

SIMON FRASER UNIVERSITY

MEMORANDUM

S. 329

To	SENATE	From	H. M. EVANS
			REGISTRAR
Subject	SENATE UNDERGRADUATE ADMISSIONS BOARD SENATE APPEALS BOARD	Date	FEBRUARY 2, 1970

The attached paper is a consolidation of Papers S.305b (Implementation Committee - Sayre), Paper S.293 (Senate Committee on Undergraduate Admissions and Standings) and Paper S.308 (Acting Academic Vice-President).

Decisions have been made on items up to the top of page 3. Discussion had been commenced on the sections dealing with the Senate Appeals Board.

A schematic diagram is attached which outlines the mechanisms as currently set forth in the paper.

As at February 2, 1970.
Item tabled at Senate.

Senate Appeals Board

Applying Senate policy, as directed by SUAB.

Not a policy body.

Senate Undergraduate Admissions Board

To receive Senate's policies; to provide direction on applicability and specific interpretation of policy:- in spirit of Ellis Report.

To recommend changes as necessary. Decisions on individual cases to lead toward generalized regulations, to serve as basis for future decisions.

Student Appeals Decision of Registrar's Office

Taken to Appeals Board.

SAB charged with seeking out additional data not previously available to Registrar's Office, to decide if "unusual" or "special" case justifying implied flexibility of Senate policy and SUAB directives.

Appellant may appear in person.

Decision final.

Only after all data and extenuating circumstances collected, case taken to SUAB.

Decision final.

Registrar's Office makes decision, notifies student of acceptance/rejection/decision.

Registrar's Office cannot make decision. Notifies student to submit all data and any extenuating items.

Student application for admission/standing/credit transfer/grade change.

Policies clearly defined.

Student application for admission/standing/credit transfer/grade change. Unique case, or sub-policies not clearly defined. Policies under development.

or

Student submits application to Registrar's Office.

A PROPOSAL FOR THE ESTABLISHMENT OF THE
SENATE UNDERGRADUATE ADMISSIONS BOARD

and the

SENATE APPEALS BOARD

COMMENTS

The general philosophy proposed is to regard the Registrar's Office as the "executive branch"; the Admissions Board as the "legislative branch"; and the Appeals Board as the "judicial branch". These terms are to be regarded as descriptive and should not necessarily be interpreted in a strict conventional sense.

THE REGISTRAR'S OFFICE

In performing the executive function, this office is charged with the administration and application of those directives emanating from the Admissions Board. If a need is felt for interpretation or if a case arises that has aspects not covered by policy, the Registrar is charged with the duty to seek the advice of the Admissions Board. The Registrar is to act in a similar manner if he finds that some directives appear to be in conflict with each other, or if he encounters a case not covered by Admissions Board directives or if he feels any directive is in violation of the spirit of Senate policy (particularly the Ellis Report, as amended).

THE SENATE UNDERGRADUATE ADMISSIONS BOARD (SUAB)

Purpose:

To receive the Senate's policy decisions on undergraduate admissions, re-admissions, standing, and credit transfer policy and, where necessary, to provide direction on applicability and provide specific interpretation of such policy. The spirit of Senate's policies and, particularly, the spirit of the Ellis Report (as amended) are to be adhered to at all times.

APPROVED BY SENATE, January 26th, 1970.

COMMENTS

When necessary, to make recommendations to Senate for change and revision of policy concerning undergraduate admissions, re-admission, standing, and credit transfer.

Procedure:

The SUAB will consider individual cases (involving aspects not previously considered) at the request of the Registrar's Office. These decisions on individual cases may subsequently be generalized and serve as a basis for future cases. Decisions by the SUAB shall be final.

Before taking cases to SUAB, the Registrar's Office will inform the student that his case is being taken to SUAB, and that he should provide all relevant information as well as extenuating circumstances, if any, and that the SUAB decisions on his case shall be final.

All decisions by the SUAB that elaborate, provide direction on applicability and provide specific interpretation of Senate policies, shall be forwarded to the SAB.

APPROVED BY SENATE, December 8th, 1969.

It should be noted that the original motion contained the phrases "he or she" and "his or hers". These have been changed to provide consistency with other University regulations.

Membership:

Academic Vice-President or his designate as Chairman (non-voting, except in case of a tie). Three faculty members, one elected by each Faculty from its Undergraduate Curriculum Committee for a two-year term, with provision for an alternate to be named by each Faculty (voting).

