Senate Committee on Academic Procedures
Annual Committee Report to Senate
December 2013

As a matter of routine annual business, SCAP approved the following:

- Fall 2012 and Spring 2013 degree lists
- Spring 2013 and Fall 2013 convocation schedules
- 2013-2014 sessional dates

In additional business, SCAP:

- Recommended the revised policy on *Transcript Terminology for Students Withdrawing from Queen's University* to Senate for approval (Approved by Senate October 2012);
- Approved revisions to the *Policy on Non-Permissible Items in Examinations* to Senate for approval;
- recommended *that beginning in the Spring of 2013, graduate students will graduate at their department's Convocation and that the single ceremony for the School Graduate Studies be eliminated* to Senate for approval (Approved by Senate November 2012);
- recommended a revision to the *Student Appeals, Rights and Discipline Policy* to state that "This policy does not apply to students in the post Graduate Medical Education program who are governed by the Postgraduate Medical Education program's Assessment, Promotion and Appeals Policy (to be reviewed in 2016 by SCAP) [Approved by Senate January 2013];
- Reviewed the reporting of Course Variants on Transcripts and reported to Senate in February 2013 as referred from Senate in November 2012.
- Reviewed and reported on the GPA Review Committees in January 2013 as referred from Senate in November 2012.

Number and Type of Academic Integrity Cases Reviewed
During the 2012/13 Academic Session (September 1, 2012 – August 31, 2013)

In accordance with its mandate under s. 10 of the Senate Policy on Student Appeals, Rights and Discipline, the Senate Committee on Academic Procedures (SCAP) reviewed the procedural aspects of two recommendations for withdrawal from the University for a breach of academic integrity during the academic session of September 1, 2011 to August 30, 2012.

Please note that SCAP only reviews academic integrity cases in which the student is required to withdraw and does not appeal the ruling and/or sanction imposed. If an appeal is made, the case goes to the University Student Appeals Board (USAB) for review and consideration.

In April 2013, SCAP upheld the Faculty of Arts and Science's recommendation that a student be required to withdraw for a minimum period of three years for a departure from academic integrity and confirmed that appropriate procedures were followed.

Dean Tripp, PhD, Chair
Senate Committee on AcademicProcedures
December 2013

J. Metcalfe, University Registrar (ex officio)
R. Coupland, Office of the University Registrar (Secretary)
L. Burlock, BSc'14
C. Esselmont, PhD '13
H. Everson, Faculty of Arts and Science
J. Mennell, Lang. Lit & Cultures
J. Morelli, Physics
T. Shearer, School of Business (Chair)