

Dear Student,

Any student appealing a University or Faculty regulation or academic accommodation/concessions must provide a formal written letter of appeal. The Letter of Appeal must be sent to Wensi Heran, the Undergraduate Program Manager at [Wensi.Heran@umanitoba.ca](mailto:Wensi.Heran@umanitoba.ca). The appeal may or may not have to be forwarded to the Undergraduate Program Committee for consideration. After your appeal letter is received you will either be notified of the decision or if your appeal will be forwarded to the committee for review and when the next meeting will occur.

Each appeal must clearly indicate and/or include:

- What you are requesting and/or appealing, what term or course(s) the appeal pertains to, and the rationale for your appeal
- Supporting documentation if your appeal is for medical or compassionate reasons. Examples of supporting documents include:
  - Funeral program and/or obituary
  - Letter from a physician (general practitioner, specialist or surgeon)
  - Letter from a counsellor, psychologist or other mental health professional
  - Police report or auto accident report
  - Travel receipts (airline, rail etc.)
- If the appeal is to go to a committee if you would like to attend the meeting to speak to your appeal
- If you will be working with a student advocate on your appeal (optional service)
- Your complete contact information

Be careful when submitting your appeal that you have included all relevant facts and documentation as you will not be reminded of missing information and a decision will be made based on submitted information only.

The appeal should be submitted in plenty of time to meet any and all student deadlines that may affect your status as it relates to your appeal. In addition, failure to provide complete documentation may result in your request/appeal being denied; you will not be contacted asking you to provide missing documentation.

The Office of Student Advocacy, 519 University Centre (474-7423) is available to assist you if needed. Information on the Office of Student Advocacy is available at:

<https://umanitoba.ca/student-supports/academic-supports/student-advocacy>

**IMPORTANT:** If you have not already been doing so, please send all future emails from your UofM email account. Remember to include your full name, student number and faculty in all correspondence. The UofM is adopting a policy effective September 2013 where we are to communicate with student solely with their UofM email account.

Sincerely,