



FOR INFORMATION


MEMORANDUM

TO: Senate
FROM: Mike Dinning, Secretary
Senate Appeals Board

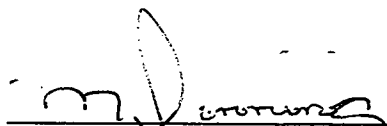
RE: Senate Appeals Board
Annual Report for 2004
DATE: March 14, 2005

The Board considers cases wherein a student or former student feels aggrieved by the decision of a faculty, department or other administrative unit relating to a registration in courses, withdrawal from the University, eligibility for graduation, approval to a program or matter relating to academic standing, when special circumstances are present.

SAB meets bi-monthly, or when there is sufficient business to warrant a meeting. The Senate Appeals Board met five times in 2004 reviewing a total 26 appeal cases.



Lee Hanlan, Chair, SAB



Mike Dinning, Secretary, SAB

Dates of the Meetings in 2004: February 25, April 14, July 8, September 24, November 19.

Current SAB Membership:

Lee Hanlan, Chair
Sam Black, Faculty Member
Cathy D'Andrea, Faculty Member
Heesoon Bai, Alternate Faculty Member
Iris Geva-May, Alternate Faculty Member
Ravi Bansal, Undergraduate Student Member
Tiffany Kalanj, Alternate Undergraduate Student Member
Rob McTavish, Graduate Student Member
Karen McCaughan, Alternate Graduate Student Member
Mike Dinning, Secretary
Erika Auton, 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 judgement 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:

Appeals Sustained	5
Appeals Denied, Stage 1	3
Appeal Denied, Stage 2 In-Person Hearing	1
Appeals Cancelled	16
Appeals Deferred for More Information	5

Total decisions exceed the number of cases because of multiple outcomes for a single case.

The Senate Appeals Board Annual Report 2004 is attached.

Senate Appeals Board Annual Report – 2004

Date	Case #	Type of Appeal	Explanation	Decision
Feb. 25/04	1	SRWD 2003-1	The undergraduate's request for selective retroactive withdrawal of JAPN 201, semester 2003-1 was denied by the Faculty Review committee because no "good argument for selectivity" was submitted. No new significant documents to support appeal were presented. SAB cancelled the appeal due to insufficient evidence of extenuating circumstances.	Cancelled.
Feb. 25/04	2	RWD 2003-2	The undergraduate's requests for retroactive withdrawal semester 2003-2 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs as advice on withdrawal deadlines were given the previous semester. The appeal was moved to Stage 1, as the Board felt that extenuating circumstances were presented. The Board felt that the information submitted substantiated the extenuating circumstances. The Board noted that this undergraduate has a prolonged medical history and will recommend that the undergraduate continue to seek medical support and academic advice. The appeal was sustained.	Stage 1, sustained.
Feb. 25/04	3	SWD 2003-3	The undergraduate's request for selective retroactive withdrawal of BISC 100, within semester 2003-3 was denied by the Jo Hinchliffe, Assistant Director, Student Academic Affairs. No clear argument for selectivity was submitted. The Board could not make a decision without requesting further information. Once further information is received the appeal will be reviewed.	Deferred for more information.
Feb. 25/04	4	RWD 2003-1	This appeal is a continuation of case #12 of the SAB Annual Report 2003. The undergraduate submitted additional documentation on February 17, 2004. The Senate Appeals Board felt that the additional documentation submitted did not demonstrate any new significant information to grant further review of the appeal. The appeal was cancelled.	Cancelled.

Senate Appeals Board Annual Report – 2004

Date	Case #	Type of Appeal	Explanation	Decision
April 14/04	5	SRWD 2002-1	<p>The undergraduate's request for selective retroactive withdrawal of BUS 207, semester 2001-2 was denied by the Faculty Review committee because no argument for selectivity was submitted. The Board felt there was some extenuating circumstance and the appeal was moved to Stage 1. The Senate Appeals Board denied the appeal based on the lack of justification for selectivity between BUS 207 and BUS 251 during the same semester. The undergraduate indicated that they did not wish to be present at the hearing; therefore, no further action is taken. The Board also noted that the nature of the appeal had changed from the time it was considered by the Faculty Review committee. SAB denied the appeal due to the lack of justification for selectivity in Business courses in the same semester.</p>	Stage 1, denied.
April 14/04	6	SRWD 2003-3	<p>The undergraduate's request for selective retroactive withdrawal of PHYS 100, MATH 157, 2003-3 was denied by the Faculty Review committee because no case was made for selectivity. SAB cancelled the appeal as no extenuating circumstances for selectivity were demonstrated.</p>	Cancelled.
April 14/04	7	Clarification of Credit	<p>The undergraduate's request for BUS 492, 2003-3 to be confirmed as a 4 credit course with a given grade for graduation purposes. Due to an administrative error the course was designated as a three credit course because the lab component, one credit, was not added to the course in a timely manner. The undergraduate completed the four hour course requirements with a grade of A+. The designation "DE" was given until this issue is clarified. The Senate Appeals Board felt there were extenuating circumstances to move the appeal to Stage 1. The Senate Appeals Board agreed that the undergraduate completed all requirements of a four credit course. SAB will recommend to the Faculty of Business and Dean of Student Services that a grade, confirmed by the instructor, be given to the four credit course, BUS 492, 2003-3 to complete the undergraduate's degree requirements. The appeal was sustained.</p>	Stage 1, sustained.

