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**MEMORANDUM**


ATTENTION Senate DATE March 19, 2018  
FROM Rummana Khan Hemani PAGES 2  
Secretary, Senate Appeals Board  
RE: Senate Appeals Board Annual Report for 2017

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The Senate Appeal Board (SAB) hears appeals from students on matters involving the application of academic policies and requirements relating but not limited to:

- withdrawal under extenuating circumstances
- admission or re-admission to the University, where special circumstances are present

SAB meets at least once a month and occasionally more frequently when there is sufficient business to warrant a meeting. In 2017, SAB met 12 times reviewing a total of 72 student appeal cases. In June 2014, the terms of reference for SAB were revised to address, in part, the marked increase in appeals over the past 5-6 years. A time limit for appeal was introduced. In addition, clearer guidelines regarding grounds for appeal and documentation requirements were implemented. The reduction in appeals in both 2015 and 2016 can largely be attributed to the changes in the terms of reference. However, in 2017 there was an increase in appeals which appears to be related to the increase in requests for retroactive withdrawal under extenuating circumstances and an accompanying increase in denied requests.




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Paul Garfinkel, Faculty Member, Chair




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Rummana Khan Hemani, Secretary,  
SAB

Dates of meetings in 2017: January 12, February 9, March 9, April 6, May 9, July 6, July 27, August 24, September 28, October 26, November 30, and December 12.

**Current SAB Membership:**

Paul Garfinkel, Faculty Member, Chair  
Veselin Jungic, Faculty Member  
Cathy D'Andrea, Faculty Member  
Vacant, Faculty Member  
Jayme Lewthwaite, Graduate Student  
Vacant, Graduate Student (Alternate)

Rummana Khan Hemani, Secretary  
Geoffrey Poitras, Faculty Member (Alternate)  
Darien Lechner, Undergraduate Student  
Ibrahim Hafeez, Undergraduate Student (Alternate)  
Tina Edmundson, Recording Secretary

**Procedure:**

Each appeal is first screened to determine whether or not it meets the grounds for appeal as outlined in the terms of reference. All appeals are first heard in-camera (written form only); if the SAB is unable to give a positive judgment at this stage, students may be asked to appear in person. However, students are only asked to appear, if they have indicated so on the application form and more information is required by the Board. The case then proceeds to an in-person hearing at which time the student is able to present further evidence and answer questions. Most hearings last about 15 – 20 minutes.

**Summary of Appeal Decisions 2017:**

	<b>Withdrawal Under Extenuating Circumstances</b>	<b>Appeals for Admission Re-admission</b>	<b>Total</b>
Approved	57	0	57
Denied	13	0	13
Cancelled (no further action by student)	0	0	0
Did not hear (no grounds for appeal)	0	0	0
Tabled to the next year	2	0	2
<b>Total Appeals:</b>	<b>72</b>	<b>0</b>	<b>72</b>

**Summary of Appeal Decisions, 2008-2015:**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Approved	27	22	30	39	31	45	53	35	33	57
Denied	4	15	19	16	26	18	24	21	17	13
Cancelled (no further action by student)	0	0	2	2	1	9	3	0		0
Did not hear (no grounds for appeal)	4	3	1	0	0	1	3	3	1	0
Tabled to the next year	6	0	1	2	0	6	5	0	0	2
	<b>41</b>	<b>40</b>	<b>53</b>	<b>59</b>	<b>58</b>	<b>79</b>	<b>88</b>	<b>59</b>	<b>51</b>	<b>72</b>