

**SIMON FRASER UNIVERSITY**

**OFFICE OF THE VICE-PRESIDENT, ACADEMIC**

**MEMORANDUM**

**To:** Senate

**From:** D. Gagan, Chair   
Senate Committee on Academic Planning

**Subject:** Graduate Appeals Policy

(SGSC Meeting March 30, 1998)  
(SCAP Reference: SCAP 98-15)

**Date:** April 15, 1998

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Action undertaken by the Senate Graduate Studies Committee, the Senate Committee on Academic Planning, and the Senate Committee on Agenda and Rules gives rise to the following motion:

**Motion:**

"that Senate approve as set forth in S.98 -50 , the amendments to the terms of reference and memberships of the following committees:

Senate Graduate Studies Committee  
Senate Appeals Board  
Committee to Review University Admissions

and that the Graduate Appeals procedure approved by Senate on January 9, 1989 be revoked. All these changes should take place on June 1, 1998."

SIMON FRASER UNIVERSITY

MEMORANDUM

To: Alison Watt, Director  
Secretariat Services

From: Bruce Clayman  
Vice-President, Research  
Dean of Graduate Studies

Subject: Graduate Appeals Policy

Date: March 31, 1998

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The attached Graduate Appeals Policy was approved by the Senate Graduate Studies Committee, at its Meeting on March 30, 1998, and is now being forwarded to the Senate Committee on Academic Planning as follows:

"That SCAP approve and recommend approval to Senate the amendments to the terms of reference and memberships of the following committees:

- Senate Graduate Studies Committee
- Senate Appeals Board
- Committee to Review University Admissions

and that the Graduate Appeals procedure approved by Senate on January 9, 1989 be revoked. All these changes should take place on June 1, 1998."



B.P. Clayman  
Vice-President, Research  
Dean of Graduate Studies

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attach.

**SIMON FRASER UNIVERSITY**  
**OFFICE OF THE DEAN OF GRADUATE STUDIES**

*Memorandum*

**TO:** Senate Graduate Studies Committee

**FROM:** Bruce P. Clayman  
Dean of Graduate Studies

**SUBJECT:** Graduate Appeals Policy

**DATE:** February 13, 1998

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I wish to propose that appeals by graduate students of academic decisions and appeals of decisions on graduate admissions be handled through the same processes as that currently used for undergraduate level appeals. This will require relatively minor changes to the Terms of Reference and memberships of the Senate Appeals Board (SAB) and the Committee to Review (Undergraduate) Admissions (CRUA) to reflect jurisdiction and constituencies. Administration of the process would move from my office to that of the Registrar - who is in agreement with this change.

The present Graduate Appeals Policy and procedures were approved by Senate in 1989; they are attached for reference. They have worked reasonably well in the very few cases heard (typically one or two per year). However, they suffer from two key flaws:

- the process is presided over by the Office of the Dean of Graduate Studies which is also responsible for the administration and enforcement of the Graduate Regulations themselves, presenting the appearance of a possible conflict of interest;
- the ad hoc appeals committees required under the graduate appeals policy lack consistency of membership (and hence expertise) and lack adequate representation of student interests, with only one student member.

Moving the process to the Office of the Registrar (which already administers both the SAB and CRUA) and placing appeals before a more representative committee with better continuity corrects these flaws.

Attached is the complete proposal for the shift in responsibility for graduate appeals. The matter will be on the agenda of the next meeting of the Senate Graduate Studies Committee.

attachment

c. R. Heath  
M. McGinn

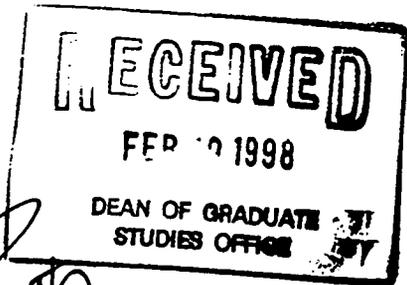




**Simon Fraser University**

Dean of Student Services & Registrar  
tel 291-4176; fax 291-5732; email heath@sfu.ca

**Memorandum**



*Ron Heath*

To: Bruce P. Clayman  
Dean of Graduate Studies

From: Ron Heath  
Dean of Student Services & Registrar

Subject: Graduate Appeals Policy

Date: February 16, 1998

Further to recent discussions with you and Dr. Jack Martin, Associate Dean of Graduate Studies, I am attaching the proposed revisions to three Committees: Senate Appeals Board (SAB); Committee to Review University Admissions (CRUA); and Senate Graduate Studies Committee (SGSC). The amendments and changes to the existing Committees and Terms of Reference are highlighted in bold-face italics. The following highlight the proposed changes to the existing three Committees and their Terms of Reference.

SGSC:

Point 6. under the current "Purpose" would be deleted since decisions on admission or degree recommendations would now be referred to either CRUA or SAB.

SAB:

The membership has been amended to specify that there should be one graduate and one undergraduate student member. The alternates are similarly defined.

The "Purpose" has been amended to include 'approval of entry and re-entry to a program' as this makes it clearer that appeals under 1.12.3 of the Graduate Regulations would be addressed at SAB. Appeals (excluding grade appeals) under section 1.16 would be addressed at SAB.

CRUA:

The Committee has been re-named from the Senate Committee to Review Undergraduate Admissions to the Senate Committee to Review University Admissions.

The membership is revised to specify that there will be one graduate and one undergraduate student member (and corresponding alternates).

The Quorum is revised to include at least one voting faculty member.

The 'Purpose' has been amended to provide for consideration of appeals from students applying for admission to a graduate program who are not admitted through the usual admission channels. If past patterns apply, it is unlikely that there would be any significant number of appeals in this category. The 'Purpose' also allows for CRUA to advise SGSC on matters relating to admissions. CRUA would make a yearly report to SGSC on graduate appeals that have been handled by the Committee.

cc. Dr. Jack Martin, Associate Dean, Graduate Studies

16. COMMITTEE TO REVIEW UNDERGRADUATE UNIVERSITY ADMISSIONS (CRUA)  
 - Standing (Reporting to Senate Committee on Undergraduate Studies *on matters relating to undergraduate admissions and to the Senate Graduate Studies Committee on matters relating to graduate admissions.*)

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Associate Vice-President (or designate)	Chair - Votes in case of a tie			Judith Osborne
Dean of Student Services and Registrar (or designate)	Secretary (non-voting)			Charlotte French
Faculty Member	Elected	2 yrs	May 31/98	Lynda Erickson
Faculty Member	by	2 yrs	May 31/99	Louis Peterson
Alternate	Senate	2 yrs	May 31/99	Norbert Haunerland
Student Member ( <i>Undergraduate</i> )	Elected	2 yrs	May 31/98	Jennifer Overington *
Student Member ( <i>Graduate</i> )	by	2 yrs	May 31/99	Ken Giffen
Alternate ( <i>Undergraduate</i> )	Senate	2 yrs	May 31/99	Harry Nip
Alternate ( <i>Graduate</i> )				

Purpose

- 1) To consider appeals for admission or re-admission to the University, where special circumstances are present, or where policy requires adjudication of an admission decision by a representative committee.
- 2) To consider cases wherein an individual contests a decision of the Registrar to deny admission or re-admission to the University or to grant transfer credit or advanced standing in his or her specific case, when special circumstances are present.
- 3) *To consider cases wherein an individual contests a decision of the Dean of Graduate Studies to deny admission or to recognize prior academic study in his or her specific case, when special circumstances are present.*
- 4) Student exchange applicants who have a grievance arising from the exercise of the Senate Committee on International Activities' responsibilities shall have the right of appeal to the CRUA, when special circumstances are present.
- 5) To recommend to SCUS *or* SGSC on policy revisions, when situations arise in which admission or transfer credit policies appear to conflict with university goals and objectives.

Quorum: A quorum is two voting members, in addition to the Chair.

Committee meetings are scheduled monthly or at the call of the Chair.  
 CRUA reports to SCUS *and* SGSC in April of each year.

\* Elected by Senate February 2, 1998 to replace T. Van Allen who was elected by Senate June 2, 1997 to replace T. Morrison for balance term of office.

15. SENATE APPEALS BOARD (SAB)  
 - Standing (Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Student or Faculty	Chair (Votes in case of a tie)		May 31, 1999	Kai-Lee Klymchuk
Faculty Member	Elected by Senate	2 yrs	May 31, 1998	Stephen Steele
Faculty Member		2 yrs	May 31, 1999	Rolf Mathewes
Alternate *		2 yrs	May 31, 1998	Michael Wortis
Alternate *		2 yrs	May 31, 1999	Lee Hanlan
Student Member ( <i>Undergraduate</i> )	Elected by Senate	2 yrs	May 31, 1999	Harry Nip
Student Member ( <i>Graduate</i> )		2 yrs	May 31, 1998	Brian Peterson *
Alternate Student ( <i>Undergraduate</i> )		2 yrs	May 31, 1999	Ian Yagi
Alternate Student ( <i>Graduate</i> )		2 yrs	May 31, 1998	Albert Chan
Dean of Student Services and Registrar (or designate)	Secretary (non-voting)			Nick Heath

Purpose

- 1) To consider 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.

~~The Chair may be a student or a member of faculty who is not otherwise a member of the Senate Appeals Board, and shall be selected by majority vote of the voting members of the Senate Appeals Board. The selection is subject to ratification by the Senate. In the event that the regular voting members of SAB are unable to agree by majority vote on the selection of a Chair, the selection shall be resolved by Senate.~~

Selection of Chair

*The Chair may be a student or a member of faculty and normally is selected from among the members of the Committee.*

*The Chair shall be selected by majority vote of the voting members of the Senate Appeals Board.*

*In the event that the members of the Senate Appeals Board cannot decide on the selection of a Chair, the appointment shall be decided by Senate.*

Quorum: A quorum is three voting members.  
 Meetings convened monthly or at the call of the Chair.  
 SAB reports to Senate in April of each year.

\* Elected by Senate February 3, 1997 to replace T. Hakemi for balance term of office

6. SENATE GRADUATE STUDIES COMMITTEE (SGSC)

- Standing (Reporting to Senate Committee on Academic Planning on Program matters; reporting under Category B to Senate)

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies	Chair			Bruce Clayman
Dean of Applied Sciences (or designate)				Parveen Bawa
Dean of Arts (or designate)				Roger Blackman
Dean of Business Admin. (or designate)				John Waterhouse
Dean of Education (or designate)				Robin Barrow
Dean of Science (or designate)				Alistair Lachlin
University Librarian (or designate)				Sharon Thomas
Dean of Student Services & Registrar (or designate)	Ex-officio (Non-voting)			Diane Whiteley
Asst. Director, Graduate Records	Secretary Ex-officio (Non-voting)			Marian McGinn

Chairs of Departmental Graduate Studies Committees

Applied Sciences

Computing Science	Stella Atkins
Communication	Catherine Murray
Engineering Science	Paul Ho
Kinesiology	Ted Milner
Resource & Environmental Mgmt	Ken Lertzman

Arts

Archaeology	Jack Nance
Contemporary Arts	Iris Garland
Criminology	Joan Brockman
Economics	Robert Jones
English	David Stouck
French	Marguerite Fauquenoy
Geography	Ian Hutchinson
Gerontology	Andrew Wister
History	John Little
Liberal Studies	Robert Koepke
Linguistics	Zita McRobbie
Philosophy	Philip Hanson
Political Science	Alex Moens
Psychology	William Krane
Publishing	Roland Lorimer
Spanish/Latin American Studies	Ron Newton
Sociology and Anthropology	Hari Sharma
Women's Studies	Jackie Levitin

Business Administration

Steve McShane (MBA)  
Eng Choo (EMBA)

Education

Stuart Richmond  
Diane Dagenais

Science

Biological Sciences  
Chemistry  
Mathematics & Statistics  
Physics  
Earth Sciences

Larry Dill  
Derek Sutton  
Alistair Lachlan  
John Bechhoefer  
James MacEachern

Graduate Student Representatives

<u>Member</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Applied Sciences			
Regular Member	1 yr	May 31/98	Lyn Bartram
Alternate	1 yr	May 31/98	Christina Carrick
Arts			
Regular Member	1 yr	May 31/98	Lawrence Buhagiar
Alternate	1 yr	May 31/98	Mirjana Roksandic
Business Admin.			
Regular Member	1 yr	May 31/98	Ryan Gunther
Alternate	1 yr	May 31/98	Tracy Olin
Education			
Regular Member	1 yr	May 31/98	David Boote
Alternate	1 yr	May 31/98	Michelle McGinn
Science			
Regular Member	1 yr	May 31/98	Joy Morris
Alternate	1 yr	May 31/98	Vacant

Purpose

1. To ensure that the standards approved by Senate are maintained.
2. To consider matters of policy related to Graduate Studies and to make appropriate recommendations to Senate.
3. To consider matters referred to it by Departments and Faculties or by the Dean of Graduate Studies and to make recommendations to the appropriate body(ies).
4. To make recommendations to SCAP on new course proposals and program proposals.
5. Under delegated authority from Senate, for graduate curriculum, SGSC shall:
  - a) review and make recommendations to SCAP on program changes of a major nature and general curriculum matters, and
  - b) review and approve, where appropriate, all proposed new courses, course deletions and program revisions of a minor nature. These changes shall be reported in summary form to SCAP and Senate.

If within one week after SGSC has reported to SCAP, two members of SCAP wish a specific new course or a program revision of a minor nature to be considered formally by SCAP, this matter shall be placed on the agenda of the next suitable meeting. If within two weeks after SCAP has reported to Senate, five members of Senate wish a specific new course or a program revision of a minor nature to be considered formally by Senate, this matter shall be placed on the agenda of the next suitable meeting.

- ~~6. To decide on admission or degree recommendations in those cases where the Dean of Graduate Studies is not able to approve.~~

### Composition

1. The Dean of Graduate Studies - Chair.
2. The Dean of each Faculty (or designate).
3. The University Librarian (or designate).
4. The Chair of each Departmental Graduate Studies Committee.
5. Two members elected by and from the Faculty Graduate Studies Committee in the Faculty of Education.
6. Two members elected by and from the Faculty Graduate Studies Committee in the Faculty of Business Administration.
7. A graduate student representative (or alternate) from each Faculty to be elected by and from the graduate students in the Faculty by in-person secret ballot at the Office of the Registrar.
8. The Registrar (or designate) (non-voting).
9. The Assistant Director - Graduate Records (non-voting).

### Duties

1. The Committee quorum shall be the Chair and six members of faculty.
2. A voting member of the Committee, who cannot attend a particular meeting, may send a qualified alternate. A 'qualified alternate' for a member of faculty shall be a member of a faculty who is qualified to Chair his/her Departmental Graduate Studies Committee under S.294 as amended. A 'qualified alternate' for a graduate student shall be a graduate student so elected at Simon Fraser University.
3. Elections for graduate student representatives and alternates shall be held once a year in the Spring semester. A sitting member is eligible for re-election at the end of a term of office.
4. Replacement elections for elected members who resign from or cease to qualify for the Committee will be held as soon as practicable. A member elected in this way will serve for the remainder of the term of the member replaced.

SGSC reports to Senate in March of each year.