



The University of Winnipeg Senate
Annual Report of the Student Appeals Committee
April 29, 2025

As Chair of the Senate Student Appeals Committee (SSAC), I submit the following report to Senate for 2024 - 25.

As set out in the Senate Standing Rules, the SSAC hears six types of appeals submitted from students from the Faculties of Arts, Business and Economics, Education, Kinesiology and Applied Health, 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 Undergraduate Student Appeals Subcommittee (USAS) and the Graduate Student Appeals Subcommittee (GSAS)) have been meeting by video conference since 2020.

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	<i>Christopher Brauer</i>	<i>Theatre & Film</i>	<i>ended December 30, 2024</i>
		Joshua Hollett	Chemistry	started January 01, 2025
4	Faculty member of Senate	<i>Shonda Dueck</i>	<i>Mathematics and Statistics</i>	<i>ended June 30, 2024</i>
		Jaqueline McLeod Rogers	Rhetoric, Writing, and Communications	started July 01, 2024
5	Faculty member of Senate	Jens Franck	Biology	started July 01, 2024
6	Faculty member of Senate	Samantha Cook	Modern Languages and Literatures	started July 01, 2023
7	UWSA Senator	<i>Christine Quiah</i>	UWSA	<i>ended June 30, 2024</i>
		Abrar Abdelmahmoud		started July 01, 2024
8	UWSA Senator	<i>Jonathan Henderson</i>	UWSA	<i>ended June 30, 2024</i>
		Tomiris Kaliyeva		started July 01, 2024

The SSAC has not met since the last annual report was submitted.



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 are also continuing in the process of writing a Student Appeal Policy and associated Procedures.

We would like to encourage the University of Winnipeg to explore making a recommendation against sick notes from medical professionals as documentation to support short-term time off due to illness. In the context of the Senate Student Appeals Committee, our recommendation would be to end the practice of requiring documentation from a medical professional (where applicable) to support appeals involving rescheduled/deferred final exams or final tests and extensions of term work. There are several reasons for this recommendation including the predicted benefits of reducing stress for ill students, and the benefits to doctors (as highlighted by the recent recommendation from Doctors Manitoba, and repeated recommendations from the Canadian Medical Association in recent years). To be clear, we would like to maintain the requirement for medical documentation (where applicable) for other types of appeals (eg. retroactive withdrawal, readmission). As part of the University's exploration into this recommendation would be the search for an alternative form of documentation, such as emphasizing the appeal form as a self-declaration.

Undergraduate Student Appeals Subcommittee (USAS)

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 10-11 per week this year.

The subcommittee has met 48 times since the last annual report was submitted. In the year in review (May 01, 2024 - April 30, 2025) the subcommittee heard 505 appeals (83% granted) and 22 re-appeals (50% 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 11 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 505 appeals heard by the subcommittee can be classified as follows:

	# appeals	granted
deferred final exams/tests, rewrites, and extensions of incomplete term work	221	94%
retroactive withdrawals	183	72%
readmissions	75	76%
graduation/degree requirements	18	89%
grade appeals on procedural grounds	0	-
course status change (audit)	8	100%
OVERALL:	505	83%



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 3 times since the last annual report was submitted. In the year in review (May 01, 2024 - April 30, 2025) the committee heard 3 appeals (67% 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)	<i>Manish Pandey</i>	Graduate Studies	<i>ex officio ended Dec. 30, 2024</i>
	Dean of Graduate Studies	Kyle Devine		ex officio started Jan. 01, 2025
4	Executive Director, Student Support Services	Inga Johnson Mychasiw	Student Support Services	ex officio
5	Coordinator, Academic and Career Services	<i>Kate-Lyn Danyluk</i>	Academic and Career Services	<i>ended August 2024</i>
		Anna Hussey		resumed September 2024
6	Student Records representative	Kylie Stasila Therrien	Student Services – Student Records	returned Aug. 09, 2023
7	Graduate Chair	<i>Sylvie Albert</i>	<i>Master's in Management</i>	<i>ended Sept. 30, 2024</i>
		Melanie O’Gorman	Master of Arts in Applied Economics	started Oct. 01, 2024
8	Graduate Chair	<i>Bruno Cornellier</i>	<i>Master of Arts in Cultural Studies</i>	<i>ended Sept. 30, 2024</i>
		Maryam Zadeh	Master in Management	started Oct. 01, 2024
9	Graduate Chair	Malcolm Bird	Joint Master of Public Administration	started Oct. 01, 2024
10	Faculty representative	<i>Christopher Bidinosti</i>	<i>Physics</i>	<i>ended Sept. 30, 2024</i>
		Jake Bergen	Education	started Oct. 01, 2024
11	UWSA Graduate Student Director	<i>Dhruv Gupta</i>	UWSA	<i>started June 30, 2024</i>
		Abrar Abdelmahmoud		started July 01, 2024



The 3 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	0	-
graduation/degree requirements	1	100%
grade appeals on procedural grounds	1	0%
course audits	0	-
OVERALL:	3	67%

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).

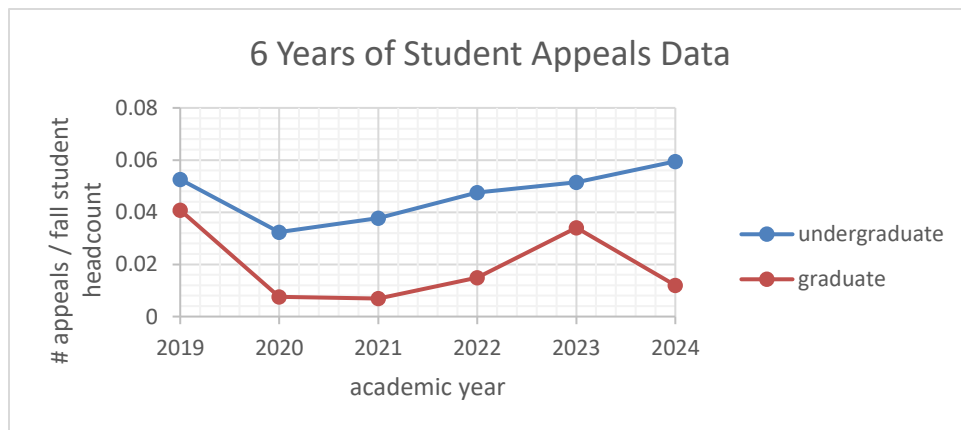


Figure 1: A representation of the number of student appeals per student for undergraduate students and graduate students over the past six years



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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