

A PROPOSAL FOR THE ESTABLISHMENT OF THE  
SENATE UNDERGRADUATE ADMISSIONS BOARD  
and the  
SENATE APPEALS BOARD

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The general philosophy proposed is to regard the Registrar's Office as the "executive branch"; the Admissions Board as the "legislative branch"; and the Appeals Board as the "judicial branch". These terms are to be regarded as descriptive and should not necessarily be interpreted in a strict conventional sense.

THE REGISTRAR'S OFFICE

In performing the executive function, this office is charged with the administration and application of those directives emanating from the Admissions Board. If a need is felt for interpretation or if a case arises that has aspects not covered by policy, the Registrar is charged with the duty to seek the advice of the Admissions Board. The Registrar is to act in a similar manner if he finds that some directives appear to be in conflict with each other, or if he encounters a case not covered by Admissions Board directives or if he feels any directive is in violation of the spirit of Senate policy (particularly the Ellis Report, as amended).

THE SENATE UNDERGRADUATE ADMISSIONS BOARD (SUAB)

Purpose: To receive the Senate's policy decisions on undergraduate admissions, re-admissions, standing, and credit transfer policy and, where necessary, to elaborate, provide direction on applicability and provide specific interpretation of such policy. The spirit of Senate's policies and, particularly, the spirit of the Ellis Report (as amended) are to be adhered to at all times.

When necessary, to make recommendations to Senate for change and revision of policy concerning undergraduate admissions, re-admission, standing, and credit transfer.

Procedure: The SUAB will consider individual cases (involving aspects not previously considered) at the request of the Registrar's Office. These decisions on individual cases may subsequently be generalized and serve as a basis for future cases. Decisions by the SUAB shall be final.

All decisions by the SUAB that elaborate, provide direction on applicability and provide specific interpretation of Senate policies, shall be forwarded to the SAB.

Membership: The Academic Vice-President or his designate as Chairman (voting).  
One faculty member elected by each Faculty from its Undergraduate Curriculum Committee for two-year terms.  
One student from each of the Faculties, selected by a method to be determined by Student Council, for one-year terms.  
Dean of Student Affairs.  
Director of Admissions.  
Registrar.  
Recording Secretary (non-voting).

Operation: A quorum shall be five voting members.

Decisions will be based on 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 the SUAB and SAB.

Meetings shall be closed and proceedings shall remain confidential. Policy statements shall be publicized through normal channels.

THE SENATE APPEALS BOARD (SAB)

Purpose: To consider each case of Appeal that is initiated by any individual who feels aggrieved by the decision of the Registrar's office concerning admission, re-admission, standing, credit transfer or grade changes. The appellant has the option of a personal appearance before the Board, if so desired.

Procedure: The SAB is charged with the responsibility of applying Senate policy as directed by SUAB. This body cannot make policy. It is thus obvious that Senate policy and SUAB directives need to include flexibility -- clauses such as "in normal circumstances"; "in most cases"; and "usually"; etc.

The SAB then must seek out and consider information about each individual case it hears that the Registrar's Office may not have had access to. It must then decide whether this additional information is sufficient to rule an individual case to be "unusual" or "special" and apply the implicit flexibility of Senate policy and SUAB directives.

Membership: Registrar or his designate as non-voting chairman.

Two faculty members, plus one alternate (who votes only in the absence of one of the regular faculty members) elected by Senate for two-year terms.

Two students, plus one alternate (who votes only in the absence of one of the regular student members) determined by Student Council for one-year terms.

Recording secretary (non-voting).

Operation: A quorum shall be two faculty members and two students.

The Appeals Board must decide each case presented to it as speedily as possible.

Meeting shall be closed and proceedings shall remain confidential.

Meetings will occur three times a semester; in the week before registration; after regular registration,

but before the final date to change courses and, third, around the ninth week of the semester. (A heavy number of cases could result in "one meeting" being spread over two or even three days). The schedule of meetings will be announced well in advance.

The Office of the Registrar will be responsible for preparing the cases and notifying the appellants of their option to make a personal appearance (or have someone make an appearance on their behalf), recording and distributing the minutes to the members of SUAB and SAB and notifying the appellant of the SAB's decision.

#### JOINT MEETINGS

If either the SUAB or the SAB feels the need for a joint meeting to discuss new policies, or the clarification or revision of existing policies, then either group shall have the right to call such a joint meeting. This does not abrogate or supercede the rights or responsibilities of the individual committees as detailed above.

John E. Sayre,  
Senate Committee on the Implementation  
of the Ellis Report.

DM:JES:bc