

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

**TRANSCRIPT TERMINOLOGY FOR STUDENTS WITHDRAWING FROM  
QUEEN'S UNIVERSITY**

**Background**

In light of the Senate's approval of the new policy entitled "Academic Integrity Procedures – Requirements of Faculties and Schools" and the rescinding of the 1989 Senate policy on "Academic Dishonesty", the University Secretary wrote to the Chair of SCAP on October 29, 2008 and requested that the Senate Committee on Academic Procedures (SCAP) review the current Senate policy on "Transcript Terminology for Students Withdrawing from Queen's University".

**Analysis and Discussion**

At its September 24, 2009 meeting, SCAP reviewed the "Transcript Terminology" policy to ensure the language was in line with the new "Academic Integrity" policy. All references to academic dishonesty were eliminated and replaced with references to academic integrity. SCAP also reviewed the entire policy to ensure it best serves the needs of the Queen's community.

**Recommendations**

SCAP approved the following amendments (in italics) to the Policy on Transcript Terminology for Students Withdrawing from Queen's University:

The following four withdrawal notations may appear on transcripts:

1. (Effective Date): Required to withdraw from the University for *a breach of academic integrity* for (a minimum of) (x) year(s).
2. (Effective Date): Required to withdraw from the University for non-academic discipline (for (x) year(s)) or (for a minimum of (x) year(s)) or (until specified conditions have been met).
3.
  - a. (Effective Date): Required to withdraw from the (Faculty of.../School of...) for academic performance for (a minimum of) (x) year(s), or
  - b. (Effective Date): Required to withdraw from the (Faculty of.../School of...) for academic performance, eligible to apply at any time for readmission, or

- c. (Effective Date): Required to withdraw from the (Faculty of.../School of...) for academic performance.
4. (Effective Date): Voluntary withdrawal from the (Faculty of.../School of...).

Additional Information:

- The wording "required to withdraw" is used by the University in place of terms such as "expelled", "suspended", etc., in all documents, correspondence, and motions.
- The notation for *a breach of academic integrity* (Notation 1) and non-academic discipline (Notation 2) will appear on the transcript only for a minimum duration of the withdrawal (or until the specified conditions have been met), after which time they are to be removed from the transcript.
- The notation for poor academic performance (Notation 3) will remain permanently on the transcript.
- *The process for determining the period for which a student is required to withdraw is as follows:*

- *for a student required to withdraw for academic performance, the decision of the time period is approved by the Faculty Board;*
- *for a student required to withdraw from the University for a breach of academic integrity, the decision of the time period is recommended by the Faculty or School for approval by SCAP;*
- *for a student required to withdraw from the University for non-academic discipline, the decision of the time period is normally recommended by the Alma Mater Society or Society of Professional and Graduate Students' Judicial Committee for approval to the Senate Committee on Non-Academic Discipline.*

*In all cases, if a student appeals a finding, the case will be heard by the University Student Appeal Board.*

*The "effective date" in the transcript notation will be the date determined by the body in authority as the starting date of the period for which the student is required to withdraw.*

- The phrase "a minimum of" will be used in the transcript notation when the body in authority has determined that the student may appeal for readmission or registration at the end of the minimum time period indicated. Readmission is not guaranteed.
- A lack of specified time period (Notation 3b and 3c) will be used in the transcript notation when the body in authority has determined that the student may apply for readmission at any time. Readmission is not guaranteed.
- The phrase "until specified conditions have been met" will be used when the body in authority wishes to indicate that the student may resume the program of study after the specified conditions have been met.

- A fixed time period will be used in the transcript notation when the body in authority wishes to indicate that the student may, without recourse to appeal, resume the program of study after the fixed period has elapsed.
- *The Secretary of Senate will notify the student in writing of the decision that he/she is required to withdraw from the University and will also notify the appropriate Faculty or School in writing of the notification of the requirement to withdraw ruling, in cases of non-academic discipline and academic integrity.*

### **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 changes to the Policy on Transcript Notation for Students Withdrawing from Queen's University and the Additional Information approved by SCAP be approved by Senate and that the policy be updated on the Senate website for information.*

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### **Current Policy:**

The following four withdrawal notations may appear on transcripts:

2. (Effective Date): Required to withdraw from the University for academic dishonesty for (a minimum of) (x) year(s).
3. (Effective Date): Required to withdraw from the University for non-academic discipline (for (x) year(s)) or (for a minimum of (x) year(s)) or (until specified conditions have been met).
4.
  - a. (Effective Date): Required to withdraw from the (Faculty of.../School of...) for academic performance for (a minimum of) (x) year(s), or
  - b. (Effective Date): Required to withdraw from the (Faculty of.../School of...) for academic performance, eligible to apply at any time for readmission, or
  - c. (Effective Date): Required to withdraw from the (Faculty of.../School of...) for academic performance.
5. (Effective Date): Voluntary withdrawal from the (Faculty of.../School of...).