



Simon Fraser University  
Student Services  
Memorandum

To: Senate

From: Richard MacLeod, Secretary  
Senate Appeals Board (acting)

Subject: Senate Appeals Board  
Annual Report for 2006

Date: March 1, 2007

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 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 6 times in 2006 reviewing a total of 45 appeal cases.

Peter Liljedahl, Chair, SAB

Richard MacLeod, Secretary, SAB (acting)

Dates of meetings in 2006:

February 7, April 13, July 6, August 16, September 8, and  
November 20.

**Current SAB Membership:**

Peter Liljedahl, Chair  
Martin Hahn, Faculty Member  
Cathy D'Andrea, Alternate Faculty Member  
Bruce Kadonoff, Alternate Faculty Member  
Waseem Javed, Undergraduate Student Member  
Jennifer Scott, Graduate Student Member  
Kora Paciorek, Alternate Undergraduate Student Member  
Heather Latimer, Alternate Graduate Student Member  
Richard MacLeod, Secretary (acting)  
Amy Butler, Recording Secretary

**Procedure:**

Each appeal is first screened to determine whether special circumstances are present. All appeals are first heard in-camera (written from 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 Sustained  | 16                                      |
| Appeals Denied     | 2 (1 at Stage 1, 1 at Stage 2)          |
| Appeals Not Heard  | 23                                      |
| Appeals Incomplete | 4 (2 deferred, 2 proceeding to Stage 2) |

The Senate Appeals Board Annual Report 2006 is attached.

## Senate Appeals Board Annual Report – 2006

| Date     | Case # | Type of Appeal | Explanation   | Decision          |
|----------|--------|----------------|---|-------------------|
| Feb 7/06 | 1      | RWD 1047       | <p>The student's request for retroactive withdrawal of semester 1047 was denied by Student Academic Affairs because the student provided no argument for why he/she was unable to drop the courses prior to the drop deadline date. The Board felt that sufficient grounds were presented to move to Stage 1 of the appeal process but were unable to come to a favourable decision (December 7, 2005).</p> <p>Student had requested an in-person hearing but declined to attend. As the board was unable to come to a favourable decision at Stage 1 and no new material was submitted the appeal remained denied.</p>   | Stage 1, Denied   |
| Feb 7/06 | 2      | SWD 1051       | <p>The student's request for selective withdrawal of STAT 101, 2005-1 was denied by Student Academic Affairs because the registration system (GoSFU) did warn the student that the "course was previously taken and may be subject to institutional repeat policy..." Sufficient grounds were presented to move to a stage 1 appeal but the Board was unable to come to a favourable decision (December 7, 2005).</p> <p>The student appeared for Stage 2 hearing and presented the Committee with further documentation in the form of email correspondence with the departmental advisor. The committee felt that this evidence was conclusive that the student was given improper advice and sustained the appeal.</p>   | Stage 2 Sustained |
| Feb 7/06 | 3      | RWD 1051/1054  | <p>The undergraduate's request for withdrawal of Spring and Summer 2005 semesters (LING 110, MATH 252, PHYS 121 [1051], MATH 242, MATH 252, STAT 270 [1054]) was denied by Student Academic Affairs because the student presented no argument for why s/he was not able to drop the courses prior to the drop deadline dates. The Board reviewed the documentation but felt they could not proceed without further information. The Board asked that the student provide the following information: Medical documentation supporting the mothers claim the student was being treated for depression How was the student doing in the classes before the news of the grandfathers illnesses (December 7, 2005)</p> <p>A medical note was provided. The Committee reviewed this new information but felt that there was not sufficient new evidence to consider the appeal.</p> | Not heard         |

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| Date     | Case # | Type of Appeal | Explanation  | Decision          |
|----------|--------|----------------|--|-------------------|
| Feb 7/06 | 4      | WD             | The undergraduate's request for withdrawal of the Summer 2005 semester was denied by Student Academic Affairs due to inconclusive medical documentation. The student provided more detailed documentation for the Board to consider. The Board felt that sufficient grounds were presented to move to a stage 1 appeal and at this stage were able to come to a favourable decision.             | Stage 1 Sustained |
| Feb 7/06 | 5      | SWD            | The undergraduate's request for withdrawal of MBB 222 in Summer 2005 semester was denied by Student Academic Affairs because the student presented no argument for why s/he was not able to drop the courses prior to the drop deadline dates. The Board felt that there was not sufficient new evidence to consider the appeal.   | Not heard         |
| Feb 7/06 | 6      | SRWD           | The undergraduate's request for retroactive withdrawal of Summer 2005 semester was denied by Student Academic Affairs because the student presented no argument for why s/he was not able to drop the courses prior to the drop deadline dates. The Board felt that there was not sufficient new evidence to consider the appeal.  | Not heard         |
| Feb 7/06 | 7      | SWD            | The undergraduate's request for selective withdrawal of ACMA 310 was denied by Student Academic Affairs because the student presented no argument for why s/he was not able to drop the courses prior to the drop deadline date and the medical documentation provided was inconclusive. The Board felt that no new evidence of extenuating circumstances was presented.                         | Not heard         |
| Feb 7/06 | 8      | RWD            | The undergraduate's request for retroactive withdrawal of Spring 2004 semester was denied by Student Academic Affairs because the situations presented were not beyond the students control and the student presented no argument for why s/he was not able to drop the courses prior to the drop deadline date. The Board felt that no new evidence of extenuating circumstances was presented. | Not heard         |

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| Date     | Case # | Type of Appeal | Explanation  | Decision  |
|----------|--------|----------------|--|-----------|
| Feb 7/06 | 9      | SWD            | <p>The undergraduate's request for selective withdrawal of ECON 103 in Fall 2005 semester was denied by Student Academic Affairs because the documentation provided was not clear as to how the new duties prevented continuation in the course and the student presented no argument for why s/he was not able to drop the courses prior to the drop deadline date. The Board felt that no new evidence of extenuating circumstances was presented</p>                                | Not heard |
| Feb 7/06 | 10     | SWD            | <p>The undergraduate's request for selective withdrawal of ECON 362 in Spring 2005 semester was denied by Student Academic Affairs because the student had applied for WE with a similar reason in 2003 and was advised at that time that it was unlikely they would receive consideration again for the same reason. As well the student was advised to make decisions regarding their priorities. The Board felt that no new evidence of extenuating circumstances was presented</p> | Not heard |
| Feb 7/06 | 11     | SRWD           | <p>The undergraduate's request for selective retroactive withdrawal of CMPT 250 &amp; GEOG 100 in Fall 2004 semester was denied by Faculty Review Committee because the student had presented no clear argument for selective withdrawal. The Board felt that no new evidence of extenuating circumstances was presented</p>   | Not heard |
| Feb 7/06 | 12     | WD             | <p>The undergraduate's request for withdrawal of Summer 2005 semester was denied by Student Academic Affairs because the student presented no argument for why s/he was not able to drop the courses prior to the drop deadline date. In 2004 the student was advised by Academic Affairs to make decisions regarding their priorities. The Board felt that no new evidence of extenuating circumstances was presented</p>   | Not heard |
| Feb 7/06 | 13     | WD             | <p>The undergraduate's request for withdrawal of Fall 2005 semester was denied by Student Academic Affairs because the student chose to leave the country close to the exam period and the examinations were all scheduled for after the students return. The Board felt that no new evidence of extenuating circumstances was presented.</p>  | Not heard |

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| Date      | Case # | Type of Appeal | Explanation   | Decision          |
|-----------|--------|----------------|---|-------------------|
| Apr 13/06 | 14     | WD             | <p>The undergraduate's request for withdrawal of Summer 2005 semester was denied by the Faculty Review Committee on the grounds the student has an inadequate argument for selective withdrawal. The appellant is now asking for a full withdrawal and the committee would like further information regarding the nature of the student's disability. (February 7, 2006)</p> <p>Additional information was obtained and sufficient grounds were presented to move to Stage 1 of the appeal process. The Board agreed to sustain the appeal.</p> | Stage 1 sustained |
| Apr 13/06 | 15     | RWD            | <p>The student's request for retroactive withdrawal of semester 1037 (ARCH 105, PHIL 150, POL 100) was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline date. The Board was unable to make a decision and asked that the student provide further information. Additional information was submitted and reviewed. The Board felt that insufficient grounds were presented to move to Stage 1 of the appeal process.</p>                   | Not heard         |
| Apr 13/06 | 16     | SRWD           | <p>The student's request for retroactive withdrawal of BUS 312 from Fall 2004 and Summer 2005 semesters was denied by the Faculty Review Committee because it appeared the student did not heed the recommendation of the Review Committee from a previous application for withdrawal. Sufficient grounds were presented to move to Stage 1 of the appeal process and after reviewing the material the Board agreed to sustain the appeal.</p>  | Stage 1 sustained |
| Apr 13/06 | 17     | SWD            | <p>The student's request for withdrawal from FREN 120, 1057 was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the course prior to the drop deadline. Sufficient grounds were presented to move to Stage 1 of the appeal process and after reviewing the material the Board agreed to sustain the appeal.</p>   | Stage 1 sustained |

