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MEMORANDUM

ATTENTION Senate DATE April 7, 2017
FROM Rummana Khan Hemani PAGES 2
Secretary, Senate Appeals Board
RE: Senate Appeals Board Annual Report for 2016

The Senate Appeal Board (SAB) hears appeals from students on matters involving the application of academic policies and requirements relating but not limited to:

- withdrawal under extenuating circumstances
- admission or re-admission to the University, where special circumstances are present.

SAB meets at least once a month and occasionally more frequently when necessary. In 2016, SAB met 11 times reviewing a total of 51 student appeal cases. In June 2014, the terms of reference for SAB were revised to address, in part, the marked increase in volume of appeals over the past 5 – 6 years. Provisions were put into place to ensure students are well informed about the appeal process and documentation requirements before committee review. A time limit for appeal was also introduced. We note the number of appeals increased in 2014 but has since come down. Beginning in 2015, we have seen a reduction in the number of student appeals, which can largely be attributed to the changes in the terms of reference.

David Paterson, Chair, SAB

Rummana Khan Hemani, Secretary,
SAB

Dates of meetings in 2016: January 14, February 18, March 23, April 14, May 25, June 30, July 21, August 18, September 27, October 18 and December 8.

Current SAB Membership:

David Paterson, Faculty Member, Chair
Shauna Jones, Faculty Member
Andrea Geiger, Faculty Member
James Fleming, Faculty Member
Jayme Lewthwaite, Graduate Student
Richard Han, Graduate Student (Alternate)

Rummana Khan Hemani, Secretary
Geoffrey Poitras, Faculty Member (Alternate)
Sarpreet Dhillon, Undergraduate Student
Rudo Zaranyika, Undergraduate Student (Alternate)
Tina Edmundson, Recording Secretary

Procedure:

Each appeal is first screened to determine whether it meets the grounds for appeal as outlined in the terms of reference. All appeals are first heard in-camera (read and review); if the SAB is unable to give a positive judgment at this stage or if the committee has questions beyond the written documentation, students are afforded the opportunity to appear in person. Students are only asked to appear, if they have indicated so on the application form and more information is required by the Board. Most hearings last about 15 – 20 minutes. All appeals submitted in 2016 were completed.

Summary of Appeal Decisions 2016:

	Withdrawal Under Extenuating Circumstances	Appeals for Admission/ Re-admission	Total
Approved	33	0	33
Denied	17	0	27
Cancelled (no further action by student)	0	0	0
Did not hear (no grounds for appeal)	1	1	1
Tabled to the next year	0	0	0
Total Appeals:	51	0	51

Summary of Appeal Decisions, 2008-2016:

	2008	2009	2010	2011	2012	2013	2014	2015	2016
Approved	27	22	30	39	31	45	53	35	33
Denied	4	15	19	16	26	18	24	21	17
Cancelled (no further action by student)	0	0	2	2	1	9	3	0	0
Did not hear (no grounds for appeal)	4	3	1	0	0	1	3	3	1
Tabled to the next year	6	0	1	2	0	6	5	0	0
	41	40	53	59	58	79	88	59	51