



## FAILED STANDING

### Sample Notification from Faculty

Dear **[student's name]**,

The faculty of **[insert name of faculty]** has evaluated your progress for the **[Year, Term]**. In accordance with your program's academic requirements **[insert hyperlink to UBC Calendar]**, you have been assigned a **Failed** standing.

Students are assigned this standing when:

- **their sessional cumulative average is less than [\*\*%], and they have passed fewer than [\*\*%] of the credits attempted in that session; or**
- **their sessional cumulative average is less than [\*\*%].**

You are required to discontinue studies for a period of one academic year (12 months) or until certain requirements set by your faculty are met **[insert hyperlink]**. We understand that this is difficult news to receive. We encourage you to reach out to the resources listed below to support you through this time and help you explore your options.

#### Impact of Failed Standing on International Students

If you are an international student, this may have an impact on your study permit, housing, and scholarships or bursaries. Please email the Global Engagement Office at [geo.ubco@ubc.ca](mailto:geo.ubco@ubc.ca) to book an appointment and an International Student Advisor can meet with you to discuss your options.

#### Possible Next Steps

##### Appeal to be Permitted to Continue Without Delay

You may consider appealing your Failed standing and requesting permission to continue without delay in your academic program. Your appeal should be directed to **[insert name and contact info]** and must be received before **[insert date]**. Your letter of appeal should include information about your failed year, such as:

- any extenuating circumstances that contributed to your Failed standing;
- why you believe that you will be successful if permitted to continue and a detailed plan outlining how you will achieve your academic goals;
- supporting documentation (i.e. medical records, letters, screenshots, etc.);
- the types of supports/resources you have accessed or tools/strategies you have applied to ensure a successful return;
- any other relevant information, including any special or changed circumstances, in support of your appeal and request to continue.

##### Studying at a Different Institution

Students are strongly advised to consult an Academic and Career Advisor **[insert hyperlink]** prior to taking courses at other institutions. Depending on your faculty, the credits may not count towards your UBC degree.



### Application for Readmission

You may apply to return to your degree program in **[insert date]**. First, you must apply for readmission by completing an Application for Readmission through the Applicant Service Centre **[insert hyperlink]** and submitting it before **[insert date]**. After you apply, you will also be required to complete a readmission form and submit a letter of appeal to support your Application for Readmission by **[insert date]**. The Admissions department will email you instructions on how to do so. Your appeal documents will then be sent to your faculty for consideration.

### Available Support

We understand that there may be circumstances that affected your ability to succeed academically, including illness, family/relationship concerns, or difficulty managing stress or anxiety. Where appropriate, we recommend you seek assistance and support from the resources available to you at UBC.

- **Academic and Career Development**
  - Planning your degree, exploring program options, understanding academic policies and procedures
- **Indigenous Programs and Services**
  - Community and culturally-appropriate services and support to First Nation, Métis, and Inuit students
- **Sexual Violence Prevention and Response Office**
  - Discuss academic concessions, reporting options, and find support to find a safe place to stay
- **Student Learning Hub**
  - Subject-specific tutoring, Supplemental Learning, Learning Strategist, writing and language consultations
- **Student Records and Financial Services**
  - Loans, emergency funding, scholarships and bursaries
- **Student Wellness**
  - Access to personal counselling, medical clinic, and the **Disability Resource Centre**

You can seek assistance regarding your appeal from the **UBC Ombuds Office**. You may also contact the Student Advocate at the **SUO Advocacy Office** for support (**advocate@suo.ca**).

### Frequently Asked Questions

Attached is a list of FAQs that will provide you with further information regarding your Failed standing and the options that are available to you at this time. If you have additional questions that are not addressed in the FAQs, please contact **[insert name and contact info]**.

We regret that you have experienced difficulties in your academic program this past year and wish you the best in your future endeavors.

Yours truly,