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PERTINENT FACULTY DECISIONS AND POLICIES

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CLASSES

Class Schedule

1. When a class has been cancelled for any reason, including statutory holidays, and the instructor wishes to reschedule it, the instructor shall consult with the students of that class and announce the date of the re-scheduled class within two weeks of the cancelled class, unless it is unreasonable that this procedure be followed. In all cases, re-scheduled classes shall be held as soon as practicable after the missed class. Notice of the date, time and location of the re-scheduled class shall be posted within a reasonable time.
2. Make-up classes, non-scheduled classes, seminars, workshops, and the like shall not be scheduled within the last seven (7) days prior to the last day of classes.
3. Instructors are urged to conduct classes as scheduled without last minute cancellations.

Compulsory Attendance

4. Faculty Council has approved a compulsory attendance requirement for the following courses: Canadian Charter of Rights and Freedoms, Crime, Law and Society, Clinical Administrative Law, Clinical Criminal Law, Clinical Family Law, Law and Bio Ethics, Restitution, Business Transactions: The Art of the Deal

Moot Competitions Policy

5. That a student be permitted to take only one moot *for credit* in each of second and third year. *LFCM, February 4/02.*

Non Law Course Third Year

6. Respecting the non-Law course which a Second or Third Year student may select to take with the permission of the Dean's Office, the student's grade for the course will be taken into account for the purpose of progression but not for the purposes of quartile ranking, awards, and prizes; all administrative matters, such as registration, voluntary withdrawal, deferrals, and appeals, and supplemental privileges are governed by the host Faculty or School, not the Faculty of Law.

GRADING

Grading Point Weighting of Final Grades

7. For the promotion of uniformity in grading the following guidelines, (i.e. not rules) have been passed by the Law Faculty Council:

(a) the average grade point for all graded examination courses should fall within a range of 2.8 to 3.2;

(b) for all graded examination courses:

(i) 10-20 % of all grades assigned should fall in the A to A+ range;

(ii) 40-55 % of all grades assigned should fall in the B to B+ range (for a total of 60 to 75% of grades assigned in the B to A+ range); and

(iii) 25-40% of all grades assigned should be in the C+, C, D and F range;

(c) the average grade point for all graded courses, evaluated primarily by a paper or papers, should fall within a range of 3.0 to 3.5;

(d) in sectioned, graded courses comprising three or more sections the grade points for all sections should fall within .25 of each other or within .25 of the average grade point for all courses for that particular class section; for courses comprising only two sections the average grade point must fall within .25 of the average grade point for all courses in that particular class section;

(e) where grades do not conform to these guidelines, an explanation for the deviation ought to be provided to the Associate Dean's office.

8. The Academic Affairs Committee shall make available in the Dean's Secretary's office a report on final grades, including a listing of students, who have supplemental examinations and who have failed and grade distributions for each Course.

9. The distribution of final grades in all sectioned courses shall be posted section by section.

10. Student assistants are not to be used in the grading or marking of assignments or examinations without prior consultation with and the approval of the Academic Affairs Committee.

11. Instructors are encouraged to review outlines of written assignments, especially Research Papers, with the student, but final papers are subject to the Examination Regulations.

Perspective Courses and Research Paper Credit

12. Perspective courses involve at least one paper worth at least 60% of the grade, comprising a minimum of 7500 words, excluding footnotes and bibliography; if students are allowed to work in pairs to submit a joint paper, the minimum word requirement is 15,000. These minimum word requirements do not preclude and instructor from increasing them if more than 60% of the grade is based upon a paper. The Research Paper credit requires a paper of at least 10,000 words, excluding footnotes and bibliography for (3) credit hours and 7,500 words, excluding footnotes and bibliography for (2) credit hours.

Late Paper Policy

13. Unless otherwise stated in the course syllabus, the Faculty of Law policy is that late essays be deducted one-half (1/2) letter grade for each day late (e.g. A+ to A, A to B+, B+ to B, B to C+, C+ to C, C to D, D to F). The late paper policy does not change the process for deferrals under the Faculty's Examination Regulation 22(a).

