



## CONVERSION PROCESS FROM THE LL.B. TO THE J.D. DESIGNATION

Wednesday, March 05, 2008

### 1. Current Students

**All currently registered students will be converted to the J.D. designation unless they complete a form electing to retain the LL.B. designation.**

Notice of the process will be circulated to current students via the QLAW-ALL listserv and the website. The form will be posted on the Faculty of Law website at

<http://law.queensu.ca/students/llbProgram/studentForms.html>.

Current students seeking to retain the LL.B. designation will be required to return the completed form to the Student Services Office **by 4:00 p.m. on Monday March 10<sup>th</sup> 2008.**

The central Office of the University Registrar will be doing the programming required to provide a ruling on the student's academic transcript that the LL.B is converted to the J.D.. This entry will be dated May 1<sup>st</sup>, 2008, although the date of Senate approval was February 28<sup>th</sup> 2008.

The central Office of the University Registrar will also carry out the programming and administrative work to ensure that pre-registrations in upper year courses for the 2008-09 academic year using the QCARD electronic course selection process will be entered in the J.D. degree program. This step must be carried out before the planned timeframe for electronic course selection by upper year students from March 31<sup>st</sup> to the end of April 2008.

## **2) Graduating Students**

**Any graduating LL.B. or combined program LL.B. student who elects to retain the LL.B. degree designation must complete the election form mentioned above and return it to the Student Services Office by the deadline of Monday March 10<sup>th</sup>, 2008.**

Graduating students will have the J.D. conferred at Convocation on Friday June 6<sup>th</sup>, 2008 unless the student completed the form electing to retain the LL.B. designation. Graduating students who elect to retain the LL.B. designation will have their degree conferred before the J.D. degree recipients have their degrees conferred during the Convocation ceremony. Both degree lists will be printed in the Convocation program.

The Office of the University Registrar is responsible for developing a new Diploma form for the J.D. degree. That form must be approved by the Senate Committee on Academic Procedures. If the new diploma form is approved and can be ready on time, it will be inserted in the diploma tube that is presented by the Chancellor at Convocation. Graduates who do not plan to attend Convocation must arrange to have their diploma sent to them through the regular process detailed at <http://www.queensu.ca/registrar/grad/SpringDetails.html#NotAttending>. If the Office of the University Registrar is not able to have the J.D. diplomas ready in time for Convocation, then it will be mailed to you at the address listed in QCARD. Please make sure that you update this address before the end of the academic year.

If the programming to place a ruling on the transcript "2008 June Degree Granted: J.D." has not been completed in time for Convocation in early June, then the Faculty of Law Assistant Dean of Students will provide the graduate with a letter indicating that degree requirements have been met to permit the graduate to register in a provincial licensing process.

## **2. Prospective Students admitted in the 2008 cycle**

The Office of the University Registrar will carry out the programming changes to ensure that students who accept an offer of admission in this cycle will be pre-registered as J.D. students. Prospective students admitted in the 2008 cycle and thereafter have no option to register for the LL.B. degree. Assignment to small sections and pre-registration in first year courses in the J.D. degree program is carried out at the end of July, 2008.

## **3. Alumni: Process to convert to J.D.**

Commencing in the fall 2008, former LL.B graduates of Queen's Law will be able to apply to the Office of the University Registrar for replacement of the original LL.B. diploma with the J.D. diploma. Commencing in fall 2008, the Request Form to replace the LL.B. diploma with a J.D. diploma will be available from the University Registrar's website at <http://www.queensu.ca/registrar/grad/index.html>.

When the replacement diploma is requested, a ruling will be placed on the graduate's transcript indicating that the LL.B. degree was converted to a J.D. and the J.D. degree granted as of the date that the request is processed. The original ruling that the LL.B. degree was granted at the time of graduation will still appear on the transcript before the J.D. rulings.

At the time of the request, the original LL.B. diploma must be surrendered to the University Registrar. If the original LL.B. diploma cannot be surrendered, then a statutory declaration of loss will have to be completed and provided to the Registrar. The Statutory Declaration of Loss form will be posted on the website of the University Registrar.

Ordinarily, a graduate would be charged an administration fee of \$50.00 for the issue of a replacement diploma and updated official transcript. For a period of 2 years from October 1<sup>st</sup>, 2008, the cost to convert will be absorbed by the Faculty of Law at Queen's as a gesture of goodwill to our alumni. This will be a considerable expense for the law school and any donation from our graduates to Queen's Faculty of Law to help defray this cost would be accepted gratefully. Please see <http://law.queensu.ca/alumni/notes.html>.