

SIMON FRASER UNIVERSITY

MEMORANDUM

To: Senate
From: Nick Heath
Secretary, SAB

Subject: **Senate Appeals Board (SAB)**
Annual Report 1995 Date: March 14, 1996

The Senate Appeals Board met 12 times in 1995.

Membership

K. Arnason Chair - ratified by SUAB on 24 December, 1993

From SUAB - 1 Member

D. Ryeburn Faculty member elected February, 1981
vacant Alternate faculty member

From Senate - 1 Member

L. LeMare Faculty senator elected November, 1993
P. Winne Alternate Faculty senator elected September, 1994

From Student Society - 2 Members

D. Bullock Student member appointed April, 1995
K. Klymchuk Student member appointed May, 1995
J. Flores Alternate student member appointed July, 1991
T. Morrison Alternate student member appointed August, 1993

Members leaving SAB in 1995

As a result of the decisions taken by Senate to re-organize certain committees, the terms of office of all members of SAB ended 31 December 1995.

From SUAB:

R. Rogow Alternate faculty member from October, 1990 -
August, 1995

From Student Society:

J. Cox Student member from June, 1992 - April, 1995
C. Snowden Student member from January, 1995 - April, 1995

Procedure

Under the procedures approved in October 1991, each appeal is first screened by the Chair and the Secretary of the Senate Appeals Board, to determine whether Special Circumstances are present. Once this screen has been passed, each appellant has the option of an in-person hearing, but all appeals are first heard in written form only (Stage 1) and many of them 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 settled at a personal hearing, usually lasting about 10 minutes (Stage 2).

This process resulted in the following action in 1995:

'Leave to Appeal'- Appeal forms screened by Chair and Secretary of the SAB to determine if special circumstances are present:

<i>Appeals -</i>	<i>cancelled</i> (no special circumstances)	<i>appeals sent to Stage 1</i>
<u>Admission</u>	<u>29</u>	<u>30</u>
<u>Readmission</u>	<u>3</u>	<u>15</u>
<u>Retroactive withdrawal</u>	<u>12</u>	<u>120</u>
<u>Selective Retroactive withdrawal</u>	<u>7</u>	<u>79</u>
<u>Transfer Credit</u>	<u>0</u>	<u>2</u>
<u>Other</u>	<u>0</u>	<u>0</u>
Total	51	246

The outcomes of the Stage 1 and Stage 2 decisions are given on the following page.

General

The SAB functioned effectively in 1995 despite an inordinate case load. New course drop procedures which went into effect 1 January 1996 are expected to significantly reduce the case load to manageable levels.

Attendance in 1995 was generally good and few difficulties were experienced achieving quorum.

Gender Equity

For many years attempts have been made to ensure that there are both male and female members on SAB. It has sometimes been difficult to achieve this, but much credit is due to the Student Society for nominating some well-qualified women for the student positions. Two of these members were long-term SAB chairs. However, the full membership does not attend each meeting, and since alternates are available, it is possible for the SAB meeting to consist only of men as voting members. This was the case at one hearing in 1994. Following an unfavourable decision at this hearing, a complaint was made that the decision given by the SAB was affected by gender bias. After discussion with the University administration, it was agreed to adopt the following procedure to prevent future problems:

If there is to be an in-person hearing at which only members of the opposite sex will be present to judge the case, the appellant will be advised of this and may choose to defer the case to a later meeting, when at least one member of the same sex will be present.

Every meeting in 1995 included at least one member of each gender.

Mention of Special Service

Dr. David Ryeburn of the Department of Mathematics and Statistics served continuously on the SAB from 1981 to 1995. His complete reliability on all matters relating to the SAB, including attendance, attention to detail and fair-mindedness on behalf of students, has been very much appreciated by the Secretary and staff in the Office of the Registrar. Committee service is an accepted part of the normal duties of faculty, but in Dr. Ryeburn's case, that service has been exceptional and deserves special recognition.

Results of Appeals
January - December 1995
Table 1

Date of Meeting	4-Jan	16-Feb	30-Mar	2-May	2-Jun	29-Jun	28-Jul	17-Aug	7-Sep	19-Oct	20-Nov	18-Dec	*Total	1994
Admission	9	0	1	1	2	2	5	2	4	3	0	1	30	21
Readmission	1	3	1	1	0	0	0	0	3	2	1	3	15	8
Retroactive Withdrawal	7	10	16	19	13	8	5	4	2	8	13	15	120	67
Selective Retro W/D	1	12	7	9	9	9	6	1	7	3	9	6	79	62
Transfer Credit	0	0	0	1	0	0	1	0	0	0	0	0	2	1
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	18	25	25	31	24	19	17	7	16	16	23	25	246	160
Decisions Made														
Admission														
Sustain	4	0	1	0	1	2	2	0	2	0	0	1	13	
Deny	5	0	0	1	1	0	3	2	2	3	0	0	17	
Defer	0	0	0	0	0	0	0	0	0	0	0	0	0	
Readmission														
Sustain	1	3	1	0	0	0	0	0	3	1	1	3	13	
Deny	0	0	0	1	0	0	0	0	0	0	0	0	1	
Defer	0	0	0	0	0	0	0	0	0	1	0	0	1	
Retroactive Withdrawal														
Sustain	6	8	13	13	11	8	5	3	2	7	13	14	103	
Deny	1	1	3	6	2	0	0	1	0	1	0	1	16	
Defer	0	1	0	0	0	0	0	0	0	0	0	0	1	
Selective Retro W/D														
Sustain	1	6	6	6	4	6	5	1	3	2	8	4	52	
Deny	0	6	1	3	5	3	1	0	4	1	1	2	27	
Defer	0	0	0	0	0	0	0	0	0	0	0	0	0	
Transfer Credit														
Sustain	0	0	0	1	0	0	1	0	0	0	0	0	2	
Deny	0	0	0	0	0	0	0	0	0	0	0	0	0	
* Total	18	25	25	31	24	19	17	7	16	16	23	25	246	

*Total represents decisions made on: Stage 1 appeals = 157; Stage 2 appeals = 89
An additional 10 cases were considered at the Dec. 1995 meeting and forwarded to the Jan. 1996 meeting.