




<p>MEMO</p> <p>Office of the Registrar</p> <p><b>MAILING ADDRESS</b>          3200 MAGGIE BENSTON          CENTRE          8888 UNIVERSITY DRIVE          Burnaby, BC V5A 1S6          CANADA          TEL: 778-782-3108          FAX: 778-782-5732</p>	<p><b>To:</b> Senate</p> <p><b>From:</b> Kate Ross, Secretary Senate Appeals Board</p> <p><b>Subject:</b> Senate Appeals Board Annual Report for 2011</p> <p><b>Date:</b> March 17, 2012</p>
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The Board considers student cases wherein a student or former student feels aggrieved by the decision of a faculty, department or other administrative unit relating to:

- registration in courses
- withdrawal from the University
- eligibility for graduation
- approval of entry/re-entry to a program or
- a matter relating to academic standing when special circumstances are present

SAB meets monthly or when there is sufficient business to warrant a meeting. The Senate Appeals Board met 10 times in 2011 reviewing a total of 59 appeal cases.

  
 Anne Higgins, Chair, SAB

  
 Kate Ross, Secretary, SAB

Dates of meetings in 2011: January 19, February 24, March 29, May 6, June 6, July 11, August 30, September 12, November 4, December 6..

**Current SAB Membership:**

Anne Higgins, Chair  
 Mary Catherine Karpinski, Faculty Member  
 Geoffrey Poitras, Alternate Faculty Member  
 Jeremy Snyder, Alternate Faculty Member  
 Benjamin Lee, Undergraduate Student Member  
 Chanel Stevens, Alternate Undergraduate Student Member  
 Sara Moghaddamjoo, Graduate Student Member  
 Pasha Tashakor, Alternate Graduate Student Member  
 Kate Ross, Registrar and Secretary to SAB  
 Tina Edmundson, Recording Secretary

**Procedure:**

Each appeal is first screened to determine whether special circumstances are present. All appeals are first heard in-camera (written form only) and some are resolved at that stage. If the SAB is unable to give a positive judgment at Stage 1, and if the student has requested an in-person hearing, the case is decided at a hearing at which the student or a representative is able to present further evidence and answer questions (Stage 2). Most hearings last about 20 – 30 minutes.

**Summary of Appeal Decisions 2011:**

	Approved	Denied	Other	Total
Retroactive Withdrawal	9	1	1 tabled	11
Selective Retroactive Withdrawal	30	14	2 cancelled 1 tabled	47
Dissatisfied with university policy		1		1
<b>Total Appeals</b>	<b>39</b>	<b>16</b>	<b>4</b>	<b>59</b>

**Summary of Appeals from past years:**

	2007 Summary	2008 Summary	2009 Summary	2010 Summary
Appeals Approved	17	25 at Stage 1	21 at Stage 1	28 at Stage 1
Appeals Approved		2 at Stage 2	1 at Stage 2	2 at Stage 2
Appeals Denied	7 at Stage 1	4 at Stage 1	14 at Stage 1	18 at Stage 1
Appeals Denied	2 at Stage 2		1 at Stage 2	1 at Stage 2
Appeals not heard	0	4	3	1
Appeals incomplete	7	6 (tabled to 2009)	0	1
Appeals Cancelled				2
<b>Total appeals</b>	<b>33</b>	<b>41</b>	<b>40</b>	<b>53</b>

The Senate Appeals Board Annual Report 2011 is attached