

Student Appeals Committee 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 Student Appeals Committee, 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) (services@busu.ca) or the Director of Recruitment and Retention (barcellonal@brandonu.ca), either of whom can provide information, assistance, and support through the process. Be sure to consult the [Student Appeals Committee 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, including challenging external events related to your community, if applicable;
 - 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. If appropriate, letters can come from community Elders, Indigenous knowledge keepers, and/or mentors from the Indigenous community.
 - c. Letters must be dated, provide information directly related to your appeal, and contain referee contact information.
 - d. 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 Student Appeals Committee for consideration and notify you of the Committee's decision as soon as possible.

Student Appeals Committee 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 or 204-727-7356), identifying the specific accommodation required. All accommodation requests are treated as confidential.

CONFIDENTIALITY

I understand that the Student Appeals Committee 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 Student Appeals Committee may need to clarify and/or verify information contained in my appeal. In such cases, if the Committee must share any details that might reveal my identity, I understand that the Committee 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 or 204-727-9751.*