

**Senate Committee on Academic Procedures  
Annual Committee Report to Senate  
October 2010**

As a matter of routine annual business, SCAP approved:

- Spring and Fall 2010 convocation schedules,
- Report to Senate on the Number and Type of Academic Dishonesty Cases Reviewed in 2009-10, submitted to Senate for information,
- sessional dates for 10/11.

In additional business, SCAP:

- approved the establishment of a specific letter and GPA grading scale and continued to work with Faculties and Schools regarding its implementation;
- continued to work with Faculties and Schools regarding the design of a consistent format for the official transcript;
- confirmed that, in the establishment of Sessional dates, Reading Week will always fall in the same week as the Ontario government-mandated “Family Day”, to prevent the loss of a teaching day outside of Reading Week;
- approved amendments to the following policies:
  - > Conferring Degrees, Diplomas, and Certificates
  - > Policy on Student Names
  - > Transcript Terminology for Students Withdrawing from Queen’s University;
- approved the establishment of the following policies:
  - > Policy on Certificates of Attendance
  - > Policy on Scholarships and Awards Appearing on Transcripts;
- approved the conferral of several degrees outside of Convocation dates to permit students to obtain international employment, and approved the establishment of a new Winter degree list in addition to the existing Spring and Fall degree lists;
- approved official academic integrity documents for the School of Nursing and the School of Graduate Studies;
- approved several degree name changes for programs within the School of Graduate Studies;
- approved amendments to SCAP’s Terms of Reference, to replace references to ‘academic dishonesty’ with ‘academic integrity’;
- discussed the permanency of the “required to withdraw” transcript notation and concluded that a permanent notation could be considered an additional sanction and that the matter should not be pursued.

SCAP Membership 2009 - 2010

C. Beach, Faculty of Arts and Science (Chair)  
J. Brady, Office of the University Registrar (ex officio)  
R. Coupland, Office of the University Registrar (Secretary)  
S. E. Matrix, Faculty of Arts and Science  
J. Atkinson, Faculty of Arts and Science  
C. Price, School of Business  
E. Tolley, School of Graduate Studies  
P. Welsh, Faculty of Law