



April 26, 2019

Annual Report of the Senate Student Appeals Committee

The Senate Student Appeals Committee (SSAC) hears six types of appeals including: 1) rescheduled/deferred final exams/tests and extensions of 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.

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

A subcommittee is comprised of a subset of the full committee (Associate Dean, Registrar, Director of Admissions, one UWFA senator and one UWSA senator) plus academic advisors. The Associate Dean chairs the committee and decisions are made by consensus. The subcommittee meets weekly and averages seven to nine appeals a week.

When consensus is not reached at the subcommittee level or an appeal is denied the full committee will hear a re-appeal. This year, the full committee heard two in person appeals (student appears before the full committee), one for an appeal of procedural grounds of a DRC review and one for an appeal of retroactive withdrawal. The full committee also heard a re-appeal without the student present for incomplete term work.

In last year's report, I described the challenges faced by the SSAC with respect to appeals from graduate students. At the time of the report writing I had discussions with Mavis Reimer, the Dean of Graduate Studies, and Anna Hussey, the Director of Student Services on how to streamline the process for graduate appeals. In the past year, I continued my discussion with Manish Pandey, the Acting Dean of Graduate Studies. I proposed the formation of a Graduate Student Appeals Subcommittee (GSAS). The structure of the committee is outlined on the following page of this report. On October, 2018, the GSAS was approved by the University Graduate Committee. We now have regularly scheduled GSAS meetings and have heard several appeals. I am happy to report that the GSAS committee meetings have gone smoothly and they have taken some pressure of the SSAC.

This was my second year as chair for the Senate Student Appeals committee. It has been a pleasure to serve as chair and as last year, commend the committee on their hard work, professionalism and dedication to their work.

Submitted by

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Proposal for Senate Graduate Student Appeals Subcommittee (GSAS)

Background and Historical Context

The growing number of graduate programs and population of graduate students at the University of Winnipeg have led to an increase in the number of appeals from graduate students. Currently, these appeals are heard by the Senate Student Appeals Committee (SSAC). Specifically, the appeals are heard by the SSAC subcommittee, chaired by the Associate Dean of Science. It has become apparent that the increasing number of appeals as well as the unique nature of some graduate student appeals necessitates the formation of a graduate student-specific subcommittee. On October 2, 2018, the Graduate Studies Committee (GSC) approved the formation of a Graduate Students Appeals Subcommittee of the Senate Student Appeals Committee (SSAC). This document describes the proposed composition and operating guidelines for the graduate student appeals subcommittee.

1) Composition of the Subcommittee

Associate Dean of Science or Arts (Chair) (non-voting)

Dean of Graduate Studies (non-voting)

Registrar (non-voting)

Student Records Representative

Coordinator of Academic and Career Services

1 staff member from the Faculty of Graduate Studies

3 Faculty Representatives from existing graduate programs (Nominated by GSC)

1 Faculty representative from a department without a current graduate program (Nominated by GSC)

1 Graduate Student Representative (Nominated by UWSA)

2) Subcommittee Guidelines

- The general guidelines of the GSAS will follow the operating guidelines of the SSAC (January, 2006).
- The subcommittee is authorized to deal with all appeals from graduate students and given the authority to grant or deny an appeal. Decisions by the subcommittee must be unanimous. If a unanimous decision cannot be reached the appeal will be forwarded to the Full Committee.
- The student representative and at least two faculty representatives are required to be in attendance when appeals are heard by the subcommittee.
- Academic advisors may be added to the committee on an ad hoc basis. If for example, a student is not satisfied with the assistance offered by staff in the Grad Studies office, the student may seek advice from an academic advisor.
- All in person appeals will go to the Full Committee.
- The GSAS will meet as required
- The GSAS will be reviewed after one year of its establishment

3) Appeals Heard by the GSAS (SSAC Guidelines)

1. Rescheduled/Deferred Examinations and Incompletes
2. Retroactive Withdrawals
3. Appeals of DRC grade appeals on procedural grounds (See Senate Guidelines)

4) Graduate Student-Specific Appeals

As stated previously, the GSAS will adhere to the operating guidelines for the SSAC. The SSAC guidelines do not include appeals for “Involuntary Withdrawal for Academic Reasons”. As described in Section 6 of the Graduate Studies Academic Regulations

*Students who do not meet the minimum academic standing and performance requirements will be required to withdraw from their graduate program and from the University of Winnipeg. If the student’s Graduate Program Advisor, in consultation with the Supervisory Committee, deems that the student is not maintaining the standards outlined in the “Minimum Academic Standing and Performance Requirements”, he/she must a) inform the student in writing of unsatisfactory academic progress; b) allow the student to have the opportunity to discuss the matter with the Graduate Program Advisor, the Supervisory Committee, and the Graduate Program Committee Chair, and c) make a recommendation for withdrawal to the Dean of Graduate Studies. Normally such a recommendation should be made within 10 business days of the final grade submission. Both the internal and external academic record of such a student will indicate “Required to Withdraw”. **In extraordinary circumstances, students may appeal in writing for reinstatement to the Senate Student Appeals Committee (See Appeals).***

The GSAS will therefore hear appeals for reinstatement after involuntary withdrawal. Extraordinary circumstances will follow the grounds for other appeals as described in the SSAC guidelines.

