



The University of Winnipeg Senate
Annual Report of the Student Appeals Committee
April 30, 2024

As Chair of the Senate Student Appeals Committee (SSAC), I submit the following report to Senate for the 2023 - 24 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.

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 remote work.

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	Tabitha Wood	Associate Dean of Science	Deans Council
2	Registrar (non-voting)	Colin Russell	Registrar	ex officio
3	Faculty member of Senate	Christopher Brauer	Theatre & Film	started July 01, 2023
4	Faculty member of Senate	Shonda Dueck	Mathematics and Statistics	started July 01, 2022
5	Faculty member of Senate	Jens Franck	Biology	started July 01, 2023
6	Faculty member of Senate	Samantha Cook	Modern Languages and Literatures	started July 01, 2023
7	UWSA Senator	Christine Quiah	UWSA	started July 01, 2023
8	UWSA Senator	Jonathan Henderson	UWSA	started July 01, 2023



The SSAC has met 5 times since the last annual report was submitted. In the year in review (May 01, 2023 - April 30, 2024) the committee heard 20 appeals (70% granted) and one request to waive a deadline.

The 20 appeals heard by the committee can be classified as follows:

	# appeals	granted
deferred final exams/tests, rewrites, and extensions of incomplete term work	0	-
retroactive withdrawals	20	70%
readmissions	0	-
graduation/degree requirements	0	-
grade appeals on procedural grounds	0	-
course audits	0	-
OVERALL:	20	70%

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. We have also begun the process of writing a Student Appeal Policy and associated Procedures.

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 9 to 10 per week this year.



The subcommittee has met 49 times since the last annual report was submitted. In the year in review (May 01, 2023 - April 30, 2024) the subcommittee heard 453 appeals (66% granted) and 5 re-appeals (100% 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 4 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 453 appeals heard by the subcommittee can be classified as follows:

	# appeals	granted
deferred final exams/tests, rewrites, and extensions of incomplete term work	165	79%
retroactive withdrawals	209	58%
readmissions	66	74%
graduation/degree requirements	10	80%
grade appeals on procedural grounds	1	0%
course status change (audit)	2	100%
OVERALL:	453	69%



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 4 times since the last annual report was submitted. In the year in review (May 01, 2023 - April 30, 2024) the committee heard 8 appeals (75% 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	Tabitha Wood	Faculty of Science	Deans Council
2	Registrar	Colin Russell	Registrar	ex officio
3	Dean of Graduate Studies (acting)	Manish Pandey	Graduate Studies	ex officio
4	Executive Director, Student Support Services	Inga Johnson Mychasiw	Student Support Services	ex officio
5	Coordinator, Academic and Career Services	<i>Anna Hussey</i>	Academic and Career Services	<i>ended Apr. 14, 2023</i>
		Kate-Lyn Danyluk		started Apr. 15, 2023
6	Student Records representative	<i>Milaine Lacerte</i>	Student Services – Student Records	<i>ended Aug. 08, 2023</i>
		Kylie Stasila Therrien		returned Aug. 09, 2023
7	Graduate Chair	Sylvie Albert	Master's in Management	started Oct. 01, 2022
8	Graduate Chair	Bruno Cornellier	Master of Arts in Cultural Studies	started Oct. 01, 2022
9	Graduate Chair	Malcolm Bird	Joint Master of Public Administration	started Apr. 01, 2022
10	Faculty representative	Christopher Bidinosti	Physics	started Apr. 01, 2022
11	UWSA Graduate Student Director	Dhruv Gupta	UWSA	started Aug. 24, 2023



The 8 appeals heard by the graduate subcommittee can be classified as follows:

	# appeals	granted
deferred final exams/tests, rewrites, and extensions of incomplete term work	1	100%
retroactive withdrawals	5	100%
readmissions	2	0%
graduation/degree requirements	0	-
grade appeals on procedural grounds	0	-
course audits	0	-
OVERALL:	8	75%

Figure 1 shows a graphical representation of data representing the number of appeals per student evaluated by either the Undergraduate Student Appeals Subcommittee (undergraduate student appeals / fall undergraduate student headcount) or the Graduate Student Appeals Subcommittee (graduate student appeals / fall graduate student headcount). The trend shows that following a marked decrease in the ratio of appeals per student in the 2020 academic year for both undergraduate and graduate students, the ratio has nearly restored to pre-2020 levels.

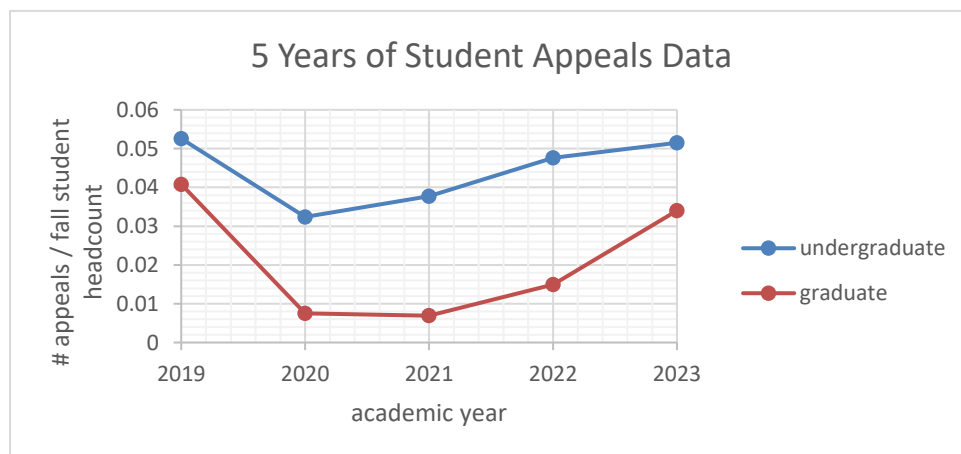


Figure 1: A representation of the number of student appeals per student for undergraduate students and graduate students over the past five years



I would like to thank all the staff, faculty members, and UWSA representatives who contributed to this important committee over the last year. 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

Tabitha Wood
on behalf of the members of the SSAC
Chair, Senate Student Appeals Committee
Associate Dean of Science