

Academic Information and Policies

To: Sessional Instructors

From: Nancy Somers, Manager, Academic Program

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1) Course Enrolment

A preliminary class list will be available for Fall 2010 courses by late August. A preliminary class list for the Winter 2011 term will be available in mid-December.

All students are permitted to add and drop courses at the start of each term. The periods for adding and dropping courses for 2010-11 are:

Fall 2010: Wednesday, September 1, 2010 to Tuesday, September 14, 2010

Winter 2011: Wednesday, September 1, 2010 to Monday, January 10, 2011

Accordingly, your class list and the number of students in your class may change during the first week of your course. Please note that all requests to add and drop courses must be done by the students themselves through QCARD or myself. We have a very clear procedure for adding and dropping courses. Instructors cannot increase the size of their classes or let individual students into their classes by giving them special permission to enroll in the class. You will be provided with a new class list at the end of the period for adding and dropping courses.

2) Auditing Courses

Students must be registered at Queen's and must obtain the permission of an instructor in order to audit a course. They must also obtain permission from my office. We generally do not allow students to audit a skills course or courses in which there are strict enrolment limits. Students do not receive credit for audited courses so no grades are to be awarded. Auditors are therefore not entitled to submit assignments or write examinations and should do nothing more than attend classes. Instructors are under no obligation to allow a student to audit a course. If you have any questions, please contact me or Assistant Dean of Students, Jane Emrich (emrichj@queensu.ca , ext. 74283)

3) Requests to Supervise Independent Studies

You may be asked by a student to supervise an independent study. An independent study is a program of study determined between the supervisor and the student for which a student may receive between 2 and 6 credits. It is the policy of the Faculty that sessional instructors may not supervise independent study projects. If a student has any questions about this, he or she can be referred to my office.

4) Requests to Supervise Substantial Term Papers

Upper-year law students must complete a substantial term paper as a degree requirement. Students will usually complete this degree requirement in a course for which a paper is the

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method of evaluation. The substantial term paper requirement guidelines stipulates that “...students must obtain the agreement of a full-time faculty member to act as supervisor.” Accordingly, students cannot satisfy the degree requirement of a substantial term paper in a course taught by a sessional instructor even if a paper is the method of evaluation for that course.

5) Exams/Evaluations

If you have already indicated the method of evaluation for your course it cannot be changed, as students choose courses, in part, based on the method of evaluation.

For most courses for which the method of evaluation was not set prior to course selection in the spring, we have scheduled a three-hour exam. Please indicate if you wish to provide students with alternatives to the exam or to set a defined percentage for the exam.

Please consult the J.D. Program section on the Faculty’s webpage for updates with respect to courses, degree requirements and other program issues:
<http://law.queensu.ca/students/jdProgram/2010-11UpperYearProgram.html> Detailed information about exams is set out in the Academic Handbook at:
<http://law.queensu.ca/facultyAndStaff/academicHandbook.html> .

In addition, the Faculty has established guidelines for reviewing grades with students. Please see the enclosed information in the grading section.