

Queen's University
Senate Committee on Academic Procedures
Report to Senate – October 22, 2009

POLICY ON CERTIFICATES OF ATTENDANCE

Background

The Office of the University Registrar, in conjunction with Faculties and Schools of Queen's University, is in the practice of producing Certificates of Attendance for the family members of students who have passed away during their studies toward a degree at Queen's. As the document is one issued by the University, a formal policy regarding its issuance is required.

Analysis and Discussion

At its September 24, 2009 meeting, the members of SCAP discussed the proposed Policy. The University Registrar clarified that the Certificate is not used in place of or as equal to a degree, and that Faculties or Schools make the determination of degree requirements and whether a degree is to be granted posthumously.

Recommendations

SCAP approved the following statement of policy for regarding Certificates of Attendance:

Certificates of Attendance are intended to recognize the membership of an individual in the student body of Queen's University. Certificates are normally intended for individuals who pass away and are not able to complete the degree program in which they are registered. Certificates may only be requested by the Dean or Director of a Faculty or School and are produced by the Office of the University Registrar upon receiving such a request.

The Certificate is a symbolic document and shall not be used in place of an official Queen's University diploma, which recognizes the completion of an approved degree program at the University.

Summary

The Senate Committee on Academic Procedures recommends the following motion be considered for action at the October 22, 2009 meeting of Senate:

Be it resolved that the Policy on Certificates of Attendance approved by SCAP be approved by Senate and that the policy be posted on the Senate website for information.