

To: Senate

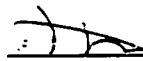
From: Nick Heath, Secretary
Senate Appeals Board

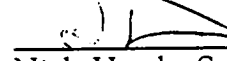
Subject: Senate Appeals Board
Annual Report for 1997

Date: August 7, 1998

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.

The Senate Appeals Board met eleven times in 1997 reviewing a total of 19 appeal cases, 1 of which was not resolved by the end of the year. In years previous to 1996, the high volume of cases made a detailed report impractical and a simple statistical summary was offered instead. (Since 1996 the Faculties have dealt with requests of retroactive withdrawal.) When the 1996 report was presented to Senate for 1997, more detail was requested, hence the current format. There were 16 appeal cases reviewed in 1996.


Kai-Lee Klymchuk, Chair, SAB


Nick Heath, Secretary, SAB

Dates of Meeting in 1997:

- | | |
|-------------------|--------------------|
| January 3, 1997 | August 1, 1997 |
| January 24, 1997 | September 19, 1997 |
| February 21, 1997 | October 24, 1997 |
| April 4, 1997 | November 14, 1997 |
| May 8, 1997 | December 18, 1997 |
| May 30, 1997 | |

SAB agreed to meet monthly, if there were sufficient business to warrant a meeting. As can be seen, this was achieved, thanks to the cooperation and flexibility of members.

Membership:

Chair - Elected by Senate:
Kai-Lee Klymchuk

Faculty Members Elected by Senate:

- Stephen Steele
- Rolf Mathewes
- Michael Wortis
- Lee Hanlan
- * Martin Hahn

Student Members Elected by Senate

- Harry Nip
- Brian Peterson
- Albert Chan
- Ian Yagi
- * Ken Giffen

* Member until May 31, 1997

General**Procedure**

Each appeal is first screened to determine whether special circumstances are present. All appeals are first heard in-camera (written form only - Stage 1) 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 evidence and answer questions (Stage 2). Each hearing lasts about 20 - 30 minutes.

This process resulted in the following action in 1997:

<i>Appeal Type</i>	<i>Cancelled (no special circumstances)</i>	<i>Resolved at Stage 1</i>	<i>Resolved at Stage 2</i>	<i>Unresolved</i>
<u>Retroactive Withdrawal</u>	1	5	1	
<u>Selective Retroactive Withdrawal</u>	1	3	2	
<u>Other</u>	2	3	0	
<u>Unresolved by end of 1997</u>				1
Total	4	11	3	1

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Senate Appeals Board

Cases in 1997

<u>Hearing</u>	<u>Date</u>	<u>Case</u>	<u>Appeal Type</u>	<u>Summary</u>	<u>Decision</u>
	Jan 3	1	RWD 95-2	Student's request for rwd from all courses in the 95-2 semester, with mixed recommendations from instructors and Chairs, and srwd from a course in 95-3 was denied by the Faculty of Arts. Student had been reluctant to provide detailed personal medical information when asked by Faculty to obtain more information about nature and history of illness. Student did not pursue srwd from 95-3. SAB judged that medical reasons were compelling for rwd from all courses in 95-2. Student cautioned to take timely action should future semesters be affected by this long-term condition.	Sustained at Stage 1
	Jan 24	2	RWD 95-3	Request to withdraw retroactively was denied by Faculty of Arts, contrary to recommendations from instructors and Chairs. Grounds for appeal were medical due to a motor vehicle accident, emotional and financial reasons, but no medical documentation was obtained by the student because had not seen physician. SAB received additional information and judged the material sufficient to justify rwd.	Sustained at Stage 1
	Feb 21	3	SRWD 96-3	Student's request to retroactively drop one course from 96-3 was denied by Faculty of Business Administration, contrary to recommendations from instructor and Chair. Appeal based on medical grounds. SAB decided more information was required.	Deferred to Stage 2
	Apr 4	3	SRWD 96-3	SAB judged that, although there were medical difficulties, the student was given numerous chances to make up work in the course, could have dropped the course and was able to successfully complete other courses.	Denied at Stage 2
	Apr 4	4	OTHER 96-1 Remove INW/ standing	Student withdrew from three consecutive semesters, but advisor did not inform student of resulting ineligibility. SAB received documented support for appeal. SAB judged this to be misadvising and allowed the student to register.	Sustained at Stage 1
	Apr 4	5	RWD 96-2	Student's request for retroactive drop was not supported by instructor or Chair and was denied by Faculty of Business Administration. Basis of appeal was a family death and a motor vehicle accident. Neither event occurred during that semester. SAB judged that these were not major factors in the weak course performance.	Denied at Stage 1

