

**For Information**      **SIMON FRASER UNIVERSITY**

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**MEMORANDUM**

TO: Senate

FROM: Mike Dinning, Secretary  
Senate Appeals Board

RE: Senate Appeals Board  
Annual Report for 2002

DATE: April 14, 2003

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 2002 reviewing a total 24 appeal cases, of which three were still pending by the end of the year.

Thomas du Payrat, Chair, SAB

Mike Dinning, Secretary, SAB

**Dates of the Meetings in 2002:** May 17, June 17, July 22, September 23, November 21

**Current SAB Membership:**

Thomas du Payrat, Chair  
Lee Hanlan, Faculty Member  
Mark Wexler, Faculty Member  
Sam Black, Alternate Faculty Member  
Hilmar Pabel, Alternate Faculty Member  
Nicola Kretz, Undergraduate Student Member  
Cynthia Leung, Alternate Undergraduate Student Member  
Randy Peters, Graduate Student Member  
Peter Liljedahl, Alternate Graduate Student Member

**SAB Members whose terms ended during 2002:**

Rina Zazkis, Faculty Member  
John Bechhoefer, Alternate Faculty Member  
Chris Steinbach, Undergraduate Student Member  
Leeanna Simons, Graduate Student Member

**New Secretary:**

As of April 1, 2002 Mike Dinning replaced Nick Heath as Secretary and Erika Auton replaced Sharon Plesha as 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	7
Appeals Denied	3
Appeals Cancelled	10
Appeals Deferred for more information/reply	8
Pending by year end	3

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

The Senate Appeals Board Annual Report 2002 is attached.

## Senate Appeals Board Annual Report – 2002

Date	Case #	Type of Appeal	Explanation	Decision
May 17/02	1	SRWD 2001-1	The undergraduate's request for a selective retroactive course withdrawal from the 2001-1 semester was denied by the Faculty of Arts. Recommendations from the Department Chair and instructor supported the request. Death certificate and subsequent corresponding e-mails to the instructor were submitted. SAB supported granting the appeal based on the documentation presented by the appellant.	Sustained at Stage 1.
May 17/02	2	SRWD 2001-2	The undergraduate's request for a selective retroactive withdrawal from BISC 102, Summer 2001 semester was denied by the Faculty of Arts. Recommendations from both Department Chair and instructor did not support the request. Weak medical documentation was submitted.	Cancelled, insufficient grounds.
May 17/02	3	Remove PW status from 2002-1	The undergraduate's request was submitted directly to the Senate Appeals Board. The student claimed poor academic performance was due to not being able to get into courses that he/she wanted as a result of late admission.	Cancelled, insufficient grounds.
May 17/02	4	SRWD 2002-1	The undergraduate's request for a selective retroactive withdrawal from CMPT 201, Spring 2002 semester was denied by the School of Computing Science. Recommendations from the instructor supported the request, but the Department Chair did not. A letter supporting the appeal from the student's father was submitted.	Cancelled, insufficient grounds.
May 17/02	5	RWD 1999-1	The undergraduate's request for a retroactive withdrawal of the Spring 1999 semester was denied by the Faculty of Arts. Recommendations from the Department Chairs and instructors supported the request. Family difficulties were insufficient evidence of extenuating circumstances.	Cancelled, insufficient grounds.
June 17/02	6	Permission to graduate June 2002	The undergraduate's request for permission to graduate on the basis that the information pertaining to the breadth requirement was given in both poor and inconsistent manner by the undergraduate advisors in two Departments of the Faculty of Arts. Sufficient number of courses and GPA were consistent with graduation requirement.	Sustained at Stage 1.
June 17/02	7	RWD 2001-3	The undergraduate's request for a retroactive withdrawal from the 2001-3 semester was denied by the Faculty of Business Administration. The appeal is based on a death in the family and a need to attend to the family business. Marginal documentation was submitted. Insufficient evidence to move to Stage 1.	Deferred for more Information.

