



2017-2018

Queen's Law JD Academic Calendar



September
2017

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GENERAL INFORMATION

The annual Academic Calendar is a comprehensive publication of Faculty and some relevant Senate approved regulations and policies pertaining to the Juris Doctor degree program and the combined degree programs offered by the Faculty of Law: Master of Public Administration-Juris Doctor, Master of Industrial Relations-Juris Doctor, Master of Arts (Economics)-Juris Doctor, Master of Business Administration-Juris Doctor degree and Civil Law-Common Law degree programs. It provides information relevant to law students about the structure of faculty governance, links to 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.

2017-2018 SESSIONAL DATES

July 2017	
3	Canada Day Holiday (University closed. Classes will not be held)
17 - 21	Special and supplemental examination period for Winter 2017 term courses
August 2017	
7	Civic Holiday (University closed. Classes will not be held)
15	Deadline to make Alternative Payment Arrangement in time for Sept. 1st deadline for payment of Fall term
28	Returning students may begin to pick up Photo ID validation stickers
31	Summer term ends
September 2017	
1	Tuition fees due in full for Fall Term
1	Orientation begins
1	Faculty of Law verification of enrolment and Photo ID for new students. International Exchange students see schedule in the Exchange Student Guide 2017-2018 (to be confirmed)
1	Open enrolment period for adding/dropping Fall and Winter term JD courses begins
1	Workshops on Human Rights, Professionalism, Health and Wellness for first-year students (date to be confirmed)
4	Labour Day (University closed. Classes will not be held)
5	Dean's Welcome and Mini-Classes for first-year JD students
5	Regular classes begin in upper-year JD courses
6	Regular classes begin in first-year JD courses (to be confirmed)
11	Last date to add Fall term upper-year JD courses
12	Last date to drop Fall term upper-year JD courses
30	Deadline for payment of residence, UHIP and student activity fees
October 2017	
9	Thanksgiving Day (University closed. Classes will not be held)
16	University Day (Queen's granted Royal Charter on October 16, 1841) - classes held

31	Deadline to apply for priority admission to Global Law Programs at the Bader International Study Centre for Spring 2018 term (tentative)
31	Deadline to apply for Fall Law scholarships and Queen's general bursaries
November 2017	
1	Last date to apply for admission to first year of the JD program in 2018-19 through OLSAS
6 - 10	Fall Reading Week (classes cancelled)
7	Deadline to apply for relief from December exam conflicts and to obtain accommodations for language-based or religious observance through the Exams Office of the University Registrar
7	Deadline to obtain recommendations for disability-based accommodations and short-term medical conditions from Accessibility Services
10	Remembrance Day Service
	Fall Convocation (to be determined)
December 2017	
1	Fall term classes end. All written coursework due. Instructor discretion to extend date of submission to last day of examinations on December 21
2-5	Fall term pre-examination study period
6	Commemoration Day (examinations will not be held)
7 - 21	Examination period
21	Extension for late submission of coursework must be sought through application to the Academic Standing and Policies Committee
31	Fall term ends
January 2018	
1	Winter term begins
1	New Year's Day (University closed)
8	Winter term classes begin for first-year and upper-year JD courses
10	Tuition fees due in full for Winter Term
12	Deadline to apply for an international exchange program administered by the Faculty of Law for the 2018-19 academic year
15	Last date to add Winter term JD courses
16	Last date to drop Winter term JD courses
February 2018	
12 - 16	Special and supplemental examination period for Fall 2017 courses
19	Family Day (University closed. Classes will not be held)
20 - 23	Reading Week (Classes will not be held)
28	Last date to apply for a domestic or international letter of permission for 2018-19
March 2018	
4	Welcome Day 2018 (tentative)
7	Deadline to apply for relief from April exam conflicts and to obtain accommodations for language-based or religious observance through the Exams Office of the University Registrar
7	Deadline to obtain recommendations for disability-based accommodations and short-term medical conditions from Accessibility Services

30	Good Friday (University closed. Classes will not be held)
April 2018	
6	Winter term classes end. All written coursework due. Instructor discretion to extend date of submission to last day of examinations on April 26
7 – 11	Winter term pre-examination study period
12 – 26	Examination period
26	Extension for late submission of coursework must be sought through application to the Academic Standing and Policies Committee
30	Winter term ends
May 2018	
1	Last date to apply for upper year admission to the JD program in 2018-19 through OLSAS
4	Global Law Program students to arrive at the Bader International Study Centre
7	Spring term classes in the Global Law Programs at the Bader International Study Centre begin
21	Victoria Day (University closed. Classes will not be held)
23	Global Law Program Public International Law examination (to be confirmed)
June 2018	
NOTE:	Spring 2018 Convocation dates will be determined in early November 2017
11	Global Law Program field trips begin
15	Global Law Program field trips end
22	Spring term classes in the Global Law Programs at the Bader International Study Centre end
25 - 27	Global Law Program examination period
29	Departure of Global Law Program students from the Bader International Study Centre
July 2018	
1	Canada Day
2	Canada Day Holiday (University closed. Classes will not be held)
16 - 20	Special and supplemental examination period for Winter 2018 courses

FACULTY BOARD CONSTITUTION

Composition, Functions, and Rules of Procedure of the Faculty Board

Amended by motion dated September 15, 2017

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 February of 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.

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 question.

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 in question.

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 or prizes;
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

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 1st 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.

E. 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 1st 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 LL.B. 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) *The 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) *The 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 prizes.

8) *Standing 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 and prize lists.

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.

F. 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); three students (two JD students, one LL.M. student)
- 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

DEGREE PROGRAMS

Juris Doctor (JD) Program

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.

The Juris Doctor (JD) is a second-entry professional degree in common law normally completed in three academic years of full-time study. 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 expected to adhere to all the rules and regulations of the JD degree program in addition to the following rules and procedure that pertain specifically to part-time status in the JD degree or combined JD programs. Part-time students are expected to complete the JD program within six academic years. In exceptional circumstances, the Academic Standing and Policies Committee may waive this requirement.

Part-time students may request a change in status to full-time prior to the commencement of any academic term and may thereafter request permission to return to part-time status for any subsequent term or terms.

Combined Degree Programs

We offer 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. See the links below for more information:

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

The Senate of Queen's University approved the MA (Economics)-Juris Doctor combined degree program on November 27th, 2008.

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. The program provides

highly-focused interdisciplinary training for students interested in the many areas where law and economic analysis intersect, for example international trade law and policy, corporate law and policy, competition law and policy, environmental and resource management and tax law and policy. 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.

Students will follow the general requirements for a standard MA in Economics under the coursework and MA essay option (see Program Pattern II in the School of Graduate Studies and Research Calendar at http://www.queensu.ca/calendars/sgsr/Economics_0.html). Students will receive credit for specified law courses which will serve as two of the required seven courses for the MA degree. Students will also receive upper-year credit in the JD program for the equivalent of one term's enrollment (15 credits). These cross-credits will be restricted to courses selected from those within approved Economics Department offerings.* Students must complete a minimum of 45 additional upper-year credits within Queen's Faculty of Law, which may include courses offered at the Bader International Study Centre in the Global Law Spring Programs.

** Please note: The cross-credit of 15 units of credit from the M.A. (Economics) degree to the Juris Doctor degree is under review by the Law School Approval Committee of the Federation of Law Societies of Canada for compliance with the National Requirement for common law degree programs. This amount of cross-credit could be subject to change for compliance.*

Program Requirements and Structure

See also the [Program Structure Chart](#) posted on the Faculty of Law website.

1. In the first year, students register full-time in the School of Graduate Studies and complete the following courses:
 - a. The three economics courses ECON-810 Microeconomic Theory, ECON-852 Quantitative Methods and ECON-848 Economic Analysis of Law.
 - b. Any two other graduate economics courses with a sufficient connection to law, subject to the approval of the Graduate Coordinator (Economics) in consultation with the Combined Program Director (Law). The following courses are illustrative of courses that would satisfy the requirement: ECON-825 International Trade; ECON-835 Development Economics; ECON-837/437 Cost-Benefit Analysis; ECON-840 Public Economics I; ECON-841 Public Economics II; ECON-845 Industrial Organization I; ECON-846 Industrial Organization II; ECON-870 Finance Theory; ECON-890 Natural Resource Economics; and ECON-891 Environmental Economics.
 - c. The four law courses LAW-14* Public Law, LAW-15* Constitutional Law, LAW-16*AB Contracts and LAW-135AB Introduction to Legal Skills..
2. In the spring/summer term of the first year, students will complete the MA Essay requirement. Students may also elect to take some of their economics courses during the spring term. It may be possible for students to arrange their courses and to seek permission from the Academic Directors of both programs to enable registration in a Global Law Program at the Bader International Centre in May and June.

3. In the second year of the program, students register full-time in the Faculty of Law, taking a full course load of between 14 and 17 credits per term. Students must complete the remaining courses from the required first-year law curriculum as follows: LAW-18*AB Property Law; LAW-19*AB Tort Law; and LAW-17*AB Criminal Law.
4. In the third year, students must register full-time in the Faculty of Law. Students must ensure that they complete the following additional degree requirements for the combined program and the JD degree during the second and third years:
 - a. Two upper-year law courses with a substantial connection to law and economics. Given changes in course offerings from year to year, the list of approved courses is to be determined annually by the Combined Program Director (Law) in consultation with the Graduate Coordinator (Econ). The following list is illustrative of some three-credit courses that would satisfy the requirement, based on course offerings: LAW-455 International Trade Law; LAW-511 Corporate Taxation; LAW-512 Corporate Finance; LAW-608 Advanced Corporate Law; LAW-448 Securities Regulation; LAW-441 Commercial Law; LAW-560 Labour Law and LAW-517 Environmental Protection Law. Note that this list is illustrative only. Students who wish to pursue specialization in other areas within the law and economics tradition in areas such as criminal law and family law could also be accommodated within existing law course offerings.
 - b. The following JD degree requirements: LAW-225 Civil Procedure, LAW-440 Business Associations are mandatory in second-year JD and LAW-334 Legal Ethics and Professionalism is a mandatory upper-year course); Advocacy Requirement; Practice Skills Requirement; and Substantial Term Paper Requirement.

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

Queen's University Senate approved the Master of Public Administration-JD program on March 1, 2001.

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. 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 spring 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. If the early completion option is not taken, the program takes 3.5 academic years to complete.

Program Requirements and Structure

See also the [Program Structure Chart](#) posted on the Faculty of Law website.

1. MPA Year (twelve months)

In the first year of the program, students are registered as graduate students and are required to take LAW-14* Public Law, LAW-15* Constitutional Law, LAW-16*AB Contracts, LAW-135AB Introduction to Legal Skills in the Faculty of Law. The requirements of the graduate degree are completed over the spring and summer and the graduate degree is conferred in the fall of the second year in the program.

MPA-JD students are eligible to apply for and be selected to participate in a Global Law Program at the Bader International Study Centre in the spring term of the graduate registration year. Successful completion of the program earns nine upper-year JD credits and enables the combined degree program to be completed in three academic years. Applications should be submitted by October for admission to the Global Law Programs held in the following months of May and June.