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Date	Case #	Type of Appeal	Explanation	Decision
April 14/04	8	RWD 2003-1	This appeal is a continuation of case #15 of the SAB Annual Report 2003. The undergraduate submitted a letter related to the appeal March 12, 2004. The Senate Appeals Board reviewed the additional information. The Board felt that the additional documentation submitted did not demonstrate any new significant information to grant further review of the appeal. The appeal continues to be cancelled.	Cancelled.
April 14/04	9	SWD 2004-1	The undergraduate's request for selective withdrawal of KIN 142, 2004-1 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs as the reasons provided did not fit the criteria for extenuating circumstances. No new significant documentation to support appeal was presented. SAB cancelled the appeal as no extenuating circumstances for selectivity were demonstrated.	Cancelled.
April 14/04	10	RWD 2003-3	The undergraduate's request for retroactive withdrawal of semester 2003-3 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. No new significant documentation to support appeal was presented. SAB cancelled the appeal due to insufficient evidence of extenuating circumstances.	Cancelled.
July 8/04	11	SRWD 2002-1	The undergraduate's request for selective retroactive withdrawal of KIN 143, semester 2002-1 was denied by the Faculty Review committee because "the chronology of events does not support the case". The Board felt there was some extenuating circumstance and the appeal was moved to Stage 1. The Board asks the appellant to please provide further information before they could make a decision. Once further information is received the appeal will be reviewed.	Stage 1, additional information requested.
July 8/04	12	SWD 2004-1	The undergraduate's request for selective withdrawal of BUS 207 within semester 2004-1 was denied by the Jo Hinchliffe, Assistant Director, Student Academic Affairs, because doing badly on the mid-term exam does not fit the criteria for circumstances beyond a student's control. SAB cancelled the appeal as no extenuating circumstances for selectivity were demonstrated.	Cancelled.

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Date	Case #	Type of Appeal	Explanation	Decision
July 8/04	13	RWD 2003-3	The undergraduate's request for retroactive withdrawal of semester 2003-3 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs. The Senate Appeals Board felt there were extenuating circumstances presented to move the appeal to Stage 1. The Senate Appeals Board agreed that in light of the medical documentation and extenuating circumstances the appeal had grounds to be approved. The appeal was sustained.	Stage 1, sustained.
July 8/04	14	RWD 2003-3	The undergraduate's request for retroactive withdrawal of semester 2003-3 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs. The Board felt that sufficient grounds were presented to move to Stage 1 of the appeal process but in their judgment felt that they could not come to a favourable decision. According to the Senate Appeals Board procedures, "if the Board cannot make a favourable decision and if the appellant has requested to be present, a Stage 2 hearing will be set". The Board would like a clarification of "what the student wishes to achieve through this appeal". It was stated "Reinstatement as a student at SFU for the Fall 2004 Semester". Is the intent of the student to continue the request for retroactive withdrawal of Semester 2003-3 as processed by Jo Hinchliffe or is the intent to change the request? The Board would also like a confirmation of grade status in each of the courses during the Fall 2003 semester. A Stage 2 in-person hearing will be arranged.	Stage 1, denied. Invited to attend a Stage 2 in-person hearing.
July 8/04	3	SWD 2003-3	The Senate Appeals Board reviewed the additional information submitted and felt there were no new or extenuating circumstances for selective withdrawal. SAB cancelled the appeal as no extenuating circumstances for selectivity were demonstrated.	Cancelled.
July 8/04	15	RWD 2004-1	The undergraduate's request for retroactive withdrawal of semester 2004-1 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs due to insufficient evidence of extenuating circumstances. SAB cancelled the appeal due to insufficient evidence of extenuating circumstances.	Cancelled.

Senate Appeals Board Annual Report – 2004

Date	Case #	Type of Appeal	Explanation	Decision
Sept. 24/04	11	SRWD 2002-1	The additional information submitted was reviewed by the Senate Appeals Board. The Senate Appeals Board denied the appeal as the additional information did not support further consideration. The undergraduate indicated that they did not wish to be present at a hearing; therefore, no further action was taken.	Stage 1, denied.
Sept. 24/04	16	SRWD 2003-3	The undergraduate's request for selective withdrawal of INTD 211 & 212, semester 2003-3 was denied by the Faculty of Applied Science Review Committee, because they did not find grounds for extenuating circumstances. The Board felt that it is the responsibility of the student to register and attend the correct classes. SAB cancelled the appeal as no extenuating circumstances for selectivity were demonstrated.	Cancelled.
Sept. 24/04	17	SRW 2002-1	This appeal is a continuation of case #2 of the SAB Annual Report 2003. The undergraduate submitted a letter, September 9, 2004, requesting that he be allowed to change his own decision and take option (1) "complete retroactive withdrawal of all courses, 2002-1". The Senate Appeals Board cancelled the appeal due to the time lapse of the appeal; the fact that the undergraduate had already made a decision on how to proceed academically, and insufficient evidence of further extenuating circumstance. The Board decided to not alter the undergraduate's original decision to retake POLI 210.	Cancelled
Sept. 24/04	18	WD 2004-2	The undergraduate's request for withdrawal of semester 2004-2 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs because the undergraduate did not make a case for dropping the courses before the deadline date. The Board felt that more information was required before a decision could be made. The Board asks that the appellant please provide further information. The appeal will be reviewed once the additional information is submitted.	Additional information requested.

