

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 2000

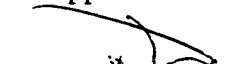
Date: April 25, 2001

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.

The Senate Appeals Board met ten times in 2000 reviewing a total of 12 appeal cases, of which 2 were not resolved by the end of the year. There were 18 appeal cases in 1999; 16 appeal cases reviewed in 1998; 19 appeal cases in 1997; and 16 appeal cases in 1996.



 Thomas du Payrat, Chair, SAB



 Nick Heath, Secretary, SAB
Dates of Meeting in 2000:

January 24, 2000
 March 6, 2000
 April 3, 2000
 May 12, 2000
 June 2, 2000

June 16, 2000
 July 28, 2000
 September 22, 2000
 November 8, 2000
 December 7, 2000

SAB agreed to meet monthly, or when there is sufficient business to warrant a meeting.

Membership:Chair – Elected by Senate Appeals Board:

Thomas du Payrat

Vice-Chair – Elected by Senate Appeals Board:

Lee Hanlan

Current Faculty Members Elected by Senate:

Rina Zazkis
 Hilmar Pabel
 Martin Hahn (Alternate)
 Lee Hanlan (Alternate)

Current Student Members Elected by Senate

Sameh Al-Natour
 Leeanna Simons
 Graham Percival (Alternate)
 Narendra Pachkhede (Alternate)

Members whose terms ended during 2000:

Rolf Mathewes – May 31, 2000

Leanne Sersun – May 31, 2000
 Dan Preece – August 31, 2000
 Bill England – June 5 – August 31, 2000

General

SAB met on 2 June 2000 with some members of SCUS to discuss the proposed revised procedures for handling withdrawal requests.

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 action in 2000:

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

Summary:	
Appeals Sustained	3
Appeals Denied	2
Insufficient Grounds	4
Cancelled	1
Unresolved	2
Total	12

Date	Case No. Type of Appeal	Explanation	Decision
Jan 24	1 RWD 99-1 & RWD 99-2	Undergraduate student's requests to retroactively drop all courses in these two semesters were denied by the Faculty of Applied Sciences. Departments had supported the requests. Grounds for appeal were medical. SAB noted a procedural error in that the withdrawal requests should have been reviewed by the Faculty of Science. SAB directed that student's requests be submitted to the Faculty of Science. The Faculty of Science later approved the requests.	Deferred/Cancelled
Jan 24	2 RWD 99-1	Undergraduate student's request to retroactively drop all courses was denied by the Chair of the Faculty of Arts Review Committee. There were mixed recommendations from instructors and chairs. Grounds for appeal were medical. Student objected to decision having been made by Chair of Review Committee only, rather than by full committee. SAB directed that request be returned to the Faculty of Arts Review Committee to be re-considered by Committee as a whole.	Deferred
Mar 6	2 RWD 99-1	Undergraduate student's (see #2, Jan 24) request to retroactively drop courses was denied by the Faculty of Arts Review Committee as a whole. There were mixed recommendations from instructors and chairs. Some medical documentation was provided. SAB determined that there were insufficient grounds to move appeal to a Stage 1 hearing. Adequate opportunity had been offered to appellant to complete courses and medical documentation submitted did not, in the opinion of SAB, necessitate any greater degree of accommodation.	Insufficient grounds for appeal
April 3	2 RWD 99-1	SAB reviewed information submitted by undergraduate student (see #2, Jan 24 and Mar 6) to determine if the information was sufficient new information to re-open appeal. SAB determined that the information was not sufficient new information.	Insufficient new information to re-open appeal
April 3	3 RWD 93-2 & RWD 93-3	Undergraduate student submitted information regarding retroactive appeals that were denied by SAB on 11 January 1996. SAB determined that there was insufficient new information to warrant re-opening the appeals. Student was advised of possible ways to regain admission to SFU.	Insufficient new information to re-open appeals
April 3	4 RWD 88-1	Undergraduate student's request to retroactively drop the only course taken in the semester was denied by the Faculty of Education. Department chair did not support the request. Grounds for appeal were personal. SAB sustained the appeal on the basis of the information and documentation submitted.	Sustained at Stage 1
May 12	5 PROG 2000-1	Undergraduate student submitted appeal regarding the administrative procedure used for admission to a program, i.e., lack of access to an appeal for a student wait-listed for a program.	Insufficient grounds for appeal