For the remainder of the program, students are registered as law students. Tuition is charged in accordance with registration status.

2. JD first year (8 months)

Students are required to take LAW-18*AB Property, LAW-19*AB Torts, LAW-17*AB Criminal Law. LAW-225 Civil Procedure, and LAW-440 Business Associations are also mandatory in this year. Administrative Law and one additional elective course should be added to ensure that registration is at 14-17 credits per term. Permission may be sought to postpone Administrative Law to second-year JD if necessary. Students who are pursuing the early completion option should seek academic advising from the Assistant Dean of Students to help with planning to ensure that the minimum upper-year credit requirement of 59 upper-year credits can be met by the end of second-year JD registration. It may be possible to complete an Individual Supervised Project over the summer term prior to second-year JD to avoid course overloads in the following year.

Note: At the Faculty Board meeting of February 3, 2012, motions were passed to make LAW-440 Business Associations and LAW-225 Civil Procedure mandatory courses to be completed in second-year JD. This will affect course selections in the upper-years of the MPA-JD program, depending on whether the early completion option is pursued.

3. JD second year (8 months)

- (i) Students are required to undertake a full-time courseload of upper year electives. Students should plan to meet the balance of the JD degree requirements in second and third-year JD, including the Substantial Term Paper Requirement, Practice Skills requirement, the Advocacy requirement and LAW-334 Legal Ethics and Professionalism.

- (ii) At some point in the second or third JD years, students are required to take at least one of LAW-522 Human Rights, LAW-532 Aboriginal Law or LAW-529 Advanced Constitutional Law. Students are also required to complete the LAW-496: Public Service-Individual Supervised Project (4 credits). It is recommended that LAW-496 Public Service-Individual Supervised Project be used to satisfy the Substantial Term Paper requirement for the JD degree.
- (iii) If the BISC Early Completion option is pursued, then it is possible for a combined program student to complete the remaining JD degree requirements at the end of the JD second year, using the nine upper-year credits earned in the BISC certificate program. Permission may be sought from the Assistant Dean of Students to complete the mandatory LAW-496 Public Service Individual Supervised Project in the second JD year. This paper can be used to satisfy the substantial term paper degree requirement for the JD degree.
- (iv) MPA-JD students who do not plan to complete the combined degree program in three academic years, may apply to complete the final term of the fourth year on international exchange, if all other degree requirements are completed in second-year JD.
- (v) MPA-JD students will complete the articling requirement of the licensing process of the Law Society of Upper Canada (Province of Ontario) or articling and the bar admission program of any other Canadian common law province after graduation. The Career Development Office of the Faculty of Law helps students to apply for summer positions with government or with law firms that have a public law practice and will assist students in the search for an articling position after graduation.

4. JD third year (fall term, four months)

Students register for a final term in third year to complete the remaining requirements of the JD degree, including the upper-year credit requirement, the mandatory upper-year courses, the Advocacy requirement, the Practice Skills requirement and the LAW-496 Public Service; Individual Supervised Project. As a general rule, students complete LAW-496 Public Service Individual Supervised Project in the third year. This paper can be used to satisfy the substantial term paper degree requirement for the JD degree. Students also register in a full-time course load of upper-year law electives. Students choosing this option will complete the articling requirement of the licensing process of the Law Society of Upper Canada (Province of Ontario) after graduation.

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

Queen's University Senate approved the Master of Industrial Relations-JD program on November 21st 1996.

The MIR-JD combined degree program merges graduate training in human resource management, labour and employment policy with a professional degree in law. 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 spring 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

See also the [Program Structure Chart](#) posted on the Faculty of Law website.

1. MIR Year (twelve months)

In the first year of the program, students are registered as graduate students in the School of Graduate Studies, Faculty of Arts & Science and are required to take LAW-14* Public Law, LAW-15* Constitutional Law, LAW-16*AB Contracts, LAW-135AB Introduction to Legal Skills. The requirements of the graduate degree are completed in the first year of registration, including the spring and summer. The MIR graduate degree is conferred in the fall of the second year in the program.

MIR-JD students are eligible to apply for and be selected to participate in a Global Law Program at the Bader International Study Centre in the spring term of the graduate registration year. Successful completion of the program earns nine upper-year JD credits and enables the combined degree program to be completed in three academic years. Applications should be submitted by October for admission to the Spring Global Law Program held in the following months of May and June.

For the remainder of the program, students are registered as law students. Tuition is charged in accordance with registration status.

2. JD first year (8 months)

Students are required to take LAW-18*AB Property, LAW-19*AB Torts and LAW-17*AB Criminal Law. Two mandatory second-year courses LAW-225 Civil Procedure and LAW-440 Business Associations must be taken, as well as LAW-560 Labour Law, and LAW-567 Employment Law. Permission can be sought to postpone completion of the mandatory course LAW-562 Collective Agreement and Arbitration to the third year of registration. MIR-JD students who are pursuing the early completion option should seek academic advising from the Assistant Dean of Students to ensure that the minimum upper-year credit requirement of 59 upper-year credits can be met by the end of second-year JD registration. It may be possible to complete an Individual Supervised Project over the summer term prior to second-year JD to avoid course overloads in the following year.

3. JD second year (8 months)

- (i) Students are required to undertake a 14 to 17 credit course-load of upper year electives. Students should plan to meet the balance of the JD degree requirements, Law-334 Legal Ethics & Professionalism, LAW-562 Collective Agreement and Arbitration, the Practice Skills requirement, the Advocacy requirement and the substantial term paper requirement in Law 494-Labour ISP (4 upper-year credits).
- (ii) If the BISC Early Completion option is chosen, then it is possible for an MIR-JD student to plan to complete the remaining JD degree requirements at the end of the second-year JD, using the nine upper-year credits earned in the BISC certificate program. Permission may be sought from the

Assistant Dean of Students to complete the mandatory LAW-494 Labour Individual Supervised Project in second-year JD.

- (iii) MIR-JD students who do not plan to complete the combined degree program in three academic years, may apply to complete the final term of the fourth year on international exchange, if all other degree requirements are completed in the second year JD.
- (iv) MIR-JD students will complete the articling requirement of the licensing process of the Law Society of Upper Canada (Province of Ontario) or articling and the bar admission program of any other Canadian common law province after graduation.

The Career Development Office of the Faculty of Law helps students to apply for summer positions with law firms that have a specialized practice in labour and employment law and will assist students in the search for an articling position after graduation.

4. JD third year (fall term, four months)

MIR-JD students who did not exercise the option to complete the combined program within three academic years return to complete the balance of outstanding JD requirements in a final term of registration. An application may be made in the previous second year JD to study on international exchange in the final term, if all other JD degree requirements have been met, including the required Law 494-Labour: Individual Supervised Project.

Implementation of Academic Policies pertaining to the MPA-JD and MIR-JD

1. Registration Status and Eligibility for Letter of Permission or International Exchange
 - a. Students admitted into the combined degree programs register as graduate students in the first year of the program and are assessed tuition as graduate students in that year.
 - b. Students are registered and pay tuition as first-year law students in the second year of the combined degree program, as second-year law students in the third year of the combined degree program and as third-year law students in the final term of the fourth year in the combined degree program.
 - c. If a student successfully completes a BISC global law program and pursues early completion, then the student will be considered to be a first-year JD student in the second year of the combined program and a third-year JD student in the third year of the combined degree program.
 - d. Due to course requirements, students in combined degree programs are eligible for a letter of permission to study abroad or to study on international exchange at another Law Faculty only if the early completion option is not pursued. The term on letter of permission or on international exchange would be the final term in the third JD year of the four-year combined degree program.
 - e. Students are expected to adhere to the completion deadline for the graduate degree program before registration as a first-year law student in the JD degree program.
2. Eligibility for Merit-Based and Needs-Based Awards and Dean's Honour List

- a. Applicants to the combined programs are eligible to receive merit-based and need-based assistance according to their registration status upon admission to the combined degree programs as graduate students in the first year of registration. See <https://osap.gov.on.ca/OSAPPortal>
 - b. Applicants will be considered for merit-based admission scholarships not requiring a separate application during the admissions cycle in which application is made for admission.
 - c. Students in the combined degree programs are not eligible for law admission scholarships for which an application is required until they are registered as first-year law students in the JD program.
 - d. If an applicant accepted the offer of a law admissions scholarship when offered admission to the JD degree program, that scholarship will be deferred by a year until the student is registered as a first-year law student in the second year of the combined degree program.
 - e. Applicants are not eligible for a law admission bursary or work-study grant once they accept admission and register as first-year graduate students in the combined degree programs, even though they may have been awarded a law admission bursary or work study grant when they were offered admission into the JD degree program.
 - f. Students registered in the combined programs are eligible to apply for the needs-based general bursaries by the deadline of 31 October of each academic year.
 - g. In the first year of the program students are not eligible for consideration for course prizes in the three first-year law courses in which they are registered. Following the year as a graduate student, students are eligible for the law school's merit-based and needs-based scholarships, awards and financial assistance according to level of JD studies in which they are registered.
 - h. Students registered in the combined degree programs will be considered for the first, second and third year Dean's Honour List on the basis of grades for law courses obtained in the second, third and fourth years, respectively of the four-year program. Students who are pursuing early completion will be registered as graduate students in the first year, then as first-year JD and as third-year JD students in the final two academic years of the combined program.
3. Determination of Standing and Right to Continue in the Combined Degree Program
- a. If a student does not complete the requirements of the Master's degree in a timely manner, prior to registration as a first-year law student in September, then tuition for the following academic year will be charged not only to continue as a graduate student, but also for concurrent registration as a JD student.
 - b. A student who does not successfully complete the degree requirements of the Master's program by mid-August will be required to seek permission of the Assistant Dean of Students of the Faculty of Law to continue in the combined degree program. The Assistant Dean of Students may decide the issue or may refer the issue to the Academic Standing and Policies Committee of the Faculty of Law with a recommendation.
 - c. If a student is not permitted to continue as a student in the combined degree program, the student will be permitted to complete the graduate degree and the JD degree consecutively on conditions, if any, as determined by the Academic Standing and Policies Committee of the Faculty of Law.

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

The Senate of Queen's University approved the JD-MBA degree program on April 27, 2006.

Note: The School of Business approved the restructuring of the full-time MBA degree program in September, 2012. The credits required have been reduced from 69 to 60 credits. The program is delivered in two modules: the Foundations Module for the first six months and the Mastery Module in the final six months. The new MBA program will be offered starting over a twelve month period commencing January 2014.
http://business.queensu.ca/mba_programs/mba/index.php.

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. Students admitted to the combined program have an alternative option to complete the combined program in three and a half years.

Early Completion Option – BISC International Business Law Program

Combined JD-MBA students are eligible to apply for and be selected to participate in the International Business Law program at the Bader International Study Centre to earn nine upper-year JD credits. These students may also use cross-credits from the MBA degree equivalent to six upper-year JD credits to complete the degree requirements in three and one-half academic years.

Early Completion Option - on Campus

Note: The cross-credits for early completion options are under review for compliance with the National Requirement established by the Federated Law Societies of Canada for a Canadian for approval of the JD common law degree program.

