

## For Information

SIMON FRASER UNIVERSITY  
Office of the Registrar  
Memorandum

To: Senate

From: Nick Heath, Secretary  
Senate Appeals BoardSubject: Senate Appeals Board  
Annual Report for 2001

Date: 2002 04 10

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 monthly, or when there is sufficient business to warrant a meeting. The Senate Appeals Board met nine times in 2001 reviewing a total of 14 appeal cases, of which one was not resolved by the end of the year. This volume is consistent with previous years.



Thomas du Payrat, Chair, SAB



Nick Heath, Secretary, SAB

Dates of Meetings in 2001:

2001 01 18	2001 07 25
2001 02 26	2001 09 21
2001 04 02	2001 10 26
2001 05 14	2001 12 07
2001 06 20	

Membership:Chair – Elected by Senate Appeals Board:

Thomas du Payrat

(re-elected 2001 06 20)

Vice-Chair – Elected by Senate Appeals Board:

Lee Hanlan

(elected 2001 06 20)

Faculty Members Elected by Senate:

Rina Zazkis

Lee Hanlan

John Bechoefer (alternate)

Hilmar Pabel (alternate)

Hilmar Pabel (to May 2001)

Martin Hahn (alternate to Sept 2001)

Lee Hanlan (alternate to May 2001)

Student Members Elected by Senate

Sameh Al-Natour (u/g to Sept 2001)

Chris Steinbach (u/g)

Cynthia Leung (u/g alternate)

Leeanna Simons (grad)

Peter Liljedahl (grad alternate)

Graham Percival (u/g alternate to May 2001)

Narendra Pachkhede (grad alternate)

Members whose terms ended during 2001:

Martin Hahn

Sameh Al-Natour (u/g alternate)

Graham Percival (u/g alternate)

**General**

Attendance was good and the Board continued to function well in 2001.

**Procedure**

Each appeal is first screened to determine whether special circumstances are present. All appeals are first heard in-camera (written form only - Stage 1) 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 evidence and answer questions (Stage 2). Most hearings last about 20 - 30 minutes.

This process resulted in the following actions in 2001:

<i>Appeal Type</i>	Insufficient Grounds for Appeal or Re-opening	Resolved at Stage 1	Resolved at Stage 2	Cancelled	Unresolved
Complete course w/d during semester				1	
Retroactive Withdrawal	1	1	3		1
Selective w/d during semester		2			
Selective retroactive withdrawal	3	1	2		
Change academic standing					
Program Entry			1		
Other					
<b>Total</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>1</b>	<b>1</b>

<b>Summary:</b>	
Appeals Sustained	7
Appeals Denied	3
Insufficient Grounds	4
Cancelled	1
Unresolved	1
<b>Total</b>	<b>16</b>

Total decisions exceed the number of cases because of multiple outcomes for a single case (see case #1 on the attached summary).

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Date	Case No.	Type of Appeal	Explanation	Decision
Jan 18	1	SRWD 1997-3 & RWD 1998-1 & SRWD 1998-2	U/G student who was Required to Withdraw had multiple requests with various grounds. SAB dismissed one request based on administrative misrepresentation over the timing of a scheduled final exam. Drop requests had mixed support from instructors and chairs and were denied by the Assoc Dean APSC. Grounds for appeal were medical and family illness. Decision resulted in change to Academic Standing. (see also #1 Apr 2)	Deferred to Stage 2 Sustained at Stage 1 Insufficient grounds
Jan 18	2	SRWD 2000-2	U/G student failed MACM 201 and requested a retroactive drop based on medical grounds. Instructor and chair supported drop but the Faculty of Arts Review Committee denied it. Weakly documented.	Insufficient grounds
Jan 18	3	SRWD 1999-1	U/G student requested to retroactively drop CRIM 320 and PSYC 452. Mixed support from instructors, no support from chairs. Request was denied by the Faculty of Arts Review Committee. Grounds were violation of privacy by instructor, resulting unsafe classroom environment and personal stress.	Insufficient grounds
Feb 26	4	RWD 2000-1	U/G student who was Required to Withdraw requested a drop of four courses. Instructors supported request but the Assoc Dean APSC did not. Grounds were illness of relative and associated overseas travel uncertainty. (see #4 Apr 2)	Deferred to Stage 2
Feb 26	5	CWD 2000-3	U/G student requested drop of MATH 100 and PSYC 100 towards end of semester. Request supported by instructors but not by chairs. SAB reviewed information which appeared different from that sent to depts. When depts received this new information, request was granted and appeal cancelled	Cancelled - drop approved by depts.
Feb 26	6	SWD 2000-3	U/G student in first semester requested to drop two courses in semester due to illness. Only one drop granted. Dept of PHIL would not grant selective drop in Wk 12. Grounds for appeal were medical.	Sustained at Stage 1
Apr 2	1	SRWD 1997-3	U/G student requested to drop two courses. Grounds family illness, medical and personal stress. (see #1 Jan 18)	Denied at Stage 2
Apr 2	7	RWD 1999-3	U/G student's request to drop four courses appears to have been both supported and not supported by same instructors and chairs because it was submitted twice. The Faculty of Arts Review Committee denied the request (see #7 May 14)	Deferred to Stage 2
Apr 2	4	RWD 2000-1	SAB ruled that exams missed when out of country can receive WE notation but not others. Academic standing unchanged. (see #4 Feb 26)	Denied at Stage 2 but sustained WE drop for two courses only