## Senate Appeals Board Annual Report – 2002

Date	Case #	Type of Appeal	Explanation	Decision
June 17/02	8	PROG -- Permission to have PDP application re-evaluated for September 2002 admission.	The undergraduate applied four times to the PDP program and each time was denied. There was a question of GPA calculations and change in Faculty application criteria. The committee members agreed that the student had not been mis-advised by the advisors in the Faculty of Education and that reasonable advice was given at the time.	<b>Cancelled, insufficient grounds.</b>
July 22/02	9	SRWD 2001-2	The undergraduate's request for permission to a selective retroactive withdrawal from POL 498 and POL 249, 2001-2 was denied by the Faculty of Arts. The appeal is based on a medical reason for not completing the course work. Insufficient documentation to go to Stage 1. The student was asked to provide more information.	<b>Deferred for more information.</b>
July 22/02	10	SRWD 2001-3	The undergraduate's request for a selective retroactive withdrawal from LING 441 in 2001-3 was denied by the Faculty of Arts. There is an inconsistency in the "F" grade given to the student as he did not complete the course work and should have received an "N" grade. Medical illness was given as the reason for not writing the final examination. Insufficient documentation to go to Stage 1. More information was requested from both the appellant and the Linguistics instructor.	<b>Deferred for more information.</b>
July 22/02	11	RWD 2000-1	The undergraduate's request for a retroactive withdrawal from all courses in semester 2000-1 was denied by the Faculty of Arts. Student underwent surgery and was unable to complete course work. Appeal was moved to Stage 1. Appeal was not sustained as a favourable decision could not be made. Student will be invited to attend a Stage 2 hearing. More information has been requested from the appellant.	<b>Moved to Stage 2- in person hearing.</b>
July 22/02	12	SWD 2002-2	The undergraduate's request to a selective withdrawal from BUS 254, 2002-2 prior to end of week 12 was denied by the Faculty of Business Administration. Student was unable to complete course work due to full-time work schedule and family's move to Toronto. Appeal was moved to Stage 1. Appeal was not sustained as a favourable decision could not be made. Student indicated that she did not want to attend a Stage 2 hearing so will be asked to provide additional information.	<b>Moved to Stage 2 - more information requested.</b>
July 22/02	13	RWD 2000-3	The undergraduate's request for a retroactive withdrawal from the 2000-3 semester was denied by the Faculty of Arts. The request was supported by all four faculty members and the Chair. The student was unable to write final examinations due to psychological distress. The student sought help through Counselling services at SFU and received encouragement from her instructors to continue with course work.	<b>Sustained at Stage 1.</b>

## Senate Appeals Board Annual Report – 2002

Date	Case #	Type of Appeal	Explanation	Decision
July 22/02	14	RWD 2001-2 RWD 2001-3	The undergraduate's request for a retroactive withdrawal from the 2001-2 and 2001-3 semesters was denied by the Faculty of Business Administration. Medical documentation was presented in support of student's inability to complete courses. Appeal was moved to Stage 1.	Sustained at Stage 1.
Sept 23/02	11	RWD 2000-1	The Board requested an explanation of why the class was not dropped prior to the drop deadline of February 9, 2000 following the time delay in attending classes due to his surgery. The Board also requested that he/she provide additional documentation or an explanation of how the surgery, which resulted in a temporary period of limited mobility, affected his/her ability to complete the academic course work. The Board could not come to a favorable decision, as the student's early semester physical limited mobility did not disable him/her from completing the course work for the full semester.	Denied at Stage 2.
Sept 23/02	9	SRWD 2001-2	Additional medical and course information was requested. A medical doctor's note was provided and the appeal moved to Stage 1. The student will be asked to provide additional course information. The Board felt that more course information was required before making a final decision.	Deferred for more information.
Sept 23/02	12	SWD 2002-2	The Board reviewed the additional information provided at the Stage 2 level, but could not come to a favorable decision.	Denied at Stage 2.
Sept 23/02	3	Remove PW status from 2002-1	Appeal was cancelled at the May 17, 2002 SAB meeting. Additional information was received August 8th, 2002. Further details regarding allegations against an instructor in the Department of Chemistry was needed.	Deferred for more information.
Sept 23/02	15	SWD 2002-2	The undergraduate's request for permission to selectively withdraw from PSYC 201, 2002-2 was approved by the professor but denied by the Chair of the Psychology Department. Appeal was based on a stressful situation with girlfriend and notes being destroyed. The Board concurred with the Chair who did not feel the circumstances presented justified a selective withdrawal.	Cancelled, insufficient grounds.
Sept 23/02	16	RWD 2002-1	The undergraduate's request for retroactive withdrawal all courses (BUS 272, BUS 251, BUS 207), 2002-1. The appeal is based on a death in the family and had to leave the country for the funeral March 24th, returning April 22nd. There was no evidence that the student attempted to contact the professors regarding this absence and/or make arrangements to write the final exams.	Cancelled, insufficient grounds.