Program Requirements and Structure

See also the [Program Structure Chart](#) posted on the Faculty of Law website.

1. The first year is spent completing the compulsory first year curriculum of the JD program.
2. The fall term of the second-year JD year is spent taking upper year courses at full courseload in the JD program. JD-MBA law students are required to register in LAW-225/226 Civil Procedure and LAW-440/442 Business Associations in second-year JD. Upper-year management-related law courses totaling at least 8 upper-year JD credits should be completed sometime within the upper-year JD terms.
3. MBA registration commences in the winter term of second-year in January and continues for twelve months to the end of the December. Combined program students return to complete the winter term of second-year JD studies in the third academic year of registration.

4. The fourth year is spent fulfilling the remaining upper-year degree requirements of the JD degree program (advocacy requirement, practice skills requirement, LAW-334 Legal Ethics and Professionalism and a substantial term paper).

Other Mandatory Requirements:

At some time in the second and fourth years of the combined program at least eight upper-year credits in management-related law courses must be completed. Eligible courses include, but are not limited to, LAW-427 Administrative Law, LAW-440 Business Associations, LAW-328 Law and Economics, LAW-508 Taxation, LAW-560 Labour Law, LAW-448 Securities Regulation, and LAW-446 Competition Law.

Civil Law-Common Law Joint Degree Program

Université de Sherbrooke and other Quebec Civil Law Students and Graduates Applying to Queen's. This program arose from an agreement in 1997 between Queen's Faculty of Law and the University of Sherbrooke.

Admission Information: March 1st deadline for Sherbrooke applicants;
May 1st deadline 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.

Program Structure

Effective in 2014-2015, registrants in the Civil Law-Common Law combined program must be in compliance with the new [National Requirement](http://flsc.ca/national-initiatives/national-admission-standards/) 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.

Students will be required to register in 30-32 credits through the academic year and must complete the following courses:

- Law-16*AB Contracts (6 credits, fall and winter terms)
- Law-19*AB Torts (6 credits, fall and winter terms)

- Law-18*AB Property (6 credits, fall and winter terms)
- Law-225 Civil Procedure (4 credits, fall term)
- Students must also complete or be able to demonstrate prior successful completion of courses covering the required competencies, including foundations of law. 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.

It is possible that other courses could be required or recommended, such as Law-427 Administrative Law, if it is apparent that the applicant has not completed the relevant competency through completion of comparable courses in the civil law degree or successful completion of a provincial licensing process. Decisions on course requirements will be made by the Assistant Dean of Students in consultation with the Associate Dean Academic.

Courses from which electives may be chosen can be seen on the Faculty of Law [website](#).

Queen's Law Students Applying to University of Sherbrooke

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

The program consists of 31 credits, including 22 in core foundation courses. This core curriculum allows students to become familiar with the methods of civil law and some of the key areas of private law in Quebec. They are also a prerequisite for other electives.

- DRT 100 Obligations I (3 cr.)
- DRT 103 Procédure civile I (3 cr.)
- DRT 105 Biens et prescription (3 cr.)
- DRT 200 Obligations II (3 cr.)
- DRT 205 Responsabilité civile (3 cr.)
- DRT 211 Droit patrimonial des conjoints (3 cr.)
- DRT 308 Droit des sûretés (3 cr.)
- DRT 132 Communication juridique I (1 cr.)

The program is complemented by optional courses worth three credits each, for a total of nine credits. The choice of courses must be approved by the Secretary of the Faculty. (see the list of courses and teaching schedule).

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

Queen's University Senate approved the Bachelor of Commerce-JD program on April 28, 2015.

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. 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

See the [Program Structure Chart](#) posted on the Faculty of Law website.

REGULATIONS & POLICIES

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, and in particular employ the following measures:

1. Materials Used in the Law Faculty

a) Casebooks and Materials Produced by Faculty Members

Efforts will be made to ensure that all materials and manuals produced by faculty members are written so that female and male pronouns appear alternatively or conjointly, so that members of minority groups are included and so that the materials reflect a sensitivity to issues affecting women and members of minority groups. In no event is a gender or minority group to be needlessly portrayed in stereotypical, pejorative or derogatory terms.

b) Published Materials

The guidelines set out above should be followed when faculty members select externally published materials. When the materials are perceived by the instructor to omit significant legal issues relevant to the historic or current unequal treatment accorded to women and members of minority groups, or to inadequately represent them or their interests, the instructor should endeavour to compensate for such omissions or inadequacies in his or her discussion and presentation of the published materials or through the use of supplementary materials. Efforts to this end might include:

- i. classroom discussion of any perceived omissions in or inadequacies of the materials;
- ii. circulation and discussion of supplementary materials that, for example, describe the legal history underlying any discriminatory aspects of the law, analyze any discriminatory aspects of the law, and/or include proposals for reform of discriminatory aspects of the law;

- iii. assignment of topics for independent or group research that encourage students to supplement perceived gaps in the materials through undertaking original research on issues such as those described in ii), above;
- iv. use of guest speakers from within the student body, the Faculty, the University, the local community and elsewhere to facilitate and promote discussion of topics related to equality that are not addressed in the materials; and
- v. encouragement of students to point out any further perceived omissions in or inadequacies of the materials.

Language in the Classroom, in Assignments and in Examinations

Where possible and appropriate, language in the classroom, in assignments, in moot problems and in examinations should be such that women and men appear in roles alternatively or conjointly and members of minority groups are included. In no event is a gender or minority group to be needlessly portrayed in stereotypical, pejorative or derogatory terms.

2. General Awareness

Faculty members should be conscious of and encourage any student effort to develop thoughts and theories concerning the relationship between discrimination and the law.

University Policies

The Faculty of Law is subject to academic policies approved by the University Senate. For a full listing of relevant Senate Policies, see <http://www.queensu.ca/secretariat/policies/senateandtrustees.html>.

- [Academic Integrity](#)
- [Acceptable Uses of Information Technology Resources](#)
- [Access and Privacy \(FIPPA\)](#)
- [Access to Student Records and Privacy](#)
- [Basis of Admission for Advanced Study](#)
- [Closure of Academic Programs](#)
- [Degrees – Policy on Rescinding](#)
- [Educational Equity Policy](#)
- [Electronic Information Security Policy](#)
- [Examinations – Confidential Examinations](#)
- [Examinations – Disrupted Examination Policy](#)
- [Examinations – Student Access to Final Examination Papers](#) (see also Faculty Policy on Informal Grade Review and Formal Grade Review)
- [Examinations – Identification of Students on Final Examinations](#)
- [Examinations – Pre-Exam Study Period](#)
- [Faculty Jurisdiction in respect to Student Appeals of Academic Decisions](#)
- [Integrity in Research](#)
- [Harassment / Discrimination Complaint Policy and Procedure](#)
- [Non-Academic Discipline at Queen's](#)
- [Non-Academic Discipline – Guidelines for Faculty Boards](#)
- [Off Campus Safety Policy](#)

- [Student Code of Conduct](#)
- [Temporary Suspension of Admissions to Academic Programs](#)

Faculty of Law Policies and Regulations

Academic Integrity

(Approved by Faculty Board, September 15, 2017)

Academic Integrity Regulations

The Faculty of Law policy and regulations pertaining to academic integrity are derived from and subject to the [Senate Policy on Academic Integrity](#) and [the Senate Policy on Academic Integrity Procedures-Requirements of Faculties and Schools](#).

1. Definition of Academic Integrity

- 1.1 Queen's University is dedicated to creating a scholarly community free to explore a range of ideas, to build and advance knowledge, and to share the ideas and knowledge that emerge from a range of intellectual pursuits. Queen's students, faculty, administrators and staff therefore all have responsibilities for supporting and upholding the fundamental values of academic integrity.
- 1.2 Academic integrity is constituted by the *five core fundamental values* of **honesty, trust, fairness, respect and responsibility** (see <http://www.academicintegrity.org/ica/home.php>) and by the **quality of courage**. These values and qualities are central to the building, nurturing and sustaining of an academic community in which all members of the community will thrive. Adherence to the values expressed through academic integrity forms a foundation for the "freedom of inquiry and exchange of ideas" essential to the intellectual life of the University.
- 1.3 The following statements from "[The Fundamental Values of Academic Integrity](#)" (2nd edition) , developed by the International Center for Academic Integrity (ICAI), contextualize these values and qualities:
 - 1.3.1 **Honesty:** Academic communities of integrity advance the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.
 - 1.3.2 **Trust:** Academic communities of integrity both foster and rely upon climates of mutual trust. Climates of trust encourage and support the free exchange of ideas, which in turn allows scholarly enquiry to reach its fullest potential.
 - 1.3.3 **Fairness:** Academic communities of integrity establish clear and transparent expectations, standards, and practices to support fairness in the interactions of students, faculty, and administrators.
 - 1.3.4 **Respect:** Academic communities of integrity recognizes the interactive, cooperative, and participatory nature of learning. They honour, value, and consider diverse opinions and ideas.

- 1.3.5 **Responsibility:** Academic communities of integrity rest upon foundations of personal accountability coupled with the willingness of individuals and groups to lead by example, uphold mutually agreed-upon standards, and take action when they encounter wrongdoing.
- 1.3.6 **Courage:** To develop and sustain communities of integrity, it takes more than simply believing in the fundamental values. Translating these values from talking points into action – standing up for them in the face of pressure and adversity – requires determination, commitment and courage.
- 1.4 Students are responsible for familiarizing themselves with and adhering to the regulations concerning academic integrity. General information on academic integrity is available at the [Academic Integrity @ Queens website](#).

2. Departures from Academic Integrity

2.1 Departures from Academic Integrity (DFAI)

Academic Integrity concerns refer to issues that may involve a departure from those fundamental values. These are termed "Departures from Academic Integrity (DFAI)". The following list is *not intended to be exhaustive*. Departures from Academic Integrity Include, but are not limited to, the following:

2.1.1 Plagiarism

Examples: copying and pasting from the internet, a printed source, or other resource without proper acknowledgement; copying from another student; using direct quotations or large sections of paraphrased material in an assignment without appropriate acknowledgement; submitting the same piece of work in more than one course without the permission of the instructor(s).

2.1.2 Use of unauthorized materials

Examples: possessing or using unauthorized study materials or aids during a test; copying from another's test paper; using an unauthorized calculator or other aids during a test; unauthorized removal of materials from the library, or deliberate concealment of library materials.

2.1.3 Facilitation

Deliberately enabling another's breach of academic integrity. Examples: knowingly allowing one's essay or assignment to be copied by someone else for the purpose of plagiarism; buying or selling of term papers or assignments and submitting them as one's own for the purpose of plagiarism.

2.1.4 Unauthorized collaboration – working with others, without the specific permission of the instructor, on assignments that will be submitted for a grade. This applies to in-class or take-home tests, papers, or homework assignments.

2.1.5 Forgery

Submitting counterfeit documents or statements. Examples: creating a transcript or other official document; creating a medical note.

