

## **Submission of UBC Continuing Studies Academic and Administrative Appeals**

The UBC Continuing Studies (CS) appeals process for students in non-credit programs is separate from the UBC policy for students in credit programs.

Procedures for appealing CS academic and administrative decisions may vary between CS program areas. In general, CS students are encouraged to first address appeal issues to the CS instructor or manager of their program. Appeals not resolved at this level should be referred to the CS director responsible for the program, who will attempt to resolve the matter in accordance with the general principles and values of CS.

If an appeal remains unresolved, it may be submitted to the UBC Continuing Studies Committee for Academic and Administrative Appeals (CS Appeals Committee) in one of the following ways, depending on the circumstances:

- 1) If a CS director has deemed the matter irresolvable – the CS director will forward any relevant documents to the CS Appeals Committee for consideration.
  
- 2) If a student chooses to appeal the decision of a CS director – the student will forward any relevant documents to the CS Appeals Committee for consideration.

Submission of documents can be made either in electronic or hard-copy format addressed to:

c/o Joyce D'Souza  
Office of the Executive Director  
UBC Continuing Studies  
410-5950 University Blvd  
Vancouver, BC  
V6T 1Z 3

or

joyce.dsouza@ubc.ca

A formal meeting will take place with the CS Appeals Committee to consider the matter, and a decision will normally be issued within 60 days.