



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.

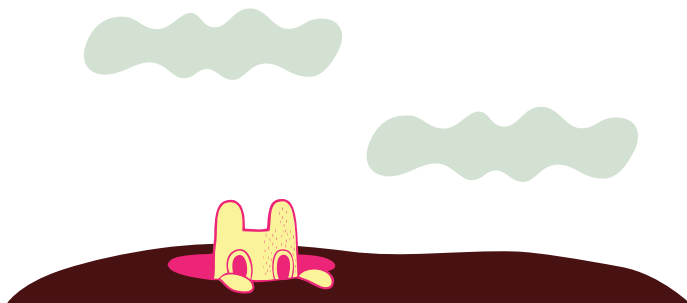
How do I appeal a Failed standing?

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



Now, **write a letter of appeal** to request permission to continue your studies without delay. 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 request permission to continue without delay).

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

- Describe the safeguards you have in place or how circumstances have changed to assure the faculty that this won't happen again.
- 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 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.

