As a matter of routine annual business, in 2014/2015 SCAP approved the following:

- Fall 2014 and Spring 2015 degree lists
- 2015-2016 sessional dates

In additional business, SCAP areas of focus were as follows:

**Sessional Dates**
SCAP continued its focus on the question of sessional dates. Based on the Sessional Dates motion referral from Senate (March 25, 2014) SCAP undertook broader consultation with Faculties/Schools, and the Mental Health Working Group.

**Student Transcripts**
SCAP supported various changes to student transcripts:
- A new milestone recorded on transcripts for Queen’s University Accelerate Route to Medical School (QuARMS) students.
- Addition of Bader International Study Center (BISC) field school names.
- Addition of the Ontario Education Number (OEN).
- Medical students are allowed the option of requesting separate transcripts for their undergraduate and graduate work, and their work toward the MD.
- When doctoral requirements have been met through cotutelle, the transcript will state that the doctoral thesis was completed under a cotutelle arrangement with a named university.

**Sunday Examinations**
SCAP discussed various options as to how to maintain the current number of teaching days in the fall term while ensuring the minimum number of days (13) required for the Examination period. SCAP agreed that examinations be scheduled on Sundays during the final examination periods.

**Separate Transcripts for Graduate Career studies**
Senate asked SCAP to investigate the value of allowing students to obtain separate official transcripts for their various degrees. Based on the consultation undertaken and analysis undertaken by the committee, SCAP agreed that Queen’s should stay with its current policy regarding transcripts.

**Practicums**
A report completed by the University Student Appeals Board (USAB) on June 10, 2014 discusses the need for a proposed policy on assessment issues in practicums. The matter was referred to SCAP for consideration on September 30, 2014 by Senate. SCAP created an ad-hoc working group to develop University wide guidelines to deal with practicums that address the various recommendations provided by USAB in their report.

**Policy on Student Debtors**
SCAP discussed the report prepared by SGPS and referred to by Senate at its meeting on September 16, 2014, wherein SCAP was asked to amend the current Policy on Student Debtors (Approved March 24, 1994) to include administrative exceptions for Bed Students and Law Students. It was agreed that the current policy is working well and does not require amendment.
**Student Names Policy**
The committee reviewed the Student Names Policy approved by the SCAP in 1993 and amended in 2009. It was concluded that the current policy and guidelines provide sufficient administrative flexibility and clear direction on major issues without creating an over-bureaucratic environment when minor changes need to be made.

**Faculty/School Academic Calendar Dates**
The committee agreed to calendar date descriptions that, if utilized, will promote consistent identification of key academic calendar dates across Faculties/Schools. Committee members agreed that the calendar date descriptions should be provided, on a yearly basis, to Faculties/Schools representatives involved in the development of sessional dates.

Jordan Morelli, PhD, Chair
Senate Committee on Academic Procedures
September 2015

**SCAP Membership 2014-2015**
C. Braund, Human Resources
A. Easter, Office of the University Registrar (Secretary)
S. Lamoureux, Geography
J. Metcalfe, University Registrar (ex officio)
J. Morelli, Department of Physics, Engineering Physics, and Astronomy (Chair)
P. Mott, PMPA
G. Schachter, B.A. (Hons) ‘15
D. Tripp, Psychology