

**Senate Committee on Academic Procedures
Annual Committee Report to Senate
September 2011**

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

- Fall 2010 and Spring 2011 degree lists
- Spring 2011 and Fall 2011 convocation schedules
- 2011-2012 sessional dates

In additional business, SCAP:

- approved amendments to the following documents:
 - Faculty Jurisdiction With Respect to Student Appeals of Academic Decisions
 - Policy on Academic Integrity Procedures – Requirements of Faculties and Schools
 - Policy on the Definition of a Full-Time Student
 - Policy on Rescinding Degrees
 - Guidelines for Special Hooding;
- approved the conferral of degrees outside of Spring and Fall degree list dates to permit students to obtain international employment;
- approved the diploma master for the Graduate Diploma in Accounting, and the hood design for the Masters of Public Health degree;
- approved the revised official transcript legend and changes to academic standing text;
- approved the official academic integrity document for the School of Business;
- continued to work with Faculties and Schools regarding changes to academic procedures resulting from the implementation of the new PeopleSoft Student information system;
- continued to work with Faculties and Schools regarding the design of a consistent format for the official transcript, and the approval of academic milestones;
- moved that Queen's University continue to follow the existing practice that members of the Queen's community consider necessary accommodations with students on an individual basis if a faith date conflict arises during academic sessional dates.

Haley Everson, Chair
Senate Committee on Academic Procedures
September 2011

SCAP Membership 2010 - 2011

C. Beach, Faculty of Arts and Science (Chair)
J. Brady, Office of the University Registrar (ex officio)
R. Coupland, Office of the University Registrar (Secretary)
J. Atkinson, Faculty of Arts and Science
E. Tolley, PhD, School of Graduate Studies
S. Gouinlock, BAH '11, Faculty of Arts and Science
C. Hoeniger, Faculty of Arts and Science
H. Everson, Faculty of Arts and Science