

To: Senate

From: Nick Heath, Secretary  
Senate Appeals Board

Subject: Senate Appeals Board  
Annual Report for 1998

Date: June 15, 1999

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 nine times in 1998 reviewing a total of 16 appeal cases, 1 of which was not resolved by the end of the year. There were 16 appeal cases reviewed in 1996 and 19 appeal cases reviewed in 1997.

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Chair, SAB (vacant)

  
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Nick Heath, Secretary, SAB

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

Dates of Meeting in 1998:

February 9, 1998  
March 16, 1998  
May 15, 1998  
June 26, 1998  
July 24, 1998

September 1, 1998  
September 14, 1998  
October 20, 1998  
December 1, 1998

**Membership:**

**Chair - Elected by Senate:**

Kai-Lee Klymchuk (unable to attend due to illness from September - December 1998)

**Faculty Members Elected by Senate:**

- \* Stephen Steele
- Rina Zaskis
- Rolf Mathewes
- \* Michael Wortis (Alternate)
- Martin Hahn (Alternate)
- Lee Hanlan (Alternate)

**Student Members Elected by Senate**

- Harry Nip
- \* Brian Peterson
- Michelle McGinn
- \* Ian Yagi (Alternate)
- Jason Reader (Alternate)
- \*\* Andrea Welling (Alternate)
- Thomas du Payrat (Alternate)

- \* Member until May 31, 1998
- \*\* Member from May 31, 1998 - September, 1998

**General**

**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). Each hearing lasts about 20 - 30 minutes.

This process resulted in the following action in 1998:

<i>Appeal Type</i>	<i>Insufficient Grounds for Appeal</i>	<i>Resolved at Stage 1</i>	<i>Resolved at Stage 2</i>	<i>Unresolved</i>
Selective W/D during semester	0	2	1	0
Complete W/D during semester	0	1	0	0
Selective Retroactive Withdrawal	2	0	3	0
Complete Retroactive Withdrawal	1	1	1	0
Other	1	2	1	0
Unresolved by end of 1998	0	0	0	1
<b>Total</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>1</b>

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Date	Case No.	Type of Appeal	Explanation	Decision
Feb 9	1	SRWD 94-1	Undergraduate student's request to retroactively drop course, with support recommendations from the instructor and Chair, was denied by the Faculty of Arts Review Committee. Grounds for appeal were partner's illness which caused student emotional stress.	Deferred at Stage 2 - In person Student unable to attend meeting
	1	RWD 95-1	Same undergraduate student's request to retroactively drop courses, with support recommendations from the instructors and Chair, was denied by the Faculty of Arts Review Committee. Grounds for appeal were employment and personal problems.	Deferred at Stage 2 - In person Student unable to attend meeting
Feb 9	2	SRWD 97-3	Undergraduate student's request to retroactively drop a course, without departmental support, was denied by the Faculty of Arts Review Committee. Grounds for appeal were medical (panic attacks/agoraphobia/father's hospitalization). SAB requested further information.	Deferred to Stage 2
Mar 16	1	SRWD 94-1	Undergraduate student did reasonably well in other courses. SAB judged that the course selected for dropping was not sufficiently differentiated by extenuating circumstances from the other courses taken that semester.	Denied at Stage 2
	1	RWD 95-1	Same undergraduate student had a difficult personal choice to make regarding employment, but SAB judged that the choice was within student's control and therefore not considered a sufficient extenuating circumstance.	Denied at Stage 2
Mar 16	2	SRWD 97-3	SAB judged that the course selected for dropping was not sufficiently differentiated by extenuating circumstances from the other courses taken that semester and in which the student did well.	Denied at Stage 2
May 15	3	SWD 98-1	Undergraduate student's request to drop course during the semester, was denied by the Department of Psychology. Grounds for appeal were medical (ulcerated colitis - aggravated by stress). SAB judged that the nature of the medical condition, supported by medical documentation, was such as to warrant student reducing academic course load.	Sustained at Stage 1
May 15	4	SWD 98-1	Undergraduate student's request to withdraw from course during the semester, was denied by the Department of Biological Sciences. Grounds for appeal were medical due to personal and emotional stress. SAB requested further information.	Deferred to Stage 2
May 15	5	PRGM	Undergraduate student requested a ruling on whether s/he was in an approved program and if s/he had the requirements to remain/continue in the program. SAB determined that student was still in PBD program in Computing Science until such time as cgpa should drop below 2.25 (as stated in Calendar), or student completes program.	Sustained at Stage 1

