



**The University of Winnipeg Senate**  
**Annual Report of the Student Appeals Committee**  
**April 29, 2022**

As Chair of the Senate Student Appeals Committee (SSAC), I submit the following report to Senate for the 2021 - 22 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, rewrites, 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.

As part of the COVID-19 pandemic response, the SSAC and its two associated subcommittees (the Senate Student Appeals Subcommittee (SAS) and the Senate Graduate Student Appeals Subcommittee (GSAS)) have been meeting by video conference to accommodate reduced room capacity, physical distancing, and remote work. We have continued to adapt our work to special circumstances including changes in course delivery methods and the approval of alternative final grade options.

**Senate Student Appeals Committee (SSAC)**

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 membership of the SSAC is as follows:

	Type	Name	Affiliation	Term
1	Associate Dean of Arts or Science - Chair	Melanie Gregg	Associate Dean of Science (acting)	ended January 30, 2022
		Tabitha Wood	Associate Dean of Science	resumed January 31, 2022
2	Registrar (non-voting)	Colin Russell	Registrar	ex officio
3	Faculty member of Senate	Christopher Brauer	Theatre & Film	ended June 30, 2021
		Christopher Brauer	Theatre & Film	started July 01, 2021
4	Faculty member of Senate	Harinder Aujla (interim)	Psychology	ended June 30, 2021
		Claire Labrecque	History	started July 01, 2021
5	Faculty member of Senate	Laura-Anne Warszycki	Biology	ended June 30, 2021
		Jens Franck	Biology	started July 01, 2021
6	Faculty member of Senate	Vacant		
		Matt Dyce	Geography	started July 01, 2021
7	UWSA Senator	Ali Nychuk	UWSA	ended June 30, 2021
		Reza Hossain		started July 01, 2021
8	UWSA Senator	Althea Dunlop	UWSA	ended June 30, 2021
		Jonathan Henderson		started July 01, 2021



The SSAC has met 8 times since the last annual report was submitted. In the year in review (May 01, 2021 - April 30, 2022) the committee heard 13 appeals (54% granted). The appeals are prepared by academic advisors and presented by the Chair. In addition to the appeals listed below, the committee also evaluated an appeal of a decision made by a Departmental Performance Review Committee, based upon procedural grounds (granted).

The 13 appeals heard by the committee can be classified as follows:

	# appeals	granted
deferred final exams/tests, rewrites, and extensions of incomplete term work	2	100%
retroactive withdrawals	10	50%
readmissions	0	-
graduation/degree requirements	1	0%
grade appeals on procedural grounds	0	-
course audits	0	-
<b>OVERALL:</b>	<b>13</b>	<b>54%</b>

The process continues for revising the Operating Guidelines for this committee. We intend to consult with representatives from students, instructors, Academic and Career Services, Student Services, Student Support, Tech Sector, and senior executive regarding improving the Operating Guidelines.

#### Senate Student Appeals Subcommittee (SAS)

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), a representative from Student Services, 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 7 to 8 per week this year.

The subcommittee has met 44 times since the last annual report was submitted. In the year in review (May 01, 2021 - April 30, 2022) the subcommittee heard 336 appeals (76% granted) and 11 re-appeals (36% 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 10 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 336 appeals heard by the subcommittee can be classified as follows:

	# appeals	granted
deferred final exams/tests, rewrites, and extensions of incomplete term work	154	88%
retroactive withdrawals	147	64%
readmissions	20	70%
graduation/degree requirements	13	85%
grade appeals on procedural grounds	1	0%
course audits	1	100%
<b>OVERALL:</b>	<b>336</b>	<b>76%</b>

#### Senate Graduate Student Appeals Subcommittee (GSAS)



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 Executive Director of Student Support Services, the Coordinator of Academic and Career Services, one representative of Student Records, 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. We will continue to review the processes associated with this subcommittee and to revise the operating guidelines, as necessary.

The GSAS has met 2 times since the last annual report was submitted. In the year in review (May 01, 2021 - April 30, 2022) the committee heard 2 appeals (50% 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	Melanie Gregg	Faculty of Science	(acting) ended January 30, 2022
		Tabitha Wood	Faculty of Science	resumed January 31, 2022
2	Registrar	Colin Russell	Registrar	ex officio
3	Dean of Graduate Studies	Mavis Reimer	Graduate Studies	ex officio



4	Executive Director, Student Support Services	Inga Johnson Mychasiw	Student Support Services	ex officio
5	Coordinator, Academic and Career Services	Anna Hussey	Academic and Career Services	
6	Student Records representative	<i>Kylie Stasila Therrien</i>	<i>Student Services – Student Records</i>	<i>(on leave) February 23, 2022</i>
		Milaine Lacerte	Student Services – Student Records	started February 24, 2022
7	<i>Graduate Chair</i>	<i>Doris Wolf</i>	<i>Master of Arts in Cultural Studies</i>	<i>ended Sept. 30, 2021</i>
	Graduate Chair	Michael Beward	Master in Management: Technology, Innovation and Operations	started Oct. 01, 2021
8	Graduate Chair	<i>Janis Thiessen</i>	<i>Joint Master of Arts in History</i>	<i>ended Sept. 30, 2021</i>
	Graduate Chair	Linda DeRiviere	Joint Master in Public Administration	started Oct. 01, 2021
9	Graduate Chair	Jaime Cidro	Master's in Development Practice	started Oct. 01, 2020
10	Faculty representative	David Telles- Langdon	Kinesiology	started Oct. 01, 2020
11	UWSA Graduate Student Director	<i>Ali Nychuk</i>	UWSA	<i>ended Nov. 05, 2021</i>
		Katherine Rempel		started Nov. 06, 2021



The 2 appeals heard by the graduate subcommittee can be classified as follows:

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

I would like to thank all the staff, faculty members, and UWSA representatives who contributed to this important committee over the last year. I would like to express special thanks to Dr. Melanie Gregg who has admirably contributed her service to guiding the committee as Chair. I am especially grateful to 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