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| Date      | Case # | Type of Appeal | Explanation  | Decision          |
|-----------|--------|----------------|--|-------------------|
| Apr 13/06 | 18     | RWD            | The student's request for retroactive withdrawal ENGL 102, ENGL 104, HIST 106, PHIL 100, 1994-1 was denied by Student Academic Affairs because he/she presented an inadequate argument for withdrawal. Sufficient grounds were presented to move to Stage 1 of the appeal process and after reviewing the material the Board agreed to sustain the appeal.   | Stage 1 sustained |
| Apr 13/06 | 19     | RWD            | The student's request for retroactive withdrawal ARCH 100, BUS 207, LING 110, SA 150, 1037 and BUS 343, LING 200, MATH 158, 1041 was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline nor did the documentation provided address the semesters for which the student sought withdrawal. Sufficient grounds were presented to move to Stage 1 of the appeal process and after reviewing the material the Board agreed to sustain the appeal. | Stage 1 sustained |
| Apr 13/06 | 20     | SWD            | The student's request to withdraw from ECON 483, 1061 was denied by Student Academic Affairs due to lack of evidence of extenuating circumstance and because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline. No new significant documentation was presented to support the appeal.   | Not heard         |
| Apr 13/06 | 21     | SWD            | The student's request to withdraw from STAT 100, 1061 was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline. No new significant documentation was presented to support the appeal.   | Not heard         |
| Apr 13/06 | 22     | SRWD           | The student's request to withdraw from POL 100 and ECON 105, 2003-7 was denied by the Faculty of Business Review Committee because the grades obtained were consistent with the student's academic record and because of the student's choice to participate in external activities which conflicted with his/her studies. No new significant documentation was presented to support the appeal.   | Not heard         |

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| Date      | Case # | Type of Appeal | Explanation  | Decision                       |
|-----------|--------|----------------|--|--------------------------------|
| Apr 13/06 | 23     | SWD            | The student's request to withdraw from ECON 106, 1061 was denied by Student Academic Affairs because the student did not attempt to discuss his/her situation with the instructor to determine if an extension or deferral was possible. No new significant documentation was presented to support the appeal.   | Not heard                      |
| Jul 6/06  | 24     | WD             | The student's request for withdrawal of semester 1061 (MATH 152, STAT 270, STAT 330) was denied by Student Academic Affairs due to lack of evidence of extenuating circumstance and because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline. No new significant documentation was presented to support the appeal.            | Not heard                      |
| Jul 6/06  | 25     | SWD            | The student's request for Selective withdrawal of ECON 291, 1061 was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline. Sufficient grounds were presented to move to Stage 1 of the appeal process however the Board requested that more information be provided.                    | Deferred – more info requested |
| Jul 6/06  | 26     | RWD            | The student's request for retroactive withdrawal of semester 1014 (CHEM 281, KIN 142, GEOG 100) was denied by Student Academic Affairs due to lack of evidence of extenuating circumstance and because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline. No new significant documentation was presented to support the appeal. | Not heard                      |
| Jul 6/06  | 27     | SWD            | The student's request for selective withdrawal of PSYC 260, 1057 was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline. Sufficient grounds were presented to move to Stage 1 of the appeal process and after reviewing the material the Board agreed to sustain the appeal.          | Stage 1 sustained              |



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| Date     | Case # | Type of Appeal | Explanation   | Decision          |
|----------|--------|----------------|---|-------------------|
| Jul 6/06 | 28     | WD             | The student's request for withdrawal of semester 1034 (EASC 300) was denied by Student Academic Affairs as the reason for the failing grade seemed to be from receiving a failing mark for plagiarism. The student is appealing that the reason for the failing grade is medical. No new significant documentation was presented to support the appeal.   | Not heard         |
| Jul 6/06 | 29     | WD             | The student's request for withdrawal of semester 1057 (MACM 202, MATH 308, MATH 322, MATH 332) was denied by Student Academic Affairs due to lack of evidence of extenuating circumstance and because the student made no attempt to obtain a deferral from his/her instructors. No new significant documentation was presented to support the appeal.  | Not heard         |
| Jul 6/06 | 30     | WD             | The student's request for withdrawal of semester 1061 (CMPT 340, MBB 321, MBB 322, MBB 331) was denied by Student Academic Affairs due to lack of evidence of extenuating circumstance and because the student made no attempt to obtain a deferral from his/her instructors. No new significant documentation was presented to support the appeal.   | Not heard         |
| Jul 6/06 | 31     | SWD            | The student's request for selective withdrawal of BUS 418, 1061 was denied by Student Academic Affairs because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline in addition to the fact that students are advised to not take classes while working in a co-op placement. Sufficient grounds were presented to move to Stage 1 of the appeal process and after reviewing the material the Board agreed to sustain the appeal. | Stage 1 sustained |