2.1.6 Falsification

Misrepresentation of one's self, one's work or one's relation to the University. Examples: altering transcripts or other official documents relating to student records; impersonating someone in an examination or test; submitting a take-home examination written, in whole or in part, by someone else; fabricating or falsifying laboratory or research data.

3. Jurisdiction

3.1 This policy applies to academic integrity concerns arising in a Juris Doctor (JD) course or a course offered in the undergraduate Certificate in Law offered by the Faculty of Law, whether or not the student is admitted to the Certificate. Visiting students studying on exchange or letter of permission registered in JD courses or Certificate in Law courses are also subject to this policy.

3.2 Departures from academic integrity, other than a course-related issue (e.g. falsifying a transcript), are dealt with by the home Faculty in which the student is registered.

3.3 If academic integrity concerns arise in an undergraduate course in which a JD student is enrolled offered by a Faculty or School outside the Faculty of Law at Queen's, the Faculty of Law will be kept informed of the proceedings and outcome of the case. The procedures pertaining to Cross-Faculty Jurisdiction stated in Appendix B of the [Senate Policy on Academic Procedures-Requirements of Faculties & Schools](#) apply to JD students registered in undergraduate courses offered outside the Faculty of Law at Queen's University. The designate for consultation with the Faculty of Law will be the Associate Dean Academic for students registered in JD and combined JD programs and in the Certificate in Law.

3.4 Academic integrity concerns arising in respect to a JD student registered in a graduate course offered by another Faculty or School at Queen's are subject to the provisions of Part 11 of Appendix B to the [Senate Policy on Academic Procedures-Requirements of Faculties & Schools](#). The designate for consultation with the Faculty of Law will be the Associate Dean Academic for students registered in JD or combined JD programs who are registered in a graduate course outside the Faculty of Law at Queen's.

3.5 Academic integrity concerns arising in respect to graduate law students are governed by the academic integrity policy set forth in the [academic calendar of the School of Graduate Studies](#) and part 11 of Appendix B to the [Senate Policy on Academic Procedures-Requirements of Faculties & Schools](#). If an instructor makes a finding, but refers the issue of sanction, the referral should be to the Associate Dean Graduate Studies & Research in the Faculty of Law, unless the recommended sanction is beyond the range of sanctions permitted from an instructor, in which case, the referral should be to an Associate Dean in the School of Graduate Studies. If the instructor refers the case from the outset, then the Associate Dean Graduate Studies & Research in the Faculty of Law has responsibility to investigate the matter.

3.6 If the case pertaining to a graduate law student has been referred by the instructor or by the Associate Dean Graduate Studies & Research to the School of Graduate Studies, then an Associate Dean, School of Graduate Studies (SGS) will take on responsibility for investigating the matter. If a finding is made by an Associate Dean in the School of Graduate Studies, the Associate Dean (SGS) will consult the Associate Dean Graduate Studies & Research in the Faculty of Law before a sanction is imposed and will notify the student, instructor and the Faculty of Law of the finding and the sanction.

4. Faculty of Law Contact regarding Academic Integrity Concerns

- 4.1 The Faculty of Law contact person for questions about policies, procedures, forms, general advice and assistance to instructors and students regarding academic integrity concerns is the Associate Dean Academic, via a staff delegate.
- 4.2 Questions regarding policies, procedures, forms and general advice pertaining to academic integrity issues arising from courses offered in the undergraduate Certificate in Law should be addressed to the Associate Dean Academic, via staff delegate.

5. Records of Departure from Academic Integrity

- 5.1 The Faculty of Law maintains a record of all cases in which a departure from academic integrity is found involving a student or students registered in the Juris Doctor or a combined Juris Doctor degree program (e.g. MA(Econ)-JD, MIR-JD, MPA-JD, JD- MBA, BCom-JD, GDB-JD, Civil Law-Common Law combined programs). These Records will be stored in a secure electronic format.
- 5.2 The Faculty of Law maintains a record of all cases in which a departure from academic Integrity is found involving a student or students registered in the undergraduate Certificate in Law. These records will be stored in a secure electronic format.
- 5.3 Access to the electronic academic integrity records will be allocated on the basis of role-based duties and responsibilities. Those with access include the Dean of Law, the Assistant to the Dean, the Associate Dean (Academic), the Associate Dean (Graduate Studies & Research), the Assistant Dean of Students and the Chair of the Academic Standing and Policies Committee in the Faculty of Law.
- 5.4 Instructors seeking confirmation of whether a law student has a previous finding of departure may be obtained through the Associate Dean Academic, via staff delegate.

6. Guidelines for investigation, decision making, referral and notification

6.1 Instructor Procedures

- 6.1.1 The course Instructor has the responsibility to initiate the investigation of a potential departure from academic integrity in a course. For courses in which teaching assistants are used, the instructor carries responsibility for managing all aspects of academic integrity.
- 6.1.2 If at any point the instructor believes the case to be particularly serious, complex or prolonged, he/she shall consult the Associate Dean Academic in the Faculty of Law to consider whether the case should be referred to the Associate Dean (Academic) in the Faculty of Law.
- 6.1.3 *Preliminary Investigation: Collection of Initial Information*
 - 6.1.3.1 To begin investigating a possible departure from academic integrity, the instructor should assemble all evidence related to the case. Illustrative examples of relevant evidence include:
 - 6.1.3.1.1 The work submitted by the student for academic credit which is relevant to the alleged departure;
 - 6.1.3.1.2 The unacknowledged or poorly attributed sources from which the work submitted by the student is apparently derived;
 - 6.1.3.1.3 The instructions describing the nature of the work to be done and any restrictions relevant to the alleged departure;
 - 6.1.3.1.4 Any communications between the instructor and the student relating to the work which are relevant to the alleged departure;
 - 6.1.3.1.5 Any documents or materials used by the instructor or his/her Program or the Faculty of Law communicating policies on departures from academic integrity;
 - 6.1.3.1.6 Written statements from witnesses and any other materials related to the alleged departure.
 - 6.1.3.2 When discussing possible departures from academic integrity, the instructor should ensure that the student's identity remains confidential, pending a finding of a departure from academic integrity.
 - 6.1.3.3 While the case is under investigation, the instructor should address all matters to the student as "possible" or "potential" departures from academic integrity.
 - 6.1.3.4 Should the instructor decide that the evidence is insufficient to proceed with further investigation, all documents related to the allegation should be destroyed.
 - 6.1.3.5 Should the instructor decide that the evidence merits further investigation, he or she should continue with the processes outlined below.

6.2 Notice of Investigation, Investigation and Meeting

6.2.1 Where a possible departure from academic integrity within a course is identified, the instructor must advise the student in writing. Instructors must use the **Notice of Investigation Form** and ensure that the student receives all documents relevant to the investigation (i.e. those gathered in 6.1.3. (a) above).

6.2.2 **Instructors must complete the Notice and email it to the student as a password protected attachment or provide a hardcopy to the student.** The Notice provides the student with all of the information required by the Senate's Academic Integrity Policy. Timelines indicated below are meant to ensure that the notification is made expeditiously and that there is reasonable time granted to respond. The instructor and student can agree mutually to reasonable time extensions as circumstances or the timing within the academic year require.

The Notice of Investigation will include the following information:

- (i) a space where the instructor must insert a summary of the allegations and the instructor's basis for them.
- (ii) the evidence upon which the alleged departure is based, including, if relevant, a copy of the student's work in question.
- (iii) to ensure that the student receives the Notice and additional relevant materials in a timely manner, the instructor should email the student, using the student's queensu email address with all the materials attached as password protected documents or provide a direction to pick up the materials in person.
- (iv) a statement about the student's right to respond to the allegation in writing or in person. The notice will invite the student to attend an investigative meeting with the instructor, which will be scheduled **within 10 working days** of the date on which the Notice is emailed to the student. If possible, the Notice should state the date and time of the meeting.
- (v) a statement that if the student does not wish to respond to the Notice by attending the investigative meeting, he/she may provide a written response to the instructor and that the written response must be received by the instructor within **10 working days** of the date on which the Notice was emailed to the student.
- (vi) a statement about the student's right to be accompanied by one person for support and/or advice if he/she chooses to attend the investigative meeting and information about the availability of advice and support from the Office of the University Ombudsman. a note that the student must inform the instructor not less than 2 working days before the meeting if he/she intends to bring an advisor to the meeting, who the advisor will be, and the advisor's relationship to the student (e.g. friend, parent, dispute resolution advisor from the Ombudsman's Office, etc.)

- (vii) If the student does not respond to the invitation to a meeting, and does not make a written submission within the time period, the process will continue without the student's input.
- (viii) A statement about the fact that the student cannot drop the course nor withdraw from the program once he/she has received a Notice of Investigation.
- (ix) A list of possible sanctions if a finding of a departure from academic integrity is made.

6.3 Initial meeting between instructor and student:

- 6.3.1 The initial meeting, while investigatory, is not intended to be a legal proceeding. The meeting may be convened by telephone, or by tele- or video conference, if necessary. The instructor should ask a faculty colleague or assistant to attend to take notes of the meeting.
- 6.3.2 At the meeting, the instructor and student will discuss the allegation(s), the basis for the allegation(s), and the instructor's supporting evidence. This meeting is the student's opportunity to respond and state his/her position with respect to the allegation(s) and the supporting evidence. For students who are not resident locally, the meeting may take the form of a tele-or video conference.
- 6.3.3 Although a student is permitted to bring one advisor or support person to the meeting, the student is expected to respond directly to the instructor concerning the allegation(s) of a departure from academic integrity. *An advisor/support person is not permitted to respond on the student's behalf at the meeting.* Legal counsel is not normally permitted to attend the meeting.
- 6.3.4 The student may provide additional information/documents to the instructor in advance of the meeting or may present such information at the meeting. If the student's response (written or oral) includes new information that could, if validated, clear the student of wrongdoing, the instructor must follow-up on that information **before** making a decision.
- 6.3.5 During the meeting the instructor will review with the student the possible sanctions if a finding of departure from academic integrity is made.

6.4 Implications of an Academic Integrity Investigation for the student

- 6.4.1 The student may not drop the course nor withdraw from the program once a Notice of Investigation has been delivered, regardless of the drop deadline. If an instructor becomes aware that a student under investigation has dropped the course or withdrawn from the program, the instructor should alert the Assistant Dean of

Students who will ensure the registration of the student in the course and program pending the outcome of the case. Otherwise, if a finding is made, then the registration status will be reinstated at that time, as necessary.

- 6.4.2 If an investigation is initiated near the end of the course or otherwise cannot be resolved prior to the grade submission deadline, the instructor should assign an IN (incomplete) grade notation to hold the final grade in abeyance until the investigative process has been concluded. Once the investigation is concluded, the instructor must submit a change of grade.
- 6.4.3 While an academic integrity investigation is ongoing, the student involved cannot graduate, even if academic credit for the course(s) under investigation is not required to complete a degree. In cases where an investigation is initiated during the student's final year of study or involves a course required to graduate, the Faculty of Law will make reasonable attempts to expedite the investigation process before the expected convocation date.
- 6.4.4 No student who has been required to withdraw due to a departure from academic integrity may apply to graduate nor be approved to graduate during the period of the sanction.

