



Name \_\_\_\_\_ Student number \_\_\_\_\_ Term of appeal \_\_\_\_\_

Mailing address: \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Country \_\_\_\_\_ Postal code \_\_\_\_\_

Contact phone # \_\_\_\_\_ Email \_\_\_\_\_

**SENATE APPEALS BOARD REVIEW: GROUNDS FOR APPEAL**  
See page 2 for the Senate Appeals Board’s rules, regulations and procedures

- Undergraduate admission / readmission
- Denied withdrawal under extenuating circumstances: What term and courses? \_\_\_\_\_

Other (description) \_\_\_\_\_

Your complete appeal package must include the following:

- This form, completed and signed
- A short letter addressing the reasons you were denied.
- New** documentation to support your appeal

Document name: \_\_\_\_\_

Document name: \_\_\_\_\_

Document name: \_\_\_\_\_

**TIME LIMIT**

An appeal must be initiated with the Secretary of the Board within three (3) weeks of the date of the receipt of the original decision. The Chair of the Board may extend this time limit only in exceptional circumstances. Please contact the Secretary if there is any delay.

**IN PERSON HEARINGS (PLEASE INDICATE YOUR INTENTIONS)**

You have the right to bring a support person with you.

If you do not wish to attend an in-person hearing, **the decision of the Board will be final at the review stage.**

- I wish to appear
- I do not wish to appear
- I have seen the Ombudsperson
- I am registered with the CSD

**DECLARATION**

The information I am submitting in support of my appeal is truthful and complete.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

The information on this form is collected under the authority of the University Act (RSBC 1996 c.468 s.27[4a]), and is needed to support your appeal. If you have any questions about the collection and use of this information, contact the Secretary, Senate Appeals Board, Student Services, Simon Fraser University, 778.782.5867. All information is given in confidence.

**WHEN COMPLETE, RETURN TO** (in person, fax or email):

Secretary, Senate Appeals Board, Student Services  
Simon Fraser University, MBC 3200  
8888 University Drive  
Burnaby BC V5A 1S6

TEL: 778.782.5867  
FAX: 778.782.5732  
Email sabapp@sfu.ca

## PURPOSE

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

- Withdrawal under extenuating circumstances;
- Special circumstances for Admission or Readmission.

## GROUNDINGS

- New documentation has arisen that wasn't previously presented
- Documented misadvice or improper administration by authorized University personnel with evidence that your studies were adversely affected.

## TIMELINE FOR APPEALS

- Appeals must be filed with the secretary within 3 weeks of receipt of the denied decision. Please contact the Secretary to SAB if there is any delay.
- All appeals are heard on a first come first serve basis.
- Appeal meetings are typically held monthly. Please see: [sfu.ca/students/appeals](http://sfu.ca/students/appeals) for details

## THE BOARD WILL ASSESS CASES BASED ON

- Evidence submitted, both written and oral.
- Your academic record. (the Board may request further information from the instructor)
- Probable actions of a hypothetical "reasonable person" who might encounter circumstances similar to those encountered by you.

## APPEALS NOT CONSIDERED BY THE BOARD

- **Any appeal with no *new* evidence to support the appeal.**
- Dissatisfaction with University policy.
- Failure to meet published deadlines [sfu.ca/students/deadlines](http://sfu.ca/students/deadlines)
- Grades. (Reviewed by Instructor, Department Chair or Dean as per policy T20.01)
- Graduation requirements.
- Tuition and fees refunds [sfu.ca/students/appeals/fees](http://sfu.ca/students/appeals/fees)
- Academic penalties (Reviewed by Senate Committee on University Disciplinary Appeals)
- Entry to limited enrolment program or a Faculty. (See Department Chair or Dean).
- Special accommodations for documented disabling condition (Please see the Centre for Accessible Learning)

## SENATE APPEALS BOARD PROCEDURES

Appeals must be submitted in writing either in person, or by fax or email to:

Secretary of the Senate Appeals Board  
Student Services  
Maggie Benston Centre 3200  
Burnaby campus, 8888 University Drive  
Fax 778.782.5732  
Email [sabapp@sfu.ca](mailto:sabapp@sfu.ca)

**All appeals are screened to ensure there are sufficient grounds for an appeal.**

## APPEALS FOR SELECTED COURSES

If you are appealing for selected courses in a term (selective Withdrawal under Extenuating Circumstances) please provide clear timeline of events and an explanation as to why the courses were affected differently by the circumstances.

## REVIEW

The Senate Appeals Board will review the written submission to determine if you have (a) grounds for an appeal and (b) if you have evidence to support your appeal. The Board will then:

1. Make a decision based on the documentation provided, or
2. Ask you to appear at an in-person hearing.

## IN-PERSON MEETING

Students will be invited to attend an in-person hearing if the documentation presented is unclear. You will be contacted by the Secretary of the Senate Appeals Board to confirm your attendance and advise you of the date of the hearing. Questions will be posed by the members of the Board and you will be provided with an opportunity to clarify your situation. You have the right to bring a support person with you.

**If you do not request an in-person hearing, the decision of the Senate Appeals Board is final.**

## QUESTIONS

Please contact the Secretary of the Senate Appeals Board at Telephone 778.782.5867 or Email [sabapp@sfu.ca](mailto:sabapp@sfu.ca)