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Date	Case No.	Type of Appeal	Explanation	Decision
Apr 2	8	RWD 1996-2 & RWD 1996-3	U/G student had previously appealed in 2000 and found to have insufficient grounds. Student submitted new information which was accepted by SAB. (see #8 May 14)	Deferred to Stage 2
Apr 2	9	SRWD 1998-3	U/G student's request for a selective withdrawal from PSYC 357 was denied by the Faculty of Arts Review Committee. There was no support from the instructor or Chair. Grounds for appeal were partly medical and partly administrative delay. Some medical documentation was provided.	Sustained at Stage 1
May 14	8	RWD 1996-2 & RWD 1996-3	Grounds for appeal were military incarceration and subsequent stress during the semester and subsequent semester. (see #8 Apr 2)	Sustained at Stage 1
May 14	7	RWD 1999-3	Grounds were personal stress. (see #7, Apr 2)	Denied at Stage 2
May 14	10	SRWD 1998-1	U/G student was Required to Withdraw in 1998 and in Dec 2000 requested a drop from PSYC 385. Not supported by instructor, PSYC chair or EDUC. (see #10 Jun 20)	Deferred to Stage 2
Jun 20	10	SRWD 1998-1	Grounds were family stress. SAB felt that the supporting documentation was too weak to support a selective withdrawal. Other courses had been completed successfully. Some events had occurred in 1997 (see #10, May 14)	Denied at Stage 2
Jul 25	11	PROG 2001-3	U/G applied for Secondary English/Soc St PDP in 2000-1 and was waitlisted. EDUC did not permit an appeal although denied applicants were permitted an appeal. Case had been considered in 2000 and dismissed based on a strict interpretation of SAB's terms of reference. Clarification was sought and the case was re-opened in 2001 after student returned from a year abroad. SAB sustained appeal based on fairness of process. Remedy applied was entry to PDP in 2001-3.	Sustained at Stage 2
Sep 21	12	SWD 2001-2	U/G student's request for course drop at approx mid-point of 2001-2 was supported by instructor but denied by the PSYC Chair. Student passed other courses in spite of pneumonia. Medical documentation was provided. (see # 12 Oct 26)	Deferred for more information
Oct 26	12	SWD 2001-2	Grounds for appeal were medical and chair's delay in response to request. (see # 12 Sep 21)	Sustained at Stage 1

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Date	Case No.	Type of Appeal	Explanation	Decision
Dec 7	13	RWD 2001-2	U/G student's request for retroactive course drop from 2001-2 was denied by APSC. Instructors supported the request but the Assoc Dean did not. Additional medical documentation was provided of an ear infection during the exam period. Student has 11 previous WEs. Grounds for appeal were medical. Not concluded in 2001.	Deferred to Stage 2
Dec 7	14	RWD 2000-3	U/G student on Extended Withdrawal requested retroactive course drop from 2000-3. Instructors had supported the request but the APSC Assoc Dean did not. Some evidence was provided of a medical condition and a difficult financial situation. Grounds for appeal were medical/personal but weakly documented.	Insufficient grounds

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