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**MEMORANDUM**

**ATTENTION** Senate **DATE** March 5, 2015  
**FROM** Manoj Bhakthan **PAGES** 1/2  
Secretary, Senate Appeals Board  
**RE:** Senate Appeals Board Annual Report for 2014

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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
- appeal for admission or re-admission to the University, where special circumstances are present

SAB meets at least once a month and occasionally more frequently when there is sufficient business to warrant a meeting. In 2014, SAB met 14 times reviewing a total of 88 student appeal cases. In June 2014, the terms of reference for SAB were revised to address, in part, the marked increase in workload over the past 5-6 years. Provisions were given to screen out frivolous appeals and to introduce a time limit for the appeal procedure. As can be seen in the second table on the following page, the number of appeals has again increased in 2014; the Board believes that the changes to the terms of reference were implemented too late to impact the total number of appeals in 2014 but they have noticed a positive impact more recently.

Mary-Catherine Kropinski, Chair, SAB

Manoj Bhakthan, Secretary, SAB

Dates of meetings in 2014: January 23 and 27, February 27, March 27, April 10 and 24, May 22, June 26, July 17, August 28, September 25, October 30, November 20, December 18.

**Current SAB Membership:**

Mary-Catherine Kropinski, Faculty Member & Chair  
Jeremy Snyder, Faculty Member & Vice Chair  
David Paterson, Faculty Member  
Shauna Jones, Faculty Member  
Geoffrey Poitras, Alternate Faculty Member  
Saumya Sangal, Undergraduate Student Member  
Colin Chu, Alternate Undergraduate Student Member  
Vacant, Graduate Student Member  
Vacant, Alternate Graduate Student Member  
Manoj Bhakthan, Secretary  
Tina Edmundson, Recording Secretary

**Procedure:**

Each appeal is first screened to determine whether or not it meets the grounds for appeal as outlined in the terms of reference. All appeals are first heard in-camera (written form only); if the SAB is unable to give a positive judgment at this stage, and if the student has requested to appear in person, the case proceeds to an in-person hearing at which the student is able to present further evidence and answer questions. Most hearings last about 20 – 30 minutes. Of the 88 appeals in 2014, 29 went to in-person hearings and of the 29, 5 were tabled from December 2014 to be heard in January 2015.

**Summary of Appeal Decisions 2014:**

|  | <b>Withdrawal Under Extenuating Circumstances</b> | <b>Appeals for Admission Re-admission</b> | <b>Total</b> |
|--|---|---|--------------|
| Approved                                 | 53  | 0   | 53           |
| Denied                                   | 24  | 0   | 24           |
| Cancelled (no further action by student) | 3   | 0   | 3            |
| Did not hear (no grounds for appeal)     | 3   | 0   | 3            |
| Tabled to the next year                  | 5   | 0   | 5            |
| <b>Total Appeals:</b>                    | <b>88</b>   | <b>0</b>                                  | <b>88</b>    |

**Summary of Appeal Decisions, 2008-2014:**

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