

# Memo



OFFICE OF THE  
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TO Georgina Moore, University Secretary

FROM Rebecca Coupland; Secretary, Senate Committee on Academic  
Procedures

DATE May 7, 2010

SUBJECT School of Medicine Progress and Promotion Policy

I am writing to clarify the Senate Committee on Academic Procedure's (SCAP) responsibilities with respect to Faculty/School grading scales, in response to the April 22, 2010 Senate agenda item VII 2., "Student Evaluation, Progress, and Promotion Policy of the School of Medicine", which was referred to SCAP.

As outlined in SCAP's Terms of Reference, SCAP is responsible for "...examin[ing] and approv[ing] grading systems throughout the University". The changes to the School of Medicine's grading scheme, as described in its Student Evaluation, Progress, and Promotion Policy, were incorporated into the University's new grading scheme and approved by SCAP. No further action is required.

If a Faculty or School wishes to make an amendment to the grade that will be used in the evaluation of its students, the change(s) must align with and meet the University's grading scheme and be forwarded to SCAP for examination and approval.

Copy:

C. Beach; Chair, SCAP

J. Brady; University Registrar

D. Edgar  
Secretary to the Faculty & School of Medicine  
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FACULTY OF HEALTH SCIENCES

Queen's University  
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December 21, 2009

Ms. Georgina Moore  
University Secretary  
University Secretariat  
B400 Mackintosh-Corry  
Queen's University

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UNIVERSITY SECRETARIAT  
QUEEN'S UNIVERSITY

Dear Ms. Moore:

Please find attached the Student Evaluation, Progress & Promotion Policy for the School of Medicine, Faculty of Health Sciences that was approved at our December 15, 2009 School of Medicine Academic Council.

In particular, item #7.6 "Student performance for each course will be reported to the University as Pass (as defined above in 7.5) or Fail.

It was then moved by T. Sanfilippo and seconded by C. Graham that version 11 of this Undergraduate Medical Education Student Evaluation, Progress and Promotion Policies be approved by SOMAC. **CARRIED**

If you require any further information please do not hesitate to contact me.

Thank you for your attention to this matter.

Best regards;

David R. Edgar  
Secretary to the School of Medicine  
Faculty of Health Sciences

c.c. J. Brady, Registrar's Office  
T. Sanfilippo, Associate Dean, Undergraduate Medical Education