

SIMON FRASER UNIVERSITY

S.78-77

MEMORANDUM

To..... SENATE

From..... SENATE APPEALS BOARD

Subject REPORT AND
RECOMMENDATIONS TO SENATE FROM S.A.B.

Date..... MAY 19, 1978

The Senate Appeals Board wishes to make the following motions which arise from the attached Senate Appeals Board Report to Senate:

Motion I

That the Senate Appeals Board establish procedures which will allow departments to have input on appeals for retroactive withdrawal.

Motion II

That all reference to "course change policy" be deleted from the terms of reference of the Senate Appeals Board.

The terms of reference will read:

"To consider cases wherein an individual feels aggrieved by the decision of the Registrar to apply a particular admission, readmission, standing or credit transfer policy in his or her specific case."

To: Senate

From: Senate Appeals Board

Subject: Report on Senate Appeals Board
Activities - for information

Date: 18 May 1978

The attached report outlines the activities of the Senate Appeals Board for the 1970-1977 period.

Statistics contained in the report cover the 1974 to 1977 period.

S.A.B. REPORT TO SENATE

A. HISTORICAL BACKGROUND

In November of 1968, Senate identified that there were a number of grievances and concerns regarding admission and standing and suggested that Senate establish an Admissions and Standings Appeal Committee as a separate and distinct body from the Senate Committee on Undergraduate Admissions and Standings. In December of 1968, Dr. John F. Ellis was elected by Senate to develop an appropriate admissions and standings policy for the University. Resulting from this Senate decision was the Ellis Report "Admissions and Standings - A Suggested Policy", which was accepted by Senate in April, 1969.

Contained in the Ellis Report was the recommendation to establish a Senate Appeals Board and a Senate Undergraduate Admissions Board. Subsequent to this recommendation was approval for the establishment of the Senate Appeals Board (S.381); (see Appendix I). Following approval of S.381, the Senate Undergraduate Admissions Board gave a more clear definition of the terms of reference and procedures. This is outlined in SUAB 1 (Appendix II).

It was soon recognized that the composition of the Senate Appeals Board produced a polarized situation with no mechanism of resolving tie votes. As a result, Paper S.434 (Appendix III) was presented to Senate and approved. This paper gave the Chairman the authority to vote in the case of tie votes.

A further change in the structure of the Senate Appeals Board was approved by Senate in Paper, S.71-142 (Appendix IV). This paper allowed for the two faculty alternate members to substitute for either one of the prime faculty members and provided for an additional student alternate.

There have been no further amendments to the terms of reference or composition of the Board. Under the present composition, the Board has not encountered any procedural problems. The current membership of the Board is listed below:--

Chairman:	Ross Powell	Student Society
Secretary	Alan McMillan	Registrar's Office
Faculty by) PRIME and from) MEMBERS SUAB) ALTERNATE	Prof. L. Wilson Dr. A. Whitney	Asst. to V/P Aca./Psyc Faculty of Education
Faculty by) PRIME and from) MEMBERS Senate) ALTERNATE	Dr. R. Hobson Prof. C. Hoyt	Computing Science Economics & Comm.
Students) PRIME elected by) ALTERNATE	Ted Glas Fred Sommer	
Student) PRIME Council) ALTERNATE	William Rudder David Frydenlund	

B. RESPONSIBILITIES AND TERMS OF REFERENCE

During the initial period (1970-1973) there was an excessive turnover of members of the Board, particularly the student members. As a result of this turnover, there was little opportunity for briefing and orientation of new members.

This situation has changed considerably since 1974 and currently members are on the Board for a longer period of time. The Board has been quorate on every occasion except for one when the notice of meeting did not reach the members. In this case, it was decided to hold the meeting with one faculty member, the secretary and the recording secretary, as there was a full agenda involving a large number of in-person appeals. The attendance for the Senate Appeals Board members is summarized in Appendix V.

There has been a change in the types of appeals which are now heard by the Board. Some types of appeals which were considered by the Board have been designated to other jurisdictions. The types of appeals that are no longer considered by the Board include:--

1. Grade Changes:

Paper S.381 gave the Senate Appeals Board authority to consider appeals for grade changes, however, the SUAB I paper which followed, made reference to course changes, but not to grade changes. As a result of this, only faculty and departments now make grade changes and any appeals for such are referred directly to the appropriate department.

2. Transfer Credits:

There is a formal system now for assessing credits.

These are done by the Admissions Office in consultation with the departments and no longer come to the Appeals Board.

3. Special Course Loads:

This is now handled through the Office of the Dean in each case.

4. Course Challenge:

There is a specific mechanism now for handling this type of request.

5. Students being admitted to the Professional Development Program

They are considered by the Appeals Board only on the request of the Faculty of Education, which has given some commitment to the student about admission to the Professional Development Program.

6. Decreased course load while on Academic Probation

This is now handled directly by the Admissions Office with the approval of the Senate Appeals Board.

Items which are still handled by the Appeals Board fall into the categories of 1) admissions; 2) retroactive withdrawal, or course deletions which are granted on the

basis of documented medical evidence, or documented evidence of compassionate grounds; and 3) waiving of the full time which students should be away from the University when on REQUIRED TO WITHDRAW or PERMANENT WITHDRAWAL categories.

C. PROCEDURE AND OPERATION

1. Confidentiality:

SUAB 1 requires that all meetings of the Board shall be closed and the proceedings shall remain confidential. It has been found by the Board that this has served to encourage some appellants to reveal personal or family problems which they were not prepared to divulge either to their instructors or other members of their departments. It is believed that this is an essential aspect of the operation of the Board.

2. Adjudication:

The terms of reference make several comments which are relevant to the judicial proceedings of the Board. Thus, under Powers, SUAB 1 states that "The Board should endeavour to ensure that prime consideration is given to academic factors, but may consider other factors in marginal cases." It also notes that "The Board may reject or sustain an appeal on the basis of whether or not existing policy has been properly applied, or whether because of extenuating circumstances, the application of that policy should be waived."

It is also stated that a student has a "right to appeal the application of a particular policy in his case," and that the Board may question whether application of a policy is consistent with its intent, with respect to particular cases.

Prior to 1974, it appears that students were often required to defend their cases before a Board of critical, unsupportive judges. In this climate, students seemed reluctant to reveal problems of a personal nature; in any case, personal problems were rarely divulged.

However, in 1974, with the advent of an elected chairman, the Board adopted the reasonable man approach to adjudication. Rather than simply requiring students to present their case and basing decisions on the arguments made, the Board has taken the approach of first attempting to collect all of the information relevant to the appeal. Thus, documentation is encouraged for any claims made about the student's circumstances, Board members question appellants about aspects of their circumstances that they may not have thought to include in their case, etc.

Except in certain extreme cases, the Board seeks to reach a decision on an appeal only after answers have been obtained to all of the questions relevant to the student's circumstances.

Retroactive withdrawals pose a special category of appeal when they are requested for only part of a semester's performance. In such situations students are required to provide evidence of extenuating circumstances which affected only some, but not all, of the courses undertaken during the semester in question. The Board has considered thirty-two such cases over the reporting period. (See Appendix VIII.)

Generally, appeals are sustained where application of an existing policy is not consistent with its intent because of circumstances beyond the control of the student or the unique characteristic(s) of a student's situation. Appendices VIII and IX provide examples of the kinds of considerations upon which appeals have been sustained.

3. Documentation:

In order that the integrity of the Board's decisions may be protected, students are encouraged to document all claims made concerning their unique or extenuating circumstances.

Medical documentation in the form of a letter from a doctor is required, confirming that the student was incapacitated during the period of time relevant to the appeal, where the student's health is important to consideration of a case. Documentation has also been submitted where a student does not wish to reveal specific information of a personal nature in the form of a letter from a psychological counsellor confirming

that the student was subject to personal problems during the period in question in the appeal.

In the case of appeals for retroactive withdrawal, students are asked to have the instructor and departmental chairman give written approval to their request by signing a late drop form for each course potentially affected by the appeal. Where departments and/or instructors are unwilling to support the appeal, students are asked to request a note explaining the reason(s) for not granting approval. (Problems have been experienced with this procedure and are addressed in Section E of this report.)

Students appealing for admission or readmission are required to submit documentation of their performance at other institutions and are encouraged to provide personal or business letters of reference which might indicate that they have the necessary attitudes and work habits to perform academically at a university level.

D. STATISTICAL INFORMATION AND SUMMARY OF CASES 1974-1-1977-3

The collection of data for Appendices V through IX required a detailed reading of the minutes of all meetings of the Board for the period 1974-1 through 1977-3 and the review of over 1000 student transcripts. There was no attempt to report on Board decisions made prior to 1974 because of the volume of work involved and the fact that the types of appeals considered by the Board changed in 1974.

Appendix V outlines the attendance at Board Meetings. There has been a quorum (3 voting members) at all meetings

with the exception of one. During the four year period there have been a total of 57 meetings for the purpose of hearing of appeals and three policy meetings.

Appendix VI summarizes the volume and nature of appeals considered and reports on the decisions made in each of the four categories.

Appendix VII reflects the performance of students who have been admitted under the "special entry" category. The report summarizes the cumulative grade point average (as of the end of 1977-3) for all special entries who registered in 1974-1 to 1977-3.

Appendix VIII lists all appeals for retroactive withdrawal for the period from 1974-3 to 1977-3. The report lists the number of cases considered by semester, the nature of the appeal, the decision and the circumstances and documentation presented in support of the appeal.

Appendix IX includes all appeals for readmission from students who were placed on required to withdraw and permanent withdrawal.

E. CONCLUSIONS AND RECOMMENDATION

Research and discussion of this report began in 1976 and it became clear to the Board at that time that a series of recommendations were needed concerning the policies administered by the Registrar's Office. The scope of these concerns were broad and accordingly they were addressed to SUAB which has incorporated them in Senate Paper S78- . There are still several matters,

however, which are of particular concern to the Board itself, some of which involve specific recommendations and these are discussed below.

1. Visa Students:

In the past the Board has heard a small number of appeals from individuals studying here on a student visa. It is unclear at the present time how recent changes to the Immigration Regulations will influence the number or conduct of these appeals. It is the Board's intention to monitor this area carefully over the upcoming year and report on it to Senate in our next report.

2. Procedures for Retroactive Withdrawal:

Concern has been expressed by some departments about their not having any input to the Board before decisions for retroactive withdrawal are considered. The Board, through the Secretary, has attempted to have students approach departments and request approval for retroactive withdrawals before a case is heard. However, as there are no clearly defined procedures, some problems have occurred. The Board is of the opinion that the departments should be given an opportunity to have input before appeals for retroactive withdrawal are considered. In order for this to occur the Board will establish the procedures to be used, and draft a separate form for future requests. This form will allow a department the opportunity to approve and/or comment on all requests for retroactive withdrawal from courses in that department.

3. Reports to Senate:

Under Senate policy SAB is in reporting category "C" which requires that reports be forwarded to Senate annually. While this has not been accomplished in the past, it is felt that this was due, in the earlier years of the Board, to the lack of continuity of Board members and, more recently, to the feeling that several areas of policy required comprehensive review before a proper report could be forwarded.

In future, reports from SAB will be largely standardized to provide Senate with updates of Appendices V-IX in addition to any special concerns that are raised during the year's operation. With respect to Appendix IX, the Board recognizes the importance of reviewing the performance of students subsequent to readmission. Due to the time-consuming nature of such a review it was not possible to present this information in the current report. This project is presently underway and will be communicated to Senate in the next report from the Board.

4. Terms of Reference:

In the original terms of reference of the SAB, mention is made of our jurisdiction with respect to grade change policy. In SUAB 1 this was changed to read "course change policy." It is the present view of the Board that this reference does not add any information relevant to the operation of the SAB and so it is our recommendation that this phrase be deleted so that under the terms of reference the purpose of the Board will read:

To consider cases wherein an individual feels

aggrieved by the decision of the Registrar to apply a particular admission, readmission, standing or credit transfer policy in his or her specific case.

As revised and approved
by Senate at its meeting
of July 6, 1970.

A PROPOSAL FOR THE ESTABLISHMENT OF THE
SENATE UNDERGRADUATE ADMISSIONS BOARD AND
THE SENATE APPEALS BOARD

by

Dr. Robert C. Brown

History of the Problem

At the March meeting of Senate, Paper S.329 was presented as a summation of the several previous attempts to establish a Senate Undergraduate Admissions Board and a Senate Appeals Board. After considerable debate, during which some sections of the paper were approved, Senate referred the matter to the Academic Vice-President for reassessment - "with a view to making sure there are appropriate appeal mechanisms ... that it not be so complex and that the bodies be not so separate (so that) more problems are likely to occur."

With these instructions of Senate in mind, lengthy interviews were conducted with Admissions personnel, members of the present Ad Hoc committees, Senators and administrators. These discussions indicated the need for a complete re-thinking of the problem. Thus, since Senate did not approve Paper S.329 in total and thus none of its parts are yet accepted policy, I have chosen to completely re-define and restructure its proposals. Those wishing to review past debate on this matter are referred to Papers S.305, S.293, S.308 and S.329, plus the minutes of the meetings of December 1 and December 8, 1969 and January 12, January 26 and March 2, 1970.

Re-Statement of the Problem

At a special meeting of Senate in November 1968, two Ad Hoc Committees were struck in response to strong student-faculty criticism of existing admission and transfer policy. The first, the Senate Undergraduate Admissions Board (SUAB), was charged with directing the admissions, standing and credit procedures of the University; and the second, the Senate Appeals Board (SAB), was charged with hearing student appeals.

The Registrar was instructed by Senate to direct to these committees all cases for which a definite policy had not yet been established or which would require individual interpretation. The cases were to go to SUAB for interpretation and decision. In cases where the request of the applicant was denied, he was informed of his right to appeal either in person, via representation, or both, to the Appeals Committee. The decision of the Appeals Committee was final and binding.

While there is merit in some of the aspects of this Ad Hoc system (students were provided with an appeals mechanism allowing them personal representation, and some Senators did become familiar with the complex problems of admissions, transfer and standings policy) there were also several negative results. They are too

numerous to list them all here, but perhaps the most serious were the lack of confidence which developed between the committees that resulted from the frequent reversal of SUAB decisions by the Appeals Committee; the general lack of confidence among admissions personnel in the consistency of the committees; and the general malaise generated within the Registrar's Office in having Senate Committees doing their jobs for them. The general problem facing Senate now then is to reconstruct these committees within the spirit of the Ellis Report so that the problems encountered within the previous system are minimized or eliminated. The ultimate goal is to provide a mechanism for the establishment and review of policy, a mechanism which provides students with rights of appeal, and which, at the same time, will allow the Registrar's Office to perform in a confident, efficient manner.

Justification of the Two Committee System

While the Ellis Report, as accepted by Senate, calls for the formation of the SUAB and the SAB, a few qualifying comments are in order here. As seen in the previous paragraphs, these committees were generated as a result of alleged inadequacies in admissions procedures within the Registrar's Office. This, it seems to me, has been a misinterpretation of facts. If there was a problem, and it has never been clearly demonstrated that there was, it was that Senate had not provided sufficient guidance in the form of University policy so that the admissions personnel could adequately screen applicants, particularly student transfers. Thus what is required is a body, like SUAB, which can generate new policy and review existing policy; not committees which review hundreds of individual cases. That is the job of the admissions personnel. So while there is a clear need for the two committee system at present, Senate may want to reconsider the situation within two or three years when we have generated needed policy and procedures. At that time "exceptional" cases should be rare, and could easily be handled within the Registrar's Office as they are in most Universities.

The Motions

It is moved that Senate accept the following:

- (1) The Registrar's Office is charged with the administration and application of policy emanating from the Senate. If a need is felt for interpretation of such policy, the Registrar shall seek the guidance of the Senate Undergraduate Admissions Board (SUAB). It should be clearly understood that the decision to apply a policy of Senate (interpreted if necessary by the Senate Undergraduate Admissions Board (SUAB)) is the responsibility of the Registrar. It follows that if such a decision is appealed, only the propriety of applying a policy in a particular case can be disputed. In other words, appeal does not involve questioning the advisability of the policies of

Senate. This does not mean that the rules of Senate are immutable, but simply points out that there is a difference between policy reform and appeals of specific cases. Where policy reform is deemed necessary, it shall be conducted by Senate acting either on its own initiative or upon a recommendation from the SUAB.

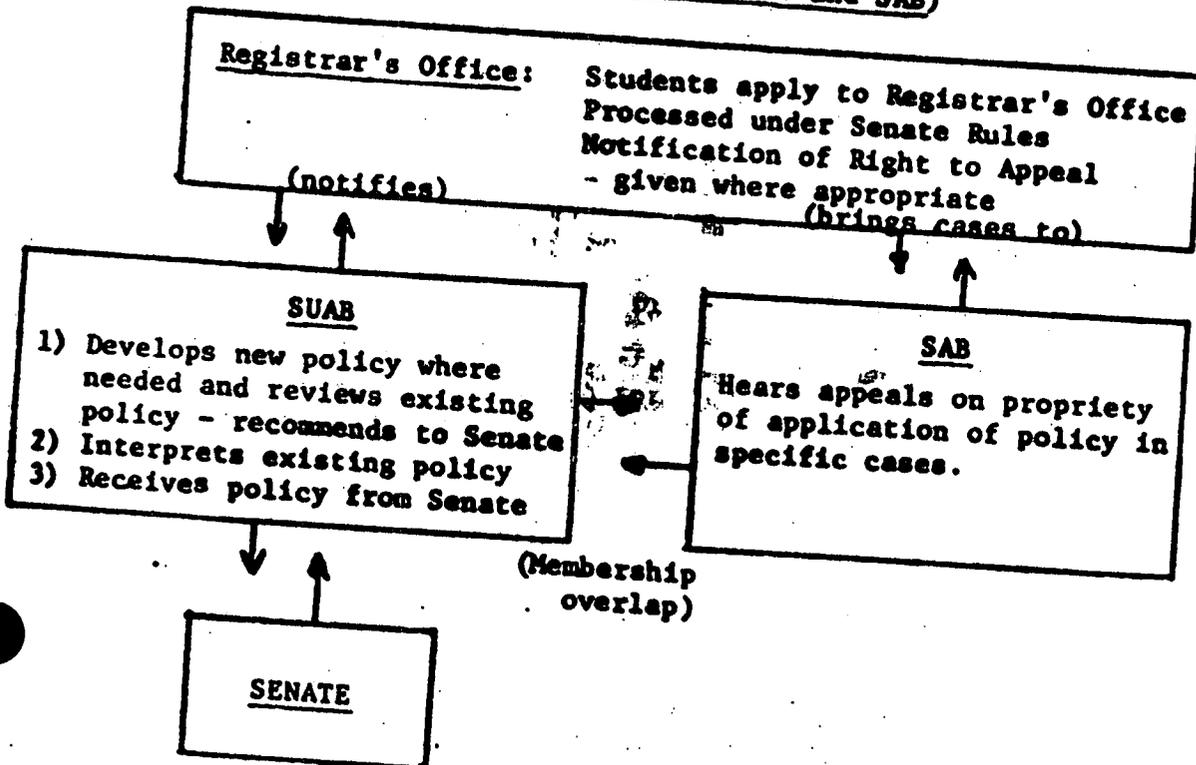
(2) The Senate Undergraduate Admissions Board (SUAB)

Purpose: To recommend to and receive from the Senate policy decisions on undergraduate admissions, re-admissions, standing, and credit transfer and, where necessary, to provide general direction in the interpretation of such policy.

Procedure: It is the general responsibility of the Registrar to apprise the committee of areas in which policy needs to be formulated or of circumstances which necessitate the review of existing policy. Then, in line with the purpose above, there are three possible procedural routes which the committee shall follow:

- a) Recommendations to Senate; the Registrar will notify SUAB of need for review or establishment of policy; SUAB will forward recommendations to Secretary of Senate for inclusion on the agenda of the next meeting of Senate.

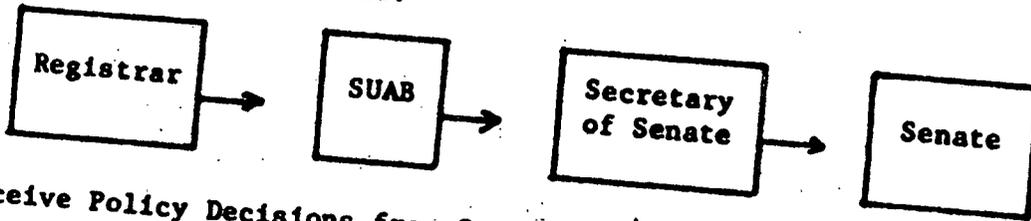
OPERATING MODEL (SUAB and SAB)



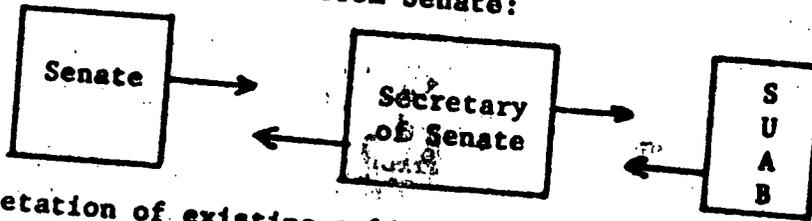
b) Receive policy decisions from Senate: Senate will instruct the Secretary of Senate to pass policy decisions to the SUAB, and the SUAB will, where necessary, provide general direction to the Registrar in the interpretation of the policy. In cases where Senate requests a recommendation from the SUAB, they will be handled as in a).

c) Interpretation of existing policy: The Registrar will inform SUAB of the need for an interpretation of an existing policy. The interpretation will be made and transmitted to the Registrar's Office.

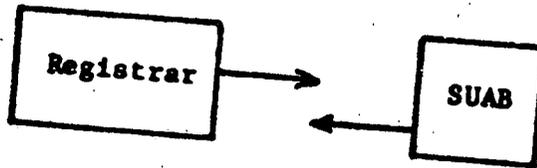
a. Recommendations to Senate:



b. Receive Policy Decisions from Senate:



c. Interpretation of existing policy:



Membership:

Academic Vice-President or a Senate designate of his choice as Chairman (non-voting except in case of tie).

A Senate Appointee to the Academic Board, plus alternate. (There are two Senate appointees to the Board - they should decide which shall serve on the committee as the prime member and which as alternate.)

The Director of Admissions.

Three Students (one elected by Student Council, with provisions for an alternate, and two student Senators elected from Senate, with the third student Senator to serve as alternate; one year term).

Three faculty members (one elected by each Faculty from its Undergraduate Curriculum Committee, with each Faculty also providing an alternate; two year term).

One member of Senate elected by Senate for a two year term.

Recording Secretary (non-voting).

Operation:

A quorum will be five voting members.

Decision will be based upon majority (of those present) rule.

The Director of Admissions will be responsible for preparing the Agenda of the meetings, sending out notice of meeting, preparing and distributing minutes of each meeting to the members of SUAB and SAB.

(3) **The Senate Appeals Board (SAB)**

Purpose:

To consider cases wherein an individual feels aggrieved by the decision of the Registrar to apply a particular admission, re-admission, standing, credit transfer or grade change policy in his specific case (see (1) above).

Procedure:

In cases where a student request with respect to admission, re-admission, standing, credit transfer, or grade change is denied by the Registrar, the student will be informed, in writing, of his right to appeal the application of a particular policy in his case. If he wishes to appeal, he will be informed of the date of the next meeting of the committee in writing and of his right to appear before the committee in person, via a representative, or both. The decision of the committee is final.

Membership:

The Registrar or his designate (non-voting, Chairman).

One Faculty member of SUAB, plus alternate, elected by SUAB.

Two students, plus alternate, chosen in a manner to be determined by Student Council.

One faculty Senator, plus alternate, elected by Senate.

One Recording Secretary (non-voting).

Operation:

A quorum is three voting members.
Meeting shall be closed and proceedings shall remain confidential.
Regular meetings will occur three times a semester; in the week prior to registration; after registration but before the final date to change courses; and in the ninth week of the semester. Special meetings may be scheduled as deemed necessary by the Registrar or his designate and shall be announced well in advance of the meeting.

S.M. 6/7/70

1. APPROVAL OF AGENDA

The agenda was approved as distributed.

2. APPROVAL OF MINUTES

The minutes of the Open Session of June 1, 1970 were approved as distributed.

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. REPORT OF CHAIRMAN

- a) Paper S.380 - Report on Status of Paper S.358 forwarded by Senate to the Board of Governors - Report of Senate Committee on the Method of Appointment, Tenure and Functions of Deans and Heads of Departments (ad hoc).

The Chairman of Senate stated that Paper S.380, which had been distributed to Senators earlier in June, 1970, indicated that the Board of Governors has considered Paper S.358, dealing with the report of the Senate Committee on the Method of Appointment, Tenure and Functions of Deans and Heads of Departments, and is holding decision on the complete paper pending legal opinion. Paper S.380 showed, however, that the Board had approved, with some change, Sections III. A. (Selection of a Dean's Search Committee) and III. B. (Terms of Reference of the Dean's Search Committee). As there were no questions on Paper S.380 the next item of the agenda was considered.

- b) Paper S.381 - Proposal for Establishment of the Senate Undergraduate Admissions Board and the Senate Appeals Board (R. C. Brown).

Moved by R. Brown, seconded by G. Kirchner,

"That Motions 1, 2 and 3 of Paper S.381, dealing with establishment of the Senate Undergraduate Admissions Board (SUAB) and the Senate Appeals Board (SAB) be adopted."

At this point the Chairman of Senate stated that Senators could ask questions on the paper of Senator Brown and he in turn could reply to the queries. During the questioning period it was noted that several changes should be made in the paper. The following changes were noted and agreed upon:

1. Page 2 (Motion 1): Where the words "Admissions Board" appear, this should be changed to read "Senate Undergraduate Admissions Board (SUAB)."

S.M. 6/7/70

2. Page 3 - Operating Model: A line should appear between the statement immediately preceding the Operating Model and the Operating Model itself.
3. Page 3 - Operating Model: The title "Operating Model (SAB)" should be changed to read "Operating Model (SUAB and SAB)."

In response to the question whether any Senator could propose policy changes for the Committee, Senator Brown stated that it was the intent to have either the Registrar's Office, or the Committee, or Senate itself, or any other interested body propose policy changes. In other words, recommendations for the need of policy changes did not necessarily have to come from the Registrar's Office alone.

Question was called on the motion to approve Motions 1, 2 and 3 of Paper S.381, and a vote taken.

MOTION CARRIED

Moved by R. McAninch, seconded by J. Ellis,

"That Senate reconsider the motion just passed."

It was pointed out that several Senators had thought that Motions 1, 2 and 3 were going to be handled individually.

Question was called on the motion to reconsider, and a vote taken.

MOTION CARRIED

1 opposed

Amendment was moved by R. McAninch, seconded by A. Turnbull,

"That membership of the Senate Appeals Board (SAB) be changed by adding the words 'plus alternate' after the statement 'one faculty member of SUAB'; by substituting the words 'two students' for the words 'one student'; and by adding the word 'faculty' between the words 'one' and 'Senator.'"

The effect of the motion would be to add an alternate faculty member at large of SUAB and one student, and to replace the one Senator with a faculty Senator.

R. McAninch pointed out that from his experience on the former Senate Committee on Appeals (Admissions and Standings) students and faculty had somewhat different perspectives on the cases brought before it, and that it was helpful in making decisions to have such a balance. He thought that the proposed change to two faculty members

S.M. 6/7/70

and two students would ensure this balance. This view was supported by A. Turnbull, who had also served on the previous Committee. He added that the former Committee had originally been set up on a student-faculty parity basis and that the agreed upon arrangement where a split or tied vote would be considered lost had worked out to the satisfaction of the Committee.

R. Brown spoke against the amendment and stated that in his view the Committee should have an uneven number in order to prevent a tie occurring in voting. Other Senators spoke on the issue with some expressing the view that the Committee should be on either a student-faculty parity basis or that students should have the majority. Others opposed this view claiming that students would then be "running the Committee."

Moved by R. Harper, seconded by J. Kenward,

"That the previous question be called."

Question was called on the previous question, and a vote taken.

PREVIOUS QUESTION CARRIED

Question was called on the amendment to add one alternate faculty member from SUAB and one student and to replace one Senator at large with one faculty Senator, and a vote taken.

AMENDMENT CARRIED

19 in favor
2 opposed

Amendment was moved by H. Weinberg, seconded by K. Rieckhoff,

"That the following statement be added under Membership of the Senate Appeals Board (SAB),
'One member at large to be elected by the other Committee members.'"

H. Weinberg stated that this additional member would preclude the possibility of a split vote and offer an opportunity for either a student or a faculty member to be elected by the group.

Question was called on the amendment to add one member at large to the Committee, and a vote taken.

AMENDMENT FAILED

2 in favor

It was noted that in the event of a tied vote on the Committee, the motion would be declared lost.

S.M. 6/7/70

Moved by G. Basham, seconded by L. Freiman,

"That the following words be deleted from the section entitled 'Operation' in Motion 2 found on Page 5: 'Meetings shall be closed and proceedings shall remain confidential. Policy statements will be publicized through normal channels.'"

It was claimed that the Senate Undergraduate Admissions Board is dealing with policies relating to undergraduate admissions, re-admissions, standing, and credit transfer, not individuals, and that if Senators were to influence policies in these areas, it was important for them to know what was going on with regard to these policies in the meetings to be held by the Senate Undergraduate Admissions Board. However, it was claimed by some Senators that there would be numerous times when individual cases would have to be discussed for the formation of new policies and that where this was the case meetings should be closed and proceedings kept confidential. It was felt by some Senators that discretion should be exercised by the Committee on whether or not to keep some of its proceedings confidential, for instance when it is dealing with individual cases. The Chairman of Senate stated that if this amendment passed the Committee is to use its own discretion in deciding upon whether or not meetings are to be closed and proceedings confidential.

Question was called on the amendment to delete the formal statements relating to closed meetings and confidential proceedings, and a vote taken.

AMENDMENT CARRIED

3 opposed

Question was called on the main motion to adopt Motions 1, 2 and 3, as amended, and a vote taken.

NOTION CARRIED

5. REPORTS OF COMMITTEES

Paper S.382 - Senate Committee on Examination and Grading Practices - Terms of Reference.

The Chairman of Senate pointed out that the Senate Agenda Committee had asked Dr. L. Boland, Chairman of the Senate Committee on Examination and Grading Practices, to be present at this meeting to speak on the Terms of Reference for this Committee and to answer any questions which Senators may have on these Terms of Reference, or the specific charges placed before the Committee.

SUAB 1
(As amended and
approved by SUAB,
October 15, 1970)

TO: SENATE UNDERGRADUATE
ADMISSIONS BOARD

FROM: DR. D. MEAKIN

DIRECTOR OF ADMISSIONS

DATE: 21st OCTOBER, 1970

SUBJECT: PROCEDURES AND TERMS OF REFERENCE --
SENATE UNDERGRADUATE ADMISSIONS BOARD
AND SENATE APPEALS BOARD

The Senate Undergraduate Admissions Board and the Senate Appeals Board were established by Senate on July 6th, 1970, according to Paper S-381 (copy attached). Paper S-381 gives considerable detail on relationships between the two committees and also, in a more general way, the terms of reference.

I feel that it is advisable from the outset to have the terms of reference, and the procedures and mechanisms clearly defined. Since the terms of reference of both committees constitute part of the University's admissions policies, they fall within the province of SUAB. However, it is probably desirable for SUAB to consult with SAB prior to any final decision.

Attach.
DH:bc

SENATE UNDERGRADUATE ADMISSIONS BOARD

PURPOSE:

To recommend to, and receive from Senate policy decisions on undergraduate admissions, readmissions, standing, and credit transfer and, where necessary, to provide general direction in the interpretation of such policy.

MEMBERSHIP:

Academic Vice-President or a Senate designate of his choice as Chairman (non-voting, except in case of a tie).

A Senate appointee to the Academic Board, plus alternate. (There are two Senate appointees to the Board - they should decide which shall serve on the committee as prime member, and which as alternate). Term of office to coincide with term of appointment to the Academic Board.

Director of Admissions.

Two student Senators elected by Senate. The third student Senator to serve as alternate. Term of office - 1 year.

One student, plus alternate, elected by Student Council. Term of office - 1 year.

Three faculty members (one elected by each Faculty from its Undergraduate Curriculum Committee, with each Faculty also providing an alternate). Term of office - 2 years.

One Senator, elected by Senate. Term of office - 2 years.

Recording secretary (non-voting).

NOTE: Expiry dates will be September 30th in accord with Senate practice.

OPERATION:

A quorum will be five voting members. Decision will be based upon majority (of those present) rule.

The Director of Admissions will be responsible for preparing the Agenda of the meetings, sending out notices of meeting, preparing and distributing minutes of each meeting to the members of SUAB and SAB.

Alternates have the right to attend any meeting and will be granted debate privileges at the discretion of the chair. Alternates may vote only in the absence of the member they replace.

The Board shall operate under Senate rules. Members should inform the Director of Admissions when they have items for the agenda, and if possible, supply supporting papers.

The Board is a policy committee. Cases of individual students will not be considered, although the Registrar's Office may seek policy clarification to enable them to deal with a particular case.

A report shall be submitted to Senate annually (prepared on the basis of the academic year: Fall, Spring, Summer).

SENATE APPEALS BOARD

PURPOSE:

To consider cases wherein an individual feels aggrieved by the decision of the Registrar to apply a particular admission, readmission, standing, credit transfer or course change policy in his specific case.

MEMBERSHIP:

The Registrar or his designate (non-voting, Chairman).

One faculty member of SUAB, plus alternate, elected by SUAB.

Two students, plus an alternate, chosen in a manner to be determined by student council.

One faculty Senator, plus alternate, elected by Senate.

One recording secretary (non-voting).

Term of office - 1 year from September 30th.

OPERATION:

A quorum is three voting members. Meetings shall be closed and the proceedings shall remain confidential.

Regular meetings will occur three times a semester -- in the week prior to registration; after registration, but before the final date to change courses; in the ninth week of the semester. Special meetings may be scheduled as deemed necessary by the Registrar or his designate and shall be announced well in advance of the meeting.

The minutes of each meeting shall be distributed to members of SUAB and of SAB. Since they deal with individual students, the minutes are considered confidential.

Alternates may attend meetings and have speaking rights, but may only vote in the absence of the member they replace.

PROCEDURE:

In cases where a student request with respect to admission, readmission, standing, credit transfer, or course change is denied by the Registrar, the student will be informed, in writing, of his right to appeal the application of a particular policy in his case. If he wishes to appeal, he will be informed of the date of the next meeting of the committee in writing, and of his right to appear before the committee in person, via a representative, or both. The decision of the committee is final.

POWERS:

A student has the right to appeal the validity of application of a particular policy in his specific case. The Board may reject or sustain an appeal on the basis of whether or not existing policy has been properly applied, or whether because of extenuating circumstances, the application of that policy should be waived.

- a) The Board may question whether the regular practice being followed is consistent with the intent of the policy. In such cases, the Appeals Board should ask SUAB for an interpretation of the policy, and whether the application thereof is in keeping with the intent of the policy, prior to making a decision on the appeal.
- b) Consideration should be restricted to those factors which have a direct bearing on the reasons for the decision made. The Board should endeavour to ensure that prime consideration is given to academic factors, but may consider other factors in marginal cases. For example, in a case where an applicant comes slightly below the admission requirements, a documented illness during final examinations may have impact on the decision.

5.581

As revised and approved
by Senate at its meeting
of July 6, 1970.

A PROPOSAL FOR THE ESTABLISHMENT OF THE
SENATE UNDERGRADUATE ADMISSIONS BOARD AND
THE SENATE APPEALS BOARD

by

Dr. Robert C. Brown

History of the Problem

At the March meeting of Senate, Paper S.329 was presented as a summation of the several previous attempts to establish a Senate Undergraduate Admissions Board and a Senate Appeals Board. After considerable debate, during which some sections of the paper were approved, Senate referred the matter to the Academic Vice-President for reassessment - "with a view to making sure there are appropriate appeal mechanisms ... that it not be so complex and that the bodies be not so separate (so that) more problems are likely to occur."

With these instructions of Senate in mind, lengthy interviews were conducted with Admissions personnel, members of the present Ad Hoc committees, Senators and administrators. These discussions indicated the need for a complete re-thinking of the problem. Thus, since Senate did not approve Paper S.329 in total and thus none of its parts are yet accepted policy, I have chosen to completely re-define and restructure its proposals. Those wishing to review past debate on this matter are referred to Papers S.305, S.293, S.308 and S.329, plus the minutes of the meetings of December 1 and December 8, 1969 and January 12, January 26 and March 2, 1970.

Re-Statement of the Problem

At a special meeting of Senate in November 1968, two Ad Hoc Committees were struck in response to strong student-faculty criticism of existing admission and transfer policy. The first, the Senate Undergraduate Admissions Board (SUAB), was charged with directing the admissions, standing and credit procedures of the University; and the second, the Senate Appeals Board (SAB), was charged with hearing student appeals.

The Registrar was instructed by Senate to direct to these committees all cases for which a definite policy had not yet been established or which would require individual interpretation. The cases were to go to SUAB for interpretation and decision. In cases where the request of the applicant was denied, he was informed of his right to appeal either in person, via representation, or both, to the Appeals Committee. The decision of the Appeals Committee was final and binding.

While there is merit in some of the aspects of this Ad Hoc system (students were provided with an appeals mechanism allowing them personal representation, and some Senators did become familiar with the complex problems of admissions, transfer and standings policy) there were also several negative results. They are too

numerous to list them all here, but perhaps the most serious were the lack of confidence which developed between the committees that resulted from the frequent reversal of SUAB decisions by the Appeals Committee; the general lack of confidence among admissions personnel in the consistency of the committees; and the general malaise generated within the Registrar's Office in having Senate Committees doing their jobs for them. The general problem facing Senate now then is to reconstruct these committees within the spirit of the Ellis Report so that the problems encountered within the previous system are minimized or eliminated. The ultimate goal is to provide a mechanism for the establishment and review of policy, a mechanism which provides students with rights of appeal, and which, at the same time, will allow the Registrar's Office to perform in a confident, efficient manner.

Justification of the Two Committee System

While the Ellis Report, as accepted by Senate, calls for the formation of the SUAB and the SAB, a few qualifying comments are in order here. As seen in the previous paragraphs, these committees were generated as a result of alleged inadequacies in admissions procedures within the Registrar's Office. This, it seems to me, has been a misinterpretation of facts. If there was a problem, and it has never been clearly demonstrated that there was, it was that Senate had not provided sufficient guidance in the form of University policy so that the admissions personnel could adequately screen applicants, particularly student transfers. Thus what is required is a body, like SUAB, which can generate new policy and review existing policy; not committees which review hundreds of individual cases. That is the job of the admissions personnel. So while there is a clear need for the two committee system at present, Senate may want to reconsider the situation within two or three years when we have generated needed policy and procedures. At that time "exceptional" cases should be rare, and could easily be handled within the Registrar's Office as they are in most Universities.

The Motions

It is moved that Senate accept the following:

(1) The Registrar's Office is charged with the administration and application of policy emanating from the Senate. If a need is felt for interpretation of such policy, the Registrar shall seek the guidance of the Senate Undergraduate Admissions Board (SUAB). It should be clearly understood that the decision to apply a policy of Senate (interpreted if necessary by the Senate Undergraduate Admissions Board (SUAB)) is the responsibility of the Registrar. It follows that if such a decision is appealed, only the propriety of applying a policy in a particular case can be disputed. In other words, appeal does not involve questioning the advisability of the policies of

Senate. This does not mean that the rules of Senate are immutable, but simply points out that there is a difference between policy reform and appeals of specific cases. Where policy reform is deemed necessary, it shall be conducted by Senate acting either on its own initiative or upon a recommendation from the SUAB.

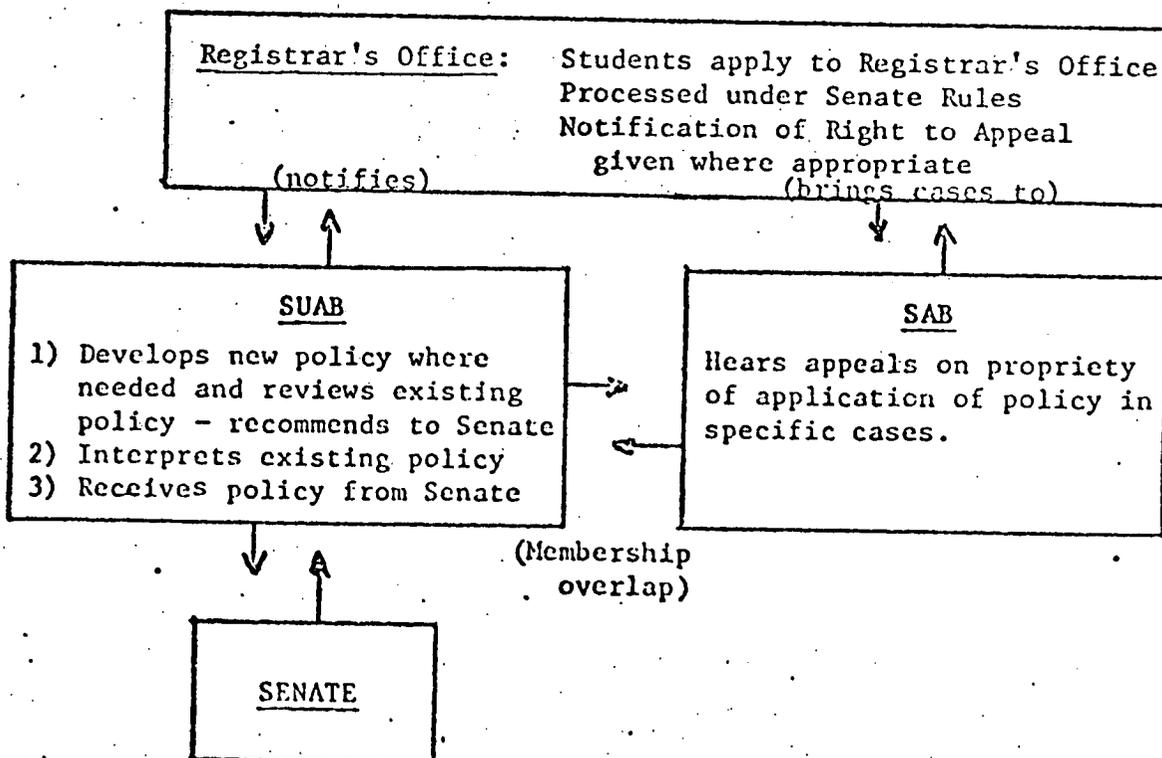
(2) The Senate Undergraduate Admissions Board (SUAB)

Purpose: To recommend to and receive from the Senate policy decisions on undergraduate admissions, re-admissions, standing, and credit transfer and, where necessary, to provide general direction in the interpretation of such policy.

Procedure: It is the general responsibility of the Registrar to apprise the committee of areas in which policy needs to be formulated or of circumstances which necessitate the review of existing policy. Then, in line with the purpose above, there are three possible procedural routes which the committee shall follow:

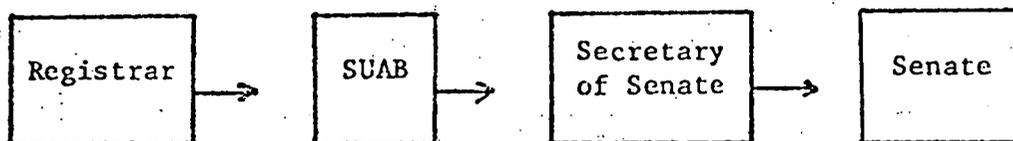
- a) Recommendations to Senate; the Registrar will notify SUAB of need for review or establishment of policy; SUAB will forward recommendations to Secretary of Senate for inclusion on the agenda of the next meeting of Senate.

OPERATING MODEL (SUAB and SAB)

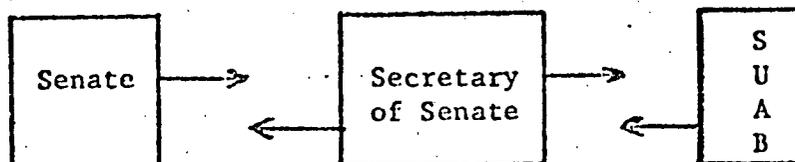


- b) Receive policy decisions from Senate: Senate will instruct the Secretary of Senate to pass policy decisions to the SUAB, and the SUAB will, where necessary, provide general direction to the Registrar in the interpretation of the policy. In cases where Senate requests a recommendation from the SUAB, they will be handled as in a).
- c) Interpretation of existing policy: The Registrar will inform SUAB of the need for an interpretation of an existing policy. The interpretation will be made and transmitted to the Registrar's Office.

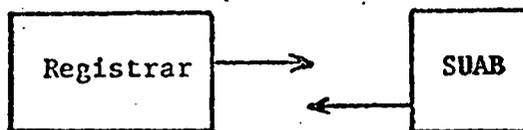
a. Recommendations to Senate:



b. Receive Policy Decisions from Senate:



c. Interpretation of existing policy:



Membership:

Academic Vice-President or a Senate designate of his choice as Chairman (non-voting except in case of tie).

A Senate Appointee to the Academic Board, plus alternate. (There are two Senate appointees to the Board - they should decide which shall serve on the committee as the prime member and which as alternate.)

The Director of Admissions.

Three Students (one elected by Student Council, with provisions for an alternate, and two student Senators elected from Senate, with the third student Senator to serve as alternate; one year term).

Three faculty members (one elected by each Faculty from its Undergraduate Curriculum Committee, with each Faculty also providing an alternate; two year term).

One member of Senate elected by Senate for a two year term.

Recording Secretary (non-voting).

Operation:

A quorum will be five voting members.

Decision will be based upon majority (of those present) rule.

The Director of Admissions will be responsible for preparing the Agenda of the meetings, sending out notice of meeting, preparing and distributing minutes of each meeting to the members of SUAB and SAB.

(3) The Senate Appeals Board (SAB)

Purpose:

To consider cases wherein an individual feels aggrieved by the decision of the Registrar to apply a particular admission, re-admission, standing, credit transfer or grade change policy in his specific case (see (1) above).

Procedure:

In cases where a student request with respect to admission, re-admission, standing, credit transfer, or grade change is denied by the Registrar, the student will be informed, in writing, of his right to appeal the application of a particular policy in his case. If he wishes to appeal, he will be informed of the date of the next meeting of the committee in writing and of his right to appear before the committee in person, via a representative, or both. The decision of the committee is final.

Membership:

The Registrar or his designate (non-voting, Chairman).
One Faculty member of SUAB, plus alternate, elected by SUAB.

Two students, plus alternate, chosen in a manner to be determined by Student Council.

One faculty Senator, plus alternate, elected by Senate.

One Recording Secretary (non-voting).

Operation:

A quorum is three voting members.

Meeting shall be closed and proceedings shall remain confidential.

Regular meetings will occur three times a semester; in the week prior to registration; after registration but before the final date to change courses; and in the ninth week of the semester. Special meetings may be scheduled as deemed necessary by the Registrar or his designate and shall be announced well in advance of the meeting.

TO: ALL MEMBERS OF SENATE
UNDERGRADUATE ADMISSIONS
BOARD

FROM: DR. D. MEAKIN, SECRETARY
SENATE APPEALS BOARD

DATE: 25TH OCTOBER, 1971

SUBJECT: COMPOSITION OF THE SENATE APPEALS BOARD

The Senate Appeals Board requests that the Senate Undergraduate Admissions Board approve the following motion and submit it to Senate for consideration:--

" That the composition of the Senate Appeals Board be as follows:

Chairman, selected by the Senate Appeals Board and ratified by S.U.A.B.

One faculty member of S.U.A.B., plus alternate, elected by S.U.A.B.

One faculty senator, plus alternate, elected by Senate

Two students, plus two alternates, chosen in a manner to be determined by Student Council

The Registrar or his designate (non-voting, Secretary) "

The only change (underlined above) is in the provision of two student alternates instead of the present one. This would be consistent with having an alternate for each faculty member on the Board, and allow the students greater flexibility in planning their schedule.

The above motion was approved unanimously at a meeting of the Senate appeals Board on October 14th, 1971.

DM:bc

Appendix III
S. 434

TO: ALL MEMBERS OF SENATE

FROM: DR. D. MEAKIN

SECRETARY, SENATE UNDER-
GRADUATE ADMISSIONS BOARD

DATE: 9TH NOVEMBER, 1970

SUBJECT: COMPOSITION OF THE SENATE APPEALS BOARD

During its consideration of Paper S-381, Senate approved the following composition for the Senate Appeals Board.

- Registrar (or his designate), non-voting Chairman
- One faculty Senator elected by Senate (with alternate)
- One faculty Member elected from SUAB (with alternate)
- Two students chosen by the Student Society (with one alternate)

This has produced a polarized situation, and with no means of resolving tie votes, decision has had to be deferred on a number of cases. The Senate Appeals Board, therefore, requested the Senate Undergraduate Admissions Board to find a solution to this problem. Since the solution proposed involved a modification to the composition of the Senate Appeals Board, the matter is now being presented to Senate for approval. Since decisions on several appeals are being held in abeyance, an early decision on this matter is requested.

The Senate Undergraduate Admissions Board, on the recommendation of the Senate Appeals Board, proposes that the composition of the Senate Appeals Board be amended as follows (approved by a vote of 5 to 3):

- Chairman, non-voting except in case of a tie.
- One faculty Senator elected by Senate (with alternate)
- One faculty Member elected from SUAB (with alternate)
- Two students chosen by the Student Society (with an alternate)
- Registrar, or his designate, non-voting Secretary
- Recording secretary, non-voting

The Chairman shall be selected by majority vote of the voting members of the Senate Appeals Board. The selection is subject to ratification by the Senate Undergraduate Admissions Board.

In addition to providing a mechanism for breaking tie votes, the proposal also provides the Board with a Secretary, a position previously omitted.

DM:bc

✓
10/11/70
Del - 12

II. METHOD OF SELECTION

- A. The chairman shall be the Dean of Science.
- B. The remaining representatives from the departments of the Faculty of Science shall be named by the Chairmen of the respective departments.
- C. The representatives from the Kinesiology group shall be named by the Chairman of the Kinesiology group.
- D. The representative from the Faculty of Arts shall be named by the Dean of Arts.

III. TERMS OF OFFICE

Members on the Committee will normally serve a three-year term and will be eligible for reappointment. In the first instance it is recommended that two of the members from the Faculty of Science and one of the members from the Kinesiology group be named for a two-year term in order to ensure continuity and overlapping membership."

It was noted that in the event the Dean of Science was from the Mathematics department, some adjustment to item I. A. above would be required.

K. Rieckhoff expressed reservations and described the procedures which had pertained previously.

Question was called, and a vote taken.

MOTION CARRIED

d) Senate Undergraduate Admissions Board

Paper S.434 - Composition of the Senate Appeals Board

Moved by B. Wilson, seconded by D. Birch,

"That Senate approve the reconstitution of the Senate Appeals Board as set out in Paper S.434."

B. Wilson stated that the reconstitution had been recommended by the Senate Undergraduate Admissions Board as tied votes had caused decisions to be deferred in a number of cases.

Amendment moved by K. Rieckhoff, seconded by D. Sullivan,

"That the words 'in which case it would be mandatory that he vote' be added after 'Chairman, non-voting except in case of a tie.'"

Question was called on the amendment, and a vote taken.

AMENDMENT CARRIED

S.M. 9/11/70

Amendment moved by J. Ellis, seconded by D. Birch, incorporating a suggestion by R. Bradley,

"That the first paragraph on page 2 of Paper S.434 be altered to read, 'The Chairman may be a student, or a member of faculty, or a member of the Registrar's Office, who is not otherwise a member of the Senate Appeals Board, and shall be selected by majority vote of the voting members of the Senate Appeals Board. The selection is subject to ratification by the Senate Undergraduate Admissions Board.'"

Amendment to the amendment moved by G. Basham, seconded by R. McAninch,

"That 'or a member of the Registrar's Office' be deleted."

G. Basham and R. McAninch noted that decisions under policy were first made by the Registrar's Office and believed it inappropriate to have as Chairman on Appeals a member from that office.

Question was called on the amendment to the amendment, and a vote taken.

AMENDMENT TO THE AMENDMENT CARRIED

12 in favor
11 opposed

A further amendment to the amendment was made "To delete the clause 'who is not otherwise a member of the Senate Appeals Board,'" but was defeated.

K. Rieckhoff noted that difficulties could arise in obtaining a Chairman if the voting members tied.

Amendment to the amendment was made by K. Rieckhoff, seconded by D. Sullivan,

"In the event that the regular voting members of the Senate Appeals Board are unable to agree by majority vote on the selection of a Chairman, the selection shall be resolved by the Senate Undergraduate Admissions Board."

W. Vidaver and R. McAninch opposed the motion, noting that SUAB has more faculty than student members, and felt the matter should be left to SAB. D. Sullivan argued that there should not be fear of a SUAB decision.

Vote on the amendment to the amendment was undertaken.

AMENDMENT TO THE AMENDMENT CARRIED

✓
Dr. [unclear]
Chairman

Vote was then undertaken on the motion as amended, as follows:

"The composition of the Senate Appeals Board shall be as follows:

Chairman, non-voting except in case of a tie, in which case it would be mandatory that he vote;

One faculty Senator elected by Senate (with alternate);

One faculty Member elected from SUAB (with alternate);

Two students chosen by the Student Society (with an alternate);

Registrar, or his designate, non-voting Secretary;

Recording secretary, non-voting.

The chairman may be a student or a member of faculty who is not otherwise a member of the Senate Appeals Board, and shall be selected by majority vote of the voting members of the Senate Appeals Board. The selection is subject to ratification by the Senate Undergraduate Admissions Board. In the event that the regular voting members of SAB are unable to agree by majority vote on the selection of a Chairman, the selection shall be resolved by SUAB."

MOTION CARRIED

6. REPORTS OF FACULTIES

Science - Curriculum Changes

1) Undergraduate

Paper S.429 - Biological Sciences - Individual Study Semester, and Bio Science 490-5, 491-5, 492-5

Moved by L. Funt, seconded by K. Rieckhoff,

"That the proposal outlined in Paper S.429, related to an Individual Study Semester in Biological Sciences, be approved by Senate."

This includes the courses Bio-Science 490-5, Research Design, 491-5, Research Technique, 492-5, Research Reporting, and requirement that they be taken concurrently to constitute the Individual Study Semester.

Question was called, and a vote taken.

MOTION CARRIED

SIMON FRASER UNIVERSITY

MEMORANDUM

S.71-14
Appendix

To MEMBERS OF SENATE

From B. G. WILSON, ACADEMIC VICE-PRESIDENT
& CHAIRMAN

SENATE UNDERGRADUATE ADMISSIONS BOARD

Subject PROVISION OF ALTERNATES FOR THE
SENATE APPEALS BOARD

Date NOVEMBER 18, 1971

MOTION: "That Senate approve the proposal for changing
the alternate system of the Senate Appeals
Board, as set forth in Paper S.71-142."

S.71-14x

TO: MEMBERS OF SENATE

FROM: DR. B.G. WILSON
ACADEMIC VICE-PRESIDENT & CHAIRMAN
SENATE UNDERGRADUATE ADMISSIONS BOARD

DATE: 18TH NOVEMBER, 1971

SUBJECT: PROVISION OF ALTERNATES FOR THE
SENATE APPEALS BOARD

The Senate Appeals Board have requested that a change be made in the provision of alternates for members of the Senate Appeals Board.

The Senate Undergraduate Admissions Board at a meeting on Friday, November 12th, unanimously approved the following proposal for changing the alternate system of the Senate Appeals Board, and ask that Senate also approve it.

<u>Prime Membership (no change)</u>	<u>Present Alternate System</u>	<u>Proposed Alternate System</u>
Chairman, selected by SAB and ratified by SUAB	No alternate.	No alternate.
One faculty member elected by and from SUAB	Alternate faculty member elected by and from SUAB)Two faculty alternates,)one to be electd by and)from SUAB, and one to be)elected by and from Senate))
One faculty member elected by and from Senate	Alternate faculty member elected by and from Senate	
Two students chosen in a manner to be determined by Student Council	One student alternate chosen in a manner to be determined by Student Council	<u>TWO</u> student alternates chosen in a manner to be determined by Student Council
Registrar or his designate (non-voting) Secretary		

CHANGES

1. That the two faculty alternates not be specific alternates, but that either of the alternates be able to substitute for either of the prime faculty members.

2. That an additional student alternate be provided, and that either of the alternates be able to substitute for either of the prime student members.

RATIONALE

The aim of the recommended changes is to increase the flexibility of the alternate system of the Board, and to give the student members the same number of alternates as the faculty members.

It has been found that the Board operates better with a full complement of four voting members, and the changes will help achieve a full complement more frequently.

Question was called on the amendment, and a vote taken.

AMENDMENT FAILED

7 in favor
13 opposed

Motion was made by J. Wheatley, seconded by A. Lachlan to divide the question, and as there was no objection, the motion was divided.

Vote was undertaken on the first portion,

"That Senate approve that the age of mature students be reduced to 23 years of age."

MOTION CARRIED

Vote was undertaken on the second portion,

"All non-matriculated applicants intending to take advantage of this admission procedure are strongly advised to communicate with the University at least 12 months prior to the expected date of admission."

MOTION CARRIED

Concern was expressed as to the meaning of non-matriculant. K. Gilbert enquired if the usual two-semester time lag was applicable in this instance, and the Chairman advised that it was the intention to put the regulations into effect as soon as possible. The Secretary of Senate was of the opinion that the regulations could be effected for the entry of students into the Summer semester, 1972. G. Basham requested that an explanation should be included in the regulations as to the intent of the 12 months advance notice, counselling and course selection, and he was assured by the Chairman that this would be done, that appropriate editorial changes would be made, and a report would be submitted to Senate.

2. Paper S.71-142 - Provision of Alternates for the Senate Appeals Board

Moved by B. Wilson, seconded by D. Birch,

"That Senate approve the proposal for changing the alternate system of the Senate Appeals Board, as set forth in Paper S.71-142."

Question was called, and a vote taken.

MOTION CARRIED

APPENDIX V

ATTENDANCE AT S.A.B. (74-1 THROUGH TO 77-3)

SEMESTER	74-1	74-2	74-3	75-1	75-2	75-3	76-1	76-2	76-3*	77-1	77-2	77
FACULTY (F)	F S	F S	F S	F S	F S	F S	F S	F S	F S	F S	F S	F S
STUDENTS (S)												
MEETING 1	2 4	2 3	2 4	3 3	3 2	3 4	1 2	2 2	1 2	2 3	2 3	2
2	2 3	3 3	2 3	2 3	2 3	3 2	3 4	2 1	1 2	1 4	1 3	2
3	2 2	1 3	2 2		2 2	2 3	2 3	2 2	2 3	1 2	2 3	2
4	2 4	2 4	2 1		2 1	1 3	2 4	1 2	1 3	2 3	2 3	3
5	No record of attendance for this meeting		2 1			2 3	1 2	2 2	1 0*	2 1	2 3	
6			2 2				2 2	1 3				
7							1 4					

CHAIRMEN - 74-1 to 75-2 M. Warsh
 75-3 to 76-3 W. Makarchuk
 76-3 to present R. Powell

SECRETARY - 74-1 to 74-3 D. Meakin
 74-3 to present A. McMillan

NOTE: *The fifth meeting in the 1976-3 semester was held without a quorum.

APPENDIX VII

I. PERFORMANCE AT SFU (BASED ON THE CUMULATIVE AVERAGE) FOR ALL STUDENTS REGISTERED (IN 1974-1 TO 1977-3) AS SPECIAL ENTRIES.

NOTE: A Special Entry is an individual who does not qualify under the normal categories of admission. The majority of the special entries admitted involve individuals whose previous post-secondary studies do not meet the stated grade point average requirement. Such students are admitted by the Admissions Office and by the Senate Appeals Board.

A. PERFORMANCE AT SFU OF "SPECIAL ENTRIES" ADMITTED BY S.A.B.

CGPA	N	%
3.0 - 4.0	100	27%
2.0 - 2.99	186	50%
0.0 - 1.99	86	23%
TOTAL		379

Cumulative Grade Point Average: } 77%

There were an additional 18 students who withdrew before completing any course work.

B. PERFORMANCE AT SFU OF "SPECIAL ENTRIES" ADMITTED BY THE ADMISSIONS OFFICE

CGPA	N	%
3.0 - 4.0	230	27%
2.0 - 2.99	445	51%
0.0 - 1.99	189	22%
TOTAL		864

Cumulative Grade Point Average: } 78%

There were an additional 46 students who withdrew before completing any course work.

II. PERFORMANCE AT SFU (BASED ON CUMULATIVE AVERAGE) FOR ALL UNDERGRADUATES FROM 1965-3 TO 1977-3 INCLUSIVE

CGPA	N	%
3.0 - 4.0	8,416	36%)
2.0 - 2.99	10,203	44%)
0.0 - 1.99	4,726	20%
TOTAL	23,345	

Cumulative Grade Point Average:

80%

There were an additional 5,471 students who withdrew before completing any course work.

APPENDIX VIII

APPEALS FOR LATE WITHDRAWAL

Considered by S.A.B. (1974-1 - 1977-3)

N.S.E. = Not Sufficient Evidence

N.E.C. = No Extenuating Circumstances

Semester of Appeal	*Nature of / Semester Appeal / being appealed	Decision	Extenuating Circumstances /	Supporting Documentation
<u>1974-1</u>				
Case 1	1 course (70-1)	Sustained	Medical - emotional/Dr's Cert.	
2	1 course (72-3)	Deferred	N.S.E.	
3	5 courses (71-1)	Denied	N.S.E.	
4	2 courses (73-3)	Denied	N.S.E.	
5	1 course	Denied	N.E.C.	
6	1 course (69-2)	Sustained	Medical / None	
7	4 courses (73-1)	Sustained	Medical / Dr's Cert.	
8	1 course	Sustained	Medical / Dr's Cert.	
9	1 course	Denied	N.E.C.	
10	Semester (72-1)	Sustained	Medical / Dr's Cert.	
11	4 courses (74-1)	Sustained	Medical	
12	Semester (71-3)	Denied		

*Reference is made to cases where the student appealed for a selective or partial withdrawal. (e.g. 2 courses of 3, etc.) There are 32 such cases while the remainder are appeals for withdrawal from a complete semester. The minutes and report have recorded complete withdrawals either by recording it as a semester withdrawal or by listing the total number of courses for that semester.

APPENDIX VIII

APPEALS FOR LATE WITHDRAWAL

Considered by S.A.B. (1974-1 - 1977/3)

N.S.E. = Not Sufficient Evidence
 N.E.C. = No Extenuating Circumstances

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances / Supporting Documentation
<u>1974-1</u>			
Case 1	1 course (70-1)	Sustained	Medical - emotional/Dr's Cert.
2	1 course (72-3)	Deferred	N.S.E.
3	5 courses (71-1)	Denied	N.S.E.
4	2 courses (73-3)	Denied	N.S.E.
5	1 course	Denied	N.E.C.
6	1 course (69-2)	Sustained	Medical / None
7	4 courses (73-1)	Sustained	Medical / Dr's Cert.
8	1 course	Sustained	Medical / Dr's Cert.
9	1 course	Denied	N.E.C.
10	Semester (72-1)	Sustained	Medical / Dr's Cert.
11	4 courses (74-1)	Sustained	Medical
12	Semester (71-3)	Denied	

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances	Supporting Documentation
<u>1974-2</u>				
Case 1	1 course (74-1)	Sustained	Medical	Dr's Cert.
2	1 course (72-3)	Sustained	Compassionate - death in family	
3	3 courses (71-2)	Deferred	N.S.E.	
4	2 of 3 courses (72-2)	Deferred	N.S.E.	
5	2 courses (72-1) 1 course (73-1)	Sustained "	Medical	Dr's Cert.
6	1 course	Deferred	N.S.E.	
7	Semester (70-1)	Sustained	Financial	
8	1 course (72-2) 1 course (72-3)	Sustained "	Family problem	
9	Semester (71-3)	Sustained	Medical	
10	Semester (70-1)	Denied	N.E.C.	
11	Semester (74-1)	Sustained	Medical	Letter from Counselling Service
<u>1974-3</u>				
Case 1	1 course (69-3)	Deferred	Written submission	
2	1 course (74-1)	Denied	N.S.E.	
3	2 courses (74-2)	Sustained	Family Illness - Financial	Dr's Cert.
4	1 of 3 courses (74-2)	Deferred	N.S.E.	

Semester of Appeal / Nature of Appeal / Decision / Extenuating Circumstances / Supporting Documentation

1974-3 (Cont'd)

Case 5	5 courses (72-2) 2 courses (72-3)	Deferred	N.S.E.	
		"	"	
6	Semester (69-1)	Denied	N.S.E.	
7	Semester (70-1) Semester (72-1)	Sustained	Family and financial	
		"	"	
8	1 course (72-3)	Sustained	Shift work	
9	1 of 2 courses (69-3)	Sustained	Medical	/ Dr's Cert.
10	1 course (72-3)	Denied	N.S.E.	
11	1 course (70-1)	Denied	N.S.E.	
12	Semester (74-2)	Sustained	Medical	/ Dr's Cert.
13	Semester (74-2)	Deferred	Require department recommendation	
14	Semester (67-1)	Sustained	Medical	/ Dr's Cert.

1975-1

Case 1	Semester (73-3)	Sustained	Medical-emotional/Dr's Cert.	
2	Semester (74-3)	Sustained	Family and financial	
3	Semester (72-1)	Sustained	Medical-emotional/Letter from Counselling Services	
4	Semester (67-3)	Sustained	Medical-appendix operation/Dr's Cert.	
5	Semester (74-3)	Sustained	Medical-auto accident / Letter from Counselling and Physiotherapist's Cert.	

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances /	Supporting Documentation
<u>1975-2</u>				
Case 1	Semester (73-1)	Sustained	Medical-drug addiction /	Dr's Cert.
2	2 of 3 courses (74-3)	Denied 2 of 3 but sustained Withdrawal of entire semester	Medical- hernia operation /	Dr's Cert.
3	1 of 3 courses (74-3)	Sustained	Personal /	Signed Drop Form by the Department
4	Semester (74-1)	Sustained	Family problems /	none
5	Semester (74-3)	Sustained	Family problems /	none
6	Semester (73-1)	Sustained	Cultural problems /	none
7	Semester (75-1)	Denied	N.E.C.	
8	Semester (74-1)	Sustained	Medical-emotional/	Dr's Cert.
9	Semester (75-1)	Sustained	A.U.C.E. Strike /	none
10	1 course (75-1)	Sustained	A.U.C.E. Strike /	none
11	2 courses of 7	Sustained	Course overload /	Professor's support by memo
12	Semester	Sustained	Medical-physical /	Dr's Cert.
13	Semester (74-2)	Sustained	Medical /	Dr's Cert.
14	Semester (75-1)	Sustained	Medical-personal /	Letter from Counselling Services
15	Semester (71-1) Semester (72-3)	Denied Sustained	N.E.C. Medical /	Dr's Cert.
16	Semester (71-3)	Denied	N.E.C.	

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances /	Supporting Documentation
<u>1975-2 (Cont'd)</u>				
Case 17	1 of 5 courses	Sustained	Medical /	Dr's Cert. and approval by Dept.
18	Semester (66-1) Semester (69-2)	Denied Denied	N.E.C. N.E.C.	
19	Semester (70-3)	Sustained	Personal-family /	none
<u>1975-3</u>				
Case 1	Semester (75-1)	Deferred	N.S.E.	
2	Semester (75-2)	Sustained	Medical-physical /	Dr's Cert.
3	2 courses (75-1)	Deferred	N.S.E.	
4	Semester (75-1)	Sustained	Medical-emotional /	Letter from Counselling Services
5	Semester (75-2)	Sustained	Medical-auto accident /	Dr's Cert.
6	Semester (72-3)	Sustained	Medical-emotional /	Dr's Cert.
7	2 courses (75-2)	Sustained	Family problems /	none
8	Semester (67-1)	Denied	N.E.C.	
9	Semester (74-1)	Sustained	Medical /	Dr's Cert.
10	2 of 3 courses (74-3)	Sustained *Two courses had been deferred	Medical-physical /	Dr's Cert.
11	1 course (75-2)	Sustained	Medical - emotional /	Letter from Counselling and Signed Drop Form

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances / Supporting Documentation
<u>1975-3 (Cont'd)</u>			
Case 12	Semester (72-1)	Sustained	Death in family / Dr's Cert.
13	Semester (75-2)	Sustained	Personal problems / Memo from Academic Advice
14	Semester (72-2)	Sustained	Medical / Dr's Cert.
15	1 course (75-2)	Deferred	N.S.E.
16	Semester (69-1)	Sustained	Personal problems / none
17	2 courses (74-2)	Sustained	Family problems-did not complete / none
18	1 course (75-2)	Sustained	Personal problems / Letter from Counselling and Professor's support
19	Semester (73-2)	Sustained	Failure to formally / Memos confirming from withdraw / two professors
20	Semester (70-2)	Sustained	Personal problems / Dr's Cert.
21	1 course (75-2)	Sustained	Personal-emotional / Letter from Counselling
22	1 course (75-1)	Sustained	Discrepancy over submission of a signed Drop Form
23	Semester (68-1)	Denied	N.E.C.
24	Semester (75-1)	Sustained	Financial problems / none
<u>1976-1</u>			
Case 1	1 course (75-2)	Sustained (unanimous)	Conflict over a / Consultation with deferred exam / Department
2	1 course (75-1)	Sustained (unanimous)	Medical / Drop Form approved by Dept.

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances / Supporting Documentation
<u>1976-1 (Cont'd)</u>			
Case 3	Semester (67-3)	Sustained (unanimous)	Did not formally withdraw / none
4	Semester (75-3)	Sustained (3-1)	Family illness / none
5	1 course - change credit to audit	Sustained (unanimous)	Discrepancy over registration status / none
6	Semester (67-1)	Sustained (3-1)	Did not formally withdraw / none
7	Semester (75-3)	Sustained (unanimous)	Did not formally withdraw / none
8	Semester (69-3) Semester (70-1) Semester (71-2) Semester (74-1)	Sustained (unanimous) " "	Serious medical problems / several letters of support from doctors
9	1 of 3 courses (75-3)	Denied (0-2-2)	N.S.E.
10	1 course (75-3)	Deferred	
11	Semester (75-3)	Sustained (unanimous)	Student presented signed drop forms for all courses
12	Semester (75-3)	Sustained (unanimous)	Medical-hospitalized / Dr's Cert.
13	Semester (75-3)	Sustained (unanimous)	Day parole cancelled during semester / Letter from Penitentiary Service
14	Semester (75-3)	Sustained (unanimous)	Family problem / Memos from professors stating that he had not attended

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances / Supporting Documentation
<u>1976-1 (Cont'd)</u>			
Case 15	Semester (72-3)	Sustained (unanimous)	Did not formally withdraw / none
16	1 course (75-3)	Sustained (unanimous)	Medical - operation / Dr's Cert.
17	Semester (75-3)	Sustained (unanimous)	Medical - injury / Dr and Physiotherapist's Certs.
18	1 course	Deferred	N.S.E.
19	1 of 5 courses (75-3)	Deferred	N.S.E.
20	1 course (75-3)	Deferred	N.S.E.
21	Semester (72-1) Semester (72-3)	Sustained (Chair in favor) Sustained (3-0-1)	Personal and family problems / none
22	Semester (75-3)	Deferred	N.S.E.
23	1 course (75-1)	Sustained (unanimous)	Out of town due to employment failed to formally withdraw / none
24	2 courses (75-2)	Sustained (unanimous)	Books not available / confirmed by Bookstore
25	1 course (70-2)	Sustained (unanimous)	Did not formally withdraw / none
26	Semester (67-2)	Sustained (unanimous)	Medical - emotional / Dr's Cert.
27	1 of 3 courses (74-3)	Deferred	N.S.E.

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances / Supporting Documentation
<u>1976-1 (Cont'd)</u>			
Case 28	Semester (75-3)	Sustained (unanimous)	Medical - emotional / Dr's Cert.
29	1 of 4 courses (74-1)	Sustained (2-0-1)	Medical - emotional / none
30	1 course (73-3)	Sustained (unanimous)	Job transfer / supporting document
31	Semester (75-3)	Sustained (unanimous)	Family problems and auto accident / Letter from Counselling Service
32	1 course (75-2) 1 course (75-3) 1 course (76-1)	Sustained (unanimous) " "	Medical / Dr's Cert and signed Drop Forms " "
<u>1976-2</u>			
Case 1	2 of 3 courses (72-1) 1 course (75-2) 1 course (75-3)	Denied Sustained (3-0-1)	Medical / Dr's Cert. and Letter from Counselling Service
2	Semester (72-3)	Deferred	N.S.E.
3	1 of 5 courses (75-3)	Sustained (3-1)	Did not formally withdraw / none
4	Semester (69-3)	Sustained (unanimous)	Did not formally withdraw / Letter of Support - called to U.S. for draft hearing
5	2 of 5 courses (75-1)	Sustained (unanimous)	Medical / signed Drop Forms
6	Semester (75-3)	Sustained (unanimous)	Did not withdraw formally / none

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances / Supporting Documentation
<u>1976-2 (Cont'd)</u>			
Case 7	2 of 4 courses (72-1) 1 of 3 courses (76-1)	Denied (unanimous)	N.E.C. "
8	Semester (72-3)	Sustained (unanimous)	Medical and family problems / Dr's Cert.
9	Semester (73-2)	Sustained (unanimous)	Failed to withdraw formally / none
10	1 course (76-1)	Sustained (3-1)	Did not formally withdraw / none
11	Semester (76-1)	Denied (1-2-1)	N.E.C.
12	1 course (72-2)	Deferred	N.S.E.
13	Semester (70-2)	Sustained (unanimous)	Failed to withdraw formally / Support of Depts. by memo
<u>1976-3</u>			
Case 1	Semester (72-1)	Sustained (unanimous)	Medical - emotional / Letter from Counselling Service
2	Semester (68-3)	Sustained (2-1)	Did not formally withdraw / none
3	Semester (75-1)	Sustained (unanimous)	Family illness / Dr's Cert.
4	Semester (69-2)	Sustained (unanimous)	Did not formally withdraw / Signed Drop Forms

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances /	Supporting Documentation
<u>1976-3 (Cont'd)</u>				
Case 5	Semester (76-2)	Deferred	N.S.E.	
6	Semester (75-1)	Sustained (unanimous)	Medical - emotional /	Dr's Cert.
7	Semester (73-1)	Sustained (unanimous)	Family and financial problems /	none
8	Semester (75-3)	Sustained (unanimous)	Did not formally withdraw /	none
9	1 course (76-2)	Sustained (unanimous)	Did not formally withdraw /	none
10	Semester (68-2)	Sustained (unanimous)	Medical - pregnancy /	none
11	Semester (73-1)	Sustained (unanimous)	Medical - pregnancy /	none
12	Semester (74-3)	Sustained (unanimous)	Medical - physical condition /	Dr's Cert.
13	1 of 4 courses (76-1)	Sustained (unanimous)	Medical - physical /	Dr's Cert.
14	1 course (75-3) (correspondence)	Deferred	N.S.E.	
15	1 course of 2 (76-2)	Deferred	N.S.E.	
16	4 of 5 courses (74-1)	Denied	N.E.C.	

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances /	Supporting Documentation
<u>1976-3 (Cont'd)</u>				
Case 17	2 courses (76-2)	Sustained	Medical - ill during semester	Dr's Cert.
18	Semester (70-3)	Sustained (2-1)	Failed to formally withdraw	/ none
19	1 course (76-1)	Deferred	N.S.E.	
20	Semester (65-3)	Denied	N.E.C.	
	Semester (66-1)	"	"	
	Semester (67-1)	"	"	
21	Semester (76-2)	Deferred	N.S.E.	
22	Semester (76-1)	Sustained	Medical - ill during both	/ Dr's Certs.
	Semester (76-2)	"	semesters	
23	1 course (76-2)	Deferred	N.S.E.	
24	1 course (73-2)	Sustained	Did not formally withdraw /	Evidence in file that attempt was made to drop by telephone
25	Semester (76-2)	Sustained	Medical - back injury	/ Dr's Cert.
<u>1977-1</u>				
Case 1	Semester (76-2)	Sustained (unanimous)	Medical - emotional	/ none
	Semester (76-3)	"	"	"
2	Semester (75-3)	Sustained (unanimous)	Family problems	/ none
3	1 course (76-2)	Sustained (unanimous)	Family problems	/ none

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances / Supporting Documentation
<u>1977-1 (Cont'd)</u>			
Case 4	1 course (75-1)	Denied	N.E.C.
5	Semester (76-2)	Sustained (unanimous)	Medical - emotional / Dr's Cert.
6	Semester (75-3) Semester (76-1)	Sustained (unanimous)	Medical - physical and emotional / Dr's Cert.
7	Semester (71-1)	Sustained (unanimous)	Medical - physical / Dr's Cert.
8	1 course (76-3)	Sustained (unanimous)	Did not complete course / none because of strike
9	Semester (74-3)	Sustained (unanimous)	Did not withdraw formally / none
10	Semester (76-3)	Denied	N.S.E.
11	Semester (70-2)	Sustained (unanimous)	Family problems / Letter from parent
12	2 of 5 courses (76-3)	Sustained (unanimous)	Medical - stress / Dr's Cert. and signed Drop Forms from both depts.
13	1 course (76-3)	Sustained (unanimous)	Did not know had to withdraw formally / none
14	1 course (75-1)	Sustained (3-1)	Family and personal problems / Professor supported case.
15	2 courses of 6 (75-3)	Sustained (unanimous)	Medical problems / Dr's Cert and signed Drop Forms from Dept.

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances /	Supporting Documentation
<u>1977-1 (Cont'd)</u>				
Case 16	2 courses (75-3)	Sustained (unanimous)	Drop forms signed by the Department	
17	1 course of 2 (76-2)	Deferred	N.S.E.	
<u>1977-2</u>				
Case 1	Semester (76-3)	Sustained (unanimous)	Medical - emotional /	Dr's Cert.
2	Semester (76-2)	Sustained (2-1)	Family and medical /	none
3	1 course (76-1) Semester (76-2)	Sustained (unanimous) Sustained (unanimous)	Auto accident two hours before exam / Company agreed to give time off then withdrew permission /	police report Letter from Company
4	Semester (76-1)	Sustained (unanimous)	Personal and psychological problems /	none
5	Semester (75-2)	Sustained (2-1)	Registered in overload unknowingly /	none
6	Semester (66-1) Semester (66-3)	Denied "	N.E.C. "	
7	1 of 2 courses (76-2)	Denied (0-3-1)	N.E.C.	
8	1 course (76-3)	Sustained (unanimous)	Required to be out of town on business during exam /	none

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances /	Supporting Documentation
<u>1977-2 (Cont'd)</u>				
Case 9	1 course of 5 (77-1)	Denied	N.S.E.	
10	1 course of 4 (74-3)	Denied	N.S.E.	
11	Semester (73-1)	Sustained (unanimous)	Did not formally withdraw / none	
12	1 course (76-3)	Sustained (unanimous)	Evening student - encountered problems getting a withdrawal / Academic Advice confirmed his attempt to withdraw	
13	Semester(71-3)	Deferred	N.S.E.	
14	1 course (73-3)	Denied	N.E.C.	
15	Semester (76-3)	Sustained (unanimous)	Employment /	signed Drop Forms
16	2 of 4 courses (76-1)	Denied (unanimous)	N.E.C.	
17	1 course (77-1)	Sustained (unanimous)	Did not withdraw formally /	none
18	Semester(76-1)	Sustained (unanimous)	Medical /	Dr's Cert.
19	2 courses (77-1)	Sustained (unanimous)	Medical /	Dr's Cert.
20	1 of 3 courses	Sustained (unanimous) (course was deferred because of illness)	Medical /	Dr's Cert.
21	1 course (70-1)	Denied (3-0-1)	N.E.C.	

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances	Supporting Documentation
<u>1977-3</u>				
Case 1	Semester (75-3)	Sustained (2-1)	Medical - physical and psychological	Dr's Cert.
2	1 of 4 courses (77-2)	Deferred (unanimous)	N.S.E.	
3	Semester (76-3) 1 course (77-1)	Sustained (unanimous) Sustained (unanimous)	Medical / Medical /	Dr's Cert. Dr's Cert.
4	Semester (73-1)	Deferred	N.S.E.	
5	Semester (69-1)	Sustained (2-0-2)	Psychological	Letter from Counselling Service
6	Semester (77-1)	Sustained (unanimous)	Did not formally withdraw	signed Drop Forms from one of three Depts.
7	Semester (68-1)	Denied (2-1-1)	N.S.E.	
8	Semester (77-2)	Sustained (unanimous)	Financial - did not withdraw formally	none
9	1 of 3 courses	Sustained (unanimous)	Never attended course	signed Drop form from Dept.
10	1 of 3 courses (77-2)	Sustained (unanimous)	Medical	Dr's Cert. and signed Drop Form
11	1 of 4 courses (75-3)	Deferred	N.S.E.	

Semester of Appeal	Nature of Appeal	Decision	Extenuating Circumstances /	Supporting Documentation
<u>1977-3 (Cont'd)</u>				
Case 12	Semester (73-3)	Sustained (2-1-1)	Did not formally withdraw /	none
13	1 of 3 courses (77-2)	Sustained (unanimous)	Dept. referred case to S.A.B. for decision.	
14	Semester (71-1)	Sustained (unanimous)	Medical - physical /	Dr's Cert.
15	Semester (75-1)	Sustained (unanimous)	Did not formally withdraw /	none

APPENDIX IX

APPEALS FOR READMISSION CONSIDERED BY S.A.B. (74-1 TO 77-3)

RTW - Required to Withdraw - one year
 PW - Permanent Withdrawal - five years
 NSE - Not sufficient evidence
 NEC - No extenuating circumstances

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1974-1</u>				
Case 1	Readmit while RTW	Denied	Cum 1.67 - felt student was not ready to return to studies.	
2	Readmit while PW	Sustained	Cum 1.50 - completed acceptable work at college since PW.	
3	Readmit while RTW	Denied	Cum 1.93 - N.S.E.	
4	Readmit while RTW	Denied	Cum 1.59 - felt student was not ready to return.	
5	Readmit while RTW	Sustained	Cum 1.95	
6	Readmit while RTW	Sustained	Cum 1.25 - required to wait one semester before readmit.	
7	Readmit while RTW	Denied	N.S.E.	
<u>1974-2</u>				
Case 1	Readmit while RTW	Sustained		- allowed readmission one semester early.
2	Readmit while RTW	Denied		N.S.E.

APPENDIX IX (page 2)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1974-2 (continued)</u>				
Case 3	Readmit while PW	Sustained	- readmitted as I.C.B. student only.	
4	Readmit while RTW	Sustained	Cum 1.85 - readmitted; restricted to 3 courses.	
5	Readmit while RTW	Sustained	- Attended college with 2.8 GPA	
6	Readmit while RTW	Sustained	- allowed to return one semester early.	
7	Readmit while RTW	Sustained	- failure in past due to medical reasons.	
<u>1974-3</u>				
Case 1	Readmit while PW	Sustained	- medical reasons for poor performance.	
2	Readmit while PW	Denied	N.E.C.	
3	Readmit while PW	Denied	N.E.C.	
4	Readmit while PW	Denied	Cum 0.60 - advised to return to regional on two college sems.	
5	Readmit while PW	Denied	N.E.C. - advised to do 2 sems. at college.	
6	Readmit while PW	Denied	N.E.C. - advised to do 1 sem. at college.	

