

## **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, including (but not limited to) academic performance decisions (i.e., academic suspension), deadlines (i.e., grade changes, VW); residency and/or graduation requirements.

### **Appeal 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](mailto:vpi@busu.ca)) or the Director of Recruitment and Retention ([millse@brandonu.ca](mailto:millse@brandonu.ca)), either of whom can provide information, assistance, and support through the process.

### **Appeal Requirements**

1. Completed *Academic Regulation 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. 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.).
    - 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, 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 *Academic Regulation Appeal Form*, personal letter, letters of reference, and additional supporting documentation (if applicable) must be submitted to the Senate Office (Room 119, E.A. 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 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:            |

### 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: contacting individuals directly involved in or related to my situation who may or may not have written a letter of reference for this appeal and seeking information from third parties to confirm timelines described in my personal letter.

### CONFIDENTIALITY

In submitting this appeal, I understand that the Committee will treat as confidential all materials and information submitted in relation to my appeal. All discussion related to my appeal will remain confidential within the Committee. If the Committee must verify, clarify, and/or corroborate any information contained in my appeal submission in order to make a decision, as described in the Authorization section above, the Committee will divulge to third parties only the information absolutely required to obtain such verification, clarification, and/or corroboration.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature