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MEMORANDUM

ATTENTION Senate **DATE** March 5, 2016
FROM Rummana Khan Hemani **PAGES** 1/2
Secretary, Senate Appeals Board
RE: Senate Appeals Board Annual Report for 2015

The Senate Appeal Board (SAB) hears appeals from students on matters involving the application of academic policies and requirements relating but not limited to:

- withdrawal under extenuating circumstances
- admission or re-admission to the University, where special circumstances are present

SAB meets at least once a month and occasionally more frequently when there is sufficient business to warrant a meeting. In 2015, SAB met 11 times reviewing a total of 59 student appeal cases. In June 2014, the terms of reference for SAB were revised to address, in part, the marked increase in workload over the past 5-6 years. Provisions were given to screen out frivolous appeals and to introduce a time limit for the appeal procedure. As can be seen in the second table on the following page, the number of appeals had increased in 2014; the Board believes that the changes to the terms of reference were implemented too late to impact the total number of appeals in 2014. In 2015 we are now seeing the impact to the changes made to the Terms of Reference with a significant lower number of student appeals.

Mary-Catherine Kropinski, Chair, SAB

Rummana Khan Hemani, Secretary, SAB

Dates of meetings in 2015: January 15, February 12, March 12, April 9, May 7 and 28, June 18, July 16, August 27, September 17, October 29.

Current SAB Membership:

Mary-Catherine Kropinski, Faculty Member & Chair
David Paterson, Faculty Member, Vice Chair
Shauna Jones, Faculty Member
Geoffrey Poitras, Alternate Faculty Member
Sarpreet Dhillon, Undergraduate Student Member
Rudo Zaranyika, Alternate Undergraduate Student Member
Jayme Lewthwaite, Graduate Student Member
Richard Han, Graduate Student Member
Rummana Khan Hemani, Secretary
Tina Edmundson, Recording Secretary

Procedure:

Each appeal is first screened to determine whether or not it meets the grounds for appeal as outlined in the terms of reference. All appeals are first heard in-camera (written form only); if the SAB is unable to give a positive judgment at this stage, and if the student has requested to appear in person, the case proceeds to an in-person hearing at which the student is able to present further evidence and answer questions. Most hearings last about 20 – 30 minutes. Of the 59 appeals in 2015, 3 were tabled from 2014 with the final decision being made in 2015. Of the 56 new appeals, 7 went to in-person hearings. There were no appeals in November and December 2015. Therefore, all appeals were completed in 2015.

Summary of Appeal Decisions 2015:

	Withdrawal Under Extenuating Circumstances	Appeals for Admission Re-admission	Total
Approved	35	0	35
Denied	21	0	21
Cancelled (no further action by student)	0	0	0
Did not hear (no grounds for appeal)	2	1	3
Tabled to the next year	0	0	0
Total Appeals:	59	0	59

Summary of Appeal Decisions, 2008-2014:

	2008	2009	2010	2011	2012	2013	2014	2015
Approved	27	22	30	39	31	45	53	35
Denied	4	15	19	16	26	18	24	21
Cancelled (no further action by student)	0	0	2	2	1	9	3	0
Did not hear (no grounds for appeal)	4	3	1	0	0	1	3	3
Tabled to the next year	6	0	1	2	0	6	5	0
	41	40	53	59	58	79	88	59