



2019-2020

# Queen's Law JD Academic Calendar



September  
2019

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## GENERAL INFORMATION

The Academic Calendar is a comprehensive publication of Faculty and relevant Senate approved regulations and policies pertaining to the Juris Doctor, the combined programs and the Civil Law-Common Law degree programs. It provides information relevant to law students about the structure of faculty governance, contact information for faculty members and staff, admission requirements, academic regulations, information about programs and courses of study, degree requirements and policies pertaining to the determination of academic standing in the degree programs and processes for seeking permission to study on a letter of permission.

The Senate and Board of Trustees of Queen's University reserve the right to make changes in courses, programs and regulations published in this Calendar, without prior notice.

## 2019-2020 SESSIONAL DATES

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<b>September 2019</b>	
1	Tuition fees due in full for Fall Term
1	Fall term begins
2	Labour Day (University closed. Classes will not be held.)
3	JD Program: Regular classes begin in upper-year JD courses
5	JD Program: Regular classes begin in first-year JD courses
5	CIL Program: Fall term classes begin
17	JD Program: Last date to add Fall term upper-year JD courses
18	CIL Program: Last date to add Fall term classes
18	CIL Program: Last date to drop Fall term classes without financial penalty
<b>October 2019</b>	
4	JD Program: Last date to drop Fall term upper year JD courses
14	Thanksgiving Day (University closed. Classes will not be held.)
15	Last date to apply in SOLUS to graduate in Fall 2019 (tentative)
16	University Day (Queen's granted Royal Charter on October 16, 1841) - classes will be held
24-25	CIL Program: Fall term break
31	JD Program: Deadline to apply for Fall Law scholarships and Queen's general bursaries
<b>November 2019</b>	
1	JD Program: Last date to apply for admission to first year of the JD program in 2020-2021 through OLSAS
1	CIL Program: Last date to drop Fall term classes without academic penalty
4 - 8	JD Program: Fall Reading Week (JD classes cancelled. Undergraduate Certificate in Law classes continue)
7	Deadline to obtain recommendations for disability-based accommodations and short-term medical conditions from Accessibility Services. Deadline to apply for relief from December exam conflicts and to obtain accommodations for language-based or religious observance through the Exams Office
11	Remembrance Day Service (Classes cancelled 10:30 - 11:30 a.m.)
14	Fall 2019 Convocation
29	Fall term classes end/pre-exam study period begins

<b>December 2019</b>	
1	CIL Program: Refer to <a href="http://www.queensu.ca/admission/programs/certificates">www.queensu.ca/admission/programs/certificates</a> for admission to Winter term
1	First date to apply in SOLUS to graduate in Spring 2020 (tentative)
2	JD Program: Deadline to apply for priority admission to International Law Programs at the BISC for Summer 2020 term
3	Fall Term pre-examination study period ends
4 - 19	Fall term examination period
6	Commemoration Day (examinations will not be held)
31	Fall term ends
<b>January 2020</b>	
1	Winter term begins
1	New Year's Day (University closed. Classes will not be held.)
6	Winter term classes begin
10	Tuition fees due in full for Winter term classes
10	JD Program: Deadline to apply for an international exchange program administered by the Faculty of Law for the 2020-21 academic year
17	Last date to add Winter term classes
17	CIL Program: Last date to drop Winter term classes without financial penalty
31	JD Program: Last date to drop Winter term JD courses
<b>February 2020</b>	
3	CIL Program: Registration for Summer term classes begins
10-14	JD Program: Special and supplemental examination period for Fall 2019 courses
17	Family Day (University closed. Classes will not be held.)
18 – 21	Reading Week (Classes will not be held)
28	JD Program: Last date to apply for a domestic or international letter of permission for 2020-21
28	CIL Program: Last date to drop Winter term classes without academic penalty
<b>March 2020</b>	
7	Deadline to obtain recommendations for disability-based accommodations and short-term medical conditions from Accessibility Services. Deadline to apply for relief from April exam conflicts and to obtain accommodations for language-based or religious observance through the Exams Office
<b>April 2020</b>	
1	CIL Program: Refer to <a href="http://www.queensu.ca/admission/programs/certificates">www.queensu.ca/admission/programs/certificates</a> for admission to Summer term
3	Winter term classes end.
4 – 8	Winter term pre-examination study period
9 – 25	Winter term examination period
10	Good Friday (University closed. Examinations will not be held.)
30	Last date to apply in SOLUS to graduate in Spring 2020 (tentative)
30	Winter term ends

May 2020	
1	JD Program: Last date to apply for upper year admission to the JD program in 2020-2021 through OLSAS
1	Summer term begins
1	CIL Program: Tuition fees due in full for Summer term classes (May-July session)
1	JD Program: Students in the International Law Programs arrive at the BISC
4	CIL Program: Summer term classes begin (May-July session)
4	JD Program: Spring term classes in the International Law Programs at the BISC begin
8	CIL Program: Last date to add Summer term classes (May-July session)
15	CIL Program: Last date to drop Summer term classes (May-July session) without financial penalty
18	Victoria Day (University closed. Classes will not be held.)
19	JD Program: Public International Law exam in the International Law Programs (to be confirmed)
June 2020	
NOTE:	Spring 2020 Convocation dates will be published by the Office of the University Registrar in December 2019
7	CIL Program: Last date to apply for accommodation for an official examination conflict for the June, July and August examination sessions.
8-12	JD Program: Field trips in the International Law Programs (to be confirmed)
17	JD Program: Spring term classes in the International Law Programs at the BISC end
22-24	JD Program: International Law Programs examination period
26	CIL Program: Last date to drop Summer term classes (May-July session) without academic penalty
26	JD Program: Departure of students in the International Law Programs from the BISC
July 2020	
1	Canada Day (University closed. Classes will not be held)
13-31	Summer enrolment period for Fall & Winter term courses (tentative)
15	First date to apply in SOLUS to graduate in Fall 2020 (tentative)
13-17	JD Program: Special and supplemental examination period for Winter 2020 courses
24	CIL Program: Summer term classes end (May-July session)
28-31	CIL Program: Summer term examinations (May-July session) (tentative)
August 2020	
1	CIL Program: Refer to <a href="http://www.queensu.ca/admission/programs/certificates">www.queensu.ca/admission/programs/certificates</a> for admission to Fall term
5	Civic Holiday (University closed. Classes will not be held.)
25	CIL Program: Time period to add and drop classes (open enrolment period) begins (tentative)
31	Summer term ends



## ADMISSIONS

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Full information regarding the admissions process is available on the Faculty of Law website at: <https://law.queensu.ca/admissions/jd/admissions-process>.

### Admissions Philosophy

The Admissions Committee takes a holistic approach to applications. They consider a number of factors in addition to grades and LSAT results. Queen's Faculty of Law endorses the goal that the geographic, ethnic, cultural, racial and socio-economic diversity of the Canadian population be reflected in the ranks of those granted access to legal education.

The academic rigour of the JD degree program requires that students who are admitted have a strong aptitude for legal reasoning, demonstrated academic ability and good potential for success in studies at this level. The Admissions Committee considers other attributes such as intellectual curiosity, avid interest in law, social commitment, reasonable judgment and insight, leadership potential, teamwork skills, creative ability and innovative endeavours, self-discipline, time management skills and maturity. The Admissions Committee reviews personal statements, letters of reference and the autobiographical sketch to obtain information about these attributes.

Our Faculty is enriched by the skills, knowledge and experience of students who have been community leaders, excelled in extracurricular activities and enjoyed success in careers prior to the pursuit of a legal education as much as we benefit from students with inquiring minds who have excelled consistently in a broad range of academic disciplines. Such outstanding applicants are encouraged to apply to the relevant category of admission.

### JD First Year

#### Admission Categories

There are three major categories of admission into first year: the General category, the Indigenous category and the Access category. The first-year class consists of about 200 students. Most students are admitted in the General category.

1. General Category:

All applicants in the General category must have successfully completed three full years of coursework in a degree program at a postsecondary institution. See the Senate Policy on the Basis of Admission for Advanced Study: <https://www.queensu.ca/secretariat/policies/senate/basis-admission-advanced-study>.

The Admissions Committee reviews the nature and content of the undergraduate and graduate programs undertaken. Full-time enrolment, scholarships and awards received, consistency and improvement in academic performance, and successful completion of graduate work are weighed positively.

The applicant's academic record and LSAT score are weighed most heavily in this category. The other Admissions Philosophy criteria are weighed carefully in making distinctions between applicants who are equally competitive on these bases:

- Competitive applicants should have at least an "A-" average (GPA 3.7) in their best two years of their undergraduate degree program at a full course load along with an LSAT score of at least 157.
- For a student who does not have two years at full course load (i.e., at part-time load), more emphasis will be placed on their CGPA, as calculated by OLSAS, which should be at least a 3.3.

An applicant who meets the minimum criteria for admission is eligible for consideration but is not guaranteed admission.

### 2. Indigenous Category

Queen's Faculty of Law is committed to the goal of increasing Aboriginal representation within the legal profession and therefore welcomes applications from Canadian Aboriginal people.

Applications will be considered based on the applicant's interest in and identification with his or her Indigenous community as well as other factors including academic performance, results of the LSAT, employment history, letters of reference and a personal statement. This material will form the basis upon which the Admissions Committee will judge whether or not the applicant will be able to undertake the JD degree program successfully. Applicants should have successfully completed at least three years of postsecondary education at a recognized institution. To satisfy the basis of admission to any advanced-entry professional or graduate degree program at Queen's University, it is expected that previous academic credentials will be from an institution providing an academic environment and education that prepares students for potential success in advanced study. If there is strong evidence of academic ability in the application, an exception might be made to the standard requirement of three years of full-time academic work at a recognized institution. An applicant who meets the minimum standards is eligible for consideration but is not guaranteed admission. The personal statement submitted in support of the application should explain the applicant's interest in and identification with his or her Aboriginal community. A copy of the applicant's status card can be submitted to establish the applicant's identification with and connection to an Indigenous community. Alternatively, a non-academic letter of reference may be provided to corroborate the basis of the claim to Aboriginal status. In addition, applicants are required to provide an academic letter of reference.

The Admissions Committee may admit applicants to the Indigenous category unconditionally or subject to successful completion of the Native Law Centre Summer Program offered each summer at the University of Saskatchewan. Queen's Faculty of Law fully endorses this program and considerable weight is placed upon the evaluation of the applicant submitted by the Director of the program. The Admissions Committee will endeavour to make decisions on completed applications early in the admissions cycle for this category to allow time for those with conditional offers to apply for admission to the NLC Program, provided that the applicant has written the LSAT by the January test date.

Application forms and further information are available: [www.usask.ca/nativelaw/programs/plsnp/](http://www.usask.ca/nativelaw/programs/plsnp/)

### 3. Access Category

Queen's Faculty of Law is committed to enhancing diversity in legal education and the legal profession. To this end, the Faculty encourages applications from candidates whose backgrounds, qualities or experiences allow them to make unique contributions to the law school community, the legal profession and society in general.

The Admissions Committee will consider these factors:

- disability
- educational and financial disadvantage
- membership in a historically disadvantaged group
- age
- life experience
- any other factor relating either to educational barriers you faced, or to your ability to enrich the diversity of the law school community and the legal profession

You must demonstrate the following capabilities:

- that you have strong potential to complete the JD program
- that you have the ability to reason and analyze
- that you can express yourself effectively orally and in writing, and
- that you possess the skills and attributes necessary to cope with the demands of law school

Traditional measures of academic performance and LSAT scores may be given comparatively less weight in this category, while non-academic experience and personal factors confirming your special circumstances or unique qualities may be given comparatively more weight.

- Competitive applicants should have at least a "B+" average (GPA 3.3) in their best two years of their undergraduate degree program at a full course load along with an LSAT score of at least 154.
- For a student who does not have two years at full course load (i.e. at part-time load), more emphasis will be placed on their CGPA, as calculated by OLSAS, which should be at least a 3.0.

### Law School Admission Test (LSAT)

All first-year applicants are required to take the Law School Admission Test (LSAT). LSAT scores for the past five years may be used. The Faculty engages in a rolling admissions process commencing after the OLSAS admissions deadline at the beginning of November. The February test score is the latest score accepted for admission in the current admission cycle. The Admissions Committee will rely on the highest score achieved at the time of the admission decision.

### Language Proficiency and TOEFL

An excellent command of spoken and written English is essential for success in law school. A TOEFL (Test of English as a Foreign Language) score is required for applicants who are not fluent in English. Applicants in any category who have completed at least three years of full-time study at a recognized university, taking courses for which English is the official language of instruction, may request exemption from the TOEFL requirement. Such a request for exemption must be supported by an academic letter of reference attesting to the applicant's fluency in written and spoken English.

Test results from the new iBT TOEFL are preferred. Under the old TOEFL scoring system, no applicant with a TOEFL score of less than 600/250 and a TWE of less than 5.0 was considered. Standards for the new TOEFL iBT are a minimum total score of no less than 100, with a minimum of 24 on the Writing section, no less than 22 on the Speaking section, no less than 24 on the Reading section and no less than 20 on the Listening section.

For further information, please see the TOEFL website at [www.ets.org/toefl/](http://www.ets.org/toefl/).

### Part Time Studies

A maximum of five persons may be admitted on a part-time basis to the first-year JD degree program in each admissions cycle. Such applicants must meet the admissions standards required of applicants for full-time study and are assessed for admission using the same criteria. The Admissions Committee will consider the reasons provided for studying on a part-time basis and the competitive strength of the application in the category of admission claimed. Applicants accepted as part-time students are expected to complete the JD degree program within six years. The JD program is not offered by distance education and it is not recommended for students who would be commuting long distances on a regular basis to attend class.

## JD Upper Year

### Admissions Process and General Requirements

Full information about the upper-year application and admission process is available here: <https://law.queensu.ca/admissions/jd/admissions-process/upper-years>.

All upper-year applicants are required to have both a sound academic record and good personal or academic reasons for wanting to study at the Faculty of Law of Queen's University.

It is the responsibility of applicants to ensure that all documentation is submitted to OLSAS. Incomplete applications will not be considered for admission. Transcripts, confidential letters of reference and NCA letters of recommendation must be received no later than the end of June to be considered. Transcripts

submitted in support of an application become the property of Queen's University, may be subject to verification/authentication and are not available for copying.

### Admissions Standards

Applicants who have attained at least a "B" average in their previous years of study in law will be considered for admission in all upper-year categories. An applicant who has failed one or more courses in law school or in the NCA process will not be considered for admission. At least one academic letter of reference must be provided from a law professor who can comment on the applicant's academic abilities.

For transfer and letter of permission applicants, a letter is required from the Dean or Associate Dean Academic of the current law school attesting that the applicant is in good standing and has not been the subject of any disciplinary sanction on academic or non-academic grounds nor otherwise been found to have engaged in misconduct.

Provided that the application is competitive on academic factors, priority will be given to the admission of transfer or letter of permission applicants who are seeking to return to their home province from a Canadian law school outside Ontario and to applicants seeking to transfer between Ontario law schools.

Curriculum-related grounds and career-path reasons supporting the application will be considered. Consideration will be given to compelling compassionate or personal grounds supporting the application. Documentation corroborating the grounds should be provided to support the application.

### Language Proficiency and TOEFL

See JD First Year Requirements.

### Categories of Admission

#### 1. Transfer

- a) From a common law LLB or JD program at a Canadian Law School: An applicant who has completed the first year of a common law LL.B. or JD degree program at a Canadian law school may apply to transfer into the second year of the JD degree program at the Faculty of Law of Queen's University. If accepted, such students will be expected to satisfy the JD degree requirements after two years of full-time coursework. Upon successful completion of the degree requirements and adherence to all academic regulations, students will be eligible to receive a Queen's University JD degree. Such students will have transfer credits recognized for first-year courses that are substantially similar to the first-year curriculum of the JD degree program at Queen's University, but will be required to complete any first-year courses that were not part of the first-year curriculum of the degree program of the current law school from which they seek to transfer.

- b) From a common law LLB or JD degree program at a law school outside Canada: Applicants must outline in the personal statement the courses for which they are seeking recognition for transfer credit and the reasons for that claim. Transfer credit will be recognized for first-year courses that are substantially similar to the first-year curriculum of the JD degree program at Queen's University but transferees will be required to complete any first-year courses that were not part of the first-year curriculum of the degree program at the home law school from which they seek to transfer. The Admissions Office will determine if previously earned credits will be recognized for transfer to the Queen's University JD degree. Upon admission, students will be expected to satisfy the JD degree requirements after successful completion of at least two years of full-time coursework. Upon successful completion of the degree requirements and adherence to all academic regulations, students will be eligible to receive the JD degree from Queen's University.

### 2. Letter of Permission:

An upper-year law student may apply to study as a visiting student at the Faculty of Law for a single term or for one academic year on a letter of permission basis. Students admitted on a letter of permission are not eligible for transfer into the Queen's JD degree program. Academic work completed at Queen's Faculty of Law will be credited toward satisfaction of the degree requirements of the home law school. The home law school will reserve the right to approve course load and course selections. A letter of permission student will be subject to the academic policies and regulations of Queen's University and of the Faculty of Law for the duration of the registration as a visiting student.

### 3. National Committee on Accreditation (NCA):

The NCA was established by the Canadian Council of Law Deans and the Federation of Law Societies of Canada to conduct assessments of the equivalency of legal credentials and experience. For further details and contact information, please see the Working in Ontario and Federation of Law Societies of Canada websites. Applications for admission in the NCA category must be supported by a letter of recommendation from the NCA concerning the conditions upon which a Certificate of Qualification would be issued by the Committee. The Certificate of Qualification is needed for entry into a provincial licensing process. NCA applicants should note that interviews for articling placement in Ontario generally take place during the summer, one full year prior to the start of the placement. Applicants are advised to contact the Law Society of Upper Canada to confirm the procedures and deadlines for the licensing process. A letter of recommendation and any subsequent correspondence relating to completion or attempts of required courses must be received by Queen's Faculty of Law by June 30. A Queen's University JD degree is not conferred upon applicants admitted under the NCA category.

## Combined Degrees

The admissions policies and procedures for the JD apply to admissions to the JD portion of all combined degrees, except for the Civil-Law Common Law Combined degree.

## Civil Law-Common Law

Full information about admission to the Civil Law-Common Law program is posted on the Faculty of Law website at <https://law.queensu.ca/programs/combined-degrees/civil-common>.

The application deadline is May 1 for civil law students and graduates from other Quebec law schools.

Students in their final year and graduates of the civil law degree program at University of Sherbrooke may apply to take an intensive fourth year of studies at full courseload following graduation to obtain a common law JD degree conferred by Queen's University. Applicants from University of Sherbrooke are encouraged to apply before March 1st.

If space is available, students in their final year and graduates from other Quebec civil law degree programs may be considered for admission to the combined degree program in accordance with the admissions standards applied to the Sherbrooke applicants.

## Admissions Policies

### Personal Information and File Retention

Applicant files are kept for one year after the initial application in the event that an applicant should re-apply. Thereafter, the files of applicants who do not register are destroyed, unless information regarding misconduct in the application process is received. Applicant information provided in electronic format and remitted by OLSAS is collected in our admissions database. This information will be saved in our admissions database for 10 years to permit longitudinal or statistical studies, reports or queries pertinent to recruitment, admissions, diversity of the applicant pool and registrant populations, enrolment management, retention and academic progress. Information pertaining to admitted applicants who register at Queen's may be used for the purpose of participating in correlation studies conducted by the Law School Admission Council to assess the predictive value of the LSAT score and grades at the time of admission in relation to performance in first-year law. The application documentation submitted on admission is retained as part of the electronic student file for students who are admitted and register at Queen's Faculty of Law.

### Non-Discrimination

It is the policy of Queen's University that no applicant will be denied admission to any program on the basis of age, ancestry, colour, creed, marital status, place of origin, race, sex or sexual orientation.

In addition, the Queen's University Code of Conduct defines and prohibits certain infringements upon the rights of members of the university community. These infringements include discrimination or harassment based, among other grounds, on ethnicity, gender, disability, national origin, race, religion or sexual orientation.

Further, the Faculty of Law has adopted a Commitment of Principle Relating to Equality Issues to identify and address historic and current inequalities among groups of persons in our society.

### Misrepresentation

Provision of false or misleading information or failure to provide material information will invalidate the application and will result in immediate rejection or in the revocation of admission and/or registration.



## DEGREE PROGRAMS

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### Juris Doctor (JD) Program

The Juris Doctor (JD) is a second-entry professional degree in common law normally completed in three academic years of full-time study<sup>1</sup>. It is the basis of admission for registration in a licensing process for each province of Canada, except in the province of Quebec, which is governed by a civil law regime. Through partnership with the Faculty of Law at the University of Sherbrooke, it is possible to obtain a civil law degree in a single academic year, following graduation with the JD at Queen's University.

Each student is responsible for becoming informed about all Faculty rules and regulations pertaining to degree requirements and determination of standing, regulations and policies regarding examinations and written course work, and course selection.

#### Part-Time JD Program

Part-time students are subject to all the rules and regulations of the JD degree program. Part-time students are expected to complete the JD program within six academic years.

### Degree Requirements

#### First Years

##### *Mandatory Course Requirements (36 credits)*

- LAW-135AB Introduction to Legal Skills (4 credits)
- LAW-14\* Public Law (4 credits)
- LAW-15\* Constitutional Law (4 credits)
- LAW-16\*AB Contracts (6 credits)
- LAW-17\*AB Criminal Law (6 credits)
- LAW-18\*AB Property (6 credits)
- LAW-19\*AB Torts (6 credits)

#### Upper Years

Each upper-year student is required to complete successfully each of the degree requirements: Credit Requirement, Overall Residency Requirement, Mandatory Course Requirement, Substantial Term Paper Requirement, Practice Skills Requirement and Advocacy Requirement.

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<sup>1</sup> The Queen's University Senate approved a change to the designation from the Bachelor of Laws degree to the Juris Doctor (JD) degree on February 28, 2008.

### *1 (a) Credit Requirement*

A student must successfully complete a minimum of 59 upper-year credits to satisfy the course credit requirement for graduation. Details of the courses offered and their credit value are posted on the [Faculty of Law](#) website.

### *1 (b) Overall Residency Requirement*

A Queen's JD degree will be granted to a student who successfully completes all first-year law courses and a minimum of 59 upper-year credits. The first-year courses and a minimum of 28 upper-year credits must be taken as Queen's JD courses in residence at Queen's Faculty of Law. The BISC Global Law Program is considered in residence at Queen's Faculty of Law.

Any combination of exchange credits, letter of permission credits or non-law courses cannot exceed the equivalent of one year of study (28-34 upper year credits).

Students who transfer into the Queen's Law program after successfully completing first year at another Canadian university must complete a minimum of 59 upper-year credits in residence at the Faculty of Law at Queen's.

### *1 (c) Mandatory Course Requirements*

Students are required to complete LAW-225 Civil Procedure and LAW-440 Business Associations in their second year and LAW-334 Legal Ethics and Professionalism in one of their upper-years.

### *1 (d) Substantial Term Paper Requirement*

During their upper years, students must write a substantial term paper that demonstrates their ability: 1) to conduct advanced legal research; 2) to write clearly and concisely; 3) to articulate and develop a thesis; and 4) to engage in sustained analysis of the law in a particular area. Normally a substantial term paper will be a paper written in a course taught by a full-time faculty member. Upon completion of the paper, the student should provide the supervising faculty member with a Substantial Term Paper Form, which can be obtained online. Satisfaction of the Substantial Term Paper Requirement will be indicated on a student's official academic record by a P (pass) notation in respect to LAW-299 Substantial Term Paper. This course number carries neither a credit value nor a credit weight.

*Individual Supervised Projects (LAW-490):* An Individual Supervised Project (ISP) must be supervised by a full-time faculty member with a research appointment. An ISP involves a student writing a research paper on a topic to be agreed upon with the faculty member. ISPs should be reserved for topics that are not otherwise offered as a course. Students must ensure the project and supervision are approved through the process set by the Associate Dean (Academic). As a rough guide, ISP papers are expected to be approximately 25-30 pages in length, and should involve comparable student workload input to the student taking a traditional 2 credit course (though exact page length and project expectations are to be

worked out between the supervisor and student). An ISP typically counts for 2 credits. In exceptional circumstances, more ambitious projects for 3 credits may be approved by the Associate Dean (Academic). An ISP may satisfy the Substantial Term Paper Requirement, although this should be discussed by the student and faculty member when the arrangements are initially being made for an ISP. ISPs should not be earned or stacked in conjunction with other, different credit-earning activities (i.e. other courses, moots, journals or experiential activities). They are expected to be standalone research projects.

### *1 (e) Practice Skills Requirement*

Students are required to successfully complete at least three credits in courses designated as Practice Skills courses. A Practice Skills course gives students significant opportunity to undertake legal research and to develop skills of drafting, client interaction, negotiation or mediation, or offers students a clinical legal experience. Examples include Negotiations, Alternative Dispute Resolution, Advanced Legal Research, Collective Agreements and Arbitration, Law Journals and Clinical Courses. Other courses may be designated by the instructor. Please check the [Queen's Law Website](#) for the most up to date information.

### *1 (f) Advocacy Requirement*

Students are required to successfully complete at least three credits in advocacy or a substantive course which involves participation in oral advocacy or mooting as certified by the instructor. Examples include Trial Advocacy, Estate Litigation and Appellate Advocacy. Other courses may be designated by the instructor. A student may not satisfy both the Advocacy Requirement and Practice Skills Requirement in one course. Please check the [Queen's Law Website](#) for the most up to date information.

### Combined Degree Programs

The Faculty offers six unique combined degree programs providing cross-disciplinary legal education. These programs offer students the specialized and interdisciplinary instruction needed in today's knowledge-based economies.

#### Master of Arts (Economics) – Juris Doctor (MA(Econ)-JD)

Queen's University's Faculty of Law and Department of Economics have partnered to offer a combined program that allows students to obtain both a JD and an MA degree in three years.<sup>2</sup> The program provides highly-focused interdisciplinary training for students interested in the many areas where law and economic analysis intersect. Combined MA (Econ)-JD students will receive excellent training and gain a strong comparative advantage to pursue careers in specialized legal work that requires knowledge of economic theory and social science methods, high-level policy work and academia.

*Program Requirements and Structure:* <https://law.queensu.ca/programs/combined-degrees/econ>

#### Master of Public Administration - JD Combined Degree Program (MPA-JD)

Partnered with the School of Policy Studies, the Faculty of Law offers this three and one-half academic year combined degree program to facilitate closer integration of studies in law and public policy.<sup>3</sup> The MPA curriculum offers students training in policy analysis and development, while the JD curriculum offers students the substantive knowledge necessary for successful policy implementation and interpretation. The School of Policy Studies has a strong reputation for advanced education in policy studies in the areas of health policy, global governance, social and public policy in the voluntary sector of not-for-profit, community-based, non-governmental organizations. Students enrolled in this program are subject to the regulations and policies of both the Faculty of Law and the School of Policy Studies.

An option to complete the combined degrees in three years is available to combined degree program students who are selected to and successfully complete a Global Law Program at the Bader International Study Centre in the summer term of the first year in the program. Following graduation, students complete the articling requirement and licensing process for the Law Society of Upper Canada in Ontario or the comparable bar admission program in the other Canadian common law provinces.

*Program Requirements and Structure:* <https://law.queensu.ca/programs/combined-degrees/mpa>

#### Master of Industrial Relations - JD Combined Degree Program (MIR-JD)

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<sup>2</sup> Approved by Queen's University Senate on November 27, 2008.

<sup>3</sup> Approved by Queen's University Senate on March 1, 2001.

The MIR-JD combined degree program merges graduate training in human resource management, labour and employment policy with a professional degree in law.<sup>4</sup> An option to complete the combined degrees in three years is available to combined degree program students who successfully complete a Global Law Program at the Bader International Study Centre in the summer term of the first year in the program. Students enrolled in this program are subject to the regulations and policies of both the Faculty of Law and the School of Graduate Studies in respect to the MIR degree. Following graduation, students complete the articling requirement and licensing process for the Law Society of Upper Canada in Ontario or the comparable bar admission program in the other Canadian common law provinces.

*Program Requirements and Structure:* <https://law.queensu.ca/programs/combined-degrees/mir>

### Juris Doctor – Master of Business Administration (JD-MBA)

This four-year combined program capitalizes on the strength of the internationally acclaimed, intensive twelve-month Master of Business Administration degree offered by Queen's School of Business and the rich program in business law offered by Queen's Faculty of Law.<sup>5</sup> Students admitted to the combined program have an option to complete the combined program in three and a half years upon successful completion of a Global Law Program at the Bader International Study Centre.

Students who complete the Graduate Diploma in Business are granted five upper-year JD credits.

*Program Requirements and Structure:* <https://law.queensu.ca/programs/combined-degrees/mba>

### Civil Law-Common Law Degree Program

*Université de Sherbrooke and other Quebec Civil Law Students and Graduates Applying to Queen's.*<sup>6</sup>

#### Program Structure

Registrants in the Civil Law-Common Law combined program must be in compliance with the [National Requirement](#) pertaining to approved common law degree programs. See <http://flsc.ca/national-initiatives/national-admission-standards/>.

Students are not permitted to enroll simultaneously in the combined degree program and another full-time program such as the Barreau du Québec program.

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<sup>4</sup> Approved by Queen's University Senate on November 21, 1996.

<sup>5</sup> Approved by Queen's University Senate on April 27, 2006.

<sup>6</sup> 1997 Agreement between Queen's Faculty of Law and the University of Sherbrooke.

Students will be required to register in 30-32 credits through the academic year, which must include the following courses: Contracts, Torts, Property and Civil Procedure. Students must also complete or be able to demonstrate prior successful completion of courses covering the required competencies. Students must also demonstrate successful completion of courses which pertain to fiduciary relationships in a commercial context, legal ethics and professional responsibility. The onus rests upon the applicant to demonstrate through official transcripts, course descriptions and course syllabi that they have completed the competencies outlined in the [National Requirement](#) in order to be exempted from additional courses, including Law-440 Business Associations and Law-334 Legal Ethics and Professionalism.

*Queen's Law Students Applying to University of Sherbrooke*

See this website:

<http://www.usherbrooke.ca/droit/international/etudiants/etudiants-internationaux/droit-civil-queen-s/>

### Bachelor of Commerce - JD Combined Degree Program (BCom-JD)

This six-year combined program capitalizes on the strength of the Bachelor of Commerce (BCom) degree offered by Queen's School of Business and the rich business law program offered by Queen's Law.<sup>7</sup> The BCom/JD degree reduces completion time and tuition by one year for undergraduate students admitted to the BCom degree program at Queen's. Students entering the third year of the Queen's BCom program are eligible to apply through an internal application process at Queen's.

*Program Requirements and Structure:* <https://law.queensu.ca/programs/combined-degrees/bcom>

## REGULATIONS & POLICIES

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### University Policies

The Faculty of Law is subject to academic policies approved by the University Senate. For a full listing of Senate Policies, see <https://www.queensu.ca/secretariat/policies/student-policy-index>

### Tuition & Fees

*The Board of Trustees reserves the right to make changes in the scale of fees if, in its opinion, circumstances so warrant.*

Full details regarding tuition, ancillary, residence and administrative fees are here:

<http://www.queensu.ca/registrar/financials/tuition-fees>

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<sup>7</sup> Approved by Queen's University Senate on April 28, 2015.

## Faculty of Law Policies and Regulations

### Academic Integrity<sup>8</sup>

The full policy and procedures form part of this academic calendar. They are appended to the calendar and posted here: [Academic Integrity Policy, Procedures and Forms](#). Questions may be directed to the Faculty of Law Academic Integrity Coordinator at [lawacintegrity@queensu.ca](mailto:lawacintegrity@queensu.ca).

### Access and Privacy

Queen's University collects, maintains, uses, and discloses students' personal information in accordance with the Ontario Freedom of Information and Protection of Privacy Act. As secondary custodians of student personal information faculties, schools and departments are subject to the Office of the University Registrar's Policy available at: <http://www.queensu.ca/registrar/resources/policies/accessprivacy>. Further information is available at: <http://www.queensu.ca/accessandprivacy>.

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<sup>8</sup> Approved September 15, 2017, amended November 19, 2018.

## Assessment and Grading

### *Grading System*

The grading system for the Faculty of Law is as follows:<sup>9</sup>

A	4.0	Exceptional
A-	3.7	Excellent
B+	3.3	Very Good
B	3.0	Good
B-	2.7	Satisfactory
C+	2.3	Fair
C	2.0	Adequate
D <sup>10</sup>	1.0	Marginal
F	0.0	Failure
P		Pass

Non-Evaluative Grades: IN (Incomplete): assigned when outstanding work is not completed. The IN to lapse to F if the work is not completed by the end of the following term; GD (Grade Deferred): similar to IN, but has no lapse rule; NG (Not Graded): Courses that span multiple terms are assigned a notation of NG until the course is completed; AU: audit; TR: transfer credit and DR: course dropped.

### *Mandatory Grading Policy*

The Faculty has approved the following grading policies:<sup>11</sup>

- In lecture courses (i.e. courses other than seminars and small sections), B is the median grade, no more than 20% of students are awarded grades of A or A-, and no more than 20% of students are awarded grades of C+ or lower;
- In first year small section courses and upper year seminar courses, B or B+ is the median grade, no more than 30% of students are awarded grades of A or A-, and no more than 20% of students are awarded grades of C+ or lower.

These policies are subject to the following terms:<sup>12</sup>

- a) The maximum percentages allowed for A/A- grades and C+ or lower are subject to a deviation of 5%;
- b) The median requirements are mandatory subject to the discretion to go above or below the median, provided this affects no more than 5% of the class; and

<sup>9</sup> Approved November 18, 2010.

<sup>10</sup> Lowest passing grade for a course in law (exception is for a failed course, for which supplemental exam privileges are granted by the Academic Standing and Policies Committee – minimum grade is C).

<sup>11</sup> Approved November 10, 2000.

<sup>12</sup> Approved October 17, 2003.



