

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 Advice and Support

When considering submitting an appeal, applicants are advised to consult with a member of the Brandon University Student Union (BUSU) (ypi@busu.ca) or the Director of Recruitment and Retention (millse@brandonu.ca), either of whom can provide information, assistance, and support through the process.

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. 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.

Appeal Submission

The *Admission Appeal Form*, personal letter, letters of reference, and additional supporting documentation (if applicable) must be submitted to the Admissions Office (Room 104, E.A. McKenzie Building or by e-mail to 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: _____

CURRENT ADDRESS

Street Address: _____ Apt. Number _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone Number: _____

APPEAL INFORMATION

I am applying to BU as:

- A new student – I have never taken BU courses before.
- A returning student – I have taken BU courses in the past.

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