Incomplete

14. The grade classification of Incomplete shall be used for administrative reasons only, as determined by the Dean's Office.

Pass/Fail Courses

15. Faculty Council has approved the following courses to be evaluated Pass/Fail: Legal Methods, Introduction to Advocacy, Negotiations, the Clinical Electives, Legal Aid Clinic, Business Transactions: The Art of the Deal, Clerkships, Scholarly Publications, Business Ventures, LPPR, Competition A and B and Internships.

Student Ranking

16. Upon written request of a student, the Dean's Office shall disclose the student's ranking by quartile.

17. A particular student's ranking by quartile shall be disclosed to a third party with the written consent of that student.

EXAMS AND FINAL PAPERS

18. It is recommended that before the conclusion of each course each instructor devote sufficient class time to make clear to students the type of examination to which they will be subjected and to explain fully the expectations that the instructor has of the students.

19. All instructors, particularly first-time instructors, are strongly encouraged to have their examination question papers vetted by a colleague.

20. A student on a Letter of Permission shall be governed by the rules and regulations of the host school for all purposes regarding examinations and prizes.

21. A motion to allow a student to view another student's examination paper during the appeal period with the approval of the instructor and the other student was defeated.

22. Any complaints of a general or structural nature about the examination or the circumstances of the writing of an examination should be brought to the attention of the instructor within a reasonable period following the writing of the examination, which in most cases will be no later than immediately following the writing of the examination.

PROGRESSION

23. With the prior approval of the Dean's Office, students who have successfully completed first year may take a maximum of six credit hours of Law Courses offered by other universities during an inter-session or summer session. These courses may be taken subject to the following Conditions:

- a. Students may receive credit only for study at an approved institution. "approved institutions" include:
 - (i) those which are party to an exchange agreement with the Law Faculty;
 - (ii) those which are offered or administered by another Canadian law school;
 - (iii) those which are approved by the Association of American Law Schools;
 - (iv) any other well-reputed university approved by the Dean's Office.
- b. Students may not take courses as a substitute for a compulsory course.
- c. Students taking such courses for credit will not be eligible for any prize, award, or scholarship (including the Dean's Honours list) based upon cumulative standing in the academic year to which credit for taking those courses applies. Students will also not be eligible for any awards, scholarships, or prizes based upon cumulative grade point average for all three years of the J.D. programme. e.g. The University Gold Medal.
- d. All grades received in such courses shall be shown on the student's transcript as a transfer of grade from the institution offering the course.

COURSE AWARDS AND PRIZES

24. Isbister Awards may be made to the student with the highest G.P.A. in first year and to the student with the highest G.P.A. in second year.

25. At the commencement of each academic year the Academic Affairs Committee shall decide how the Cecil Black Memorial Prize will be awarded for that year in the light of the offering(s) in Current Legal Problems A and B and the Committee shall report its decision to Faculty Council.

DELEGATED AUTHORITY

26. The Law Faculty Council delegated its appellate jurisdiction respecting appeals of deferral decisions by the Associate Dean Academic to the Academic Affairs Committee.

27. The Law Faculty Council has delegated to the Admissions Committee the readmission of any student who fails First Year and who is not a Permanent Withdrawal.

28. The Law Faculty Council has delegated to the Dean's Office full authority to deal with the writing of deferred and supplemental examinations for all Years, the results thereof, and all matters arising therefrom.

29. The Law Faculty Council has delegated to the Academic Affairs Committee the approval of the awarding of all prizes and awards.

RELATIONSHIP TO UNIVERSITY REGULATIONS

30. In the event of a conflict between these Regulations and the University Regulations of the University, the University Regulations shall prevail.

31. In the event a matter is dealt with in the University Regulations but not in these Regulations, the University Regulations shall apply.