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May 15	6	GRAD	Undergraduate student requested recognition of Bachelor of General Science Degree as recommended by the Faculty of Science Curriculum Committee. SAB recommended that student receive the BSc degree in General Science. SAB also reviewed the information in the University Calendar and recommended that the description of the General Science degree should list the requirements more clearly and precisely. In particular, it should specify which combinations of minors are acceptable within the program. SAB felt that misunderstanding and misadvice was given to student because written regulations were unclear.	Sustained at Stage 1
June 26	4	SWD 98-1	Medical documentation was received supporting coursework reduction. Support of student's appeal was also given by an advisor. SAB recommended that the student continue to obtain academic advice and to adjust course load, possibly to part-time study, for a period of time.	Sustained at Stage 2
June 26	7	SRWD 97-2	Undergraduate student's request to drop course with support recommendations from instructor and Chair, was denied by the Faculty of Arts Review Committee. Grounds for appeal were medical (severe psychological distress). SAB requested further information.	Deferred to Stage 2
July 24	8	RWD 97-3	Undergraduate student's request to drop course was denied by the Department of Psychology. Grounds for the appeal were that student did not like course content and felt that it did not reflect the course description. SAB ruled that the appeal did not meet 'extenuating circumstance' as defined in SAB's Terms of Reference.	Insufficient Grounds for Appeal
Sept 1	7	SRWD 97-2	Student did reasonably well in other courses. SAB judged that the course selected for dropping was not sufficiently differentiated by extenuating circumstances from the other courses taken that semester.	Denied at Stage 2 (written instead of in-person at student's request)
Sept 1	9	GRAD	Undergraduate student's grounds for appeal were misadvice about the possible application of transfer credit to fulfill upper division credit requirements for a second bachelor's degree in Computing Science. SAB requested more information.	Deferred to Stage 2
Sept 1	10	SRWD 98-1	Undergraduate student's request to selectively drop a course without departmental support, was denied by the Faculty of Arts Review Committee. The grounds for the appeal were family problems (parents having disagreements/death of family pet). SAB's decision was that the appeal did not have sufficient extenuating circumstances.	Insufficient Grounds for Appeal
Sept 1	11	SWD 98-2	Undergraduate student's request to selectively drop a course was denied by the Department of History. Grounds for appeal were medical (anxiety/panic attacks). Student did well in other course taken in semester. SAB judged that the course selected for dropping was not sufficiently differentiated by extenuating circumstances from the other course taken that semester.	Denied at Stage 1 (written only)

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Sept 14	9	GRAD	SAB judged that student was misadvised. Although student lacked some general upper division credit for the degree, student had exceeded the total credit requirement and had completed a demanding program at an excellent standard of achievement.	Sustained at Stage 2
Sept 14	12	SRWD 95-1	Undergraduate student's request to drop three out of four courses with mixed recommendations from instructors and Chairs, was denied by the Faculty of Arts Review Committee. Grounds for appeal were medical (relating to deaths in family in 1990 and MV accident in 1994). SAB judged that medical documentation to support the appeal was not specific to 95-1.	Insufficient Grounds for Appeal
Oct 20	13	CWD 98-2	Undergraduate student's request to drop course was denied by the School of Criminology. Grounds for appeal were medical. Student had done very well academically in previous semesters. Student submitted additional medical documentation supporting appeal that had not been seen by Criminology.	Sustained at Stage 1 (written only)
Oct 20	14	RWD 97-2	Undergraduate student's request to drop course with support recommendations from the instructor and Chair, was denied by the Academic Appeals Committee of the Faculty of Business Administration. Grounds for appeal were medical (viral fever/mother diagnosed with leukemia). Student submitted additional medical documentation supporting appeal that had not been seen by the Academic Appeals Committee of the Faculty of Business Administration.	Sustained at Stage 1 (written only)
Oct 20	15	SWD 98-2	Undergraduate student's request to drop course was denied by the Faculty of Business Administration. Grounds for appeal were medical (stress related). SAB requested more information.	Deferred to Stage 2
Oct 20	8	RWD 97-3	Undergraduate student requested re-opening a previous appeal reviewed by SAB at July 24 meeting. SAB judged that there was insufficient new information to support re-opening this appeal.	Insufficient Grounds for re-opening Appeal
Dec 1	16	OTHER (Permission to attend course at another institution)	Undergraduate student's request for a Letter of Permission to attend a course at a BC College for transfer credit to SFU was denied by the Department of Physics and the Dean of Science office. SAB's decision was that the appeal did not have sufficient extenuating circumstances.	Insufficient Grounds for Appeal
CWD	=		Complete course withdrawal during semester	
GRAD	=		Eligibility for graduation	
PRGM	=		Approval of entry/re-entry to a program	
RWD	=		Retroactive withdrawal	
SRWD	=		Selective retroactive course withdrawal	
STDG	=		Change academic standing	
SWD	=		Selective course withdrawal during semester	
OTHER	=		Other appeals, e.g. 'Letter of Permission' to take course at another institution	