

Queen's University  
Senate Committee on Academic Procedures

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

**Proposal of Amendment  
May 2011**

**Background**

Recent decisions by the University Student Appeals Board (USAB) have demonstrated a potential misunderstanding of the intent of the Queen's University Senate policy on *Transcript Terminology for Students Withdrawing from Queen's University*. As a result of these decisions, in March 2011 the University's Legal Counsel, the Academic Integrity Advisor to the Provost and Vice-Principal (Academic), and the Chair of the Senate Committee on Academic Procedures (SCAP) met and agreed that clarifications to the Policy were required.

**Analysis and Discussion**

The intent of the Policy is that no transcript notations be altered or removed except as prescribed in the Policy itself. This decision was made deliberately, in order to maintain the integrity of Queen's students' academic records.

This intent includes required-to-withdraw notations related to academic performance, as stated in the third point under Additional Information in the Policy, which reads, "*The notation for poor academic performance (Notation 3) will remain permanently on the transcript*".

Current practice in Faculties and Schools dictates that, if a student successfully appeals a requirement to withdraw decision, the original notation is replaced with "***Required to withdraw for academic performance for (a minimum of) (x) year(s); subsequently waived***". In subsequent academic history on the official transcript, the student is then able to demonstrate improved academic performance.

**Recommendations**

The following amendments (in italics and bolded) are recommended to be made to the Senate Policy on *Transcript Terminology for Students Withdrawing from Queen's University*, in order to clarify the Policy's intent regarding the alteration or removal of transcript notations:

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 for academic performance for (a minimum of) (x) year(s), or
  - b. (Effective Date): Required to withdraw for academic performance, eligible to apply at any time for readmission, or
  - c. (Effective Date): Required to withdraw 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.
- *In cases where a student successfully appeals the required-to-withdraw decision, the original notation will be replaced with "Required to withdraw for academic performance for (a minimum of) (x) year(s); subsequently waived".*
- 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; *or delegate.*
  - for a student required to withdraw from the University for 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, a student may appeal a finding to the University Student Appeal Board *once all avenues of appeal within the Faculty or School have been exhausted.*

*In no cases may the transcript notations concerning requirements to withdraw be altered or removed, except as prescribed in this Policy. In cases where a student successfully appeals the required to withdraw decision, the original notation will be replaced with "Required to Withdraw for academic performance for (a minimum of) (x) year(s); subsequently waived".*

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 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 approved the amendments proposed above at its April 20, 2011 meeting and now requests that Senate consider the following motion at its May 25, 2011 meeting:

*Be it resolved that the changes to the Policy on Transcript Terminology for Students Withdrawing from Queen's University be approved and updated on the Senate website for information.*

### **Membership**

J. Atkinson, Faculty of Arts and Science  
C. Beach, Faculty of Arts and Science (Chair)  
J. Brady, University Registrar  
R. Coupland, Office of the University Registrar (Secretary)  
H. Everson, Faculty of Arts and Science  
S. Gouinlock, B.A. (Hons.) '11, Faculty of Arts and Science  
C. Hoeniger, Faculty of Arts and Science  
E. Tolley, Ph.D. '12, Faculty of Arts and Science