

**Queen's**
UNIVERSITY

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Memo

TO Charles Beach, Chair, Senate Committee on Academic
Procedures
FROM Georgina Moore, Secretary of the Senate
DATE October 29, 2008
SUBJECT Policy on Transcript Terminology for Students Withdrawing
from Queen's University

In light of 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", I am writing to ask SCAP to review the current policy on "Transcript Terminology for Students Withdrawing from Queen's University".

Please review the "Transcript Terminology" policy to ensure that the language is in line with the new "Academic Integrity" policy. Also, I note that the "Transcript Terminology" policy has not been reviewed since 1995. In the interest of good governance it is Senate's normal practice to periodically review all policies. Therefore, I am asking SCAP to review the entire policy to ensure that it best serves the needs of the Queen's community. Please report back to the Senate with the Committee's comments/revisions.

This item will appear as a Matter Referred to Standing Committees on the November 27, 2008 Senate agenda. Senators will receive a copy of the "Transcript Terminology" policy in their packages.

Thank you for your attention to this matter.

Georgina Moore
Secretary of the Senate

copy: Rebecca Coupland, Secretary, SCAP + copy of "Transcript Terminology"

Policy on Transcript Terminology for Students Withdrawing from Queen's University

Approved by Senate November 23, 1995

The following four withdrawal notations may appear on transcripts:

1. (Effective Date): Required to withdraw from the University for academic dishonesty 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.
- In all cases where a student is required to withdraw, or is permitted to voluntarily withdraw from a degree program, the appropriate notation is to appear on the student's transcript.
- The notation for academic dishonesty (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 Senate Committee on Academic Procedures felt that to leave these notations on the transcript indefinitely would be unduly harsh since students would have no means of subsequently demonstrating their rectitude. An institutional record ought to be retained of all requirements to withdraw for academic (or non-academic) dishonesty past the expiry date for the transcript notation. To protect the rights of students, limited access to this information after the expiry date is appropriate. This information can be accessed through Senate records to appropriate University personnel wishing to know if a student has been required to withdraw previously.
- The notation for poor academic performance (Notation 3) will remain permanently on the transcript. SCAP felt that such information is an integral part of the student's academic record and therefore should remain a part of the transcript. Also, SCAP felt that a student has the opportunity to ameliorate such a record by subsequent improved academic performance.

- The notation for voluntary withdrawal (Notation 4) will remain permanently on the transcript. The recommended notation accommodates the Graduate School's existing practice of using this transcript notation. However, this notation is to be used by all Faculties and Schools for students who withdraw completely from a degree program (as opposed to dropping one or more courses without withdrawing from the degree program).

Complete withdrawal implies the requirement to apply for readmission to the degree program. This notation would appear on internal student academic records, and, at the request of a Faculty or School, on the external (official) record as well. A student may not avoid a requirement to withdraw by withdrawing voluntarily.

- The process for determining the period for which a student is required is as follows: for a student required to withdraw from a Faculty or School the decision is made at the Faculty Board level, while for a student required to withdraw from the University the period is recommended by the appropriate body for approval by Senate. 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 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.