6.5 Instructor decision possibilities:

- 6.5.1 Following the conclusion of the investigation, the instructor can make one of the following decisions:
 - (i) a decision that there has been **no departure from academic integrity**. If this is the case, all documents related to the investigation, including the Notice of Investigation and all email correspondence between the student and instructor related to the investigation, will be destroyed. The student will be informed of the decision in writing (See *Section 6.9* below). A notice of file closure will be made to the Associate Dean Academic or delegate to facilitate the annual tracking of incidents and investigations.
 - (ii) a decision that there has been a **departure from academic integrity**. If after the investigation of the evidence and consideration of the response by the student, the instructor determines that there is sufficient and persuasive evidence on which to make a finding of a departure from academic integrity, the instructor must then proceed to establish the appropriate sanction. The student should receive the instructor's written decision on the finding as per section 6.9 below, subject to any referral as to sanction.

6.6 Notification of Associate Dean (Academic), Faculty of Law; Check of Departures Record

- 6.6.1 If the instructor makes a finding that a departure from academic integrity has occurred, prior to making a decision about the appropriate sanction, the instructor must contact the Assistant Dean of Students or delegate to determine if there have been any previous

finding (s) of departure from academic integrity in respect to the student.

- 6.6.2 If no such previous departure finding(s) has been made against the student, the instructor has the authority to determine the sanction. The student and Associate Dean (Academic) are to be notified of the instructor's decision through the reporting mechanism outlined in *Section 6.9 below*.
- 6.6.3 If a previous departure finding has been made against the student, the sanctioning process *must be referred* by the instructor to the Associate Dean (Academic) in the Faculty of Law. (see *Section 7 below*).

6.7 Sanctions an Instructor may assign:

- 6.7.1 The instructor should consult **Section 6.8 below which outlines the Factors to Consider When Assigning a Sanction** before making a decision about the appropriate sanction.
- 6.7.2 If the case arose in a course, offered by the Faculty of Law, but this is not the student's home Faculty, the instructor must consult with the student's home Faculty Office about the appropriate sanction before deciding on a sanction (See [Senate Policy](#), **Appendix B**).
- 6.7.3 The instructor has the authority to impose the following sanctions:
 - (i) an oral or written warning; and/or,
 - (ii) a requirement that the student attend and complete an educational program/workshop; and/or,
 - (iii) a requirement that the student submit a revised or new piece of work; and/or,
 - (iv) a partial or total loss of marks for the originally submitted piece of work; and/or,
 - (v) a reduction of the final grade in the course, which may include failure of the course. If the penalty amounts to a failure in the course, the student may not drop the course, regardless of the deadlines to drop a course.
- 6.7.4 If the instructor decides that a more serious sanction is warranted, then the sanctioning process should be referred to the Associate Dean (Academic).

6.8 Factors to Consider When Assigning a Sanction

- 6.8.1 Any sanction should reflect the extent and severity of the departure from academic integrity, and precedents for dealing with such issues in the Faculty of Law, taking into account mitigating circumstances (see 6.8.3. below).
- 6.8.2 Factors that should be considered in assigning a remedy or sanction include:
 - (i) Evidence of a deliberate attempt to gain advantage;
 - (ii) The seriousness of the departure having regard to its actual or potential consequences;

- (iii) The extent to which the work or conduct in question forms a significant portion of the final grade and whether the extent of the departure is substantial as demonstrated by the work or conduct in question;
- (iv) Injury to another student or to the institution;
- (v) Multiple departures within a single incident or multiple departures discovered at one time, rather than an isolated aberration;
- (vi) Whether the departure has been committed by a student who ought to be familiar with the expectations for academic integrity in the study of law or as adopted by the Faculty of Law for application to undergraduate courses in law;
- (vii) Conduct that intimidates others or that provokes misconduct by others.

6.8.3 Mitigating Circumstances:

Mitigating circumstances do not exonerate or excuse the finding of a departure from academic integrity, but these factors may be taken into account to ensure that the imposed sanction is fair, reasonable and proportionate to the gravity of the departure found. The decision must outline the evidence supporting reliance on the mitigating circumstances. The onus is on the student to adduce evidence of mitigating circumstances, which may include the following:

- (i) Documented evidence from an appropriate health professional of factors directly compromising the student's capacity to adhere to the standards of academic integrity at the relevant time;
- (ii) Prompt admission by the student to the departure from academic integrity, and the expression of contrition and willingness to undertake educative programs and/or complete remedial work
- (iii) Evidence that reasonable steps were not taken in the circumstances to bring the standards and expectations regarding academic integrity to the attention of the student at the relevant time.

6.9 Completing the Decision and Reporting Form which notifies the student of the decision:

- 6.9.1 The instructor must report the result of the investigation, and the sanction(s) (if any) on the *Finding of a Departure from Academic Integrity* ("Reporting Form").
- 6.9.2 This form is to be completed within 14 days, or as soon as reasonably possible given the complexity of the case, following the conclusion of the instructor's investigation and decision on the sanction, if the decision on sanction has not been referred. **The Reporting Form must be emailed to the student's @queensu.ca email address, as a password protected attachment, or must be provided in hardcopy to the student.**

- 6.9.3 The Reporting Form contains information about the student's right to appeal the decision.
- 6.9.4 The Reporting Form will be placed in the student's Faculty file.
- 6.9.5 If the instructor made a finding of a departure from academic integrity then a copy of the Reporting Form, as well as the original Notice, must also be provided to the Associate Dean (Academic).

7. Faculty of Law Guidelines for Cases Referred to the Associate Dean Academic

7.1 Reasons for referring a case to the Associate Dean (Academic):

- 7.1.1 Cases of departure are to be referred to the Associate Dean (Academic) as follows:
 - (i) If an instructor feels, at any point in the investigation, that the case is particularly serious or complex, in which case, the Associate Dean (Academic) will assume responsibility for investigating the matter.
 - (ii) A previous finding of departure from academic integrity has been made in respect to the student.
 - (iii) If the Associate Dean Academic is the instructor in the course in which the case arose and there is a previous finding of departure from academic integrity in respect to the student, then the Dean may appoint the Associate Dean (Graduate Studies & Research) or another former Associate Dean (Academic) to complete the process of sanctioning.

7.2 Informing the student:

The student must be notified in writing ("**Referral Notice**") that the case has been referred to the Associate Dean (Academic). This should normally be done **within 10 working days** of the date on which the instructor decided to make the referral and must include the reason for making the referral (See **Section 7.1** above).

7.3 Referral of serious/complex case

- 7.3.1 If the instructor referred the case to the Associate Dean (Academic) because the instructor determined that the case is particularly serious or complex, the Associate Dean (Academic) will assume responsibility for investigating the matter.
- 7.3.2 The Associate Dean (Academic) will first meet with the instructor and separately with any witnesses. These meetings should normally be completed within **10 working days** of the date on which the matter was referred to the Associate Dean (Academic).
- 7.3.3 Everyone invited to such a meeting with the Associate Dean (Academic) must be notified, in writing, of the date and time of the meeting. The written invitation will advise the individual that:

- (i) he/she may bring one advisor or support person to the meeting.
- (ii) he/she must inform the instructor not less than 2 working days before the meeting who the advisor will be and the advisor's relationship to the individual (e.g. friend, colleague, parent, Ombudsman's advisor, union representative, etc.).
- (iii) legal counsel is not normally permitted to attend the meeting.

7.4 Referral because of previous finding of Departure from Academic Integrity

- 7.4.1** When a case has been referred to the Associate Dean (Academic)¹ because the instructor made a finding of departure and the student's record contains a previous finding of departure, the Associate Dean's role is limited to determining the appropriate sanction in the matter. This will require the Associate Dean (Academic) to familiarize him/herself with the instructor's findings and reasons, but does not include investigation by the Associate Dean (Academic).
- 7.4.2** If the case arose in a Faculty of Law course, but this is not the Student's home Faculty, the Associate Dean must consult with the student's home Faculty Office about the appropriate sanction before making any decision with respect to sanction (See [Senate Policy, Appendix B](#)).
- 7.4.3** The Associate Dean (Academic) has the authority to issue a decision regarding sanction in accordance with the range of sanctions outlined in **Section 6.7** above. The Associate Dean (Academic) will issue a decision regarding sanction in accordance with **Section 6.8** above.

7.5 Investigation meeting with the student:

Normally within 10 working days after concluding the meeting(s) with the instructor and any witnesses, the Associate Dean (Academic) will provide the student with written notice of the investigation, which shall contain all information required in **Section 6.2** above.

7.6 Decision of Associate Dean (Academic):

Following the conclusion of the investigation the Associate Dean (Academic) can make one of the decisions described in **Section 6.5** above.

7.7 Possible sanctions imposed by Associate Dean (Academic):

- 7.7.1** The Associate Dean (Academic) should take into account the relevant factors and evidence of mitigating circumstances as per **Section 6.8** above before making a decision about the appropriate sanction.
If the case arose in a Faculty of Law course, but this is not the student's home Faculty, the Associate Dean must consult with the student's home Faculty Office about the

¹ All references to the Associate Dean (Academic) include a reference to the Dean or an alternate Associate Dean as appointed by the Dean, as applicable.

appropriate sanction before making any decision with respect to sanction (See [Senate Policy, Appendix B](#)).

The Associate Dean (Academic) has the authority, without consulting SCAP, to impose the sanctions listed in **Section 6.7** above.

7.7.2 Finding of Departure from Academic Integrity - Serious penalty warranted:

In severe or egregious cases, the Associate Dean (Academic) may make one of the following recommendations to the Senate Committee of Academic Procedures ("SCAP")

The Associate Dean (Academic) must consult with the SCAP *before* determining whether to recommend any of the following sanctions

- (i) That the student be required to withdraw from the University for a specified period of time (Sanction #6 in the [Senate Policy](#))
- (ii) that the student's degree be rescinded² (Sanction #7 in the [Senate Policy](#))
- (iii) that a notation be made on the student's Internal Academic Record or Official Transcript (Sanction #8 in the [Senate Policy](#)).

7.8 Completing the Decision and Reporting form which notifies the student of the decision:

The result of the investigation and the sanction(s) (if any) must be reported on the Reporting Form, in accordance with the procedure set out in **Section 6.9** above.

8. Appealing a Decision regarding a Departure from Academic Integrity:

- 8.1** The student has the right to appeal a finding that he/she engaged in a departure from academic integrity and the sanction imposed. The appeals process is governed by Section 4.4 of the [Senate Policy on Academic Integrity Procedures – Requirements of Faculties & Schools](#).

For law students registered in the Faculty of Law:

- (i) an appeal from an instructor's decision will be heard by an Associate Dean in the Faculty who has not been involved with the investigation or the decision; this will normally be the Associate Dean (Academic), except in circumstances described in **Section 7** above. This appeal will proceed as a hearing de novo.
- (ii) An appeal from the decision of an Associate Dean (Academic) or other Associate Dean delegated by the Dean to make the decision on departure or sanction will be heard by the non-student members of the Academic Standing and Policies Committee in the Faculty of Law who had no prior involvement with the case. This appeal will proceed as a hearing de novo.

² <http://queensu.ca/secretariat/policies/senate/policy-rescinding-degrees>

8.2 Any subsequent appeal will be to the [University Student Appeal Board](#) and will take the form of a review of the prior decision of the faculty level appeal. (it will not be a hearing *de novo*).

8.3 Grounds for Appeal

The grounds are limited to those listed in [Section 4.4 of the Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools](#) as follows:

- (i) A failure to follow the rules or regulations by the relevant decision-making body/person (procedural error); or
- (ii) failure to follow the rules of natural justice (see Senate Policy, s. 3.1.1); or
- (iii) A violation of University policies; or
- (iv) a decision made that is not found to be reasonable. (see Senate policy s, 4.4). A reasonable decision is one that is supported by logical inferences from accepted premises and facts. If there is more than one conclusion that may be drawn from the same premises and facts, the choice of one conclusion over another does not make the decision unreasonable.

8.4 Appeal of Instructor Decision to Associate Dean (Academic)

- 8.4.1** A student against whom a departure from academic integrity has been found and a sanction decided by the instructor must notify the Associate Dean Academic in writing of his or her intention to appeal normally no later than 7 working days from the date that the decision was received.
- 8.4.2** The student has an additional 14 working days from the date the notice was provided in which to submit his or her formal written Notice of Appeal. The Notice of Appeal will require the student to outline the grounds of the appeal, the evidence relied upon in support of the grounds and the reasons for challenging the instructor's decision.
- 8.4.3** The Associate Dean (Academic) will review the written appeal and then convene a meeting with the student (and his or her representative), the instructor (and his or her representative) and other parties as required to consider the merits of the appeal. For students who are not resident locally, the meeting may take the form of a tele- or video-conference. The investigation may involve written submissions and/or oral evidence or presented by witnesses to the alleged departure from academic integrity.
- 8.4.4** The student and the instructor must be notified in writing, of any meeting to be convened on the case, invited to appear at the meeting, and be advised of the right to have representation at the meeting.

- 8.4.5 If any new or other material additional to the evidence that was considered by the Instructor is to be considered on appeal, then the student has the right to see this material at least 10 working days prior to the meeting.
- 8.4.6 After the meeting and review of the evidence, the Associate Dean (Academic) must inform the student and the instructor in writing of the decision to uphold or deny the Appeal, including the reasons for this decision. Normally the decision on the appeal should be rendered within 10 working days of the meeting, or within a reasonable period of time as demanded by the complexity of the case.
- 8.4.7 If the decision on appeal is to deny the appeal, the student must be informed of the opportunity to appeal to the **University Student Appeals Board (USAB)** according to the grounds for appeal set out in the [Senate's Policy on Student Appeals, Rights and Discipline](#). The student must also be informed of the date by which a notice of appeal must be filed and the student's right to utilize the services provided by the [University Ombudsman](#).

8.5 Appeal of Associate Dean decision to the Academic Standing and Policies Committee

- 8.5.1 A student against whom a departure from academic integrity has been found and a sanction decided by the Associate Dean must notify the Chair of the Academic Standing and Policies Committee (ASPC) in writing of his or her intention to appeal normally no later than 7 working days from the date that the decision was received.
- 8.5.2 The student has an additional 14 working days from the date the notice was provided in which to submit his or her formal written Notice of Appeal. The Notice of Appeal will require the student to outline the grounds of the appeal, the evidence relied upon in support of the grounds and the reasons for challenging the Associate Dean's decision.
- 8.5.3 The Chair of the Academic Standing and Policies Committee will review the written appeal and then convene a meeting with the student (and his or her representative), the Associate Dean (and his or her representative) and other parties as required to consider the merits of the appeal. For students who are not resident locally, the meeting may take the form of a tele- or video-conference. The investigation may involve written submissions and/or oral evidence or presented by witnesses to the alleged departure from academic integrity.
- 8.5.4 Such an appeal will be heard by the non-student members of the Academic Standing and Policies Committee, with no prior involvement.
- 8.5.5 The student and the instructor must be notified in writing, of any meeting to be convened on the case, invited to appear at the meeting, and be advised of the right

to have representation at the meeting.

- 8.5.6 If any new or other material additional to the evidence that was considered by the Associate Dean is to be considered on appeal, then the student and the Associate Dean have the right to see this material at least 10 working days prior to the meeting.
- 8.5.7 After the meeting and deliberation upon the merits of the appeal, the Chair of the Academic Standing and Policies Committee will inform the student and the Associate Dean (Academic) in writing of the decision to uphold or deny the Appeal, including the reasons for this decision. Normally the decision on the appeal should be rendered within 10 working days of the meeting, or within a reasonable period of time, as demanded by the complexity of the case.
- 8.5.8 If the decision on appeal is to deny the appeal, the student must be informed of the opportunity to appeal to the **University Student Appeals Board (USAB)** according to the grounds for appeal set out in the [Senate's Policy on Student Appeals, Rights and Discipline](#). The student must also be informed of the date by which a notice of appeal must be filed and the student's right to utilize the services provided by the [University Ombudsman](#).

Academic Relief: Academic Standing & Policies Committee

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 the 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.

Academic Issues

The Academic Standing and Policies Committee is a standing committee of the Faculty Board responsible for dealing with issues of academic standing and problems with academic work. The Committee is comprised of two faculty members, one of whom acts as Chair, the Assistant Dean of Students, Heather Cole, and the Manager of Education and Equity Services, Helen Connop, who acts as a non-voting member and Administrator to the Committee. Ms. Connop presents applications from students to the Committee for consideration and issues the written decisions of the Committee. Decisions on applications to the Committee can be picked up from the reception desk of the Student Services Office in Room 200, Macdonald Hall. The jurisdiction and composition of the Committee is stated in the Academic Calendar.

Typically, the Academic Standing and Policies Committee deals with the following sorts of issues (with links provided to the relevant policies in the Academic Calendar):

- 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 (see Upper Year Credit Requirement).
- 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 use the 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.

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 should be guided by the Office of the University Registrar's Student and Applicant Record Policy available online at <http://www.queensu.ca/registrar/resources/policies/accessprivacy>. If you have questions or concerns please contact: Associate University Registrar (Records and Services), University Registrar's Office, Gordon Hall, Queen's University at Kingston, Ontario, K7L 3N6, 1-613-533-6000 x74053 or visit us online at <http://www.queensu.ca/accessandprivacy>.

Privacy and Access to Student Records

Resolutions of Faculty Board

1. Save in respect of the personnel or circumstances specified below, no faculty member or staff member shall have access to any student records without the student's written authorization.
2. The Assistant Dean of Students, admissions staff, members of the Admissions Committee and the Director of Education Equity shall have access to all material in all applicants' files as needed.
3. The Assistant Dean of Students, Manager of Academic Program &, Manager of Education and Equity Services and Chair of the Academic Standing and Policies Committee shall have access to student files as needed when responding to student requests to the Academic Standing and Policies Committee and when monitoring any continuing problems associated with such requests.
4. The Assistant Dean of Students and Manager of the Academic Program and Records, shall have access to student files as needed to administer the registration or continued enrolment of students who have suspended their studies for any reason.
5. The Assistant Dean of Students, the Dean or Associate Dean shall bring to Faculty Board information concerning the academic record of any student requiring special consideration at the grades meeting held each term and shall share such information with members of faculty as requested.
6. The Dean, the Associate Dean or the Assistant Dean of Students shall be free to consult student files where necessary to respond to medical or other actual or apprehended emergencies affecting a student presently enrolled in the Faculty.
7. Access to student files in conjunction with any criminal or other legal proceedings shall be granted only upon receipt of a subpoena or other legally binding order or production.
8. Access by any faculty or staff member to the Queen's or other institutional transcripts of any presently enrolled student of the Faculty or any graduate of the Faculty shall be approved by the Assistant Dean of Students or her delegate only upon receipt of written authorization of the student.
9. Access by any faculty or staff member to the contents of a student file other than transcripts shall be arranged by the Assistant Dean of Students or by the Manager of Academic Program & Records upon receipt of a written authorization from the student specifying what records may be disclosed to what specified faculty or staff member(s). In the absence of the designated registrarial staff members, such access shall be arranged by the Dean, the Associate Dean, or the Assistant Dean of Administration and Finance.

Administrative Fees

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

Tuition Fees, Activity Fees, Student Assistance Levy and Residence Fees

Tuition Fees	2017-18
ALL DOMESTIC STUDENTS	\$20,506.38

NOTES

1. Tuition rates for international law students can be see at <http://www.queensu.ca/registrar/financials/tuition-fees>
2. Tuition rates for first year students in the MIR/JD and MPA/JD programs registered as domestic graduate students can be seen <http://www.queensu.ca/registrar/financials/tuition-fees>
3. Total undergraduate fees include the tuition fee only, not the student activity fees or the student assistance levy. For 2016-17, this figure is \$1,160.16.
4. Domestic tuition rates quoted are for full-time registration of law students who are Canadian citizens, permanent/landed residents, native persons and exempt international students.
5. Full details about tuition rates and ancillary fees, as well as fees for part-time registration can be seen at <http://www.queensu.ca/registrar/financials/tuition-fees>
6. The Board of Trustees reserves the right to make changes in the scale of fees if, in its opinion, circumstances so warrant.

Queen's University Administrative Fees

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

The University charges the following administrative fees (tax is included where applicable):

Official Transcript	\$15 per transcript
Returned Pre-Authorized Payment (for any reason)	\$40
Declined Credit Card (for any reason) *AQ & CDS courses only	\$40
Returned Cheque (for any reason)	\$40
Student Photo ID Replacement Card	\$20 per replacement

Faculty of Law Administrative Fees

The Faculty of Law charges the following administrative fees:

Application for Civil Law/Common Law Joint Degree Program	\$75/application
Application for Letter of Permission	\$40/application
Grade Appeal	\$35/examination
Off-site Examinations	\$75

Deadline for Submission of Term Papers/Written Coursework

Deadline for Submission of Written 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 only until the last day of scheduled law examinations for the term in which the written work was originally due. 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. 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 scheduled law examinations for the term in which the written work was originally due

- a) 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
- b) even in the absence of documentable 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.

Registration in five courses in a single term is not in itself sufficient reason to justify a request for an extension of the deadline for submission of the course work.

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 and the student will be required to withdraw from the course.

Degree Requirements

First Years

Mandatory Course Requirements

First-year students are assigned to small sections and their first-year courses by the Faculty of Law.

The first-year program consists of seven compulsory courses:

LAW-150/151/152/153/154 Constitutional Law,
LAW-160/161/162/163/164 Contracts,
LAW-170/171/172/173 Criminal Law,
LAW-135/136AB Introduction to Legal Skills,
LAW-180/181/182/183 Property,
LAW-140/141/142/143/144 Public Law, and
LAW-190/191/192/193/194/195 Torts.

Under the credit weighting system, LAW-150/151/152/153/154 Constitutional Law and LAW-140/141/142/143/144 Public Law are weighted at 4 credits each.

The multi-term course LAW-135/136AB Introduction to Legal Skills is weighted at 4 credits.

The multi-term courses LAW-160/161/162/163/164 AB Contracts, LAW-170/171/172AB Criminal Law, LAW-180/181/182/183AB Property and LAW-190/191/192/193/194/195AB Torts are weighted at 6 credits each.

The total credit weight of the first-year curriculum is 36 credits. First-year credits are not counted within the minimum 59 upper-year credit requirement for the JD degree.

First Year Small Sections

All professors and students are encouraged to raise and discuss issues of diversity, equality, perspectives, ethics and professional responsibility in all first-year and upper-year courses. Small section professors are in a unique position to orient first-year law students to legal education and to issues such as diversity, equality, ethics and theoretical perspectives on legal education.

Approved by Faculty Board at its 744th meeting on January 30, 2015

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.

First-year courses taught in two 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 semesterized first-year courses in Public Law and Constitutional Law should be guided by those rules in setting assignments for the full year.

Approved by Faculty Board at its 745th meeting on March 13th, 2015

Law-135/136 AB Introduction to Legal Skills (ILS), 4 credits, fall and winter terms (replaces First-Year Legal Foundations Program and Law-115/116/117/118 Introduction to Legal Research and extra time formerly timetabled with small section instructors for teaching skills)

- i. Law-135/136 Introduction to Legal Skills provides an introduction to skills required for the practice of law and success in law school, including academic integrity, case briefing, legal research, legal writing, interviewing, negotiation, drafting of documents, and client management, as well as an introduction to foundational knowledge related to the study of law, including the court structure and an introduction to professional responsibilities of lawyers.
- ii. Law 135/136AB Introduction to Legal Skills should be scheduled to allow both plenary instruction and teaching in small tutorial groups populated by small sections, with no more than 24 classroom contact hours per term.
- iii. Law-135/136AB Introduction to Legal Skills should require a minimum of six graded assignments over the course of the year, including a legal memorandum, a written factum, and an oral moot. Grading in the course will be subject to the mandatory grading distribution applicable to seminars and first-year small sections.

Upper Years

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

Credit Requirement

Full details of the courses offered and their credit value are posted on the Faculty of Law website at <http://law.queensu.ca/jd-studies/academic-programs/jd> and in the QLAW Portal, in the JD Students section, under Program and Course Information. In order to satisfy the course credit requirements for graduation, a student must successfully complete a total of 59 to 68 upper-year course credits. Furthermore, no more than 17 credits may be taken in any term unless prior approval is given by the Assistant Dean of Students as delegate of the Academic Standing and Policies Committee.

Under the Credit System, upper-year courses will be weighted per term as follows:

Four Credits

LAW-427 Administrative Law, LAW-440 Business Associations, LAW-438AB Queen's Business Law Clinic, LAW-225 Civil Procedure, LAW-404 Criminal Procedure, LAW-320 Evidence, LAW-520 Family Law, LAW-527AB Queen's Family Law Clinic, LAW-560 Labour Law, LAW-508 Taxation, LAW-418AB Prison Law Clinic (4 per term), LAW-590AB Clinical Litigation Practice (4 per term), LAW-695AB Elder Law Clinic.

Three Credits

All other courses not listed.

LAW-473 Competitive Moot Oralist, LAW-495 Competitive Moot Oralist II, LAW-477AB Competitive Moot Oralist is approved only for those registered as oralists for the Willem Vis International Commercial Arbitration Moot and the Phillip C. Jessup International Law Moots and is worth six credits for the full academic year. LAW-587-589 Queen's Law Journal (3 credits per term in each of two terms for some students*), LAW-699 Federal Government Internship and LAW-698 Clinical Externship.

Two Credits

LAW-263 Jurisprudence, LAW-264 Insolvency Restructuring.

Variable Credit

Individual Supervised Projects (LAW-474 to LAW-493)

Individual Supervised Projects (or with permission of instructor may be 3 to 6 credits and undertaken over one or two terms). An Individual Supervised Project (ISP) can only be supervised by a full-time faculty member. An ISP involves a student and faculty member agreeing that a student will write a term paper on a topic to be agreed.

Normally these papers are expected to be 30 pages, and the LAW-478 -ISP counts for 3 credits.

More ambitious projects for greater credit can be arranged. Such a project will normally satisfy the Substantial Term Paper Requirement, though this question should be discussed by the student and faculty member when the arrangements are being made for an ISP. See the form on the QLaw Portal under Student Forms. Registration is administered manually through Nancy Somers, Manager, Curriculum, Registration and Records.

One Credit

LAW-251 Principles of Financial Regulation (fall term), LAW-264 Construction Law (winter term), LAW-622 International Norms of Minority Rights (fall term), LAW-630 Personal Property Securities Act (PPSA) (winter term), LAW-692/693 Feminist Legal Studies Workshop (LAW-692 fall, LAW-693, winter term), LAW-633 Legal Writing and Written Advocacy (fall term).

2B Overall Residency Requirement

A Queen's JD degree will be granted to a student who successfully completes all first-year law courses and 59-68 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.

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

Credits taken in a BISC Global Law Program are considered to be taken in residence at Queen's Faculty of Law.

2C Mandatory Course Requirements

Students are required to complete LAW-225/226 Civil Procedure and LAW-440 Business Associations in their second-year (effective 2013-14) and LAW-334 Legal Ethics and Professionalism in one of their upper-years

2D Substantial Term Paper Requirement

Sometime 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.

PROCEDURE FOR SATISFYING THE SUBSTANTIAL TERM PAPER REQUIREMENT

- i. Before beginning work on a paper, students must obtain the agreement of a full-time faculty member to act as supervisor. Normally a substantial term paper will be a paper written in a course taught by a full-time faculty member.
- ii. Upon completion of the paper, the student should provide the supervising faculty member with a Substantial Term Paper Form, which can be obtained from the Student Services Office or on the Queen's Law Portal.
- iii. If the supervising faculty member is satisfied that the paper fulfills the Substantial Term Paper Requirement, s/he will sign the form and submit it to the Student Services Office in Room 200 for further processing of a notation to the official academic record.
- iv. Satisfaction of the Substantial Term Paper Requirement will be indicated on a student's official academic record by a PN (pass no honours available in this course) notation in respect to LAW-299 Substantial Term Paper. This course number carries neither a credit value nor a credit weight.

- v. It is each student's responsibility to ensure that s/he has fulfilled the Requirement.

The information relating to the Substantial Term Paper Requirement is made available to students at the time of upper-year electronic course registration and add/drop. Full-time faculty members will be asked to submit with their information on the method of evaluation for each course a note indicating that: 1) all students may fulfill the Substantial Term Paper Requirement in the course; or 2) it is not possible for students to fulfill the Substantial Term Paper Requirement in the course; or 3) it may be possible for a limited number of students to arrange to fulfill the Substantial Term Paper Requirement in the course. Information about methods of evaluation and courses qualifying to meet the Substantial Term Paper Requirement are posted on the course information website at <http://law.queensu.ca/jd-studies/academic-programs/jd>.

Individual Supervised Project Option (LAW-474 to LAW-493)

An Individual Supervised Project (ISP) can only be supervised by a full-time faculty member. An ISP involves a student and faculty member agreeing that a student will write a term paper on a topic to be agreed. Normally these papers are expected to be 25-30 pages, and the ISP counts for 2 credits. More ambitious projects for greater credit can be arranged. Such a project will normally satisfy the Substantial Term Paper Requirement, though this question should be discussed by the student and faculty member when the arrangements are being made for an ISP.

2E Practice Skills Requirement

Students are required to successfully complete at least one Practice Skills course. A Practice Skills course is one that 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.

Courses satisfying the Practice Skills Requirement include:

LAW-321	Advanced Legal Research
LAW-341/342/343/344	Alternative Dispute Resolution
LAW-581/582	Canadian Labour and Employment Law Journal
LAW-418AB	Prison Law Clinic
LAW-698AB	Clinical Externship (CALC, KCLC, NCLC)
LAW-590AB	Clinical Litigation Practice
LAW-562	Collective Agreement and Arbitration
LAW-521	Family and Children's Law Placements
LAW-527AB	Queen's Family Law Clinic
LAW-699	Federal Government Internship
LAW-695AB	Queen's Elder Law Clinic
LAW-335/336/338	Negotiation
LAW-438AB	Queen's Business Law Clinic
LAW-587/588/589AB	Queen's Law Journal

and other courses designated by the instructor. Please check the [Queen's Law Portal](#) for the most up to date information.

Note: To facilitate the implementation of the Practice Skills Requirement and ensure adequate opportunities for students to take these courses, Faculty Board has provided that in any one academic year a student will be permitted to register in only one of LAW-418 Prison Law Clinic, LAW-590 Clinical Litigation Practice, Law-695AB Queen's Elder Law Clinic, LAW-521 Family and Children's Law Placements, Law-527AB Queen's Family Law Clinic, or Law-438 Queen's Business Law Clinic; and one of LAW-341/342/343/344 Alternative Dispute Resolution or LAW-335/336/338 Negotiation.

2F Advocacy Requirement

Students are required to successfully complete a course in advocacy or a substantive course which involves participation in oral advocacy or mooted certified by the instructor.

Courses satisfying the Advocacy Requirement are as follows:

LAW-365	Advocacy on Motions
LAW-350	Appellate Advocacy
LAW-645	Estate Litigation
LAW-473/477/495	Competitive Moot
LAW-364	Personal Injury Advocacy
LAW-435	Public Law Advocacy
LAW-360/361/362/363	Trial Advocacy

and other courses certified by the instructor. (ie. LAW-590AB, LAW-418AB, LAW-562, LAW-698)

A student may not satisfy both the Advocacy Requirement and Practice Skills Requirement in one course.

Part-Time Program

Part-time students are expected to adhere to all the rules and regulations of the JD degree program in addition to the following rules and procedure that pertain specifically to part-time status in the JD degree or combined JD program. Part-time students are expected to complete the JD program within six years. In exceptional circumstances, the Academic Standing and Policies Committee may waive this requirement.

Part-time JD or combined JD students will be subject to the same grading policy and minimum academic standing requirements as full-time students.

Part-time students may request a change in status to full-time prior to the commencement of any academic term and may thereafter a return to part-time for any subsequent term or terms.

During the first year, part-time law students will be assigned to a small section and be expected to complete the legal skills and Legal Foundations Program.

In following years, part-time students are required to arrange their course registrations in the first-year courses required to complete the mandatory first-year curriculum with Nancy Somers, Manager, Curriculum, Registration and Records (somersn@queensu.ca). Once the first-year courses are manually processed, registration in upper-year courses will be done electronically during the regular course registration times and open enrollment periods

Part-time Performance Requirement

Part-time students will be expected to register in 7 to 13 units of credit per term to preserve eligibility for merit-based awards not requiring full-time status. Permission may be sought to register in a course under-load from the Academic Standing and Policies Committee or from the Assistant Dean of Students, Heather Cole (heather.cole@queensu.ca) as delegate of the Academic Standing and Policies Committee. A part-time student normally will not be permitted to register in fewer than 7 credits in a term unless fewer than 7 credits are required to complete degree requirements. Difficult issues pertaining to course-load or registration status will be decided by the Academic Standing and Policies Committee.