- c) The enforcement mechanism is as follows:
  - a. Where instructors do not comply with the above requirements, they are required to identify the number of students involved and to rank those students;
  - b. The matter will be referred to the Associate Dean (Academic), who will attempt an informal resolution; and
  - c. If the matter is not resolved, the grades will be adjusted to comply with the guidelines. The adjustment will be in accordance with the instructor's ranking and will be reported to the Marks Committee. The instructor may appeal the adjustment to the Marks Committee, which may confirm the adjusted grades or the instructor's nonconforming marks.

Exception:<sup>13</sup> Instructors are encouraged to comply with the mandatory grading policy, even in low enrolment courses. However, courses in which enrolment is less than ten may allow more grades of A and A minus, and a higher median.

### *Anonymous Grading Policy*

In order to maintain anonymity in the evaluation of student work<sup>14</sup>:

- a) Whenever possible, students should be evaluated and graded on an anonymous basis;
- b) Written tests and examinations, assignments and journal work, for which anonymous grading is feasible, shall be graded and recorded by the instructor on an anonymous basis;
- c) Faculty and Sessional instructors will receive official grade sheets from the University that contain student numbers only, and not student names;
- d) If available, recommendations for course prizes will be made anonymously by submitting the student number of the student with the highest grade in the class;
- e) This policy will apply to all classes; and
- f) This policy is not to be interpreted or applied in a way that discourages the use of individualized assignments or the giving of individualized guidance to students in the preparation of essays or other assignments.

### *Deadline for Submission of Course Work*

Written course work is due on the last day of classes each term. Faculty members have discretion to extend the deadline for submission of such work until the last day of examinations for the term. All other extensions must be approved by the Academic Standing and Policies Committee.

A student seeking an extension must, in the absence of exceptional circumstances, submit a request to the Committee prior to the applicable deadline. When a faculty member will not grant an extension within the period of discretion, a student may apply to the Academic Standing and Policies Committee for assistance. Information provided by faculty members will be relevant where a student seeks an extension.

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<sup>13</sup> Approved January 30, 2015.

<sup>14</sup> Approved October 20, 2004.

However, an agreement between a faculty member and a student will not bind the Committee in the exercise of discretion.

The Committee may grant an extension for the submission of written coursework beyond the last day of examinations for the term in which the written work was originally due if there are documented medical, personal or compassionate grounds supporting the request and the student made reasonable efforts to complete the work in a timely fashion. In the absence of documented medical, personal or compassionate grounds, if the Committee is satisfied that the student exercised reasonable diligence in attempting to complete the coursework in a timely fashion and there are no inequities that would arise as a consequence.

### *Failure to Complete Course Requirements*

If a student fails to complete the requirements for any course within one year after the last day of classes for that course, no further extensions will be granted. The student will fail the course.

### *Grade Appeals Process*

#### Access and Retention of Final Examination Papers and Written Course Work

1. Instructors may informally review the final examination paper with a student who requests it and are encouraged to do so. However, access may not be granted before the final marks are released. Further, exams cannot be shared until all students have written the exam, including deferred exams.
2. Instructors have an obligation to retain any original hardcopy of final exams for a period of 12 months. Exams written on a computer will be retained by the Student Services Office for the same period. Instructors should not give original hardcopy exams to students. Instructors may allow a student to review their own exam while meeting with the teacher or may provide the student with a photocopy or electronic copy of their own exam. Exam questions will only be shared with the student by request from the instructor and only if the exam has been not been marked confidential. Term papers or other assignments graded D or F that form a major portion of the final grade should be treated in the same way as final exams.
3. Instructors may wish to show a student the exam or paper of another student, perhaps as an example of excellent work. The permission of the student should be obtained before the paper is circulated. All identifying information should be removed from the exam or paper. If the exam was written by hand then it should be typed before distribution.

#### Informal Review Process

Students are encouraged to meet with their teacher to discuss their performance on assignments and examinations. The goal of such discussion is to provide the student with feedback on performance and to provide the student with an explanation of the grading criteria and evaluation. Instructors may want to clarify that grade discussions are an opportunity to explain to students why they obtained a particular grade and to give advice and assistance on how to improve. It is unusual for a teacher to change a grade

as a result of a grade discussion, except in unusual circumstances, such as a calculation error. An instructor who wishes to change a final course grade must first submit a grade change form to the Student Services Office.

Grade discussions may take place in person or by phone, email, or letter. If a student requests an opportunity to discuss a grade, the teacher should arrange to do so within a reasonable time. If a teacher will not be in Kingston at the relevant time, the teacher should provide contact information so that students may contact him or her with a request. An informal review must be sought within a reasonable time after the general release of grades for the term in which the grade was received.

### Formal Grade Appeals Process

1. A student may appeal a final grade of D or F on any examination or assignment worth 50% or more of the final grade in the course. Final grades in courses in which evaluation is based on skills-based exercises such as advocacy trials, moots, negotiation exercises or clinical placements are excluded from this appeal process because it is not possible to replicate or reassess the exercise on which the evaluation was based.
2. This appeal process is not intended for those students whose academic performance was adversely affected by documented medical, personal or compassionate grounds. Relief sought on this basis is described in the sections on Special Examination privileges and in the provisions for requesting extensions for submission of written coursework.
3. Allegations of bias or discrimination may not form the basis of a grade appeal under this policy; such complaints should be made directly to the Queen's Human Rights Office, under the Harassment/Discrimination Complaint Policy and Procedure at <http://www.queensu.ca/secretariat/policies/senateandtrustees/harassment.html>.
4. Students who wish to appeal a grade must notify the Assistant Dean of Students by filing a formal Grade Appeal Application within 2 months of the release of grades. Students are encouraged to seek an informal review with the instructor prior to launching a formal appeal. No formal grade appeal shall be initiated after the expiry of the 12-month period for retention of formal examination papers and major papers and assignments for the course in which an appeal of the final grade is sought.
5. The Assistant Dean of Students will notify the Associate Dean (Academic) of the filing of the grade appeal. The Associate Dean (Academic) will then assign another faculty member with expertise in the relevant area to review the assignment or examination under appeal.
6. The reviewer shall provide the Assistant Dean of Students with their assessment of the appropriate grade within 30 days. The grade assigned by the reviewer will govern and will replace the grade initially assigned by the instructor of the course. The reviewer may either raise or confirm the original grade.

## Examinations and Assessment

### University Examination Regulations

#### *Academic Integrity*

1. Academic integrity is fundamental to all scholarly activities, including the examination process. Queen's University adheres to the definition articulated by the Centre for Academic Integrity, that academic integrity is made up of the five core values of honesty, trust, fairness, respect and responsibility. This overview is adopted from the Fundamental Values of Academic Integrity. The Queen's University Policy on Academic Integrity is intended to supplement the policy on Academic Dishonesty presently found in University calendars and posted on the web at [Academic Integrity @ Queen's](#).
2. Breaches of academic integrity are considered entirely unacceptable within the University community and the student who commits such an offence runs the risk of a range of sanctions including a failure in the course or a requirement to withdraw from the University.
3. The following are some examples of activities that are prohibited during an exam:
  - impersonating another student,
  - copying from another student,
  - making information available to another student,
  - communicating with another student, or
  - using unauthorized material.

All breaches of academic integrity will be reported in writing by the Proctor on an examination incident report to the instructor of the course via the Exams Office. A breach of academic integrity in Faculty of Law computer examinations will be reported in an incident report. The Instructor will receive the incident report and a copy will be provided to the Associate Dean (Academic).

4. The Faculty of Law Academic Integrity Policy and Procedures form part of this calendar of academic regulations and is appended as [Appendix 1](#).

#### *Conduct During Exams<sup>15</sup>*

1. If a student does not have a Queen's Student Photo ID Card at an official exam, the procedure in the following section will apply.
2. Any candidate arriving at an exam hall after the beginning of the exam will receive only the remaining time in which to write the exam. The late candidate's paper will be marked only at the discretion of the Faculty.

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<sup>15</sup> Revised March 27, 2006.

3. No candidate will be allowed to leave the exam hall within thirty minutes of the start time of the exam.
4. No articles such as textbooks, notes, books of tables, data sheets, graphs, paper, written material, calculators, etc., may be taken into the exam hall unless authorized by the instructor in writing at least 3 days before the exam.
5. A candidate shall not remove any material issued for the examination from the examination hall. Each candidate must submit all issued materials before leaving the exam hall.
6. Food, drinks (except water - see 7. below), recording or playback devices, and other electronic communication devices such as cell phones and other mobile devices are not permitted in the exam hall. Likewise, handbags, purses, and book bags are not permitted in an exam hall. Students should bring only essential items to the exam. The University assumes no responsibility for personal property lost in or near any examination hall.
7. Students may bring (transparent recommended) bottled water into the examination hall.
8. Candidates who have not left their exam table prior to the final fifteen minutes of the exam will be required to remain at their exam table until dismissed by the Chief Proctor.
9. Students must submit information about illness or other circumstances affecting their work to the relevant Faculty within twenty-four hours of the exam in the course concerned.

Failure to comply with the regulations listed above or with the instructions of an exam proctor may result in a written report by the Chief Proctor which will be distributed to the instructor of the course, the Dean of the relevant Faculty, and the Exams Office.

### *Missing Queen's Student Photo ID*

Students writing an exam without a Queen's Student Photo ID card will be assessed a fine of \$50.00 per exam.

In April 2000, the Senate Committee on Academic Procedures, Sub-committee on Exams changed the procedure to identify students at exams. If a student does not have a Queen's Student Photo ID Card at an exam, the following procedure will apply:

1. The student's attendance card will be stamped "NO QUEEN'S PHOTO ID".
2. The student will be directed by a proctor to the Chief Proctor or Associate Proctor who will take a photograph of the student. The student will be asked to put their name, student number, course and number of the exam on a form. The personal information on the form is collected under the Royal Charter of 1841, as amended. The information collected will be used by the Office of the University Registrar to verify the identity of exam candidates who did not bring their Queen's Student Photo ID to a mid-year or final examination.
3. The Exams Office will have the photo checked against the University's Photo Identification computer picture to verify that the student is actively registered in the course. If any discrepancies are found, the Exams Office will notify the professor of the course.
4. A fine of \$50.00 per exam will be charged and added as a debt the following working day after the exam(s) is written. The [Senate Policy on Student Debtors](#) applies.

### *Examination Accommodations and Extenuating Circumstances*

Information may be obtained here: <https://law.queensu.ca/programs/jd/student-support/education-equity/academic-consideration-academic-accommodation>. Arrangements for examination accommodations should be made through [Queen's Student Accessibility Services](#). The deadlines for arrangements are 7 November for December examinations and 7 March for April examinations. Law students should contact the Manager of Education and Equity Services for assistance in ensuring that accommodations are arranged before the relevant deadlines. Students with short-term medical conditions or extenuating circumstances may contact the Manager of Education & Equity Services for assistance. Students will be required to provide medical documentation evidencing the need for accommodation.

### *Examination Disruptions: Cancellations or Evacuations*

#### Evacuation

Students should not depart from the official examination hall; students should evacuate as ordered, but not depart from the designated site pending further direction from their instructor, the instructor's designate or Campus Security. It may be possible to resume the examination at the official site or an alternative site following an evacuation caused by a disruption.

#### Cancellation for Inclement Weather

If adverse weather conditions cause a closure of the University, then an announcement of the official decision to close will be posted on the University website at [www.queensu.ca](http://www.queensu.ca). A posted official announcement of the closure means that all examinations scheduled for that particular day (or part thereof) are also cancelled. If an examination is cancelled, the instructor of the course will have the authority to decide how to deal with the cancellation of the exam and its effect on the course. Information will be posted on the Faculty website as soon as possible after the cancellation.

### *Use of Calculators in Examinations*

The Faculty of Law and the Exams Office have approved the CASIO 991 calculator for use, provided that the model does not allow for access to the internet nor has storage capabilities for unauthorized information.

### *Faculty of Law Assessment Policies*

#### *Supplemental Examination Privileges*

*(Faculty Policy)*

When a first year student obtains a grade of F in not more than two courses, or a second or third year student obtains a grade of F in one course, and the balance of the student's grades are satisfactory, the Faculty Board, through the Academic Standing and Policies Committee (the Committee), may grant the

student supplemental examination privileges. The minimum passing grade for a supplemental examination is C.

Supplemental examination privileges are available only for courses in which the final examination is worth at least 50% of the final grade. Supplemental examinations are not available in courses in which there is no final examination option or in courses in which evaluation is based on skills-based exercises such as advocacy trials, moots, negotiation exercises or clinical placements.

### SCHEDULING OF SUPPLEMENTAL EXAMINATION PRIVILEGES

The Faculty Board has established designated time periods for writing supplemental examinations. For fall term courses, this period is the second week of February. For winter term courses this period is the last full week of July. If a student who has been granted supplemental examination privileges fails to write the examination without prior notice of inability to write on the scheduled date, a grade of F shall be recorded for the examination. No further supplemental examination privileges will be granted for that attempt of the course. If a student who is granted supplemental examination privileges provides notice of inability to write the examination on the scheduled date but the reason for the inability to write the examination is not adequate, no further deferral of the supplemental examination will be granted and a grade of F shall be recorded for that attempt of the course. The adequacy of the notice is a matter that can be decided by the Academic Standing & Policies Committee.

### TRANSCRIPT NOTATION WHEN SUPPLEMENTAL EXAMINATION PRIVILEGES ARE GRANTED

The original grade of F assigned to the student by the instructor in the course remains on the student's official academic record. Once the supplemental examination is written and the final grade of the course is received taking into account the results of the supplemental examination, and this grade is approved by Faculty Board, the supplemental grade for the course replaces the F, with a supplemental exam ruler on the student's official academic record.

### *Special Examination Privileges* (Faculty Policy)

Special examination privileges are available only for courses in which the final examination is worth at least 50% of the final grade. Special examinations are not available in courses in which there is no final examination option or in courses in which evaluation is based on skills-based exercises such as advocacy trials, moots, negotiation exercises or clinical placements.

The Academic Standing and Policies Committee may grant special examination privileges on documented medical or documented personal or compassionate grounds in the following circumstances:

- a) Where the student's performance has been adversely affected on a required examination.
- b) Where the student was unable to write or complete a required examination.

Any student seeking such relief must submit an application for special examination privileges to the Academic Standing and Policies Committee within one week of the date of the examination for which special examination privileges will be sought. If the extent of the impairment of performance was not apparent until the grades for the term are released, then the student must submit an application for special examination privileges to the Academic Standing and Policies Committee within one week of the release of grades for the term in which the course for which the student intends to bring a request for special examination privileges was offered. These deadlines may be extended by the Committee in exceptional circumstances. The student should make submissions to the Committee through the Manager of Education and Equity Services, [helen.connop@queensu.ca](mailto:helen.connop@queensu.ca), tel. 533.6000 ext. 78147. Students must complete and submit the Application to Academic Standing and Policies Committee form which is available in room 200 and on-line on the Queen's Law Portal under student forms.

The student must also provide documentation of the medical, personal or compassionate grounds supporting the request. The Committee also has discretion to grant special examination privileges in exceptional circumstances.

### Notes:

1. In considering requests for special examination privileges or other special consideration, the Committee requires supporting evidence of adverse medical or personal circumstances affecting performance. This information is kept confidential to the Committee. Applicants are strongly advised to document the claim as closely as possible to the date of the claimed special circumstances and with as specific information as possible. Such documentation should be issued by a doctor who was treating the student at the relevant time or other appropriate health professional from the Student Health, Counselling and Disability Services Office.
2. "Compassionate grounds" for a special examination will generally arise only where a serious family crisis or illness would have a direct and foreseeable impact on the student's ability to write their examinations as scheduled. If a student misses an exam for reasons of personal exigency that do not meet this threshold for compassionate grounds, the student may be permitted to write a special examination with penalty, and the grade received will be lowered by one grade point, with or without academic penalty.

### SCHEDULING OF SPECIAL EXAMINATIONS

The Faculty Board has established designated time periods for writing special examinations. For fall term courses, this period is the second week of February. For winter term courses this period is the last full week of July. If a student, who has been granted special examination privileges, fails to write the examination without adequate notice of inability to write on the scheduled date, a grade of F shall be recorded for the examination. No further deferral of special examination privileges will be granted in respect to that attempt of the course. The adequacy of the notice and of the reasons given for inability to write the exam are matters for the Committee to decide. If the failure to give adequate notice is justified by the underlying medical, personal or compassionate grounds that support the need for special examination privileges, then a further deferral of the special examination privileges would be granted by the Committee upon written request from the student. As a general rule, if the Committee grants a further deferral, such exams will be deferred to the next official or designated examination period. If the



student fails to write special examination privileges after two deferrals, the student may be required by the Committee to withdraw from the course without academic penalty.

### EXAMINATION UNDERTAKINGS FOR SPECIAL EXAMINATIONS

Students who are granted special examination privileges by the Academic Standing and Policies Committee are required to complete and sign an examination undertaking. The examination undertaking expresses that the student has not, or will not discuss, or in any way attempt to ascertain the contents of the examination for which special privileges have been granted as it is possible that some of the questions may overlap with those on the special examination. Failure to comply with the conditions of a signed undertaking constitutes a breach of professional ethics, and is considered a form of academic dishonesty that is subject to disciplinary action.

### TRANSCRIPT NOTATION WHEN SPECIAL EXAMINATION PRIVILEGES ARE GRANTED

For all courses in which special examination privileges are granted and not lost by failure to write the examination on the scheduled date without notice or with notice, but without adequate reason for failure to write, the official transcript will reflect a grade deferred notation (GD) until such time as the final course grade is received and approved by Faculty Board.

#### *Supplemental and Special Examinations and Failure to Complete Course Requirements (Faculty Policy)*

If a student fails to complete the requirements for any course within one year after the last day of classes for that course, no further deferrals or special examination privileges will be granted and the student will be required to withdraw from the course.

#### *Supplemental and Special Examinations and Failure to Satisfy Course Pre-requisites or Co-requisites (Faculty Policy)*

If a student does not have a finalized grade in a course because of the grant of special or supplemental examination privileges, and this course is either a prerequisite or co-requisite to another course in which the student is pre-registered or obtained through the add/drop process, the student may be required to withdraw from registration in the course for which the prerequisite or co-requisite has not been satisfied. Similarly the student may be refused registration in a course for which the pre-requisite or co-requisite has not been satisfied. The student may apply to the Committee for permission to be exempted from this rule. The Committee may grant an exemption if the instructor waives the requirement, the Committee is satisfied that the student has sufficient background and/or experience in the subject matter and no other inequities arise by reason of such exemption.

#### *Conflicts and Timing*

### *Examination Conflicts*

The Office of the University Registrar - Exams Office is responsible for all administrative matters regarding examinations under the policies and procedures of the University. The Faculty of Law administers all computer examinations and hand-written examinations. Accommodated examinations are administered by the Exams Office. Individual arrangements are made for each accommodated student. It is imperative that students notify the appropriate Faculty contacts as soon as they are aware of a conflict to allow time to make special arrangements.

If a conflict arises from the Faculty of Law Computer Exams schedule, arrangements to address such conflicts must be made by the Academic Standing and Policies Committee.

The Faculty of Law adopts the University Policy concerning what constitutes an [examination conflict](#). An Exam Conflict is defined by a student's exam timetable containing any of the following:

- two (2) exams at the same time;
- an exam at the same time as a religious observance; or,
- an exam in three (3) consecutive exam slots within 24 hours.

### *Exam Timing<sup>16</sup>*

There shall be no exams or tests worth more than 25% scheduled during the last week of classes, and no exams or tests shall be scheduled between the last week of classes and the beginning of the official exam period.

### *Take Home Examinations<sup>17</sup>*

1. Centrally scheduled official examinations and computer examinations administered by the Faculty of Law at the law school should be no longer than three hours in duration.
2. An examination longer than three hours may be administered as a take-home examination.
3. A take-home examination is an examination that students are permitted to write at a location of their choosing. A take-home examination is neither held nor supervised (proctored) at the law school.
4. Take-home examinations should not exceed eight hours in length.
5. Take-home examinations may be administered electronically to students at the discretion of the instructor. Instructors planning to hold a take-home examination should submit this information to the Director of Student Records and Enrolment for inclusion in the course information spreadsheet.
6. Take-home examinations will be scheduled on the date assigned on the examination schedule for the course. Take-home examinations must be held within regular business hours from 8:30 a.m.

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<sup>16</sup> Approved November 10, 2000.

<sup>17</sup> Approved October 18, 2013.

to 4:30 p.m. from Monday to Friday. An exception may be permitted to allow Saturday scheduling for examinations in short-credit courses that end part way through the term.

This policy does not apply to examinations that are privately administered by the instructor. Instructors who elect to administer their own examinations should take into consideration when setting such examinations the effects on the centrally administered examinations. As in the case of centrally administered examinations, instructors holding private examinations should include all relevant information regarding these examinations at the appropriate times.

### *Confidentiality, Reuse and Records Retention*

#### *Confidential Examinations*

All final law examinations are classified “confidential”. Students will be required to submit their examination questions with their answer booklets before leaving the examination hall.

#### *Reutilization of Examination Questions<sup>18</sup>*

- The reutilization of questions used on a previous law examination is strongly discouraged as it may cause unfairness or problems of academic integrity.
- Once a final examination has been administered, its confidentiality can no longer be guaranteed. Each academic year, after a course is fully graded and provided that the instructor gives permission for this release, the final examination will be released to the Law Library examination bank to facilitate exam preparation by students.

#### *Retention Period for Examination Question Papers in the Law Library Exam Bank<sup>19</sup>*

Final examination question papers which have been authorized for release to the Law Library Exam Bank will be published online for a period of 10 years from the date of publication. Following the retention period, the electronic copy of the examination question paper will be removed from the Law Library Exam Bank.

If there is sufficient space in the Law Library, a hard copy version of each law examination will be retained by the Law Library. The Law Library holds examination question papers dating back to the establishment of the Faculty of Law in 1957.

#### *Language-Based Requests for Additional Examination Time*

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<sup>18</sup> Approved March 14, 2014.

<sup>19</sup> Approved February 3, 2017.

All exchange students whose first language is not English and who will not be receiving a degree from Queen's University can apply to the Central Exams Office for an extra half hour of time in which to write final examinations and permission to bring one language translation dictionary to the examination room. The [request form](#) must be filed before November 7<sup>th</sup> for fall term exams and before March 7<sup>th</sup> for winter term examinations.

Language-based requests for additional time in examinations by Queen's JD degree program students, including students in the Civil Law-Common Law combined program who are not fluent in English should be submitted to the Faculty's Academic Standing and Policies Committee as early as possible. The same deadlines apply to these requests. Such requests must be renewed each year.

