

**Appeal for Permission to Continue For Students Required to Withdraw from
Studies in the Bachelor of Commerce Program**

Student Information

Last Name: _____ Given Name(s): _____ Preferred Name (if any): _____

UBC Student Number: _____ Current UBC Year Level: _____ Email: _____

Academic Information

Please provide information on your most recent winter session. [Follow these instructions](#) to view your academic record to find the information below.

What was your average for the winter session? (e.g., 50.5%)

How many credits did you attempt in the winter session?

How many credits did you pass with a final grade of at least 50%?

Did you withdraw from any courses? If yes, enter the number of credits you withdrew from.
If you did not withdraw from any courses this year, leave this box blank.

In the tables below, enter the information for each term as follows:

- **Course:** Enter the course code
- **Credits:** Enter the number of credits the course is worth
 - **Important:** If you have a W or SD standing in a course or are missing a grade, **leave the Credits column blank**. Otherwise the Term 1 average will be calculated incorrectly.
- **Grade:** Enter the course grade as a number (do not include a percentage symbol)

Term 1 courses

Course	Credits	Grade
<i>Example: CPSC 502</i>	<i>4</i>	<i>65</i>

Total Term 1 credits:

Term 1 average:

Term 2 courses

Course	Credits	Grade
<i>Example: COMM 500</i>	<i>3</i>	<i>62</i>

Total Term 2 credits:

Term 2 average:

For the upcoming summer session, how many credits are you registered for and which courses are you taking?

Summer Term 1 - Number of credits:

Courses registered:

Summer Term 2 - Number of credits:

Courses registered:

Appeal Circumstances

Summarize the circumstances which you believe impacted your academic success this year. Include supporting documentation as necessary (e.g., if your extenuating circumstances were medical, include doctors' notes or other official medical documentation).

- The level of detail that you provide regarding any medical or personal circumstances is up to you. Be sure that you are comfortable with the amount of detail that you are providing.
- Once a decision has been made on your appeal, you will not be able to submit additional information or documentation unless it refers to a situation or condition that was unknown to you at the time of your original appeal (e.g., a new medical diagnosis).

You must submit your complete appeal in one submission. This means that all of the circumstances that you would like to be considered with all supporting documentation are included in this PDF.

- We recognize that in some cases, it can take time to obtain supporting documentation. If this applies to you, let the UGO know that supporting documentation is pending when you submit your appeal, then email the pending documentation as soon as you receive it. **Your appeal will remain pending until your supporting documentation is received.**

On the use of GenAI: You can use artificial intelligence (AI) tools to help with your appeal for purposes of drafting and summarizing, but you are responsible for everything you submit and you must cite any AI you use. Please consider privacy implications when using these tools.

Please limit your summary to 300 words.

Which campus or community services did you access during the year?

- Examples: Centre for Accessibility, Counselling Services (or private counsellor/therapist), Student Health Service or family doctor, UBC Wellness Centre, AMS Tutoring, CLC supports (e.g., Peer Assisted Study Sessions (PASS), Math Coaching), UGO Academic Advising, etc.

If you have never accessed supports, briefly explain why not.

Are you submitting supporting documentation? *Note: Your appeal will remain pending until we receive all supporting documentation.*

Yes, I am submitting supporting documentation

Yes, but my documentation is pending - I will submit it by the following date:

No, I am not submitting supporting documentation

If you are submitting supporting documentation, please list the documents:

To attach your supporting documentation directly to this form:

1. Save the appeal form PDF to your computer and open it using Adobe Reader or Adobe Acrobat, not your internet browser.
2. Click the button below to attach your documentation. You can click it multiple times to attach multiple files.
3. To view your attachments, click the paper clip icon on the side of your Adobe window.

If you are unable to attach your documentation directly to the form, please combine the appeal form PDF and your documentation into one PDF before sending it to the Undergraduate Office.

A key component to your appeal is a plan outlining the steps that you will take in future to ensure your personal wellbeing and academic success. Rather than focus exclusively on what impacted you during this past year, it is important that you consider how you intend to do well moving forward.

- What resources and services will you use?
- What actions will you take?

You may want to list the courses you plan to take in the next winter session if your appeal is approved. Include the credit value for each course and the term in which you intend to take it (e.g., COMM 190, 3 credits, Term 1).

If you have been working with an Academic Advisor in the Undergraduate Office, select them from the dropdown menu. Selecting an Advisor will not automatically email them.

Please email your completed appeal form and supporting documentation to the Undergraduate Office. You can email the Academic Advisor you selected above, or you can email bcomquestions@sauder.ubc.ca.

For Undergraduate Office use only: