



For Information


MEMORANDUM

TO: Senate FROM: Mike Dinning, Secretary
Senate Appeals Board

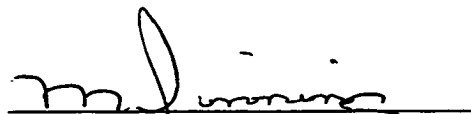
RE: Senate Appeals Board DATE: April 14, 2004
Annual Report for 2003

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 a 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 seven times in 2003 reviewing a total 23 appeal cases.



Lee Hanlan, Chair, SAB



Mike Dinning, Secretary, SAB

Dates of the Meetings in 2003: February 19, May 7, July 31, September 22, October 27,
November 24, December 9.

Current SAB Membership:

- Lee Hanlan, Chair
- Mark Wexler, Faculty Member
- Sam Black, Alternate Faculty Member
- Heesoon Bai, Alternate Faculty Member
- Brynn Bourke, Undergraduate Student Member
- Tiffany Kalanj, Alternate Undergraduate Student Member
- Randy Peters, Graduate Student Member
- Peter Liljedahl, Alternate Graduate Student Member
- Mike Dinning, Secretary
- Erika Auton, 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 judgement 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:

Appeals Sustained	6
Appeals Denied	2
Appeal Denied – Stage 2 In-Person Hearing	2
Appeals Cancelled	14
Appeals Deferred for More Information	6
No Further Action	2
Deferred to Jo Hinchliff as new Appeal	1

Total decisions exceed the number of cases because of multiple outcomes for a single case.

The Senate Appeals Board Annual Report 2003 is attached.

Senate Appeals Board Annual Report – 2003

Date	Case #	Type of Appeal	Explanation	Decision
Feb. 19/03	1	Remove PW Status from 2002-1	This appeal is a continuation of case #3 of the SAB Annual Report 2002. The undergraduate phoned January 3, 2003 and spoke to the Secretary of the SAB. The investigation was discussed. The undergraduate decided not to proceed with the appeal.	No further action.
Feb. 19/03	2	SRWD 2002-1	This appeal is a continuation of case #23 of the SAB Annual Report 2002. The appeal was pending the decision of two options given. The undergraduate decided not to proceed with the appeal and retake POL 210.	No further action.
Feb. 19/03	3	SRWD 2001-3	The undergraduate's request for selective withdrawal of BUS 237, semester 2001-3 was approved by both Professor (Nov. 06/01) and Chair (May 5/02), but denied by the Faculty of Arts Review Committee as there was "no argument for the selectivity". Appeal was moved to Stage 1. The Board felt that there was extenuating circumstances, however, that there were still some questions that needed clarification before a decision could be reached. The appeal will be reviewed once more information is received.	Stage 1, deferred for more information.
Feb. 19/03	4	SWD 2002-3	The undergraduate's request for selective withdrawal of PSYC 201 & PSYC 210, 2002-3 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. Stress and depression were the grounds for appeal. SAB cancelled the appeal due to insufficient evidence of extenuating circumstances.	Cancelled.
May 7/03	5	RWD 2002-1	The undergraduate's request for retroactive withdrawal of KIN 110, 2002-1 was denied by Jo Hinchliff, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. Depression and mis-advice regarding work visa were the grounds of the appeal. SAB cancelled the appeal due to insufficient evidence of extenuating circumstances.	Cancelled.
May 7/03	6	Re-appeal of RWD 1984-1	The undergraduate is requesting a re-appeal of the RTW for the Spring semester 1984. SAB denied the retroactive withdrawal of CMPT 101, 1984-1 request June 21, 1989 with little explanation. The undergraduate has since completed a Diploma of Technology and Bachelor of Technology with Honours from BCIT. The appeal was moved to Stage 1 on the grounds that the additional information proved to have merit to the specific circumstances. The appeal was sustained.	Sustained.

Senate Appeals Board Annual Report – 2003

Date	Case #	Type of Appeal	Explanation	Decision
May 7/03	7	SWD 2003-1	The undergraduate's request for selective withdrawal of CRIM 220, CMNS 317, REM 100, 2003-1 was denied by Jo Hinchliff, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. The appeal was based on compassionate grounds. SAB cancelled the appeal due to insufficient evidence of extenuating circumstances.	Cancelled.
July 31/03	3	SRWD 2001-3	Additional information was submitted by the appellant. The Board reviewed the additional information provided at the Stage 1 level. The appeal was sustained based on the additional evidence of extenuating circumstances.	Sustained.
July 31/03	8	RWD 2003-1	The undergraduate's request for retroactive withdrawal of semester 2003-1 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. Family circumstances and stress were the grounds for appeal. SAB cancelled the appeal due to insufficient evidence of extenuating circumstances.	Cancelled.
July 31/03	9	SRWD 2002-2	The undergraduate's request for selective retroactive withdrawal of ECON 345, 342 & 210, semester 2002-2 was denied by the Faculty Review Committee due to insufficient evidence of extenuating circumstances. The Board felt that it is the obligation of the student to make arrangements with the professors to write the final exams in the event of being absent. SAB cancelled the appeal due to insufficient evidence of extenuating circumstances.	Cancelled.
July 31/03	10	RWD 2003-1	The undergraduate's request for retroactive withdrawal, 2003-1 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. Family stress and extra work hours were the grounds for appeal. No further documents to support appeal were presented. SAB cancelled the appeal due to insufficient evidence of extenuating circumstances	Cancelled.
July 31/03	11	WD 2003-1	The undergraduate's request for withdrawal of semester 2003-1 was denied by Jo Hinchliffe as the student did not follow the advice of the Centre for Students with Disabilities in recommending that he take only one course in accordance with the advice of the student's physician and the Centre. Appeal was moved to Stage 1. The Board felt that there were extenuating circumstances, however, that there were still some questions that needed clarification before a decision could be reached. The appeal will be reviewed once more information is received.	Moved to Stage 1. Additional information requested.

Senate Appeals Board Annual Report – 2003

Date	Case #	Type of Appeal	Explanation	Decision
July 31/03	12	RWD 2003-1	The undergraduate's request for retroactive withdrawal of semester 2003-1 was denied by Jo Hinchliffe as there was insufficient evidence to support the extenuating circumstances. Appeal was moved to Stage 1. The Board felt that there were extenuating circumstances, however, that there were still some questions that needed clarification before a decision could be reached. The appeal will be reviewed once more information is received.	Moved to Stage 1. Additional information requested.
July 31/03	13	WD 2003-2	The undergraduate's request for selective withdrawal within semester 2003-2 was denied by Jo Hinchliffe as there was insufficient evidence to support the extenuating circumstances. Appeal was moved to Stage 1. The Board felt that there were extenuating circumstances, however, that there were still some questions that needed clarification before a decision could be reached. The appeal will be reviewed once more information is received.	Moved to Stage 1. Additional information requested.
Sept. 22/03	13	WD 2003-2	The appeal response letter to the undergraduate was not processed, as during the discussion of the Senate Appeals Board the student met with Jo Hinchliffe with additional supporting evidence from the Professor that substantiated the student's claim. The appeal was sustained by Jo Hinchliffe, July 31, 2003	Sustained.
Sept. 22/03	10	RWD 2003-1	Appeal was cancelled July 31 st by SAB. Additional information was submitted September 5 th , 2003. The Board felt that no new or specific evidence of extenuating circumstances were demonstrated in the additional documentation. Appeal was cancelled.	Cancelled.
Sept. 22/03	11	WD 2003-1	The Board reviewed the additional information at the Stage 1 hearing level and in their judgment felt that they could not come to a favourable decision. The appeal was denied. According to the Senate Appeals Board procedures, "if the Board cannot make a favourable decision and if the appellant has requested to be present, a Stage 2 hearing will be set". The appellant did request an in-person hearing; therefore, a time will be arranged for an in-person hearing at a future convenient date. Moved to Stage 2, in-person hearing.	Denied, moved to Stage 2, in-person hearing.
Sept. 22/03	14	RWD 2003-1	The undergraduate's request for retroactive withdrawal, 2003-1 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. The appeal was based on extra work hours and medical grounds. No further documents to support appeal were presented. The appeal was cancelled. Insufficient evidence of extenuating circumstances presented.	Cancelled.

