

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

All grade appeals must first be reviewed by the Faculty/School in which the course is offered in accordance with the procedures and timelines specified in the Grade Appeals section of the Undergraduate Calendar. If a student is dissatisfied with the decision of the Dean of the Faculty/School, a formal appeal may be submitted to the Undergraduate Student Appeals Committee (USAC). Normally, the appeal must be submitted within 14 days of receiving the Dean's decision. Decisions of the USAC are final.

### Appeal Advice and Support

When considering submitting an appeal, students are advised to consult with a member of the Brandon University Student Union (BUSU) ([ypi@busu.ca](mailto:ypi@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 *Grade Appeal Form* (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. A clear explanation of all the circumstances that have led to your current appeal request;
    - iii. Your reasons for believing that a change of grade is warranted.
3. Supporting Documentation
  - a. You should submit any and all additional documentation that may be relevant to your particular appeal, including but not limited to the following:
    - i. Copies of correspondence between you and the instructor related to your grades and/or the circumstances outlined in your letter
    - ii. Letters of reference
      1. The most appropriate letters tend to be from individuals familiar with the course, its grading, and/or the circumstances outlined in your letter.
      2. Letters must be dated, provide information directly related to your appeal, and contain referee contact information.
      3. Electronically submitted letters should be sent through a professional email account (not Yahoo, Gmail, etc.) whenever possible.
    - iii. Medical note/certificate from your doctor/ psychologist/counselor, etc.
4. Administrative Fee: \$40.00, payable by cash, credit card, or cheque:  
Senate Office, Brandon University  
270 18<sup>th</sup> Street, Brandon, MB R7A 6A9  
Tel: 204-727-9751; Email: [senate@brandonu.ca](mailto:senate@brandonu.ca)

### Appeal Submission

The *Grade Appeal Form*, personal letter, and 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](mailto:senate@brandonu.ca)). Once the Senate Office has confirmed that the required fee has been paid, the Senate Office will solicit a statement from the Dean outlining their reasons for rejecting the initial appeal. Once this statement is received, 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) Grade 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 grade(s) I received in the following course(s):

Session Year: 20\_\_ - 20\_\_ Term: \_\_\_\_\_

Course Code	Course Title	Instructor	Grade Received	Dean Signature

## 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](mailto: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](mailto:senate@brandonu.ca) or 204-727-9751.*