### *First Year Examinations and Non-Examination Assessments*

The Faculty of Law administers first-year practice examinations as computer examinations. Proctors are arranged by the Faculty of Law.

a) Mid-Term Examinations for All First-year, Year Long Courses<sup>20</sup>: The Faculty of Law recognizes the importance of encouraging multiple opportunities for assessment and feedback to enhance student learning. All first year, year-long courses shall have an examination at the mid-point of the course that shall count for 10% of the student's final grade. Instructors in these courses may choose to permit this examination to count for up to an additional 15% of the student's final grade, the additional weight (above 10%) counting only if it would benefit the student.

b) Non-Exam Assessment in First-year Small Section Courses<sup>21</sup>: Each small section shall offer students at least one mandatory non-examination assignment, and that assignment or those assignments shall be worth at least 25% of the final grade.

c) Non-Exam Assessment in All Other First-year Courses: First-year courses other than those taught as small sections shall offer students at least one optional non-examination assignment, and that assignment or those assignments shall be worth at least 15% of the final grade. (Instructors may choose to make the assignments or assignments count toward the final grade only if it is better than the final examination).

The number and weight of assignments only apply to multi-term courses. Instructors in first-year courses in Public Law and Constitutional Law should be guided by these rules in setting assignments for the full year.

### *Academic Standing<sup>22</sup>*

All students must obtain a grade of at least D in each course. Students must also achieve a grade point average (GPA) of at least 2.0 determined at the end of the winter term on the basis of law course

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<sup>20</sup> Approved March 23, 2018.

<sup>21</sup> Approved January 30, 2015.

<sup>22</sup> Approved March 11, 2011.

registrations in the fall and winter terms. Students who have attended BISC will also have their grades included in the calculation.

### *Registration/Status Requirements*

1. *Full- or Part-Time Registration Status:* Determined at the point of admission by the Assistant Dean of Students in accordance with the admitted student's approved offer at the time of admission or in accordance with an approved request for a change in status prior to registration. After registration, changes in registration status will be determined by the Academic Standing and Policies Committee.
2. *Full-time Registration Requirement:* Full-time students register in 14 to 17 units of credit per term to preserve eligibility for merit-based awards. Permission must be obtained for a course over-load or course-underload from the Academic Standing and Policies Committee.
3. *Part-Time Registration Requirement:* Part-time students register in 7 to 13 units of credit per term to preserve eligibility for merit-based awards not requiring full-time status.

### *Academic Performance<sup>23</sup>*

1. Probationary Status
  - a) Failure to achieve a grade point average of 2.0 at the end of any term will result in academic probation for the following term of registration and may result in conditions on progression in the program, including a requirement to withdraw. Conditions of academic probation will be set by the Academic Standing and Policies Committee.
  - b) Any student who is on academic probation is not eligible for exchange, letters of permission or overloads for the duration of the period on probation.
2. Requirement to Withdraw
  - a) A student who fails more than one course or fails to achieve a grade point average of 2.0 over the fall and winter terms, may be required to withdraw for a term or an academic year. At the expiry of the period of withdrawal, application for reinstatement must be made to the Academic Standing and Policies Committee.
  - b) A decision requiring withdrawal would be made after any academic relief has been provided such as extensions for written coursework, supplementary examinations or special examinations. If the student refuses academic relief or has been unable to complete the coursework by the extended deadline or has not been able to sit the special or supplemental examinations granted are matters that will be taken into account in making a decision to require withdrawal.

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<sup>23</sup> Approved March 11, 2011; amended November 20, 2015.

- c) If the student contests the decision of the Academic Standing and Policies Committee to require withdrawal, then an appeal may be made to Faculty Board. The appeal would be listed on the Agenda as an individual student matter. Student and staff faculty board representatives would not participate in voting on such a matter unless the student appellant expressly consents.

### Academic Honours

#### *Dean's Honour List*

Each academic year, JD degree program students whose grade point average (GPA) in Queen's law courses places them within the top 10 per cent of their class in each of the three years of study will be named to the Dean's Honour List.

Grade point averages are calculated after the end of each academic year for all law courses taken by JD degree program students during that academic year at Queen's University and the preceding summer term in the International Law Summer Program at Queen's International Study Centre.

Letter grades are converted to the four-point GPA scale, and the GPA for each student is then calculated after accounting for credit weights assigned to each course.

Consideration for the Dean's Honour List in an academic year is subject to the following conditions:

- Full-time students in first year must have completed all of the seven compulsory courses for a total of 36 credits. Full-time students in each of the upper years must have completed a minimum total of 14 credits per term and 28 credits for the academic year.
- Part-time students in first year must have completed four of the seven compulsory courses for a minimum total of 20 credits. Part-time students in each of the upper years must have completed a minimum total of 7 credits per term and 14 credits for the academic year.
- Students who attend another university on an exchange or a letter of permission for one term will be considered on the basis of their GPA for law courses completed during the term at Queen's University.
- Students who attend another university on an exchange or a letter of permission for an academic year will not be considered for that academic year.
- Students registered in a combined degree program will be considered for the Dean's Honour List on the basis of grades for Law courses obtained in their respective year.
- Students who are granted paper or examination deferrals by the Academic Standing and Policies Committee will be added to the Dean's Honour List after receipt of all their final grades if their GPA is greater than or equal to that of the student with the lowest GPA who was named to the Dean's Honour List at the end of the academic year.
- Students who are placed on the Dean's Honour List will receive a notation on their transcripts.

Full-time students in first, second and third year who obtain the top three GPAs in their classes will be recognized with awards as follows:

- Dean's Gold Scholar Award: A plaque is awarded annually to the students obtaining the highest average in first, second and third year of the JD degree program.
- Dean's Silver Scholar Award: A plaque is awarded annually to the students obtaining the second highest average in first, second and third year of the JD degree program.
- Dean's Bronze Scholar Award: A plaque is awarded annually to the students obtaining the third highest average in first, second and third year of the JD degree program.

Any tie in students' GPAs for a Dean's Scholar Award at the end of the academic year will be dealt with by the Faculty's Awards Committee at its discretion. Students who are granted paper or examination deferrals by the Academic Standing and Policies Committee will be awarded a Dean's Scholar Award after receipt of all their final grades if their GPA is equal to that of the student who received that Dean's Scholar Award at the end of the academic year.

### *Medal List*

Each year, the graduating students obtaining the top three cumulative GPAs will be awarded medals as follows:

1. Medal in Law: Awarded to the candidate graduating with the highest cumulative average in the JD program.
2. Medal in Law-Second Highest Standing: Awarded to the candidate graduating with the second-highest cumulative average in the JD program.
3. Medal in Law-Third Highest Standing: Awarded to the candidate graduating with the third-highest cumulative average in the JD program in the Faculty of Law.

In addition to the conditions for the Dean's Honour List, to be considered for a graduation medal, students must have completed 36 first year credits and a minimum of 42 upper year credits in law courses at Queen's University.

Students who will not be graduating until the Fall Convocation in any year will be considered for medals awarded for the subsequent academic year in competition with students graduating in the Summer Convocation of that year.

*Note: GPA calculations are used for the purposes of determining students named to the Dean's Honour List, and recipients of the Dean's Scholar Awards and medals only. Queen's Faculty of Law does not otherwise rank its students.*

### **Bader International Study Centre (BISC) Global Law Program**

1. a) The International Business Law program is open to law students enrolled in JD or LLB programs at accredited Canadian or American universities, and to international law students enrolled at universities with which Queen's is an exchange partner. Admission is restricted to students who will

have completed the first year of the JD/LLB program by the commencement of the BISC program, or upper-year students. If available, transcripts of first-year grades from the fall term are to be provided. Upper-year applicants from Canadian law schools, including Queen's Law, should provide a transcript of their JD/LLB coursework showing good academic performance. International law students must provide transcripts of their coursework in law showing good academic performance and an academic letter of reference. The language of instruction is English and proof of fluency may be required.

- b) The Public International Law program is open to students who satisfy the requirements in point 1a. Admission may also be possible for qualified applicants who have an academic or professional background in an area related to public international law.
2. Students may enroll in the International Business Law program or the Public International Law program. Due to conflicts in field trip and class times, students are not permitted to take a combination of courses from different programs.
3. Each program is worth nine credits towards the Queen's University JD.
4. Students at Queen's Faculty of Law may not use the course-work completed at the BISC to reduce status in the Queen's Law program from full-time to part-time, but students may use the credits obtained to reduce registration to fewer than the usual four terms necessary to complete the minimum upper-year course credits in the Queen's JD degree program at full-time status.
5. The JD Academic Calendar and Regulations apply to Global Law Programs at the BISC.

### Letters of Permission

#### *Domestic Letter of Permission*

A limited number of students are permitted to study at another law school in Canada for one term or academic year in their second or third year of law. A Queen's JD student may apply for a letter of permission to study at another Canadian law faculty subject to the condition that the student has or will complete first-year law together with a minimum of 28 upper-year credits in residence at Queen's Faculty of Law. Personal and academic factors provided by the applicant are weighed in determining whether they will be granted a letter of permission. The student granted a letter of permission must ensure that they complete all other Queen's JD degree requirements. A letter of permission from Queen's Faculty of Law serves as official recognition that upon conditions set forth in the letter, courses successfully completed in the specified Canadian law school will be accepted for credit towards the Queen's JD degree. Students are strongly encouraged to complete the Mandatory Course Requirement (LAW-225 Civil Procedure), the Practice Skills Requirement and the Advocacy Requirement at Queen's. Any student wishing to complete a degree requirement while on a letter of permission must seek the approval of the Assistant Dean of Students.



### *International Letter of Permission*

Law students may apply to the Academic Standing and Policies Committee for a Letter of Permission for International Study to study for one term at a law school with which Queen's Law does not have an official exchange agreement. A letter of permission from Queen's Faculty of Law serves as official recognition that upon conditions set forth in the letter, courses successfully completed in the specified Canadian law school will be accepted for credit towards the Queen's JD degree. The student must satisfy the Faculty of Law's Residency Requirement: a minimum of 28 upper-year credits must be taken in residence at Queen's Law. The student must complete the Substantial Term Paper and the Practice Skills and Advocacy Requirements and the course in Civil Procedure at Queen's Law.

### Registration in Courses at Queen's Outside the Faculty of Law

In recognition of the nexus between law and other disciplines, especially the social sciences, the Faculty of Law may allow upper-year students to enroll for credit in final-year honours and graduate courses in other non-law Faculties. Students may normally enroll in outside courses for a maximum total of 12 credits in their upper years of law studies as long as such courses are taken as part of a registered JD term. The amount of credit for each course will be determined by the Academic Standing and Policies Committee. In order to enroll in an outside course, interested students should first seek the permission of the instructor concerned, and then apply to the Academic Standing and Policies Committee for permission to take the course. In considering such applications, the Committee may take into account among other things, i) whether the course is likely to improve the student's legal education, and ii) whether the course overlaps excessively with work which the student has done previously. No credit will be given for courses offered by other non-law Faculties taken in summer and summer terms.

### Faculty of Law Commitment to Equality

The Faculty of Law recognizes the right of all persons to equality and the fact that the fundamental principles of equality are not well enough served by a legal community which remains disproportionately male and white. The Faculty has demonstrated a commitment to ameliorating the historic and current inequalities between women and men. It has also demonstrated a similar commitment to rectifying the inequities faced by various minorities in our society, particularly visible minorities. The members of the Faculty of Law will continue to expand their efforts in this direction.

