



Failed Standing Appeal Guidelines

Applying for Readmission After a Year Away

Am I ready to return?

Many students take a year away after being asked to discontinue their studies and return to successfully complete their studies at UBC. Faculties are usually looking to see whether you understand why you were assigned 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 upon return. You should carefully consider these matters when deciding to apply for readmission or not. Take the time you need to assess your circumstances, make a plan, and come back ready to succeed.

How do I apply for readmission after a Failed standing?

After you have taken the year away from UBC, you can apply for readmission by completing an Application for Readmission through the [Student Service Centre](#), and paying a non-refundable application fee.

After doing so, you will also be required to submit a letter of appeal that will be considered by your faculty to support your Application for Readmission.

Deadlines can vary by faculty; students are strongly advised to confirm deadlines with an Academic Advisor.

How do I prepare and what do I include in my letter of appeal to be readmitted?

First, **reflect** on the events and circumstances that may have contributed to your Failed standing. What factors led to where you are now? Organize these factors by category or theme. Here are some common themes/issues that affect student performance:

- 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. The chronology should provide a holistic picture of the experiences that led 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 terms?" 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 happened leading up to the Failed standing and most importantly, what you have done, learned and put in place during your year away. 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.*



Now, **write a letter of appeal** to support your Application for Readmission. Check out this resource before you begin, [Writing So You Will Be Heard](#). Consider including the following:

INTRODUCTION

- Introduce yourself (name, student number, degree program, year standing, grade average if close to the standard).
- Explain why are you writing (to apply for readmission).

THEMES/ISSUES

- If required, elaborate on each of the themes you have identified. Fair decisions can only be made with all the relevant information. Don't include too little, so that you regret holding back if your appeal is denied. Organize your letter by devoting a paragraph to the details of each theme/issue that is relevant for you.
- Normally, students are expected to request an Academic Concession ([Okanagan](#) and [Vancouver](#)) as close as possible to the time when their attendance or performance is adversely affected (i.e.: miss an exam, incomplete assignment, etc.). If you didn't request a concession earlier and it was an option, explain why.

- If applicable, take the opportunity to describe exceptional impacts that would arise if you were denied permission to continue (i.e. financial hardship, delayed career advancement, lost opportunities, immigration, etc.)
- Carefully balance accountability for what went wrong versus the impact of circumstances beyond your control. Take ownership if you made mistakes, we all make them.

ACADEMIC SUCCESS PLAN

- What did you do during your year away? How will this contribute to a successful return?
- Describe the safeguards you have in place or how circumstances have changed to assure the faculty that you will be academically successful if you are readmitted to UBC.
- Think about the proactive steps you have taken/ will take or resources you have accessed/ will implement to ensure a successful return. Do some research and take action.
- Develop an action plan with a focus on each theme. Provide concrete examples of the strategies or tools you have implemented, and/ or newfound resources you will access to support yourself when challenges arise. Describe the tangible ways in which you plan to prevent a recurrence.
- After meeting with an Academic Advisor, propose a list of courses you intend to take to support your educational goals. Be sure to keep the course load in mind.

CONCLUSION

- Thank the reader for their time and consideration.
- Offer to provide further clarification or documentation if required.
- Include any special requests or deadlines that you are expected to adhere to that hinge on the decision.



Lastly, have a trusted friend or family member **review your readmission application** package for clarity.



What if my Application for Readmission is denied after I took a year away?

If you believe you have been unfairly denied readmission to a program due to an error in process or you believe you deserve special consideration due to mitigating circumstances, you may submit a written Admissions Appeal to Enrolment Services ([Okanagan](#) and [Vancouver](#)). Your appeal will be reviewed by the faculty or school responsible for the program to which you have been refused. In some instances, appeals will be reviewed by the Senate Admissions & Awards Committee (UBCO) or the Senate Admissions Committee (UBCV). The [Ombuds Office](#) can help you explore this option and explain the process.

It is important to note that you only have **14 calendar days** from the date of the readmission decision to submit your appeal. If you are considering an Admissions Appeal, please visit the hyperlinks above for more information about the process.