Three students, one from each Faculty selected by Student Council for one-year terms, with provision for an alternate for each student representative (voting).

One Senator elected by Senate for a two-year term (voting).

Director of Admissions (voting).

Recording Secretary (non-voting).

APPROVED BY SENATE, January 26th, 1970.

C O M M E N T S

Operation:

A quorum shall be five voting members.

Decisions will be based on majority (of those present) rule.

The Director of Admissions will be responsible for preparing the Agenda of the Meetings, sending out notices of meeting, preparing and distributing minutes of each meeting to the members of the SUAB and SAB.

Meetings shall be closed and proceedings shall remain confidential. Policy statements shall be publicized through normal channels.

APPROVED BY SENATE, December 8th, 1969.

THE SENATE APPEALS BOARD (SAB)

Purpose:

To consider each case of Appeal that is initiated by any individual who feels aggrieved by the decision of the Registrar's Office concerning admission, re-admission, standing, credit transfer or grade changes. The appellant has the option of a personal appearance before the Board, if so desired.

Statements were made at the Senate meeting on January 26th, that the existence of the Appeal Board would be in conflict with the terms of reference already approved for SUAB. This is not so. SUAB would only make decisions on a limited number of cases where the policy was not clear, or on those cases so unique that a policy would not be established. Policies also require SUAB to consider Nature, Early Entry and Early Admission applications individually. The Registrar's Office would make decisions on all other cases (probably more than 95%) and these decisions could be appealed to Appeals Board. It does not seem logical to allow the decisions of one Senate Committee to be appealed to another.

Procedure:

The SAB is charged with the responsibility of applying Senate policy as directed by SUAB. This body cannot make policy. It is thus obvious that Senate policy and SUAB directives need to include flexibility -- clauses such as "in normal circumstances"; "in most cases"; and "usually"; etc.

The SAB then must seek out and consider information about each individual case it hears that the Registrar's Office may not have had access to. It must then decide whether this additional information is sufficient to rule an individual case to be "unusual" or "special" and apply the implicit flexibility of Senate policy and SUAB directives.

Memberships:

Registrar or his designate as non-voting chairman.

Two faculty members, plus one alternate (who votes only in the absence of one of the regular faculty members) elected by Senate for two-year terms.

Implementation Committee (Sayre)
Two students, plus one alternate (who votes only in the absence of one of the regular student members) determined by Student Council for one-year terms.

Recording secretary (non-voting).

OR

Three faculty members, one elected by and from each Faculty. Each faculty member shall have an elected alternate.

SCUAS
proposal
Two students, each with a specified alternate, to be chosen in a manner to be determined by Student Council.

A Chairman (non-voting) elected by and from the voting members of SUAB to provide liaison between the two Committees.

Director of Admissions (non-voting).
Recording Secretary (non-voting).

An alternate may attend any meeting, but may only vote in the absence of the member for whom he acts as alternate.

A quorum shall be two faculty members and two students.

Operation:

The Appeals Board must decide each case presented to it as speedily as possible.

Meetings shall be closed and proceedings shall remain confidential.

Meetings will occur three times a semester; in the week before registration; after regular registration, but before the final date to change courses and, third, around the ninth week of the semester. (A heavy number of cases could result in "one meeting" being spread over two or even three days). The schedule of meetings will be announced well in advance.

C O M M E N T S

A court of appeal in law is composed of the most serious and experienced individuals. Senate may wish to consider means of ensuring that its Appeal Board consists of individuals knowledgeable in the admissions area. Since the few such individuals available are likely to be members of the Admissions Board, the possibility of having the membership of the Appeals Board and the Admissions Board identical could be considered.

NOTE: No terms of office specified; no provision for liaison with Senate.

SCUAS recommends replacement of the first two sentences of Operation by:--

"To sustain the appeal, three members of the Committee must be in favour".

The purpose of fixed meeting dates is to ensure that students know when meetings are to be called, rather than having to wait until sufficient cases have accumulated to call a meeting. Provision should perhaps be made for additional meetings when necessary.

The Office of the Registrar will be responsible for preparing the cases and notifying the appellants of their option to make a personal appearance (or have someone make an appearance on their behalf), recording and distributing the minutes to the members of SUAB and SAB and notifying the appellant of the SAB's decision.

JOINT MEETINGS

If either the SUAB or the SAB feels the need for a joint meeting to discuss new policies, or the clarification or revision of existing policies, then either group shall have the right to call such a joint meeting. This does not abrogate or supercede the rights or responsibilities of the individual committees as detailed above.