



**The University of Winnipeg Senate
Annual Report of the Student Appeals Committee**

April 28, 2020

As Chair of the Senate Student Appeals Committee (SSAC), I submit the following report to Senate for the 2019 - 20 academic year.

As set out in the Senate Standing Rules, the SSAC hears six types of appeals submitted from students from the Faculties of Arts, Business & Economics, Education, Kinesiology, Science, and Graduate Studies:

1. deferred final exams/tests and extensions of incomplete term work;
2. retroactive withdrawals from courses (past the voluntary withdrawal date);
3. readmissions;
4. graduation/degree requirements;
5. grade appeals on procedural grounds (after DRC review), and
6. course audits.

In light of the closing of all University of Winnipeg campus buildings on March 23, 2020 as part of the Covid-19 pandemic response, the SSAC and associated subcommittees have been meeting by video conference since March 31. We have been working to anticipate concerns and support students' needs throughout the suspension of in-person classes and exams, the extension of the voluntary withdrawal date, and the approval of alternative final grade options.

Senate Student Appeals Committee

The full committee is composed of the Associate Dean of Arts or Science (Chair) who votes only to break a tie, the Registrar (non-voting), four Faculty members of Senate, and two UWSA Senators.

The SSAC has met four times since the last annual report was submitted. In the year in review (May 01, 2019 - April 30, 2020) the committee heard nine appeals for



retroactive withdrawals (44% granted) and one re-appeal for a retroactive withdrawal appeal denied previously (granted). The appeals are prepared academic advisors and presented by the Chair.

The membership of the SSAC is as follows:

	Type	Name	Affiliation	Term
1	Associate Dean of Arts or Science - Chair	<i>Jens Franck</i>	<i>Associate Dean of Science (acting)</i>	<i>ended June 30, 2019</i>
		Tabitha Wood	Associate Dean of Science	started July 01, 2019
2	Registrar (non-voting)	Colin Russell	Registrar	ex officio
3	Faculty member of Senate	<i>Colin Goff</i>	<i>Sociology</i>	<i>ended June 30, 2019</i>
		Emma Alexander	History	started July 01, 2019
4	Faculty member of Senate	<i>Shonda Gosselin</i>	<i>Mathematics & Statistics</i>	<i>ended June 30, 2019</i>
		Christopher Brauer	Theatre & Film	started July 01, 2019
5	Faculty member of Senate	<i>James Hanley</i>	<i>History</i>	<i>ended June 30, 2019</i>
		Paul DePasquale	English	started July 01, 2019
6	Faculty member of Senate	<i>Heather Milne</i>	<i>English</i>	<i>ended June 30, 2019</i>
		Laura-Anne Warszycki	Biology	started July 01, 2019
7	UWSA Senator	<i>Brenden Gali</i>	UWSA	<i>ended June 30, 2019</i>
		Noelle Sagher		started July 01, 2019
8	UWSA Senator	<i>Jade DeFehr</i>	UWSA	<i>ended June 30, 2019</i>
		Mahlet Cuff		started July 01, 2019



Senate Student Appeals Subcommittee

The majority of SSAC’s work continues to be done within the subcommittee which is composed of a subset of the full SSAC committee (the Chair (non-voting), one Faculty member of Senate, one UWSA senator), and academic advisors from Academic and Career Services. The decisions are made by consensus. The subcommittee normally meets once a week throughout the three academic terms to hear appeals, which average ten to eleven per week.

The subcommittee has met 46 times since the last annual report was submitted. In the year in review (May 01, 2019 - April 30, 2020) the subcommittee heard 497 appeals (80% granted) and three re-appeals (33% granted). The committee also decides whether to hear appeals for retroactive withdrawal that have been submitted after the normal deadline (before one year has passed); there were five appeals of this nature for which the committee declined to waive the normal deadline, and therefore decided not to hear. The appeals are prepared and presented by academic advisors. In keeping with past practices, some straightforward appeals are granted by Student Services without being heard by the subcommittee. These include appeals regarding graduation/degree requirements, changing course credit to audit (or audit to credit), incomplete term work in an Athletic Therapy Practicum (KIN-2500(3), KIN-3500(6), or KIN-4500(6)), or Option 1 appeals for incomplete term work (instructor in support, deadline for grade submission has not passed).

