

**Senate Committee on Academic Procedures
Annual Committee Report to Senate
September 2012**

As a matter of routine annual business, SCAP approved the following:

- Fall 2011 and Spring 2012 degree lists
- Spring 2012 and Fall 2012 convocation schedules
- 2012-2013 sessional dates

In additional business, SCAP:

- approved amendments to the *Senate Policy on Academic Integrity – Requirements of Faculties and Schools*;
- reviewed grading practices in Faculties and Schools at Senate’s request, and provided the *Report on Grading Practices* to Senate;
- approved a policy detailing that Queen’s University diplomas do not contain performance indicators;
- consulted with stakeholders to review policies and procedures related to the “DR” (drop) transcript notation and approved a policy on the academic drop date deadline and DR notation;
- reviewed SCAP’s Terms of Reference and composition at the request of the Senate Operations Review Committee;
- approved the official academic integrity document for the Faculty of Education;
- approved a new process related to the conferral of degrees outside of the Spring and Fall degree list dates, and approved the conferral of such degrees as per the new process

Dr. Teri Shearer, Chair
Senate Committee on Academic Procedures
September 2012

SCAP Membership 2011 - 2012

T. Alm, Interim University Registrar (ex officio)
R. Coupland, Office of the University Registrar (Secretary)
C. Esselmont, PhD candidate, Department of Philosophy
H. Everson, Faculty of Arts and Science (Chair)
C. Hoeniger, Department of Art
J. Mennell, Department of Spanish and Italian
T. Shearer, School of Business
J. Traficante, BAH’ 12