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Senate Appeals Board Annual Report – 2004

Date	Case #	Type of Appeal	Explanation	Decision
Sept. 24/04	19	SRW 1998-3	The undergraduate's request for selective withdrawal of WS 403, semester 1998-3 was denied by the Faculty Review Committee. The Senate Appeals Board felt there were extenuating circumstances presented to move the appeal to Stage 1. The Senate Appeals Board agreed that in light of the medical documentation and extenuating circumstances the appeal had grounds to be approved.	Stage 1, sustained.
Sept. 24/04	20	RWD 2000-2	The undergraduate's request for retroactive withdrawal of EDUC 465, semester 2000-2 was denied by the Faculty Review Committee (April 3, 2001). No new significant documentation to support appeal was presented. SAB cancelled the appeal due to insufficient evidence of extenuating circumstances.	Cancelled.
Nov. 19/04	14	RWD 2003-3	A Stage 2 in-person hearing was arranged. The undergraduate submitted further documentation and presented a verbal summary of circumstances. Following a question and answer period the undergraduate was asked to leave the room and the Board reviewed the additional information. The appeal was denied as the additional information did not support further consideration.	Stage 2, denied.
Nov. 19/04	18	WD 2004-2	The undergraduate submitted further information. The additional information was reviewed. The appeal was cancelled as the additional information submitted did not support further consideration.	Cancelled.
Nov. 19/04	21	Reinstated in MATH 251, 2004-2	The undergraduate's request to be reinstated in MATH 251, 2004-2 was denied by the Chair of the Department of Mathematics. The Senate Appeals Board felt there were extenuating circumstances presented to move the appeal to Stage 1. The Senate Appeals Board agreed that in light of the medical documentation and extenuating circumstances the appeal had grounds to be approved.	Stage 1, sustained.

Senate Appeals Board Annual Report – 2004

Date	Case #	Type of Appeal	Explanation	Decision
Nov. 19/04	22	RWD 2004-2	<p>The undergraduate's request for retroactive withdrawal of semester 2004-2 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs because the undergraduate's grades for this semester were consistent with or better than most of his/her other grades, therefore, it was not apparent that extenuating circumstances were beyond the undergraduate's control. No new significant documentation to support the appeal was presented. SAB cancelled the appeal as no extenuating circumstances were demonstrated.</p>	Cancelled.
Nov. 19/04	23	SWD 2002-3	<p>The undergraduate's request for selective withdrawal of MACM 101, 2002-3 was denied by the Faculty Review committee because the undergraduate did not provide an argument for selectivity. SAB cancelled the appeal as no extenuating circumstances for selectivity were demonstrated.</p>	Cancelled.
Nov. 19/04	24	SWD 2004-1	<p>The undergraduate's request for selective withdrawal of PSYC 100, 2004-1 was denied by the Faculty Review committee because the undergraduate did not provide an argument for selectivity. SAB cancelled the appeal as no extenuating circumstances for selectivity were demonstrated.</p>	Cancelled.
Nov. 19/04	25	SWD 2003-3	<p>The undergraduate's request for selective withdrawal of MATH 154 & PHYS 100, semester 2003-3 was denied by the Faculty Review committee because the undergraduate did not provide supporting documentation for selectivity. The Board felt that sufficient grounds were presented to move to Stage 1 of the appeal process. Unfortunately, the Board could not make a decision without requesting further information. The Board asked that the undergraduate please provide further information regarding the status of his/her grades in these two courses during the semester. Once the information is received the appeal will be reviewed.</p>	Stage 1, further information requested.

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Senate Appeals Board Annual Report – 2004

Date	Case #	Type of Appeal	Explanation	Decision
Nov. 19/04	26	RWD 2003-1	The undergraduate's request for retroactive withdrawal of semester 2003-1 was denied by Jo Hinchliffe, Assistant Director, Student Academic Affairs because the supporting documentation was not consistent with the dates of the 2003-1 semester. It was not apparent that extenuating circumstances were beyond the undergraduate's control. The Board felt that sufficient grounds were presented to move to Stage 1 of the appeal process but in their judgment felt that they could not come to a favourable decision. The appeal was denied as extenuating circumstances did not support further consideration.	Stage 1, denied.

- RW = Withdrawal of all courses during semester
- RWD = Retroactive withdrawal of all courses
- SRWD = Selective retroactive course withdrawal (Faculty Review Committee)
- SWD = Selective course withdrawal during semester (Jo Hinchliffe)