The 497 appeals heard by the subcommittee can be classified as follows:

	# appeals	granted
deferred final exams/tests and extensions of incomplete term work	147	87%
retroactive withdrawals	295	77%
readmissions	40	80%
graduation/degree requirements	12	42%
grade appeals on procedural grounds	1	0%
course audits	2	100%
OVERALL:	497	80%



The process has started for revising the Operating Guidelines for this subcommittee. We intend to consult with representatives from students, instructors, Academic and Career Services, Student Services, Student Support, Technology Sector, and higher administration regarding improving the Operating Guidelines.

Senate Graduate Student Appeals Subcommittee

Appeals submitted by graduate students are heard within a Senate Graduate Student Appeals Subcommittee (GSAS) which is composed of the Associate Dean of Arts or Science (Chair) who votes only to break a tie, the Registrar (non-voting), the Dean of Graduate Studies (non-voting), the Director of Student Support, the Coordinator of Academic and Career Services, one representative of Student Services, three Faculty Graduate Program Chairs, one Faculty member from a Department without a graduate program, and one UWSA Graduate Student Director.

The GSAS was created in May 2019 in response to the increased enrollment in graduate programs at the University of Winnipeg and the unique nature of graduate appeals, relative to undergraduate appeals. The operating guidelines for this committee were developed by the previous Chair, Dr. Jens Franck, the Coordinator of Academic and Career Services, Anna Hussey, the Director of Student Support, Inga Johnson Mychasiw, and the Dean of Graduate Studies, Dr. Mavis Reimer. New graduate student-specific appeal forms were created for these appeals. We will continue to review the processes associated with this subcommittee and to revise them, as necessary.

The SSAC has met seven times since the last annual report was submitted. In the year in review (May 01, 2019 - April 30, 2020) the committee heard ten appeals (80% granted). The appeals are prepared and presented by Dagmawit Habtemariam from the Faculty of Graduate Studies. In keeping with practices of the undergraduate appeals subcommittee, some straightforward appeals are granted by the Faculty of Graduate Studies without being heard by the subcommittee. These include appeals regarding Option 1 appeals for incomplete term work (instructor in support, deadline for grade submission has not passed).



The membership of the graduate subcommittee is as follows:

	Type	Name	Affiliation	Term
1	Associate Dean of Arts or Science - Chair	<i>Jens Franck</i>	<i>Associate Dean of Science (acting)</i>	<i>ended June 30, 2019</i>
		Tabitha Wood	Associate Dean of Science	started July 01, 2019
2	Registrar (non-voting)	Colin Russell	Registrar	ex officio
3	Dean of Graduate Studies (non-voting)	Mavis Reimer	Dean of Graduate Studies	ex officio
4	Director, Student Support	Inga Johnson Mychasiw	Student Support	ex officio
5	Coordinator, Academic and Career Services	<i>Tanis Kolisnyk</i>	Academic and Career Services	<i>ended October 13, 2019</i>
		Anna Hussey		started October 14, 2019
6	Student Services representative	Kylie Stasila Therrien	Student Services	
7	Graduate Co-Chair	Malcolm Bird	Joint Master of Public Administration	
8	Graduate Chair	Rory Dickson	Joint Master of Arts in Religion	
9	Graduate Chair	Janis Thiessen	Joint Master of Arts in History	
10	Faculty representative	Christopher Bidinosti	Physics	started July 01, 2019
11	UWSA Graduate Student Director	<i>Theresa Mackey</i>	UWSA	<i>ended Nov. 05, 2019</i>
		Braeden Broschuk		started Nov. 06, 2019



The 10 appeals heard by the graduate subcommittee can be classified as follows:

	# appeals	granted
deferred final exams/tests and extensions of incomplete term work	5	80%
retroactive withdrawals	1	100%
readmissions	2	50%
graduation/degree requirements	2	100%
grade appeals on procedural grounds	0	-
course audits	0	-
OVERALL:	10	80%

I would like to thank the staff, faculty members, and UWSA representatives who contributed to this important committee over the last year. I have been grateful for their adaptable and resilient nature in adjusting to the unprecedented changes that have occurred in the last few months of the winter semester. I am especially grateful for the exceptional service provided by the University's academic advisors, who diligently create a balance between compassionate concern and fairness for University of Winnipeg students.

Sincerely,

Tabitha Wood
on behalf of the members of the SSAC

Chair, Senate Student Appeals Committee
Associate Dean of Science