



<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 2010</p> <p><b>Date:</b> March 17, 2011</p>
---	--

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 8 times in 2010 reviewing a total of 53 appeal cases.



Anne Higgins, Chair, SAB



Kate Ross, Secretary, SAB

Dates of meetings in 2010:

January 21, February 17, April 7, May 12, July 5, September 13, October 25, December 8.

**Current SAB Membership:**

Anne Higgins, Chair  
 Mary Catherine Karpinski, Faculty Member  
 Martin Hahn, Alternate Faculty Member  
 Jeremy Snyder, Alternate Faculty Member  
 Benjamin Lee, Undergraduate Student Member  
 Sara Moghaddamjoo, Graduate Student Member  
 Ravi Patel, Alternate Undergraduate 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:**

Appeals Approved	28 at Preliminary or Stage 1
Appeals Approved	2 at Stage 2
Appeals Denied	18 at Stage 1
Appeals Denied	1 at Stage 2
Cancelled Appeals	2
Appeals Not Heard	1
Appeals Incomplete (deferred)	1

	2007 Summary	2008 Summary	2009 Summary
Appeals Approved	17	25 at Stage 1	21 at Stage 1
Appeals Approved		2 at Stage 2	1 at Stage 2
Appeals Denied	7 at Stage 1	4 at Stage 1	14 at Stage 1
Appeals Denied	2 at Stage 2		1 at Stage 2
Appeals not heard	0	4	3
Appeals incomplete	7	6 (tabled to 2009)	0
Total appeals	33	41	40

The Senate Appeals Board Annual Report 2010 is attached

## Senate Appeals Board Annual Report – 2010

Date	Case #	Type of Appeal	Explanation	Decision
Jan. 21/10	1	Selective Retroactive Withdrawal	Purpose: Stage 2 - Stage 1 from Dec 12/09 Basis: Medical/Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
Jan. 21/10	2	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
Jan. 21/10	3	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Tabled Rationale: Follow up with instructor required to determine if final exam was written	Tabled then Denied
Jan 21/10	4	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied
Jan 21/10	5	Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
Jan 21/10	6	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied

## Senate Appeals Board Annual Report – 2010

Date	Case #	Type of Appeal	Explanation	Decision
Feb 17/10	7	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Tabled Rationale: Student asked to provide more information	Tabled
Feb 17/10	8	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied
Feb 17/10	9	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Tabled until documentation verified (Feb 18 <sup>th</sup> Approved) Rationale: Student provided evidence of extenuating circumstances	Approved
Feb 17/10	10	Selective Retroactive Withdrawal	Purpose: Stage 1 Basis: Medical Result: Denied – Student asked to appear Rationale: Student did not provide evidence of extenuating circumstances	Denied Move to Stage 2- Student did not appear
April 7/10	11	Retroactive Withdrawal	Purpose: Stage 1 - Preliminary from October 22, 2009 Basis: Personal/Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
April 7/10	9	Selective Retroactive Withdrawal	Purpose: Stage 1 – Preliminary from Feb 17/10 Basis: Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved

## Senate Appeals Board Annual Report – 2010

Date	Case #	Type of Appeal	Explanation	Decision
April 7/10	12	Retroactive Withdrawal	Purpose: Preliminary Basis: Personal/Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
April 7/10	13	Selective Retroactive Withdrawal	Purpose: Stage 1 Basis: Medical Result: Denied Rationale: Student does not provide evidence of extenuating circumstances	Denied Moved to Stage 2
	14	Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
	15	Improper Administration	Purpose: Preliminary Basis: Appealing Decision of the faculty instructor to deny enrolment into a second directed studies course Result: Did not hear Rationale: Student did not provide evidence of extenuating circumstances	Did not hear
	16	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
	17	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied

## Senate Appeals Board Annual Report – 2010

Date	Case #	Type of Appeal	Explanation	Decision
April 7.10	18	Retroactive Withdrawal	Purpose: Stage 1 Basis: Personal Result: Denied – Moved to Stage 2 Rationale: Student did not provide evidence of extenuating circumstances	Denied Moved to Stage 2
May 12/10	18	Retroactive Withdrawal	Purpose: Stage 2 Hearing – Stage 1 April 7, 2010 Basis: Personal Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied
May 12/10	13	Selective Retroactive Withdrawal	Purpose: Stage 2 Hearing – Stage 1 from April 7, 2010 Basis: Medical Result: Approved for WD Rationale: Student provided evidence of extenuating circumstances and was misinformed by outside parties	Approve for WD
May 12/10	19	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal/Scheduling Conflict Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
May 12/10	20	Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
May 12/10	21	Retroactive Withdrawal	Purpose: Preliminary Basis: Medical and Personal Result: Approved for partial WE on two of the three courses only Rationale: Student provided evidence of extenuating circumstances. Due to confidential reasons, the Registrar recommends that no WE be given for the third course	Approved for Partial Only

## Senate Appeals Board Annual Report – 2010

Date	Case #	Type of Appeal	Explanation	Decision
May 12/10	22	Retroactive Withdrawal	Purpose: Preliminary Basis: Student Claiming a System Error Result: Tabled Rationale: Requires follow up with Records and Registration and SIMS tracking	Tabled
May 12/10	23	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
July 5/10	22	Retroactive Withdrawal	Purpose: Stage 1- Preliminary from May 12/10 Basis: changed to Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
July 5/10	24	Retroactive Withdrawal	Purpose: Preliminary Basis: Medical/Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
July 5/10	25	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Denied moved to Stage 2 Rationale: Student did not provide evidence to show selectivity	Denied moved to Stage 2
July 5/10	26	Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Tabled Rationale: Follow up with instructor required	Tabled

## Senate Appeals Board Annual Report – 2010

Date	Case #	Type of Appeal	Explanation	Decision
July 5/10	27	Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
July 5/10	28	Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
July 5/10	29	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
July 5/10	30	Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Tabled Rationale: Student to provide medical documentation to support claim	Tabled then Cancelled. No further action taken by student
Sept 13/10	26	Retroactive Withdrawal	Purpose: Stage 1 – Preliminary July 5/10 Basis: Personal Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied
Sept 13/10	31	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Denied moved to Stage 2 Rationale: Student did not provide evidence of extenuating circumstances	Denied – Moved to Stage 2



## Senate Appeals Board Annual Report – 2010

Date	Case #	Type of Appeal	Explanation	Decision
Sept 13/10	32	Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Tabled Rationale: Follow up with instructor required	Tabled
Sept 13/10	33	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
Sept 13/10	34	Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Tabled Rationale: Student to provide evidence of extenuating circumstances	Tabled – Cancelled no further action taken by student
Sept 13/10	35	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
Sept 13/10	36	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
Sept 13/10	17	Retroactive Withdrawal	Purpose: New Evidence – Denied April 7/10 Basis: Medical Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied

## Senate Appeals Board Annual Report – 2010

Date	Case #	Type of Appeal	Explanation	Decision
Sept 13/10	37	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied
Sept 13/10	38	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Tabled Rationale: Student asked to provide evidence of extenuating circumstances	Tabled
Sept 13/10	39	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied
Oct 25/10	38	Selective Retroactive Withdrawal	Purpose: Stage 1 – Preliminary Sept 13/10 Basis: Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
Oct 25/10	32	Retroactive Withdrawal	Purpose: Stage 1 – Preliminary from Sept 13/10 Basis: Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
Oct 25/10	40	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Mis-Advice Result: Denied – Moved to Stage 2 Rationale: Student did not provide evidence of extenuating circumstances	Denied – Moved to Stage 2

## Senate Appeals Board Annual Report – 2010

Date	Case #	Type of Appeal	Explanation	Decision
Oct 25/10	41	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
Oct 25/10	42	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical/Personal Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied
Oct 25/10	43	Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied
Dec 8/10	17	Selective Retroactive Withdrawal	Purpose: Review new evidence- Denied in April 7 <sup>th</sup> and Sept 13 <sup>th</sup> Basis: Medical Result: Approved for 3 courses only Rationale: Student's new evidence only speaks to one term and not the other	Approved with exceptions
Dec 8/10	44	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Denied Rationale: Student did not provide evidence of extenuating circumstances	Denied
Dec 8/10	45	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Tabled Rationale: Follow up required with the instructor.	Tabled

## Senate Appeals Board Annual Report – 2010

Date	Case #	Type of Appeal	Explanation	Decision
Dec 8/10	46	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Approved with a recommendation for a full withdrawal Rationale: Student provided evidence of extenuating circumstances	Approved
Dec 8/10	47	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
Dec 8/10	48	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Denied Moved to Stage 2 Rationale: Student did not provide evidence of extenuating circumstances	Denied – Moved to Stage 2 – Student did not appear
Dec 8/10	49	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Tabled Rationale: Student asked to provide evidence for selectivity	Tabled
Dec 8/10	50	Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Tabled Rationale: Student asked to provide evidence of extenuating circumstances	Tabled for January 2011 meeting
Dec 8/10	51	Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved

## Senate Appeals Board Annual Report – 2010

Date	Case #	Type of Appeal	Explanation	Decision
Dec 8/10	52	Selective Retroactive Withdrawal	Purpose: Preliminary Basis: Medical Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved
Dec 8/10	53	Retroactive Withdrawal	Purpose: Preliminary Basis: Personal Result: Approved Rationale: Student provided evidence of extenuating circumstances	Approved