



OFFICE OF THE REGISTRAR  
Student Services

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**MEMORANDUM**

**ATTENTION** Senate **DATE** March 5, 2014  
**FROM** Patrick Lougheed **PAGES** 1/2  
Secretary, Senate Appeals Board  
**RE:** Senate Appeals Board Annual Report for 2013

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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 11 times in 2013 reviewing a total of 74 student appeal cases with 5 of the appeals involving more than one term resulting in a total of 79 appeals.

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Mary-Catherine Kropinski, Chair, SAB

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Patrick Lougheed, Secretary, SAB

Dates of meetings in 2013: February 7, March 7, April 4, May 2, May 30, June 27, August 8, September 12, October 24, November 14, December 10.

**Current SAB Membership:**

Mary-Catherine Kropinski, Faculty Member & Chair  
Jeremy Snyder, Alternate Faculty Member & Vice Chair  
Geoffrey Poitras, Alternate Faculty Member  
Lisa Shapiro, Alternate Faculty Member  
Ally Baharoon, Undergraduate Student Member  
Saumya Sangal, Alternate Undergraduate Student Member  
Marc Legacy, Graduate Student Member  
Choo Ming Yeak, Alternate Graduate Student Member  
Patrick Lougheed, Secretary  
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); if the SAB is unable to give a positive judgment at this stage, and if the student has requested an in-person hearing, the case proceeds to a hearing at which the student or a representative is able to present further evidence and answer questions. Most hearings last about 20 – 30 minutes.

**Summary of Appeal Decisions 2013:**

		<b>Retroactive Withdrawal</b>	<b>Selective Retroactive Withdrawal</b>	<b>Dissatisfaction with University Policy</b>	<b>Total</b>
Approved	Preliminary Review	14	17	0	31
	In-Person Hearing	7	6	1	14
Denied	Preliminary Review	8	0	0	8
	In-Person Hearing	2	8	0	10
Not Heard		0	0	1	1
In Progress		2	4	0	6
Cancelled		4	5	0	9
<b>Total Appeals</b>		<b>37</b>	<b>40</b>	<b>2</b>	<b>79</b>

**Summary of Appeal Decisions 2012:**

		<b>Retroactive Withdrawal</b>	<b>Selective Retroactive Withdrawal</b>	<b>Dissatisfaction with University Policy</b>	<b>Total</b>
Approved	Preliminary Review	9	12	0	21
	In-Person Hearing	5	5	0	10
Denied	Preliminary Review	6	11	0	17
	In-Person Hearing	5	4	0	9
Not Heard		0	0	0	0
In Progress		0	0	0	0
Cancelled		0	1	0	1
<b>Total Appeals</b>		<b>25</b>	<b>33</b>	<b>0</b>	<b>58</b>

**Summary of Appeal Decisions, 2008-2013:**

		<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Approved	Preliminary Review	25	21	28	35	21	31
	In-Person Hearing	2	1	2	4	10	14
Denied	Preliminary Review	4	14	18	11	17	8
	In-Person Hearing	0	1	1	5	9	10
Not Heard		4	3	1	0	0	1
In Progress		6	0	1	2	0	6
Cancelled		0	0	2	2	1	9
<b>Total Appeals</b>		<b>41</b>	<b>40</b>	<b>53</b>	<b>59</b>	<b>58</b>	<b>79</b>