Senate Appeals Board Annual Report – 2003

Date	Case #	Type of Appeal	Explanation	Decision
Sept. 22/03	15	RWD 2003-1	The undergraduate's request for withdrawal of semester 2003-1 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. The appeal was based on compassionate grounds, family stress. No new significant documents to support appeal were presented. The appeal was cancelled. Insufficient evidence of extenuating circumstances presented.	Cancelled.
Sept. 22/03	16	SRWD 2001-2; RWD 2002-2; SRWD 2003-1	The undergraduate's requests for selective withdrawal of PHIL 100, semester 2001-2 and ECON 210, semester 2003-1 were denied by the Faculty Review Committee. The request for retroactive withdrawal of semester 2003-1 was denied by Jo Hinchliffe as there was insufficient evidence to support the extenuating circumstances. Appeal was moved to Stage 1. The Board felt that there were extenuating circumstances, however, that there were still some questions that needed clarification before a decision could be reached. A chronological list of events and how it affected the course work for each of the semesters was requested. The appeal will be reviewed once more information is received	Moved to Stage 1, additional information requested.
Sept. 22/03	17	RWD 2003-1	The undergraduate's request for withdrawal of semester 2003-1 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. The appeal was moved to Stage 1 on the grounds that the additional information proved to have merit to the specific circumstances. The appeal was sustained.	Sustained.
Sept. 22/03	18	RWD 2003-1	The undergraduate's request for retroactive withdrawal, 2003-1 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. The appeal was based on compassionate and medical grounds, family illness and SARS crisis. No new significant documents to support appeal were presented. The appeal was cancelled. Insufficient evidence of extenuating circumstances presented.	Cancelled.
Sept. 22/03	12	RWD – 2003-1	The Board reviewed the additional information at the Stage 1 hearing level and in their judgment felt that they could not come to a favourable decision. The appeal was denied. According to the Senate Appeals Board procedures, "if the Board cannot make a favourable decision and if the appellant has requested to be present, a Stage 2 hearing will be set". The appellant did request an in-person hearing; therefore, a time will be arranged for an in-person hearing at a future convenient date. Moved to a Stage 2 in-person hearing.	Denied, moved to Stage 2, in-person hearing.

Senate Appeals Board Annual Report – 2003

Date	Case #	Type of Appeal	Explanation	Decision
Oct. 27/03	12	RWD – 2003-1	The undergraduate attended the Stage 2, in-person hearing. The undergraduate presented a summary of the events regarding his appeal to withdraw from semester 2003-1. Questions and answers followed by both the Board and the student. No new significant evidence of extenuating circumstances was presented. The Board carefully reviewed the in-person information and in their judgment felt that they could not come to a favourable decision, therefore, the appeal was denied.	Denied.
Oct. 27/03	16	SRWD 2001-2; RWD 2002-2; SRWD 2003-1	The undergraduate submitted further information. The Board felt that the additional information submitted provided clear understanding and a chronological list of events to substantiate the extenuating circumstances. The appeal was sustained.	Sustained.
Oct. 27/03	19	RWD 2003-1	The undergraduate's request for retroactive withdrawal, 2003-1 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. A motor vehicle accident was the grounds for appeal. No new significant documents to support the appeal were presented. The appeal was cancelled. Insufficient evidence of extenuating circumstances presented.	Cancelled.
Oct. 27/03	20	RWD 2003-2	The appeal case was tabled for the next SAB meeting in November, as this appeal could not be completed within the allocated meeting time.	Tabled to next meeting.
Oct. 27/03	21	RWD 2003-2	The appeal case was tabled for the next SAB meeting in November, as this appeal could not be completed within the allocated meeting time.	Tabled to next meeting.
Nov. 24/03	11	WD 2003-1	The undergraduate attended the Stage 2, in-person hearing. Laurine Harrison, Ombudsperson, was also present. The Board reviewed the additional information at the Stage 2 in-person hearing and in their judgment felt that they should defer their decision until a meeting with the Centre for Students with Disabilities, Mike Dinning and Jo Hinchliffe can be arranged to seek further clarification of the information submitted. Once this meeting has been arranged, a final decision can be made. Stage 2, deferred decision.	Stage 2, in-person hearing decision deferred until further clarification is received.
Nov. 24/03	20	RWD 2003-2	The undergraduate's request for retroactive withdrawal, 2003-1 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. A motor vehicle accident was the grounds for appeal. No new significant documents to support appeal were presented. The appeal was cancelled. Insufficient evidence of extenuating circumstances presented.	Cancelled.