## Senate Appeals Board Annual Report – 2002

Date	Case #	Type of Appeal	Explanation	Decision
Sept 23/02	17	SRWD 2002-1	The undergraduate's request for permission to selectively withdraw from PHIL 001, 2002-1 was denied by both the professor and the Faculty of Arts Review Committee. Financial hardship and full time employment were the grounds for this appeal. The instructor of PHIL 001 indicated that there was no record of student doing anything in the course or coming to speak to him regarding this situation.	<b>Cancelled, insufficient grounds.</b>
Sept 23/02	18	RWD 2002-1	The undergraduate's request for a retroactive withdrawal of all courses in 2002-1 was approved by the professors and Chairs, but denied by the Applied Sciences Faculty Review Committee. The appeal was based on medical documentation.	<b>Sustained at Stage 1.</b>
Sept 23/02	19	SRWD 2002-2	The undergraduate's request for permission of a selective withdrawal of KJIN 110, 2002-2 was denied by both the professor and Chair of the Kinesiology Department. Insufficient documentation to go to Stage 1. The student was asked to provide additional information.	<b>Deferred for more information.</b>
Nov 21/02	20	RWD 2002-1	The undergraduate's request for permission to retroactively withdraw from GEOG 386 and POL 151, 2002-1 was approved by the professors and chair, but denied by the Faculty of Arts Faculty Review Committee. These courses were deferred to allow more time in light of the death of the student's mother. The request to retroactively withdraw from these courses was in place of the deferrals.	<b>Sustained at Stage 1.</b>
Nov 21/02	21	RWD 2001-1	The undergraduate's request for permission to retroactively withdraw from all courses ECON 382, 342, 301 & BUJEC 333, 2001-1 semester was approved by the professors and chair but denied by the Faculty of Arts Review Committee. Appeal based on break-up with fiancé and full-time workload.	<b>Cancelled, insufficient grounds.</b>
Nov 21/02	22	SRWD 2002-1	The undergraduate's request for selective retroactive withdrawal of HIST 102, 2002-1 was approved by both professor and chair, but denied by the Faculty of Arts Review Committee. Appeal was based on three motor vehicle accidents during Spring semester resulting in the loss of memory skills.	<b>Denied at Stage 1.</b>
Nov 21/02	23	SRWD 2002-1	The undergraduate's request for selective withdrawal of POL 210, 2002-1 was approved by the professor and chair but denied by the Faculty of Arts Review Committee. Appeal based on a medical disorder. Moved to Stage 1. The appeal is pending two options given to the appellant. The Board will hold the file open until written notice from the student is submitted regarding the decision.	<b>Deferred for decision by appellant at Stage 1.</b>

## Senate Appeals Board Annual Report – 2002

Date	Case #	Type of Appeal	Explanation	Decision
Nov 21/02	24	RWD 2001-3 RWD 2002-1	The undergraduate's request for permission to retroactively withdraw from all courses in semesters 2001-3 and 2002-1, Surrey campus, was approved by the Director, Information Technology and Interactive Arts Program but was denied by the Director, Student and Registrar Services, SFU Surrey. The appeal is based on mother's medical condition, uncertainty of TechBC, car problems and workload.	<b>Cancelled, insufficient grounds.</b>
Nov 21/02	7	RWD 2001-3	Further information regarding a more detailed chronological sequence of events pertaining to withdrawal dates and time and effort required by the family business was submitted.	<b>Sustained at Stage 1.</b>

PROG = Entry/re-entry to program  
 RWD = Retroactive withdrawal  
 SRWD = Selective retroactive course withdrawal  
 SWD = Selective course withdrawal during semester