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Date	Case No. Type of Appeal	Explanation	Decision
May 12	6 OTHER 2000-2 Waiver of residency requirements	Undergraduate student submitted an appeal requesting a waiver of residency requirements, i.e., exceed limit for transfer credit for BSc degree. Grounds for appeal were medical and personal. SAB ruled there were not sufficient grounds for appeal. Appellant was offered suggestions for completing the degree.	Insufficient grounds for appeal
May 12	7 PRGM 2000-2	This student's appeal consisted of three parts: 1) admission to the graduate program (new applicant - not in SAB's mandate); 2) registration for graduate courses (insufficient extenuating circumstances); 3) registration in undergraduate courses (SAB sustained the third part of the appeal with conditions.) University rules prevented registering in undergraduate courses. Student could not register as an undergraduate due to a 'pending' graduate application.	Sustained Part 3 of appeal at Stage 1 (with conditions)
May 12	8 SRWD 99-3	Undergraduate student's request for a selective retroactive withdrawal from a course was denied by the Faculty of Arts Review Committee. Instructor and department chair did not support the request. Grounds for appeal were medical. SAB noted a possible procedural error. SAB voted to move this appeal to a Stage 2 hearing. More information required.	Deferred to Stage 2
June 2		Special SAB meeting with SCUS WE Subcommittee.	
June 16	8 SRWD 99-3	Undergraduate student's appeal for a selective retroactive course withdrawal (see #8, May 12) was sustained by SAB at a Stage 2 hearing. The original course drop request had been signed by the wrong instructor. The correct instructor, when contacted by Secretary of SAB, had no objection recommending approval of the course drop. Some supporting medical documentation had been submitted.	Sustained at Stage 2
July 28	9 SWD 99-3	Undergraduate student's request for a selective withdrawal was denied by the Department. There were mixed recommendations from Department. Grounds for appeal were medical. Some medical documentation was provided. SAB voted to move this appeal to a Stage 2 hearing. More information required.	Deferred to Stage 2
September 22	10 SRWD 98-2	Undergraduate student's selective retroactive course drop request was denied by the Faculty of Arts Review Committee. There were mixed recommendations from instructors and chairs. Grounds for appeal were medical/personal. Support documentation provided. SAB voted to move this appeal to a Stage 2 hearing. More information required.	Deferred to Stage 2

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Date	Case No.	Type of Appeal	Explanation	Decision
September 22	9	SWD 99-3	The documentation submitted was insufficient to support a selective withdrawal. Undergraduate student's appeal to drop one course (see #9, July 28) was denied at a Stage 2 written-only hearing.	Denied at Stage 2 (written only)
September 22	5	PROG 2000-1	Undergraduate student (see #5, May 12) submitted further e-mail correspondence. It was the consensus of SAB that the Secretary of SAB obtain further advice/direction regarding SAB's mandate and University/Faculty policy.	
November 8	10	SRWD 98-2	Undergraduate student's appeal (see #10, September 22) was denied at a Stage 2 hearing. SAB felt that the supporting documentation was too weak to support a selective withdrawal. Other courses had been completed successfully.	Denied at Stage 2
November 8	5	PROG 2000-1	Undergraduate student's appeal (see #5, May 12) was reviewed and moved to a Stage 2 in-person hearing. SAB was advised that they could review this case regarding policy/procedures.	Deferred to Stage 2
December 7	11	RWD 96-2 RWD 96-3	Undergraduate student's requests for retroactive course drops from the 96-2 and 96-3 semesters were denied by the Faculty of Arts Review Committee. Instructors and chairs had supported the request. Grounds for appeal were financial/medical/personal. Some medical documentation was provided. SAB ruled there were insufficient grounds to move the appeal to a Stage 1 hearing.	Insufficient grounds to appeal
December 7	12	RWD 99-3	Undergraduate student's request for retroactive course drop from the 99-3 Semester was denied by the Faculty of Arts Review Committee. Instructors and chairs had not supported the request. Some medical documentation was provided. Grounds for appeal were medical/personal. SAB voted to move this appeal to a Stage 2 hearing. More information required.	Deferred to Stage 2

- CWD = Complete course withdrawal during semester
- OTHER = Other appeals, e.g. 'Letter of Permission' to take course at another institution
- PROG = Entry/re-entry to program
- RWD = Retroactive withdrawal
- SRWD = Selective retroactive course withdrawal
- STDG = Change academic standing
- SWD = Selective course withdrawal during semester

SIMON FRASER UNIVERSITY**Senate Committee on University Priorities****Memorandum****TO:** Senate**FROM:** John Waterhouse, SCUP Chair
Vice President, Academic **RE:** Centre d'études francophones
Québec-Pacifique**DATE:** 15 March 2001

Attached is a proposal from Dr. John Pierce, Dean of Arts for the establishment of a Centre d'études francophones Québec-Pacifique as a Schedule A Centre.

The Senate Committee on University Priorities reviewed the proposal at its March 7, 2001 meeting. The proposal was unanimously approved on the condition that assurances be provided that university resources will not be used to develop the Centre and that the Centre will not solicit funding for collections that would more appropriately be located in the library.

As indicated in the attached correspondence from Guy Poirier, these assurances have been provided.

Once approved by Senate, the proposal is to be submitted to the Board of Governors.

Motion

That Senate approves and recommends to the Board of Governors the establishment of the Centre d'études francophones Québec-Pacifique as outlined in document SCUP 00-38.

Attachments.

- c. J. Pierce
- G. Poirier
- J. Waterhouse
- B. Clayman