

**Queen's University  
Senate Committee on Academic Procedures**

**Policy on Scholarships and Awards Appearing on Transcripts**

**Background**

The University has a practice of recording scholarships and awards on students' transcripts. In conjunction with the Queen's University Administrative Systems Replacement (QUASR) project a new policy is required to formalize the criteria regarding which scholarships and awards appear on the official transcript.

**Analysis and Discussion**

At its October 29, 2009 and November 18, 2009 meetings the Policy Sub-Committee of Senate Committee on Scholarships and Student Aid (SCSSA) reviewed the current practices of the Office of the University Registrar and the School of Graduate Studies. Further, the Policy Sub-Committee completed a survey of comparator institutions across Canada, and also consulted the National Transcript Guide for Use in Canadian Postsecondary Institutions, produced by the Association of Registrars of the Universities and Colleges of Canada.

**Recommendation**

The Policy Sub-Committee recommends that the SCSSA approve and forward to the Senate Committee on Academic Procedures for its approval the following policy:

- i. **Record on the transcript internally adjudicated merit-based awards where the minimum threshold to receive the award is academic excellence.**
- ii. **Record on the transcript internally adjudicated performance-based awards where the performance is a component of the recipient's academic program of study (e.g. music, drama, etc).**
- iii. **Record on the transcript externally adjudicated merit-based graduate awards where the minimum threshold to receive the award is academic excellence.**
- iv. **Do not record on the transcript awards or bursaries where the basis for selection is demonstrated financial need (exception: Major Admission Awards; awarded on the basis of demonstrated financial need, academic excellence, creative and original thinking, proven leadership skills, and involvement in school or community activities.)**

### **Implications**

These recommendations clarify current practice and provide direction to list awards that require academic excellence or are related to exceptional performance in an academic program of study on the official transcript. Further, financial need-based awards and athletic awards will not appear on the official transcript.

### **Implementation**

May 2011 – to correspond with the transition to a new administrative system.

Academic Excellence is currently defined as:

First Entry Admission Scholarships: equal to or greater than 90%.

In-course Scholarships: equal to or greater than 80%.

Graduate Fellowships: equal to or greater than 80%.

### **Summary**

The Senate Committee on Scholarships and Student Aid, Policy Sub-Committee, recommended the Policy on Scholarships and Awards Appearing on Transcripts be forwarded to the Senate Committee on Academic Procedures (SCAP) for consideration. The Senate Committee on Academic Procedures reviewed the Policy on Scholarships and Awards Appearing on Transcripts at its February 23, 2010 meeting. The Policy was approved and will be forwarded to Senate for its approval at its March 25, 2010 meeting.

### **Proposed Motion for Senate**

SCAP recommends that Senate approve the *Policy on Scholarships and Awards Appearing on Transcripts*. (See recommendation above for policy content.)