



THE UNIVERSITY OF BRITISH COLUMBIA

Extended Learning

## Submission of UBC Extended Learning Academic and Administrative Appeals

The UBC Extended Learning (ExL) appeals process for students in non-credit programs is separate from the UBC policy for students in credit programs.

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

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

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

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

c/o Pamela Voigt  
Office of the Executive Director  
UBC Extended Learning  
410-5950 University Blvd  
Vancouver, BC  
V6T 1Z3

or

[pamela.voigt@ubc.ca](mailto:pamela.voigt@ubc.ca)

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