Failed Standing Appeal Guidelines

Appealing for Permission to Continue Immediately

What is a Failed standing?

At the end of April every year, your sessional grade average is calculated using all the marks you earned in both winter terms. You are assigned a Failed standing if you do not meet the academic standard set out by your faculty. The standard varies among faculties. You can find further information about your faculty’s requirements under Academic Regulations in the Academic Calendar.

If you are assigned a Failed standing, you will be required to discontinue your studies for one academic year (12 months) prior to resuming your program of study.

However, you can consider appealing your Failed standing and requesting permission to continue immediately. Some programs have developed appeal forms for further guidance. The information may be found on the faculty website or in a program policy handbook. Start by reviewing the Failed standing notification letter you received from your faculty and consult program-specific resources that may be available.

Outcomes of an appeal may be different for each student depending on whether you have been on Academic Probation or assigned a Failed standing in the past. Faculties are usually looking to see whether you understand why you received a Failed standing, what events or issues in your life contributed to your academic challenges and perhaps most importantly, how you will ensure academic success if allowed to continue. You should carefully consider these matters when deciding whether to appeal or not.

How do I appeal a Failed standing?

First, reflect on what happened. What factors led to where you are now? Organize these factors by category or theme. Here are some common factors:

- Finances/employment (job loss, cost of living, work/life balance)
- Physical/mental health* (hospitalization, injury/assault, depressive episodes, disability, diagnosis)
- Family circumstances (support system, illness/death, increased responsibility)
- Learning skills/challenges (study habits, time management, exam prep, note-taking, online vs in-person coursework)
- Immigration issues/cultural adaptation
- Housing/roommates

Next, draft a timeline of events to tell your story. Include brief descriptions of the events related to your identified themes/issues. The chronology should provide a holistic picture of the experiences that you feel contributed to your low academic performance. If you are unsure about whether certain information is relevant, ask yourself, “Did this event contribute to my low academic performance during the winter term(s)?” If your answer is yes, then the event is relevant and you should include it in your chronology. Your timeline should be a factual recount of what you have gone through. Review this helpful resource before you begin, How To Prepare An Effective Chronology.
Next, consider if you have any **supporting documentation** to provide. If you are unsure, ask yourself, “Do I have any documentation that verifies that the events included in my chronology are true (email threads, medical documents, appointment reminders, screenshots, travel itinerary)? If the answer is yes, then be sure to include the documents as appendices in your appeal package.

*NOTE: Personal and health information is private and the level of detail you share is up to you. If you are not comfortable sharing, you can use general terms. For example, “The medical condition can cause me to […] and this has negatively impacted me in the following ways.” The personal information you share is left to your discretion. Contact the CFA/DRC for disability accommodation if required.

Lastly, have a trusted friend or family member review your appeal package for clarity.
What if I decide not to appeal or my appeal is unsuccessful?

If you decide to accept the Failed standing and take a year away from UBC, and you wish to work towards readmission, you should consult your Academic Advisor to be clear about the readmission requirements and deadlines for your faculty/Program to have the best chance of being readmitted.

If you decide to appeal and your appeal is unsuccessful at the faculty-level, you have the option of lodging a UBC Senate Appeal on Academic Standing (Okanagan and Vancouver). The Senate Appeal Committee can review a faculty decision for improper or unfair procedures; however, the Committee has no jurisdiction with regard to academic judgment. The Ombuds Office can help you explore this option and explain the process.

It is important to note that you only have 10 business days after a final faculty decision to lodge your intent to file a Senate appeal. If you are considering a Senate appeal and getting close to the deadline to file, contact the Office of the Senate at either vancouver.senate@ubc.ca or okanagan.senate@ubc.ca to let them know you intend to appeal.