SCAP – List of SCAP-approved Guidelines

	Policy Name	Date of Approval	Motion	Notes
1	Special Hooding	November 17/10	…that the revised Guidelines for Special Hooding be approved and communicated to Faculties and Schools.	Guidelines detail that special hooders may be Queen's faculty, Board, senior administrative staff, or faculty members from other universities and that they may hood close family members. Requests should go to the OUR two weeks before the ceremony. The AUR (SR&S) and UR, in consultation with the Dean, will approve requests.
2	Official Transcript format	January 19, 2010	…that SCAP adopt the proposed recommendations for the official transcript format as outlined in the January 2010 briefing note, "Official Transcript".	New transcript format (both official and non-official), effective May 2011, will display information in a consistent manner on all transcripts for all programs. The transcript will include: - program, plan, sub-plan - attempted units, earned units, grades, grade points, courses dropped - term academic statistics - term withdrawal, term honours, academic standing - exchange information - scholarships - milestones - degrees
	Transcript Review	1999	n/a	Approved that the transcript is a subset of the student record that minimally includes the extent and performance of all Senate-approved work (academic and continuing education) attempted at the institution along with sufficient identifying information to ensure an accurate match between the student and the transcript.
3	Syllabus Bank	April 20, 2009	…that, before the end of the second week of the term in which a class starts, instructors of first-entry undergraduate courses will provide a written outline of the basic features of the course to students and will provide an electronic copy of the outline to the AMS for future publication, with the exception of Commerce, which already has a publication process in place. The AMS will publish the outlines with a disclaimer stating that course descriptions are subject to change from year to year.	SCAP recommended that the following items be included in all course syllabi: - course title and code - instructor and teaching assistant name, contact information, and office hours - course timeline - evaluation methods including specific weightings - required and recommended resources - course policies regarding missed classes, deadlines, etc. - expected learning outcomes based on UUDLEs

4	Security of Student Records	December 1993	n/a	SCAP agreed on the following procedures for Faculties and Schools with respect to reporting and changing grades: - all grade submissions, including changes, be authorized by the instructor and department head - changes in grades be submitted in writing and include the reason for the change - in cases where there is a change in the status of a course in which a grade has been assigned that the instructor be informed and preferably consulted
5	Remembrance Day Ceremonies	February 5, 2001	…that the University's Remembrance Day ceremony be held on Friday when November 11th falls on a Saturday or Sunday.	Requested by the University Chaplain.
6	General Guidelines for Course Evaluation and Accommodation of Students' Needs	Fall Term 2006	n/a	The Guidelines were developed in response to correspondence received from the University Advisor on Equity and HCDS addressing concerns that the solution to a missed exam or test is to increase the weight of the final exam, which has a negative effect on students with disabilities. The Guidelines were circulated to deans in the Winter Term of 2007.
7	Information Contained in the Diploma	April 1993	…that the University diploma will contain the full, legal name of the graduand and the full degree title. Information about subject(s) of specialization or concentration may be included, on the recommendation of the relevant Faculty Board.	In a May 5, 2003 memo from the AUR (SR&S) to Deans and Directors, the motion was communicated for information and it was noted that, as a consequence of the motion, performance indicators would no longer appear on the diploma.
8	English/Latin diploma change	September 2008	…that Bachelor of Arts and Bachelor of Arts (Honours) diplomas be made available to students in English and Latin and that the concentration or concentrations be included on all diplomas printed in English.	Approved by Arts and Science Faculty Board in Winter Term 2008 and effective for students graduating at Fall 2008 Convocations.
9	Conferring Degrees, Diplomas, and Certificates	February 2010	n/a	Five items agreed to by SCAP, specifically: 1) Faculty offices may delegate degree list preparation to departments and degree list approval to degree/executive/ advisory councils and should so inform SCAP. 2) Specific wording for motions used to approve degree lists and delegate authority to amend the degree list prior to Convocation to correct errors/omissions.

				3) The University Registrar is empowered to correct academic records arising from errors in degree lists, prior to or post- Convocation. 4) SCAP will approve degree lists three times each year – Fall, Winter, and Spring. Outside of this time, degree list approval will take place only in exceptional circumstances. 5) The academic record and diploma will record the date of conferral, which coincides with the date of the degree list approval.