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| Date      | Case # | Type of Appeal | Explanation  | Decision            |
|-----------|--------|----------------|--|---------------------|
| Aug 16/06 | 32     | SWD            | <p>The student's request for selective withdrawal of BUS 254, 1054 was denied by Student Academic Affairs because the student presented no argument for why s/he was not able to drop the course prior to the drop deadline date. The Board was unable to make a decision and asked that the student provide further information (Sept 26, 2005).</p> <p>Additional information was provided and the Board felt that sufficient grounds were presented to move to Stage 1 of the appeal process but were unable to come to a favourable decision. A stage 2 hearing will be set (April 13, 2006).</p> <p>The student appeared for the Stage 2 In Person hearing and after answering several questions from the Board, they voted to sustain the students appeal.</p> | Stage 2 sustained   |
| Aug 16/06 | 33     | WD             | <p>The student's request for withdrawal of semester 1057 (CMPT 120, PHIL XX1) was denied by Student Academic Affairs due to lack of evidence of extenuating circumstance and because the student made no attempt to obtain a deferral from his/her instructors. The Board had a question regarding the GPA and academic standing on the student's record (July 6, 2006).</p> <p>After determining that the student's record reflects the correct academic standing, the board continued their consideration of the appeal and felt sufficient grounds were presented to move to Stage 1 of the appeal process. After reviewing the material the Board agreed to sustain the appeal.</p>  | Stage 1 sustained   |
| Aug 16/06 | 34     | SWD            | <p>The student's request for selective withdrawal of BUS 251, 1061 was denied by Student Academic Affairs due to an insufficient argument for selectivity and because the student made no attempt to obtain a deferral from his/her instructor. The Board felt that sufficient grounds were presented to move to Stage 1 of the appeal process but were unable to come to a favourable decision. A stage 2 hearing will be set</p>   | Stage 2 hearing set |

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| Date      | Case # | Type of Appeal         | Explanation  | Decision          |
|-----------|--------|------------------------|--|-------------------|
| Aug 16/06 | 35     | Credit hour dispute    | The student was advised by the chair of the MBA program that a 2 credit hour course would not be accepted as supporting course as supporting courses are intended to be 4 credit hours. The Board felt sufficient evidence was presented to move to stage 1 of the appeal process. After reviewing all of the material the Board agreed that nowhere is it written that a supporting course must be a 4 credit hour course and voted to sustain the appeal.  | Stage 1 sustained |
| Aug 16/06 | 36     | RWD                    | The student's request for retroactive withdrawal of semester 1047 was denied by Student Academic Affairs as the student was given the option to write exams in January and provide no clear argument for why s/he did not follow through with this option. The Board was unable to make a decision and asked that the student provide further information including a clear timeline, an exam schedule, course progress up to date of departure, and a legible copy of airline ticket or visa stamped passport.  | Deferred          |
| Aug 16/06 | 37     | RWD                    | The student's request for retroactive withdrawal of semester 1057 was denied by Student Academic Affairs due to his/her accumulation of WE grades regarding the same issues. As well, the student provided no argument for why s/he did not drop classes prior to the drop deadline nor did s/he attempt to obtain deferrals from his/her instructors. The Board felt that sufficient grounds were presented to move to Stage 1 of the appeal process and after reviewing all of the materials agreed to sustain the appeal.   | Stage 1 sustained |
| Sep 8/06  | 38     | Permission to Graduate | The students appeal is to be granted permission to Graduate as of June 2006 with the credit he/she was advised would be acceptable by the Departmental Assistant (PSYC 260, CRIM 100 & CRIM 103). Sufficient grounds were presented to move to Stage 1 of the appeal process however the Board was unable to come to a favourable decision and a stage 2 hearing will be set. The members did agree however, that the student should be refunded tuition for the 9 credits and given registration priority for 1067. (July 6, 2006)<br><br>The student appeared for the Stage 2 In Person hearing and made a short appeal to the board. The board felt that 9 UD credit hours was too many to overlook and denied the students appeal. They did however make | Stage 2 denied    |