### Academic Standing & Policies Committee

#### *Academic Issues*

The Academic Standing and Policies Committee is responsible for dealing with issues of academic standing and progress, and problems with academic work. Applications from students are presented to the Committee for consideration and decisions of the Committee are issued in writing. Decisions on applications to the Committee are emailed to the appropriate persons.

Typically, the Academic Standing and Policies Committee deals with the following sorts of issues:

- Requests for special examination privileges where performance on an exam was affected adversely by documented medical or compassionate grounds.
- Requests for supplemental examination privileges for a course in which the student has failed the course.
- Requests for language-based examination accommodations.
- Requests for extensions for the late submission of coursework such as papers.
- Requests for late add or late drop of courses after the designated period has expired.
- Requests to change status from part-time to full-time or from full-time to part-time.
- Requests to take a course overload in a term.
- Requests for approval of an international study abroad program on a letter of permission when transfer credits are sought to the Queen's JD degree.

To make a request, please submit the appropriate application form to the Academic Standing and Policies Committee. Applicants can request that the student members of the Committee participate in the hearing of the matter or that the matter be heard without the student members present.

### *Appeals from Decisions of the ASPC*

If a student is not satisfied with a decision of the Academic Standing and Policies Committee, the student may appeal to Faculty Board. The student is advised to initially seek an interview with the Assistant Dean, the Chair of the Academic Standing and Policies Committee or the Associate Dean to attempt an informal resolution. If the student does not wish to seek such an interview or is not satisfied with the result of such an interview, the student may appeal to Faculty Board. The appeal should be submitted in writing to the Chair of Faculty Board within three weeks of receiving the decision of the Academic Standing and Policies Committee. The Chair of Faculty Board shall advise the student to consult a Faculty Advisor and of the right to seek other counsel. Prior to the hearing of the appeal, the Chair of the Academic Standing and Policies Committee shall provide to the Chair of Faculty Board a written document that includes information on the nature of the initial request by the student, supporting documentation submitted by the student, any other material used by the Committee in reaching its decision, and the reasons for turning down the request by the student. The Chair of Faculty Board will provide a copy of this document to the student and to the student's Advisor or counsel. The Chair of the Academic Standing and Policies Committee and the student or the student's Advisor or counsel may meet informally to reach a negotiated resolution. At the hearing of the appeal, the Chair of Faculty Board may request that the Chair of the Academic Standing and Policies Committee outline for Faculty Board the nature of the initial request by the student, the supporting documentation submitted by the student, any other material used by the Committee in reaching its decision, and the reasons for turning down the request by the student, and respond to questions. The Chair of Faculty Board may request the student's Advisor or counsel to present the appeal of the student. The Chair of Faculty Board shall grant permission to the student to appear in person before Faculty Board on the appeal where the student requests such permission. After the presentation of the appeal and prior to the deliberations of Faculty Board, all members of the Academic Standing and Policies Committee, the student and the student's Advisor or counsel shall withdraw. No member of the Academic Standing and Policies Committee shall

participate in the deliberations of Faculty Board or vote. If the Associate Dean has been involved in informal attempts at negotiation or mediation, he or she should not participate in the deliberations of Faculty Board or vote. Student appeals from decisions of the Academic Standing and Policies Committee are to be de novo hearings, with the Board having the discretion to substitute its judgment for that of the committee. The decision of Faculty Board shall be final, except that any matters not pertaining to the academic substance of the decision of Faculty Board may be appealed to the Grievance Board.

## FACULTY BOARD CONSTITUTION

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### Composition, Functions, and Rules of Procedure of the Faculty Board<sup>24</sup>

#### *I COMPOSITION*

The Faculty Board of the Faculty of Law consists of:

1. the Dean,
2. faculty members (including those who have Continuing Adjunct status under the Collective Agreement but not including retired faculty members, professors emeriti, or those holding Term Adjunct appointments under the Collective Agreement,
3. the Assistant Dean of Students,
4. the Assistant Dean of Administration and Finance,
5. the Executive Director of the Queen's Law Clinics,
6. the Head of the Law Library,
7. the Reference and Technical Services Librarian,
8. three elected staff members and,
9. ten student members.

The ten student members and three elected staff members are elected by students and staff, respectively, in the law school. They have full membership status and voting rights except on matters concerning individual students wherein the student involved does not give his or her express consent to their participation and on matters concerning the awarding of grades.

The Board has the authority to administer the affairs of the Faculty under such regulations as the Board of Trustees may prescribe. The Principal is an ex officio member of Faculty Board.

The student members of the Faculty Board shall be:

1. the President of the Law Students' Society,
2. one member of the Executive of the Law Students' Society to be elected by and from the Executive,
3. the student senator,
4. two members of the third-year class to be elected in the year elections in their second year,
5. two members of the second-year class to be elected in the year elections in their first year,
6. two members of the first-year class to be elected by the first-year class in the year elections in the fall of their first year,
7. one graduate student to be elected each fall from and by the incoming class of graduate students,
8. An indigenous law student representative elected at annual core elections<sup>25</sup>

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<sup>24</sup> Amended September 15, 2017.

<sup>25</sup> Approved October 19, 2018.

The students elected to the Faculty Board shall become members of the Faculty Board from the time of their election. A student member who is unable to attend a meeting of the Faculty Board may appoint as alternate another member of the Law Students' Society executive or a member of the Law Students Society Year Executive, by notifying the Chair in writing at least 24 hours before the meeting.

In the event that the graduate student member is unable to attend a meeting of the Faculty Board, the person elected as the graduate student member of the Graduate Studies Committee will appear as the alternate member. Alternatively, the graduate student may appoint an alternative graduate student by notifying the Chair in writing at least 24 hours before the meeting.

The responsibilities of the student members of the Faculty Board shall be as follows:

Student representatives on the Faculty Board will be responsible to the Law Students' Society Executive or to the student body as a whole, depending on their method of obtaining a seat on the Board. Representatives should be encouraged to keep current with student problems and concerns and be diligent in ensuring that student opinion (not just the student's own opinion) is brought before the Board. To this end, student representatives will be required to report to the Law Students' Society Executive periodically as required by the Law Students' Society Executive. In addition, each representative should be required to submit a written report containing comments, opinions and recommendations before 1 September of the year in which the student relinquishes his/her position (or each year if the position is held for more than one year). There will be no restrictions or directions as to how student representatives should vote on any issue. All representatives will be individually responsible to the student body for their performance on the Faculty Board. A student member of the Faculty Board may be impeached and removed from that position by the same procedure that may be used to remove a member of the Law Students' Society Executive.

## *II FUNCTIONS*

The functions of the Faculty Board are:

1. To recommend to the Senate courses of study leading to a degree and the conditions of admission;
2. To decide upon applications for admission or for change of course subject to the regulations of the Senate;
3. To submit to the Senate names for both ordinary and honorary degrees;
4. To revise the Faculty Calendar, subject to the approval of the Senate;
5. To control registrations subject to the regulations of the Senate;
6. To deal with class failures;
7. To exercise academic supervision over students;
8. To make such recommendations to the Senate as may be deemed expedient for promoting the efficiency of the University;
9. To recommend the award of scholarships;
10. To pass such regulations and by-laws as may be necessary for the exercise of the functions of the Faculty.

### III RULES OF PROCEDURE

#### A. MEETINGS

##### 1. Regular Meetings

The regular meetings of the Faculty Board shall be held at 1:00 p.m. on the third Friday of September, October, November, and January, as well as on the first Friday in February and the second and fourth Friday in March, unless otherwise ordered by a special motion or by the Dean of the Faculty.

##### 2. Special Meetings

The Dean of the Faculty (or her or his delegate) may at any time summon a special meeting and shall do so within three days of receiving a request in writing by at least 10 members.

##### 3. Virtual meetings

The Chair of Faculty Board may circulate electronically for approval a motion pertaining to a matter or matters that may appropriately be dealt with by virtual meeting. All such motions must contain the names of the mover and seconder, and indicate clearly a deadline for responses, by which time a majority of the requisite quorum must have responded in the affirmative for the motion to carry. The virtual meeting must be minuted and the virtual meeting minutes must be submitted normally to the next regular meeting for approval. If at any point in the process of a virtual meeting the Chair of Faculty Board determines that the matter should be dealt with at a regular meeting of Faculty Board, the Chair may stop the virtual meeting and put the matter on the agenda for the next meeting of Faculty Board.

##### 4. Chair

The chair shall be elected in March. He or she shall hold office for one year from July 1 in the year in which he or she is elected until the following September. In the absence of the chair, an alternate chair shall be elected.

##### 5. Secretary

The Dean shall appoint the Secretary who need not be a member of the Faculty Board. The Secretary shall record the proceedings of the Faculty Board and shall circulate its minutes, reports and resolutions.

##### 6. Attendance

- 1) Members of Faculty Board Committees who are not members of the Faculty Board may attend meetings of the Faculty Board at which business of the Committee is on the agenda, and may speak, but they shall not vote.
- 2) The Chair may invite to meetings of the Faculty Board any other person whose presence would be useful to the deliberations. Such invited persons may speak but they shall not vote.

##### 7. Quorum

Twenty members shall constitute a quorum of the Faculty Board at meetings which student members are entitled to attend except those held out of term time. At all other meetings the quorum of the Faculty Board shall be twelve members.

### 8. Order of Business

- 1) At each regular meeting, the business shall be presented in the following order:
  1. Adoption of Agenda
  2. Adoption of Minutes
  3. Business arising from the minutes (questions only)
  4. Dean's Report
  5. Question Period (no more than 10 minutes)
  6. Matters requiring Board action
  7. Matters for information
  8. Individual matters where student members normally not required
- 2) At each special meeting, the business shall be confined to the agenda.

### 9. Dean's Report

The Dean shall report to the Faculty Board at each regular meeting matters which are of interest to members. This report shall include a report on the meetings of the Committee of Deans of the Law Faculties of Ontario. Matters requiring Faculty Board action shall be identified as separate items on the agenda.

### 10. Question Period

The question period shall not exceed ten minutes. Questions shall be of such a character as to elicit information about the operations of the Faculty of Law on matters of sufficient importance to claim the attention of the Faculty Board.

### 11. Duration of Meetings

No meeting of the Faculty Board shall continue more than one hour and thirty minutes unless two-thirds of the members present agree to continue with the business of the meeting.

### 12. Rules of Order

- 1) The Chair may speak on points of order in preference to other members.
- 2) The Chair shall decide on all questions of order and shall, if requested by any member of the Board, state the rule applicable to the case.
- 3) The Chair's ruling may be appealed by motion regularly seconded.
- 4) No rule governing the procedure of the Faculty Board shall be suspended without the consent of two-thirds of the members present.
- 5) No rule governing the procedure of the Faculty Board shall be repealed or amended except by a motion preceded by a notice of motion and approved by two-thirds of the members present.
- 6) For the purposes of ordinary motions, a motion is decided by a simple majority, which means more votes cast for the motion than against the motion.

- 7) Unless otherwise specified in these rules of procedure, Bourinot's Rules of Order, in its most recent edition, shall govern.

### B. MOTIONS

#### 13. Notice of Motions

- 1) All motions except those dealing with individual students or their records shall be preceded by a notice of motion which is to be given in writing at a previous meeting of the Faculty Board or appear on the written agenda circulated by the Chair. Only motions which have been preceded by notice and motions concerned with the same subject matter shall be proceeded with unless the requirement of notice is waived by two-thirds of the members present.
- 2) Where the question is raised of whether an issue falls within the scope of the topic on the agenda of which notice has been given, the chair shall initially rule on the question. If a vote is called on the chair's ruling, a majority of two-thirds of the members present and voting will be required to sustain the view that discussion of the issue is within the scope of the topic of which notice has been given. If there is not a two-thirds majority for that view, the Chair shall declare discussion of that issue out of order and that will be final.