APPENDIX IX (page 3)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Exenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1974-3 (continued)</u>				
Case 7	Readmit while PW	Sustained	- no longer required to work while attending SFU.	
8	Readmit while RTW	Sustained	- student had reassessed goals and changed major from Science to Arts.	
9	Readmit while PW	Denied	N.E.C.	
10	Readmit while PW	Denied	N.E.C.	
11	Readmit while RTW	Sustained	Cum 1.13 - had returned to college and achieved 3.0. Financial situation improved.	
12	Readmit while PW	Sustained	- had returned to college and improved average.	
<u>1975-1</u>				
Case 1	Readmit while PW	Sustained (unanimous)	- family problems resolved - changed to B.G.S. and is only a few credits from degree.	
2	Readmit while PW	Sustained (unanimous)	- on basis of medical evidence.	
3	Readmit while RTW	Sustained (unanimous)	Cum 1.76 - sem GPA 2.17 - grades were improving.	
4	Readmit while RTW	Denied (unanimous)	N.E.C.	
5	Readmit while RTW	Sustained (unanimous)	- financial problems resolved.	

APPENDIX IX (page 4)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1975-1 (continued)</u>				
Case 6	Readmit while PW	Sustained (Unanimous)	Cum 1.96 - semester grades improving; - wife's medical problems resolved.	
7	Readmit while RTW	Sustained (unanimous)	- student was placed RTW because of an F on a one course load. - working full time.	
8	Readmit while RTW	Sustained (unanimous)	- semester GPA's improving.	
9	Readmit while PW	Sustained (unanimous)	- working full time in last semester - would reduce workload.	
10	Readmit while PW	Sustained (unanimous)	- did not write final exams in last semester - 39 years old and 5 years out would not be beneficial to him.	
11	Readmit while RTW	Sustained (unanimous)	- medical reason; sustained back injury during last semester; medical cert.	
12	Readmit while RTW	Sustained (unanimous)	Cum 1.84 - sem. GPA was 2.0; had been working full time.	
13	Readmit while PW	Sustained (unanimous)	Cum 1.76 - last sem. received a 2.21 sem GPA - improving.	
14	Readmit while PW	Sustained (unanimous)	Cum 1.59 - sem GPA's had been improving; 2.5 and 2.0.	

APPENDIX IX (page 5)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1975-1 (continued)</u>				
Case 15	Readmit while RTW	Denied (unanimous)	Cum 1.88 - last sem GPA was 1.50 - N.E.C.	
16	Readmit while RTW	Sustained (unanimous)	- last sem GPA 2.33. - changing from Science to Arts.	
17	Readmit while RTW	Sustained (unanimous)	Cum 1.73 - medical reasons; cert. submitted	
18	Readmit while PW	Sustained (3-1)	Cum 1.57 - given one last chance.	
19	Readmit while PW	Sustained (unanimous)	- readmission to Special Semester	
20	Readmit while RTW	Sustained (unanimous)	- good high school record. - had resolved family problems.	
<u>1975-2</u>				
Case 1	Readmit while RTW	Sustained (unanimous)	Cum 1.95 - last sem. GPA 2.0. - recommended Engl 010 and only 9 hours.	
2	Readmit while PW	Sustained (3-2)	- had achieved a 2.0 for 2 consecutive semesters since her readmission from RTW.	

APPENDIX IX (page 6)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1975-2 (continued)</u>				
Case 3	Readmit while RTW	Sustained	- medical; requires assistance of kidney machine. - a program was outlined for him.	
4	Readmit while PW	Sustained (unanimous)	Cum 1.12 - last semester GPA 2.07. - financial problems resolved.	
5	Readmit while PW	Sustained (unanimous)	- one last chance	
<u>1975-3</u>				
Case 1	Readmit while PW	Sustained (unanimous)	- student was given one more chance as was on student visa.	
2	Readmit while RTW	Sustained (unanimous)	Cum 1.89 - financial problems; unfamiliar with withdrawal procedures.	
3	Readmit while PW	Sustained (unanimous)	Cum 1.49 - last sem 1.79; no longer required to work.	
4	Readmit while PW	Sustained (unanimous)	- teaching full time - medical reasons.	
5	Readmit while RTW	Sustained (unanimous)	- last sem was 2.0; referred to Reading and Study.	
6	Readmit while PW	Sustained (unanimous)	- family problems. - allowed to return one semester only.	

APPENDIX IX (page 7)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1975-3 (continued)</u>				
Case 7	Readmit while PW	Sustained (Unanimous)	<ul style="list-style-type: none"> - 35 years old. - had emotional problems in Spring/71. - allowed to return one semester early. 	
8	Readmit while PW	Sustained (unanimous)	<ul style="list-style-type: none"> - had been out for full five years. - limited to 9 hours and 1 Reading and Study. 	
9	Readmit while RTW	Sustained	<ul style="list-style-type: none"> - last sem. was 2.3. - recommend 9 hours only. 	
10	Readmit while PW	Sustained (2-1)	<ul style="list-style-type: none"> - had been out for one year. - limited to 9 hours. 	
11	Readmit while PW	Sustained (unanimous)	<ul style="list-style-type: none"> - had been out of SFU for six years. - had graduated from BCIT. 	
12	Readmit while RTW	Sustained (unanimous)	<ul style="list-style-type: none"> - had been placed on Probation on one course. 	
<u>1976-1</u>				
Case 1	Readmit while RTW	Sustained (2-1-1)	<ul style="list-style-type: none"> - had been working full time 	
2	Readmit while RTW	Sustained (Unanimous)	<ul style="list-style-type: none"> - her last semester was 2.25. 	

APPENDIX IX (page 8)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1976-1 (continued)</u>				
Case 3	Readmit while RTW	Sustained (3-1)	- given one final chance.	
4	Readmit while RTW	Sustained (3-1)	- given one final chance. - recommend 9 hours & Reading & Study.	
5.	Readmit while RTW	Sustained (unanimous)	- attitude improved. - limit to 9 hours.	
6	Readmit while RTW	Sustained (unanimous)	- had achieved 2.33 in last semester.	
7	Readmit while RTW	Denied (unanimous)	Cum 1.0 - recommend attending college.	
8	Readmit while PW	Sustained (unanimous)	- had achieved 2.25 in last semester.	
9	Readmit while RTW	Sustained (unanimous)	- given one last chance.	
10	Readmit while PW	Sustained (3-1)	- family problems had affected performance.	
11	Readmit while RTW	Sustained (unanimous)	- family problems had affected her performance.	
12	Readmit while RTW	Sustained (unanimous)	- medical reasons; Doctor's cert.	

APPENDIX IX (page 9)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1976-1 (continued)</u>				
Case 13	Readmit while RTW	Sustained (unanimous)	- had achieved a 2.0 in last semester. - restricted to 12 hours and Engl 010.	
14	Readmit while RTW	Sustained (3-1)	- last two semesters he had achieved 2.0.	
15	Readmit while PW	Sustained (unanimous)	- student had achieved 2.0 or better on all but one semester at SFU.	
16	Readmit while RTW	Deferred	N.S.E.	
17	Readmit while RTW	Sustained (unanimous)	- his last 5 semesters above 2.0. - has 117 credits.	
<u>1976-2</u>				
Case 1	Readmit while PW	Sustained (unanimous)	Cum 1.11 - admitted to Special Semester	
2	Readmit while RTW	Deferred	- required to obtain medical cert.	
3	Readmit while PW	Denied	Cum 1.4 - had been given one last chance earlier.	
4	Readmit while RTW	Sustained (unanimous)	- given one last chance.	
5	Readmit while PW	Sustained (unanimous)	- no longer required to work.	

APPENDIX IX (page 10)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1976-2 (continued)</u>				
Case 6	Readmit while RTW	Deferred	N.S.E.	
<u>1976-3</u>				
Case 1	Readmit while PW	Sustained (unanimous)	- unaware he could take fewer than 12 hours while OAP. - had achieved good grades at VCC since leaving SFU.	
Case 2	Readmit while PW	Denied (1-3)	- had been given one final chance earlier	
Case 3	Readmit while RTW	Sustained (unanimous)	- allowed to return one semester early.	
Case 4	Readmit while RTW	Sustained	- financial problems resolved.	
<u>1977-1</u>				
Case 1	Readmit while RTW	Sustained (unanimous)	Cum 1.63 - one more chance. - recommended to take Reading & Study.	
Case 2	Readmit while RTW	Denied (unanimous)	N.E.C.	
Case 3	Readmit while RTW	Denied (1-2-1)	Cum 1.77 - N.E.C.	

APPENDIX IX (page 11)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1977-1 (continued)</u>				
Case 4	Readmit while RTW	Denied (unanimous)	Cum 1.64 - last sem 0.64: N.E.C.	
5	Readmit while RTW	Sustained (unanimous)	Cum 1.68 - had achieved 2.09 on last semester.	
6	Readmit while RTW	Sustained (unanimous)	- had been in athletics and was required to work; - would reduce outside activities.	
7	Readmit while PW	Denied (unanimous)	Cum 1.05 - GPA on last sem. was 1.05	
8	Readmit while RTW	Sustained (2-1)	Cum 1.60 - required to work during semester. - thought he had dropped a course.	
9	Readmit while RTW	Sustained (2-1)	Cum 1.89 - financial difficulties had been resolved; limited to 9 hours	
10	Readmit while RTW	Sustained (unanimous)	- given one last chance - on student visa.	
11	Readmit while PW	Denied (unanimous)	Cum 1.76 - semester GPA 1.00. - had been given one more chance earlier.	
12	Readmit while PW	Sustained (unanimous)	- had overloaded himself by attempting correspondence from U. of London while attending SFU.	

APPENDIX IX (page 12)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1977-2</u>				
Case 1	Readmit while PW	Denied (3-2)	Cum 1.61 - N.E.C.	
2	Readmit while RTW	Sustained (3-1)	Cum 1.50 - unaware that she could request permission to carry fewer than 12 hours while OAP - on student visa.	
3	Readmit while RTW	Sustained (3-2)	Cum 1.65 - had financial problems and had to work; will reduce work & course load.	
4	Readmit while RTW	Denied (unanimous)	Cum 1.88 - N.E.C.	
5	Readmit while RTW	Denied (unanimous)	- N.E.C. - referred to the college.	
6	Readmit while RTW	Sustained (unanimous)	Cum 1.68 - had attended college with 2.75 since RTW.	
7	Readmit while RTW	Denied (unanimous)	- N.E.C.	
8	Readmit while RTW	Sustained (unanimous)	- attended college with 2.10 since RTW	
9	Readmit while PW	Denied (2-1)	- N.E.C.	

APPENDIX IX (page 13)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1977-2 (continued)</u>				
Case 10	Readmit while RTW	Sustained (unanimous)	- RTW on 2 semesters. - readmitted to the Special Semester.	
11	Readmit while PW	Sustained (unanimous)	- was placed on PW after 3 sems. - attended college with 2.0 since PW.	
12	Readmit while PW	Sustained (unanimous)	- was placed on PW after 2 semesters.	
13	Readmit while PW	Sustained (unanimous)	- requires 12 credits for his degree. - recommended that he take 6 hrs. only.	
14	Readmit while PW	Sustained (2-1-1)	- given one final chance. - on student visa.	
15	Readmit while PW	Sustained (3-1)	Cum 1.57 - medical problems. - obtained 2.0 in his last semester.	
<u>1977-3</u>				
Case 1	Readmit while RTW	Denied (unanimous)	Cum 1.40 - N.S.E.	
2	Readmit while PW	Sustained (2-1)	Cum 1.75 - family illness. - recommend he register in 9 hrs. only.	
3	Readmit while RTW	Sustained (unanimous)	Cum 1.38 - medical and personal problems in last semester - Doctor's cert.	

APPENDIX IX (page 14)

<u>Semester of Appeal</u>	<u>Nature of Appeal</u>	<u>Decision</u>	<u>Extenuating Circumstances</u>	<u>Supporting Documentation</u>
<u>1977-3 (continued)</u>				
Case 4	Readmit while RTW	Sustained (unanimous)	- medical problems; Doctor's Cert.	
5	Readmit while RTW	Sustained (unanimous)	- changing academic goal. - given one last chance.	
6	Readmit while PW	Sustained (unanimous)	- had not formally withdrawn from last semester. - did not earn F's.	
7	Readmit while PW	Sustained (unanimous)	Cum 1.16 - achieved a 2.0 on last semester at SFU	
8	Readmit while RTW	Denied (2-1)	Cum 1.60 - N.E.C.	