To: Senate

From: Ron Heath, Secretary
Senate Appeals Board

Subject: Senate Appeals Board
Annual Report for 2005

Date: June 6, 2006

The Board considers cases wherein a student or former student feels aggrieved by the decision of a faculty, department or other administrative unit relating to registration in courses, withdrawal from the University, eligibility for graduation, approval to a program, or matter relating to academic standing when special circumstances are present.

SAB meets bi-monthly or when there is sufficient business to warrant a meeting. The Senate Appeals Board met four times in 2005 reviewing a total of 29 appeal cases.

Current SAB Membership:

Lee Hanlan, Chair
Martin Hahn, Faculty Member
Marie Rekkas, Faculty Member
Cathy D'Andrea, Alternate Faculty Member
Iris Geva-May, Alternate Faculty Member
Shawn Hunsdale, Undergraduate Student Member
Shadaab Rahemtulla, Graduate Student Member
Wassem Javed, Alternate Undergraduate Student Member
Jewelles Smith, Alternate Graduate Student Member
Ron Heath, Secretary
Amy Butler, Recording Secretary
Procedure:

Each appeal is first screened to determine whether special circumstances are present. All appeals are first heard in-camera (written form only) and some are resolved at that stage. If the SAB is unable to give a positive judgment at Stage 1, and if the student has requested an in-person hearing, the case is decided at a hearing at which the student or a representative is able to present further evidence and answer questions (Stage 2). Most hearings last about 20 – 30 minutes.

Summary of Appeal Decisions:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeals Sustained</td>
<td>6</td>
</tr>
<tr>
<td>Appeals Denied</td>
<td>3 (2 at Stage 1, 1 at Stage 2)</td>
</tr>
<tr>
<td>Appeals Not Heard</td>
<td>13</td>
</tr>
<tr>
<td>Appeals Incomplete</td>
<td>7 (5 deferred, 2 proceeding to Stage 2)</td>
</tr>
</tbody>
</table>

The Senate Appeals Board Annual Report 2005 is attached.
The appeal was denied.

Support additional information. The additional information did not provide further information. The student provided future information. No new information was submitted. Support additional information. No new information was submitted. Support additional information. No new information was submitted. Support additional information. No new information was submitted.

1. Stage I, Denied
2. Stage I, Requested additional information.
3. Stage I, Did not hear
4. Stage I, Sustained
5. Stage I, Sustained

1. First heard in November of 2004, the student requested for selective withdrawal of membership on STAB 101. 2004-3 was denied by the Faculty Review Committee because he/she did not provide an argument for selective withdrawal. The student was unable to make a decision and asked to move to Stage I. The student provided further information. Additional information was submitted and reviewed. The student was unable to make a decision and asked to move to Stage I.

2. The student is denied.

3. The student is denied.

4. The student is denied.

5. The student is denied.

The student is denied.

Support additional information. The student provided further information. The student was denied because he/she did not provide an argument for selective withdrawal of membership on STAB 101. 2004-3 was denied by the Faculty Review Committee because he/she did not provide an argument for selective withdrawal.

The student is denied.

Support additional information. The student's request for selective withdrawal of membership on STAB 101. 2004-3 was denied by the Faculty Review Committee because he/she did not provide an argument for selective withdrawal.

The student is denied.

Support additional information. The student was denied because he/she did not provide an argument for selective withdrawal of membership on STAB 101. 2004-3 was denied by the Faculty Review Committee because he/she did not provide an argument for selective withdrawal.

The student is denied.

Support additional information. The student's request for selective withdrawal of membership on STAB 101. 2004-3 was denied by the Faculty Review Committee because he/she did not provide an argument for selective withdrawal.
<table>
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<tr>
<th>Date</th>
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<th>Type of Appeal</th>
<th>Explanation</th>
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<tbody>
<tr>
<td>May 9/05</td>
<td>6</td>
<td>SWD 2005-1</td>
<td>The student’s request for selective withdrawal of CMNS 110 &amp; FREN 120, 2005-1 was denied by Student Academic Affairs because he/she did not provide an argument for selectivity. No new significant documentation was presented to support the appeal.</td>
<td>Did not hear</td>
</tr>
<tr>
<td>July 25/05</td>
<td>7</td>
<td>SW 2005-1</td>
<td>The student’s request for selective withdrawal of MATH 157, 2005-1 was denied by Student Academic Affairs because he/she did not provide an argument for selectivity. No new significant documentation was presented to support the appeal.</td>
<td>Did not hear</td>
</tr>
<tr>
<td>July 25/05</td>
<td>8</td>
<td>SRWD 2004-3</td>
<td>The student’s request for retroactive selective withdrawal of LING 407, 2004-3 was denied by the Faculty Review Committee because he/she did not provide an argument for selectivity. The Board was unable to make a decision and asked that the student provide further information. Additional information was submitted and reviewed. The Board felt that sufficient grounds were presented to move to Stage 1 of the appeal process but were unable to come to a favourable decision. A stage 2 hearing was set. The student was unable to make arrangements to attend. Additional documentation regarding the status of his/her grades in LING 407 was provided. The Board felt that the additional information did not support further consideration.</td>
<td>Stage 2, Denied</td>
</tr>
<tr>
<td>July 25/05</td>
<td>9</td>
<td>SWD 2004-7</td>
<td>The student’s request for selective withdrawal of MBB 221 &amp; MATH 152, 2004-7 was denied by Student Academic Affairs because he/she did not provide a clear argument for selectivity. The Board was unable to make a decision and asked that the student provide further information. Additional information was submitted and reviewed. The Board felt that insufficient grounds were presented to move to Stage 1 of the appeal process.</td>
<td>Did not hear</td>
</tr>
<tr>
<td>July 25/05</td>
<td>10</td>
<td>SRWD 2003-7</td>
<td>The student’s request to have MATH 151 retakes removed from his/her record was presented to the Senate Appeals Board. The Board was unable to make a decision and asked for further information from the Special Advisor to the Dean of Applied Sciences, Surrey campus. The Chair of the Senate Appeals Board contacted the Special Advisor regarding the advising process. The Board reviewed the additional material and agreed to sustain the appeal.</td>
<td>Stage 1, Sustained</td>
</tr>
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additional information did not support further consideration.