- Apr 4 6 RWD 94-1 Sustained at
RWD 94-2 Stage 1
Student's request to retroactively drop was denied by the Faculty of Business Administration because of a delay and because some recommendations were missing. Student had medical documentation and mixed recommendations of instructors and Chairs. SAB decided that 94-1 request was justified and, with departmental support, they would also approve rwd for 94-2. Student subsequently was granted rwd from both semesters.
- May 8 7 SRWD 96-3 Sustained at
Stage 1
Student's request to retroactively drop a course was denied by the Faculty of Science. Student did not receive support recommendations from the instructor or Chair. Student submitted further medical documentation. SAB judged that Faculty would have approved request if they had seen new material.
- May 30 8 SRWD 96-3 Sustained at
Stage 1
Student's request to retroactively drop a course, with support recommendations from instructors and Chairs, was denied by the Faculty of Arts. For the appeal, more information was received. SAB judged that Faculty would have approved request if they had seen new material.
- May 30 9 OTHER 95-3 Cancelled
Student was requesting 'reversal of decision of mandatory withdrawal' from PDP, issued by the Faculty of Education. SAB judged that the case amounted to a grade appeal because it resulted from a mandatory class which had a final grade of either 'Pass' or 'Withdrawn.' i.e. these are the final course grades. Further, SAB noted that the student may continue to take other SFU courses or repeat the same course. SAB determined that this case lay outside its mandate and referred it back to the Faculty.
- Aug 1 10 RWD 96-2 Sustained at
Stage 1
Student's request to retroactively drop a course, with support recommendations from instructor and Chair, was denied by the Faculty of Arts. Student's appeal was documented. SAB agreed that it was administrative error.
- Aug 1 11 RWD 97-1 Cancelled
Student's request to retroactively drop a course, without support recommendation from Chair, was denied by the Faculty of Applied Sciences. Student was dissatisfied with attitude, behaviour and skills of sessional instructor and with course content. SAB did not see clear evidence of extenuating circumstances beyond the student's control and noted that s/he could have dropped it within the first five weeks.
- Sept 19 12 SRWD 97-1 Deferred to
Stage 2
Student's request to retroactively drop a course, with mixed recommendations from instructor and Chair, was denied by the Faculty of Business Administration. Grounds for appeal were medical. SAB requested further information.

Oct 24	13	OTHER 96-2 OTHER 97-2	Student (senior) believed courses were taken for audit, not credit. All student's previous courses were audit. SAB agreed that registration instructions were not understood. SAB ruled course 'grades' to be replaced with AU notation. Student urged to take more care in registering.	Sustained at Stage 1
Oct 24	14	OTHER 97-1	Student took course for interest only and sought retroactive substitution of B grade with AU notation, to improve gpa. SAB determined that extenuating circumstances were absent.	Cancelled
Nov 14	12	SRWD 97-1	Faculty had denied request because the intensity of the illness was inconsistent with successful completion of two of four classes. SAB accepted student's reasons and determined that srwd was justified.	Sustained at Stage 2
Nov 14	15	RWD 84-3 RWD 85-1	Student's request to retroactively drop all courses with support from the instructors and Chairs for the 85-1 semester and with mixed recommendations from the instructors and Chairs for the 84-3 semester, was denied by the Faculty of Arts. Grounds for appeal were medical. SAB requested additional information.	Deferred to Stage 2
Nov 14	16	SRWD 94-1 RWD 95-1	Student's requests to retroactively drop courses, with instructors' and Chairs' support recommendations, were denied by the Faculty of Arts. Grounds for appeal were medical, personal problems and employment. SAB requested additional information	Deferred to Stage 2
Nov 14	17	SRWD 97-2	Student's request to retroactively drop a course without departmental support was denied by the Faculty of Arts. Grounds for appeal were dissatisfaction with course content. SAB determined that special circumstances were absent and noted that s/he could have dropped it within the first five weeks.	Cancelled
Nov 14	18	OTHER 97-1 Remove INW standing	Student withdrew from three consecutive semesters, but advisor did not inform student of resulting ineligibility, as in case #4. SAB reviewed supporting documents. SAB judged this to be misadvising and allowed the student to register.	Sustained at Stage 1
Dec 18	15	RWD 84-3 RWD 85-1	Student submitted additional medical information not previously presented to Faculty. Grounds for original request were immaturity, and stress. Additional factors came to light in the appeal - drug abuse, psychiatric disorder, resulting twice in hospitalization. SAB judged that rwd from both semesters was justified.	Sustained Stage 2

Dec 18 19 SRWD 96-3

Student's request to retroactively drop certain courses, with mixed recommendations from instructors and Chairs, was denied by the Faculty of Science. Grounds for appeal Denied at Stage 1

were medical and personal. Student was RTW after two semesters of poor grades. SAB judged the circumstances did not warrant selective course drops. SAB urged student obtain advice. S/he might receive a more favourable decision for complete withdrawal instead.

RWD = Retroactive withdrawal appeal

SRWD = Selective retroactive withdrawal appeal

INW = Ineligible to register because of three successive withdrawals

RTW = Required to withdraw

Stage 1: SAB reviews written submission. Appeal is decided at this stage if:

- a) the appellant has requested a written appeal only; or
- b) SAB judges that the written material presented is sufficient for a favourable decision.

Stage 2: Appellant and/or representative attends a brief in-person hearing. Discussion, decision and voting take place in-camera. Appellant is advised immediately of decision.