Senate Appeals Board Annual Report – 2003

Date	Case #	Type of Appeal	Explanation	Decision
Nov. 24/03	21	RWD 2003-2	<p>The undergraduate's request for selective retroactive withdrawal of MATH 232 & 152, 2003-2 was denied by the Faculty Review Committee due to insufficient evidence of extenuating circumstances. A complete retroactive withdrawal of semester 2003-2 (MATH 232, 152, LING 110) was subsequently submitted to the Senate Appeals Board. Dental surgery was the grounds for appeal. No new significant documents to support appeal were presented. The appeal was cancelled. Insufficient evidence of extenuating circumstances presented.</p>	Cancelled.
Nov. 24/03	19	RWD 2003-1	<p>Additional information was submitted November 12th for reconsideration of appeal. The appeal was cancelled as no new or significant evidence of extenuating circumstances was presented.</p>	Cancelled.
Nov. 24/03	22	RWD 2002-3	<p>The undergraduate's request for retroactive withdrawal, 2002-3 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. The undergraduate submitted additional information October 31, 2003. The appeal was moved to Stage 1 on the grounds that the additional information proved to have merit to the specific circumstances. The appeal was sustained.</p>	Sustained.
Nov. 24/03	23	RWD 2003-1 (previous SRWD)	<p>The undergraduate's request for selective retroactive withdrawal of ENSC 320 & 380, 2003-1 was denied by the Faculty Review Committee due to insufficient evidence of extenuating circumstances. A complete retroactive withdrawal of semester 2003-1 (ENSC 320, 380, 304, 351, MACM 201) was subsequently submitted to the Senate Appeals Board. The Board reviewed the criteria for appeals and determined that if an appeal changes ie. from a selective withdrawal to complete withdrawal, that it should be considered a new appeal and should therefore be re-submitted as a new appeal to Jo Hinchliffe. The documents will be forwarded to Jo Hinchliffe. The appeal was deferred to Jo Hinchliffe to evaluate as a new appeal.</p>	Deferred to Jo Hinchliffe as new appeal.

Senate Appeals Board Annual Report – 2003

Date	Case #	Type of Appeal	Explanation	Decision
Dec. 9/03	11	WD 2003-1	<p>The Board met with Brian Morton, Director; and Ron Snitz, Learning Specialist, Centre for Students with Disabilities. The Board carefully considered all information provided by the appellant and the Centre for Students with Disabilities and in their judgment could not come to a favourable decision. The Board did not feel a further meeting with Mike Dinning or Jo Hinchliffe was necessary. Stage 2, denied. In order to be successful at Simon Fraser University, the Senate Appeals Board encourages the appellant to adhere to the following recommendations: (1) Take only one course per semester from now until further assessment and approval by the Centre for Students with Disabilities is given. (2) Continue to meet with the Centre for Students with Disabilities regarding course selection and accommodations.</p>	Denied.

- PROG = Entry/re-entry to program
- RWD = Retroactive withdrawal
- SRWD = Selective retroactive course withdrawal
- SWD = Selective course withdrawal during semester