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<th>Explanation</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 26/05</td>
<td>17</td>
<td>SWD 2005-1</td>
<td>The student's request for selective withdrawal of PSYC 100, 2005-1 was denied by Student Academic Affairs due to lack of evidence of extenuating circumstance. No new significant documentation was presented to support the appeal.</td>
<td>Did not hear</td>
</tr>
<tr>
<td>Sep 26/05</td>
<td>18</td>
<td>WD 2005-1</td>
<td>The student's request for retroactive withdrawal of semester 2005-1 (BUS 251, ENGL 102, LAS 140, MATH 154) was denied by Student Academic Affairs due to lack of evidence of extenuating circumstance. No new significant documentation was presented to support the appeal.</td>
<td>Did not hear</td>
</tr>
<tr>
<td>Sep 26/05</td>
<td>19</td>
<td>SWD 2005-4</td>
<td>The student's request for selective withdrawal of BUS 254, 2005-4 was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the course prior to the drop deadline date. The Board was unable to make a decision and asked that the student provide further information. No new information was submitted.</td>
<td>Deferred for more information</td>
</tr>
<tr>
<td>Sep 26/05</td>
<td>20</td>
<td>SWD 2005-4</td>
<td>The student's request for selective withdrawal of GEOG 100, 2005-4 was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline date. The Board was unable to make a decision and asked that the student provide further information. No new information was submitted.</td>
<td>Deferred for more information</td>
</tr>
<tr>
<td>Sep 26/05</td>
<td>21</td>
<td>SWD 2005-4</td>
<td>The student's request for selective withdrawal of STAT 270, 2005-4 was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline date. Sufficient grounds were presented to move to Stage 1 of the appeal process and after reviewing the material the Board agreed to sustain the appeal.</td>
<td>Stage 1, Sustained</td>
</tr>
<tr>
<td>Sep 26/05</td>
<td>22</td>
<td>RWD 2003-7</td>
<td>The student's request for retroactive withdrawal of semester 2003-7 (ARCH 105, PHIL 150, POL 100) was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline date. The Board was unable to make a decision and asked that the student provide further information. No new information was submitted.</td>
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<tr>
<td>2004-7</td>
<td>23</td>
<td>RWD 2004-7</td>
<td>The student's request for retraction of withdrawal of semester 2004-7 was</td>
<td>Denied</td>
</tr>
<tr>
<td>2005-7</td>
<td>25</td>
<td>SRWD 2005-7</td>
<td>The student's request for selective retraction of withdrawal of HIST 225,</td>
<td>Denied</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>RWD 2004-4</td>
<td>The student's request for withdrawal of semester 2004-4 was denied by</td>
<td>Denied</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>WED 2005-1</td>
<td>The student's request for withdrawal of semester 2005-1 and 2005-4 (LING</td>
<td>Denied</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 &amp; 10, MATH 252, PHYS 121, MATH 242, MATH 225, STAT 270; 270 (1054)</td>
<td></td>
</tr>
<tr>
<td>2005-4</td>
<td>22</td>
<td>RWD 2005-6</td>
<td>The appeal process and after reviewing the material the board agreed to</td>
<td>Sustained</td>
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<tr>
<td>Dec 07/05</td>
<td>28</td>
<td>SRWD 1998-7</td>
<td>The student's request for selective withdrawal of POL 381, 1998-7 was denied by the Faculty Review committee on the grounds that no supporting documentation was provided. No new significant documentation was presented to support the appeal.</td>
<td>Did not hear</td>
</tr>
<tr>
<td>Dec 07/05</td>
<td>29</td>
<td>RWD 2005-1</td>
<td>The student's request for retroactive withdrawal of semester 2005-1 (CRIM 103, PSYC 201,221,250,280) was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline date and the supporting documentation was dated after the Spring semester. No new significant documentation was presented to support the appeal.</td>
<td>Did not hear</td>
</tr>
</tbody>
</table>

WD = Withdrawal of all courses during semester  
RWD = Retroactive withdrawal of all courses during a semester  
SWD = Selective course withdrawal  
SRWD = Selective retroactive course withdrawal  
RCR = Retroactive course credit