

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 or Graduate 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) (vpi@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 *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 18th Street, Brandon, MB R7A 6A9
Tel: 204-727-9751; Email: 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, E.A. McKenzie Building or by e-mail to 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

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