#### 14. Reconsideration of Motions

Any matter dealt with and disposed of by motion of the Faculty Board shall not be reconsidered within ten months of the date of the decision, unless notice of a proposed new motion is delivered to members one full week before the date of the meeting at which the motion is to be considered.

#### 15. Procedure Governing Motions

- 1) All motions of substance shall be in writing.
- 2) No question or motion shall be debated or put unless it has been seconded.
- 3) When the motion is seconded, it shall be stated by the Chair before debate.
- 4) Except when another member is speaking, a member may require the motion under discussion to be read at any time.
- 5) When a motion is under debate, no motion shall be received unless to amend, to refer to committee, to postpone or to adjourn.
- 6) Ordinarily no member shall speak more than once to the same motion until after all the members who choose to speak have spoken.
- 7) A member may at any time, with the permission of the Chair, explain a material part of his or her remarks which may have been misunderstood.
- 8) A member may request that a question be divided for the purpose of debate. The chair in his or her discretion may divide the question for the purpose of debate if he or she thinks it will clarify the issues or expedite the debate.

#### 16. Record of Voting

When a vote is taken in the Faculty Board, any member may require that his or her vote or the numbers be recorded in the minutes.



### 17. Voting by Chair

The Chair has a deliberative vote and in the event of an equality of votes he or she has also a casting vote.

### C. COMMITTEE OF THE WHOLE

### 18. Appointment of the Committee of the Whole

The Faculty Board may at any time form itself into a committee of the whole body to consider a matter which is properly before the Board. A committee of the whole is ordinarily appointed by a motion, "That this Faculty reconstitute itself as a committee of the whole to consider a certain proposed resolution respecting [a specified subject]". When the matters referred to a committee of the whole have been considered, the Faculty Board is re-established and receives a report from the Chair who shall then accept a motion arising from her or his report.

### 19. Procedure

Motions made in committee of the whole shall not be seconded and are not governed by the procedure governing motions made in the Faculty Board except that no member shall speak more than once to any question until every other member choosing to speak shall have spoken.

### D. AGENDA, MINUTES, REPORTS

### 20. Agenda

- 1) The agenda for each meeting shall be prepared by the Chair in consultation with the Dean and the Secretary.
- 2) The Chair shall cause a notice of meeting together with a request for items for the agenda to be given to members of the Faculty Board at least one week before each regular meeting.
- 3) The Chair shall cause a copy of the agenda to be circulated to students and to member of the Faculty Board at least twenty-four hours before each meeting.

### 21. Minutes

- 1) The Secretary shall keep on file a copy of all minutes of the Faculty Board.
- 2) The minutes shall include as appendices all reports considered by the Faculty Board.
- 3) The minutes of all Faculty Board meetings not yet approved shall be circulated to all members of the Faculty Board before the next regular Faculty Board meeting.
- 4) All non-confidential parts of the minutes shall be circulated to students at the time they are circulated to members.

### 22. Reports

- 1) The Secretary shall keep on file copies of all reports, working papers or memoranda prepared for the use of the Faculty Board or one of its committees. Committee chair shall provide the Secretary with copies of such documents prepared for their committees.
- 2) All non-confidential reports prepared for the use of the Faculty Board shall be circulated to students at the time they are placed on the agenda of a Faculty Board meeting.

### 23. Methods of Giving Notice

- 1) Wherever procedures of the Faculty Board require notice to be given to members of the Faculty Board, it shall be adequate to circulate notice on the Faculty Board listserv not later than 3:00 p.m. the preceding day.
- 2) Where notices, reports, minutes or agendas are required to be publicly circulated, it shall be adequate to circulate them on the Faculty Board, faculty, and student listservs.

### IV STANDING COMMITTEES

### 24. Terms of Reference

Faculty Board Standing Committees are bound by their terms of reference. If a Standing Committee finds it desirable to extend or reduce an enquiry beyond its terms of reference, it shall obtain authority from the Faculty Board to do so.

### 25. Membership

- 1) The faculty members of the Faculty Board Standing Committees shall be elected by the faculty members of Faculty Board in March.
- 2) The student members of Faculty Board Standing Committees shall be elected to serve on standing committees in March on a date fixed by the Law Students' Society, except that the student members of the Orientation Review Committee shall be appointed in November in accordance with the procedure developed by the Law Students' Society. As soon as possible after the student members are appointed their names shall be given to the Chair of the Faculty Board who shall communicate them to the appropriate committee and announce them at the next regular Faculty Board meeting.
- 3) Members of Faculty Board Standing Committees other than those committees for which a different term of office is specified, shall hold office for one year from July 1 of the year in which they are elected or appointed.
- 4) The Associate Dean (Academic) shall solicit the views of each faculty member about which of the Standing Committees he or she wishes to serve on and shall ensure that nominations for all Standing Committees, including nominations for the Chair of each Standing Committee, are on the agenda for a Faculty Board meeting in March of each year. The Chair shall call for further nominations from the floor.
- 5) The Dean shall be an ex officio member of all Faculty Board Standing Committees.

### 26. Standing Committees, their Composition and Terms of Reference

The following shall be the Faculty Board Standing Committees, their composition and their terms of reference:

- 1) *Academic Standing and Policies Committee*
  - a. Membership  
Two faculty members (one of whom shall be Chair); the Assistant Dean of Students; the Manager of Education and Equity Services (who acts as a non-voting Administrator to the committee); and two students. Student alternates will be selected by the LSS (for faculty board approval in March), if necessary, for the

summer period from the end of the Winter examination period to the start of the fall term.

- b. Terms of Reference
    - i. to consider and make recommendations upon matters relating to academic standing and policies;
    - ii. to deal with student problems and requests as they affect academic work and standing in accordance with the policies of the Faculty;
    - iii. to deal with academic standing generally at term and year end;
    - iv. to make decisions on supplemental and special privileges in accordance with the policies of the Faculty.
- 2) *Admissions Committee*
- a. Four faculty members (one of whom shall be Chair); the Assistant Dean of Students; one staff member; six students
  - b. Terms of Reference
    - i. to consider and make recommendations on matters relating to admissions;
    - ii. to make decisions on the files of applicants under the life experience categories, and special admissions to the JD program.
- 3) *Curriculum Committee*
- a. Membership  
Three faculty members (one of whom shall be Chair); and two students.
  - b. Terms of Reference
    - i. to consider and make recommendations on matters relating to the JD program;
    - ii. to examine and make recommendations on the Faculty's methods of instruction;
    - iii. to consider and make recommendations on proposals for new JD courses
    - iv. to approve changes to existing courses and to report this action to the Faculty Board for ratification;
    - v. to examine and advise upon the academic implications of programs and regulations initiated outside the University.
- 4) *Visitors Committee*
- a. Membership  
Two faculty members and the Manager of Academic Programs.
  - b. Terms of Reference
    - i. To co-ordinate visitors to the Faculty
- 5) *Competitive Moot Court Committee*
- a. Membership  
Two faculty members, one of who will serve as Chair and coordinator of the competitive moots; one staff member; and two students.
  - b. Terms of Reference
    - i. to consider and make recommendations on matters relating to the competitive moot court program.
- 6) *Orientation Review Committee*
- a. Membership

The Associate Dean (Academic) (Chair); the Assistant Dean of Students; four students.

- b. Terms of Reference
  - i. to ensure that the planning, organization and conduct of the Faculty's Orientation adhere to Senate Orientation policy and objectives;
  - ii. the student members shall report to the Chair of the Committee in October;
  - iii. the Chair of the Committee shall report to the Senate Orientation Review Board in October on its review of the Orientation just past and on its recommendations for the next year.

7) *Writing Prizes Committee*

- a. Membership
 

Two faculty members (one of whom shall be Chair).
- b. Terms of Reference
  - i. to invite nominations from instructors annually;
  - ii. to assess nominations and make decisions on student writing awards.

8) *Marks Committee*

- a. Membership
 

The Associate Dean (Academic), Assistant Dean of Students and one faculty member.
- b. Terms of Reference
  - i. Has the jurisdiction to accept grades.

27. Student Participation

- 1) The student members of Faculty Board Standing Committees shall not participate in any discussion concerning individual students or their records without the consent of the individual student.
- 2) Notwithstanding (1), the student members of the Admissions Committee may participate fully in the selection of the first-year class, and may, during Committee meetings, examine the files of applicants for admission to first year, for that purpose.

28. Quorum

One half of the members constitutes a quorum of each committee.

29. Direct Referral to Committees by Dean

The Dean may refer any matter to a Faculty Board Standing Committee without motion of the Faculty Board where he or she feels such a referral will expedite Faculty Board business by, for example, clarifying issues or producing a suggested course of action.

30. Direct Referral to Committees by Law Faculty Members

Any member of the Faculty of Law may bring matters to the attention of any Standing Committee.

V SPECIALLY ELECTED COMMITTEES

31. Faculty Appointments Advisory Committee

- 1) Membership
  - a. the Dean (Chair); four faculty members (members of the bargaining unit under the Collective Agreement); two students (one JD student and one Law graduate student, either LL.M. or Ph.D., or if no graduate student is able or willing to serve, two J.D. students);
  - b. vacancies on the Committee shall be filled by election of Faculty Board in March;
  - c. faculty members of the Committee shall be elected for a term of three years;
    1. the three-year terms of faculty members shall be staggered so that normally no more than two are elected each year;
  - d. the Committee shall where practicable be reflective of the Faculty in terms of rank and gender;
  - e. faculty members of the Committee may not serve two consecutive three-year terms;
  - f. student members of the Committee shall be elected by Faculty Board for a term of one year from the student members of Faculty Board and shall exercise their responsibilities in a confidential capacity and arrive at any judgement at their own discretion.
- 2) Terms of Reference
  - a. to recommend the academic or professional qualification and experience required for filling a position;
  - b. to recommend on the content and placement of advertisements for the position;
  - c. to review and assess all materials submitted by applicants;
  - d. to prepare a short list of candidates;
  - e. to interview candidates;
  - f. to make written recommendations on appointments;
  - g. to perform all functions in accordance with the Collective Agreement.

### 32. Renewals, Tenure/Continuing Appointments and Promotion Committee

- 1) Membership
  - a. four faculty members and one faculty member from another Queen's Faculty (members of the bargaining unit under the Collective Agreement); two students;
  - b. one of four faculty members from the Faculty of Law shall be elected as Chair by the other members of the Committee and the election of the Chair shall take place by 1 May of each year;
  - c. vacancies on the Committee shall be filled by election of Faculty Board in March;
  - d. faculty members of the Committee shall be elected for a term of two years;
  - e. the two-year terms of faculty members normally shall be staggered;
  - f. the Committee shall where practicable be reflective of the Faculty in terms of rank and gender;
  - g. student members of the Committee shall be elected by Faculty Board for a term of one year.
- 2) Terms of reference
  - a. to carry out all functions relating to applications for renewal, tenure and promotion in accordance with the Collective Agreement and to make recommendations to the Dean on such applications.

33. Specially Elected Adjunct Appointments Committee

1) Membership

a. The Associate Dean (Academic) (chair); two faculty members; the Assistant Dean of Administration and Finance; the Manager of Academic Programs; one student

2) Terms of Reference

a. to carry out all functions relating to applications for adjunct appointments in accordance with the Collective Agreement and to make recommendations to the Dean on such applications