regard to academic regulations in place at Brandon University.

Academic Advice and Support

When considering submitting an appeal, **students** are advised to consult with a member of the Brandon University Student Union (BUSU) (vpi@busu.ca) or the Director of Recruitment and Retention (richardsk@brandonu.ca), either of who can provide information, assistance, and support through the process. Be sure to consult the [USAC Practice Principles & Consideration](#) document that is available on the Senate office website to understand how the Committee will review your appeal.

Appeal Requirements

1. Completed *Student Appeal Form* (see next page)
2. Personal Letter
 - a. Your personal letter should include all of the following:
 - i. A clear statement of your appeal request; what are you asking the Committee to do?
 - ii. Identification of the policy/regulation for which you are requesting special consideration, referencing specific sections of the Undergraduate Calendar where applicable.
 - iii. A clear explanation of all the circumstances that have led to your current appeal request;
 - iv. If you are appealing academic suspension or withdrawal, you must include an outline of the concrete steps you have already taken and/or will take in future to ensure your academic success should your appeal be granted.
3. Letters of Reference (at least two)
 - a. The most appropriate letters of support tend to be from individuals who meet at least one of the following criteria:
 - i. They are familiar with your skills and abilities in an academic/professional setting (such as Student Services employees, course instructors, employment supervisors, etc.). Letters of reference that are overly general and/or not related to the circumstances of the appeal are not considered.
 - ii. They can corroborate and/or elaborate on the circumstances you have described in your letter that directly relate to your appeal.
 - b. Letters must be dated, provide information directly related to your appeal, and contain referee contact information.
 - c. Electronically submitted letters should be sent through a professional email account (not Yahoo, Gmail, etc.) whenever possible.
4. Additional Supporting Documentation (if applicable)
 - a. You should submit any and all additional documentation that may be relevant to your particular appeal, such as: medical note/certificate from your doctor/psychologist/counselor, published obituary/news article, etc.
5. 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 *Academic Regulation Appeal Form*, personal letter, letters of reference, and additional supporting documentation (if applicable) must be submitted to the Senate Office (Room 119, A.E. 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) Academic Regulation 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

I am appealing the following academic regulation(s):

- | | |
|--|---|
| <input type="checkbox"/> Academic suspension | <input type="checkbox"/> Minimum graduation requirement(s): |
| <input type="checkbox"/> Academic withdrawal | <input type="checkbox"/> Credit hours |
| <input type="checkbox"/> Grade change deadline | <input type="checkbox"/> GPA |
| <input type="checkbox"/> Withdrawal (VW/AW) deadline | <input type="checkbox"/> Other – please specify: |
| <input type="checkbox"/> Residency requirement | <input type="checkbox"/> Other – please specify: |

ACCOMMODATIONS

If, due to disability, you need accommodation in order to submit your appeal, please make a request to the Senate Office (senate@brandonu.ca or 204-727-9751), identifying the specific accommodation required. All accommodation requests are treated as confidential.

CONFIDENTIALITY

I understand that the Undergraduate Student Appeals Committee (USAC) will treat all materials and information submitted in relation to my appeal and all discussions of my appeal as confidential. I also understand that, to make a decision, the USAC may need to clarify and/or verify information contained in my appeal. In such cases, if the USAC must share any details that might reveal my identity, I understand that the USAC will ask for my permission before contacting anyone outside the Committee.

Date Submitted

Signature

*This document is available in alternate formats upon request.
Contact the Senate Office at senate@brandonu.ca or 204-727-9751.*