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| Date      | Case # | Type of Appeal | Explanation  | Decision          |
|-----------|--------|----------------|--|-------------------|
| Sep 8/06  | 39     | RWD            | <p>recommendations that the student be refunded all tuition and fees from the 9 credit hours she completed instead, and that the student not be charged tuition or fees for the 9 credit hours needed to complete the degree.</p> <p>The student's request for retroactive withdrawal of semester 1057 was denied by Student Academic Affairs because the student provided no clear argument for why s/he was unable to drop the courses prior to the drop deadline nor did the student attempt to obtain deferrals from his/her instructors. The student provided no documentation to support his/her depression. Sufficient grounds were presented to move to Stage 1 of the appeal process and after reviewing all of the materials the Board agreed to sustain the appeal.</p> | Stage 1 sustained |
| Sep 8/06  | 40     | RWD            | <p>The student's request for retroactive withdrawal of semester 1057 was denied by Student Academic Affairs because the student provided no clear argument for why s/he was unable to drop the courses prior to the drop deadline nor did the student attempt to obtain deferrals from his/her instructors. As well, the medical documentation provided was inconclusive. Sufficient grounds were presented to move to Stage 1 of the appeal process and after reviewing all of the materials the Board agreed to sustain the appeal.</p>  | Stage 1 sustained |
| Sep 8/06  | 41     | SRWD           | <p>The students request for selective withdrawal of POL 327 and SA 201 within 1037 was denied by the Faculty Review Committee because s/he provided no documentation to support the request for withdrawal. Additional documentation was provided to the Board however it was not seen as sufficient to move the appeal to stage 1 of the appeal process.</p>  | Not heard         |
| Nov 20/06 | 42     | WD             | <p>The student's request for retroactive withdrawal of semester 1057 was denied by Student Academic Affairs because s/he did not attempt to obtain deferrals from his/her instructors nor did the student discuss his/her anxiety regarding the grandmother's health with a counsellor as s/he was guided to do. Before the Board considers the student's appeal they request to see an updated student record as well as a new copy of the passport stamp (to be copied by a staff member in Student Services). (August 16, 2006)</p>   | Stage 1 sustained |

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| Date      | Case # | Type of Appeal | Explanation  | Decision         |
|-----------|--------|----------------|--|------------------|
|           |        |                | <p>The student provided his/her passport to be copied and submitted the copy to the board. The board still unable to make a decision and requested a clear timeline of the events leading up to and including the students departure, documentation of the students performance in all classes up to the point of departure, a copy of the exam schedule, documentation from the airline confirming the date he/she purchased a ticket and the dates of travel. (September 8, 2006)</p>                                  |                  |
|           |        |                | <p>The student provided the requested information and the board felt there was sufficient reason and evidence to sustain the appeal.</p>   |                  |
| Nov 20/06 | 43     | SWD            | <p>The student's request for selective withdrawal of ECON 210, 1064 was denied by Student Academic Affairs because the situation the student described is not considered extenuating. The Board was unable to make a decision and asked that the student provide further information including the student's work and class schedules, documentation of how s/he was doing in the class prior to the schedule change and why the student chose that job at that particular time in the semester. (September 8, 2006)</p> | Moved to stage 2 |
|           |        |                | <p>The student provided the requested information and the board felt there was sufficient evidence to move the appeal to stage 1 however, they were still unable to come to a favourable decision. A stage 2 hearing has been set.</p>   |                  |
| Nov 20/06 | 44     | RWD            | <p>The student's request for withdrawal from 1047 was denied by Student Academic Affairs because the situation the student described is not considered extenuating and because the student presented no argument for why he/she was not able to drop the courses prior to the drop deadline. No new significant documentation was presented to support the appeal.</p>   | Not heard        |

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| Date      | Case # | Type of Appeal | Explanation  | Decision  |
|-----------|--------|----------------|--|-----------|
| Nov 20/06 | 45     | SWD            | The student's request for selective withdrawal of MATH 232 CMPT 118, 1041 was denied by Faculty Review Committee because they did not believe the student had grounds for a selective withdrawal. The FRC recommended at that time the student apply for a full term withdrawal. The Board reviewed the information provided by the student and agreed with the FRC that there are no grounds for selectivity and the student should submit a new request to Academic Affairs to withdraw the entire semester. | Not heard |

- WD = Withdrawal of all courses during semester
- RWD = Retroactive withdrawal of all courses during a semester
- SWD = Selective course withdrawal
- SRWD = Selective retroactive course withdrawal
- RCR = Retroactive course credit