

## Undergraduate Student Appeals Committee (USAC) Admission Appeal Instructions

Applicants who wish to be admitted to Brandon University without satisfying normal admission criteria may submit an admission appeal in writing to the Admissions Office. The appeal will be heard by the Undergraduate Student Appeals Committee (USAC), following such procedures that the Committee may establish from time to time for hearing appeals. The Committee's decision shall be final.

### Appeal Preparation

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

### Appeal Requirements

1. Completed *Admission Appeal Form* (next page)
2. Personal Letter
  - a. Your personal letter should include all of the following:
    - i. Your reasons for wishing to study towards the degree you have applied for;
    - ii. Your reasons for choosing to study at Brandon University;
    - iii. A clear explanation of all the circumstances that led to your past academic performance;
    - iv. 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.).
    - 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. Letters must be sent by the referee directly to Admissions via post mail or by email. Letters posted in the mail must be received in a sealed envelope that contains a return address. Letters submitted via email should be sent from a professional email account for verification (not Yahoo, Gmail, etc.).
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.

### Appeal Submission

The *Admission Appeal Form*, personal letter, letters of reference, and additional supporting documentation (if applicable) must be submitted in person or by mail to Room 104 A.E. McKenzie Building, 270 18th Street, Brandon MB R7A 6A9 via-mail to [admissions@brandonu.ca](mailto:admissions@brandonu.ca). The Admissions Office will submit the complete appeal package to the Undergraduate Student Appeals Committee (USAC) for consideration.

The Committee will communicate its decision to the Admissions Office as soon as possible after its consideration of your appeal, and the Admissions Office will provide you official notification of the decision.

## Undergraduate Student Appeals Committee (USAC) Admission Appeal Form

### PERSONAL INFORMATION

Degree Applied For: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
BU Student ID (if applicable): \_\_\_\_\_

### CURRENT ADDRESS

Street Address: \_\_\_\_\_ Apt. Number: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### ACCOMMODATIONS

If, due to disability, you need accommodation in order to submit your appeal, please make a request to the Admissions Office ([admissions@brandonu.ca](mailto:admissions@brandonu.ca) or 204-727-7356), 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](mailto:senate@brandonu.ca) or 204-727-9751.*