Students must have completed the pre-requisite courses in order to obtain registration in certain upper-year courses.

Part-time students may not register in courses satisfying the Advocacy degree requirement until after they have completed the first-year compulsory curriculum and completed any pre-requisite courses.

Minimum Academic Standing

(Policy approved at Faculty Board at its 713th meeting on March 11, 2011. Policy effective May 1, 2011.)

First-year JD and combined JD students must obtain a grade of at least D (GPA 1.0) in each first-year compulsory course registration. First-year JD and combined JD students must also achieve a multi-term weighted grade point average (GPA) of at least C (GPA 2.0) determined at the end of the winter term on the basis of law course registrations in the fall and winter terms.

Upper-year JD and combined JD students must obtain a grade of at least D (GPA 1.0) in each course registration and achieve a multi-term weighted grade point average (GPA) of at least C (GPA 2.0) determined at the end of the winter term on the basis of course registrations in the fall and winter terms in each of the upper-years of the JD degree program. The multi-term GPA will be calculated on fall and winter grades and will include grades earned on course registrations in the BISC spring session preceding the fall term.

Probationary Status and Requirement to Withdraw for Academic Performance

Note: Policy approved at Faculty Board at its 713th meeting on March 11, 2011. Policy effective May 1, 2011. Policy amendment approved at Faculty Board at its 752nd meeting on November 20th 2015.

1. Probationary Status

- a) Failure to achieve a weighted grade point average of 2.0 determined at the end of the winter term of first-year JD studies 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) Failure by an upper-year law student to achieve a weighted grade point average of 2.0 in fall term course registrations may result in a placement on academic probation upon conditions stipulated by the Academic Standing and Policies Committee. Failure by an upper-year law student to achieve a weighted grade point average of 2.0 in winter term or multi-term courses as determined when grades are approved for winter term courses, may result in academic probation and conditions on further progression in the program, including a requirement to withdraw as determined by the Academic Standing and Policies Committee.
- c) Any law 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) If a law student fails more than one course or fails to achieve a multi-term weighted grade point average of 2.0 over the fall and winter terms, a decision may be made by the Academic Standing and Policies Committee of Faculty Board, in consultation with the Associate Dean (Academic), that the student be required to withdraw for a term or an academic year. At the expiry of the period for withdrawal, application for readmission must be made to the Academic Standing and Policies Committee.
- b) A decision requiring withdrawal based upon poor academic performance (rather than a breach of academic integrity) would be made after any relevant academic relief has been provided such as extensions for written coursework, supplementary examinations or special examinations, as applicable for the fall term, winter term or multi-term courses in the academic year. 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.
- 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.

Registration Status and Performance Requirements in the JD and Combined JD Degree Programs

1. *Determination of Registration Status as Full-time or Part-time*

Registration status as full-time or part-time will be 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 or delegated to the Assistant Dean of Students, Heather Cole.

2. *Full-time Status in the JD Program or Combined JD, Programs*

Course credit-load in any term will not determine registration status, although it is a relevant consideration.

3. *Full-time Performance Requirement*

Full-time students will be expected to register within 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 Assistant Dean of Students as delegate of the Academic Standing and Policies Committee. Difficult issues pertaining to course-load or registration status will be decided by the Academic Standing and Policies Committee.

4. *Part-Time Status*

- a. Part-time students are expected to adhere to all the rules and regulations of the JD degree program in addition to the following rules and procedures that pertain specifically to part-time status in the JD degree or combined JD program. Part-time students are expected to complete the JD program within six years. In exceptional circumstances, the Academic Standing and Policies Committee may waive this requirement
- b. Part-time JD or combined JD students will be subject to the same grading policy and promotion requirements as full-time students.
- c. Part-time JD or combined JD students must have completed the pre-requisite courses in order to obtain registration in certain upper-year courses. (each year the list of such pre-requisites and co-requisites are posted on the Faculty of Law website.)
- d. Part-time students may request a change in status to full-time prior to the commencement of any academic term and may thereafter a return to part-time for any subsequent term or terms.
- e. New incoming first-year part-time students are required to arrange their registrations in first-year courses with the Assistant Dean of Students Jane Emrich (jane.emrich@queensu.ca). During the first year, part-time law students will be assigned to a small section and be expected to complete the legal skills and Legal Foundations Program.
- f. In following years, part-time students are required to arrange their course registrations in the first-year courses required to complete the mandatory first-year curriculum with Nancy Somers, Manager, Curriculum, Registration and Records (somersn@queensu.ca). Once the first-year courses are manually processed, registration in upper-year courses will be done electronically during the regular course registration times and open enrollment periods

5. *Part-time Performance Requirement*

Part-time students will be expected to register in 7 to 13 units of credit per term to preserve eligibility for merit-based awards not requiring full-time status. Permission may be sought to register in a

course under-load from the Academic Standing and Policies Committee or from the Assistant Dean of Students, Heather Cole (jane.emrich@queensu.ca) as delegate of the Academic Standing and Policies Committee. A part-time student normally will not be permitted to register in fewer than 7 credits in a term unless fewer than 7 credits are required to complete degree requirements. Difficult issues pertaining to course-load or registration status will be decided by the Academic Standing and Policies Committee.

Bader International Study Centre (BISC) Global Law Program Academic Policies

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 at least the first year of the JD/LLB program (or part thereof, if registered as a part-time student) 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. For example, an applicant who has worked with a NGO involved in the field of international human rights or an applicant with a degree in international studies would be considered for admission. Such applicants should support their application with a letter of reference.
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. [Courses](#) in the International Business Law Program:
 - LAW-540 Public International Law (3 credits) (taken in the first two weeks of the program with students in the Public International Law program)
 - LAW-454 International Economic Law (3 credits)
 - LAW-666 International Commercial Law (3 credits)
Courses in the Public International Law Program:
 - LAW-540 Public International Law (3 credits) (taken in the first two weeks of the program with students in the International Business Law program)
 - LAW-665 International Protection of Human Rights and Refugees (3 credits)
 - LAW-664 The Law of Armed Conflict and International Crimes (3 credits)

4. Each program is worth a total of nine credits towards the Queen's University JD. Successful completion of all courses in one program will entitle the student to a Certificate of Completion and nine credits toward the Queen's University JD. The Assistant Dean of Students of the Faculty of Law will administer the transfer of credits to the official academic record of Queen's Law students who successfully complete one of the programs. Appeals concerning the transfer or refusal to transfer credit may be made to the Academic Standing and Policies Committee of the Faculty of Law.
5. Students in Queen's Faculty of Law will not be permitted to enroll in courses for credit that overlap substantially with work that they have completed at the BISC. Furthermore, students may not take courses at the BISC that overlap substantially with coursework previously completed.
6. Some upper-year law students may have already taken one of the courses offered in a program. For example, a student may have already taken International Economic Law but may wish to take International Commercial Arbitration and Public International Law in the International Business Law program. Such students are permitted to enroll in the other two courses, and upon successful completion of the program they will receive the Certificate of Completion. Although such students may take fewer than three courses, the tuition for the program remains the same as it is for students taking a full three-course load. Such students will receive a proportional reduction of transfer credit to their Queen's JD.
7. Students at Queen's Faculty of Law may not use the course-work completed successfully 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. In other words, it is possible for students who complete nine upper-year credits at the BISC to finish their Queen's JD in 2.5 years rather than 3 years.
8. JD Grading System and Grading Policies apply to Global Law Programs at the BISC

The Faculty of Law policies pertaining to anonymous grading, the grading system and mandatory grading apply to JD courses completed at the BISC. Instructors generally grade courses by methods that must be marked on an anonymous basis, with students identified by student number only. Anonymous evaluation components include final examinations, tests, and written assignments for which the content cannot disclose the identity of a student. See the Anonymous Grading policy below at page 61.

9. The Academic Standing and Policies Committee in the Faculty of Law determines issues of academic relief pertaining to the granting of examination deferrals, requests for a course drop or the granting of special or supplemental examination privileges. Extensions for the submission of written coursework due during the period of classes at the BISC may be granted by the instructor, after consultation with the Academic Program Director. Longer extension requests should be referred to Helen Connop (helen.connop@queensu.ca), as administrator to the Academic Standing and Policies Committee.

10. The policy and procedures pertaining to informal review of grades and formal grade reviews are set forth below.
11. Upon the successful completion of one of the Global Law Programs, students will receive a "Certificate of Completion" in International Business Law or Public International Law from the Faculty of Law. The certificates of the students with the three highest averages in each of the programs will indicate that the students completed the programs "with First Class Honours".

Examinations

Examination Conflicts

The Office of the University Registrar - Exams Office is responsible for all administrative matters regarding official examinations under the policies and procedures of the University. The Exams Office is located in Gordon Hall, room 110, telephone 613 533-2101 exams@queensu.ca. Since the Faculty of Law administers all computer examinations and hand-written examinations, only accommodated examinations are considered official examinations within the administrative authority of the Exams Office. Individual arrangements are made for each student. It is imperative that students notify the Exams Office for an accommodated examination or Helen Connop as soon as they are aware of a conflict to allow time to make special arrangements.

If the conflict arises from the Faculty of Law Computer Exams schedule, then arrangements to address such a conflict must be made by permission of the Academic Standing and Policies Committee. A request if made to the Committee through Helen Connop, Manager of Education & Equity Services, as administrator to the Academic Standing and Policies Committee of the Faculty of Law.

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.

Examination Accommodations

1. Arrangements for examination accommodations on the basis of a documented chronic health condition or disability can be made through [Queen's Student Accessibility Services](#) in the LaSalle Building on Stuart Street, telephone 613 533-6467. The deadlines for arrangements are 7 November for December examinations and 7 March for April examinations. Law students should contact Helen Connop, Manager of Education and Equity Services for assistance in ensuring that accommodations are arranged before the relevant deadlines.

Students with short-term medical conditions (broken arm, sprained wrist, etc.) may contact the Helen Connop Manager of Education & Equity Services for assistance. Students will be required to provide medical documentation evidencing the need for accommodation (such as extended time).

Language-Based Requests for Additional Examination Time

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 7th for fall term exams and before March 7th for winter term examinations. These deadlines are firm with no exceptions. Completed forms must be submitted to the Exams Office by the last day of classes.

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 (November 7th for fall term examinations, March 7th for winter term examinations) apply to these requests. Such requests must be renewed each year.

The Academic Standing and Policies Committee may seek comments from teaching faculty when students seek additional time in examinations. When additional time is sought on the basis of proficiency problems in the English language, teaching faculty members will be told both the nature of the request and the reasons underlying the request. Language-based requests for additional time in examinations ordinarily should be supported by evidence of recent entry into a predominantly English-speaking environment. When the Academic Standing and Policies Committee finds that additional time in examinations is appropriate, a student ordinarily will be granted an additional one-half hour of examination time. In exceptional circumstances, a further one-half hour may be granted.

The requirement that language-based requests for additional time in examinations be renewed each year is consistent with the policy adopted for students assessed by the Queen's Student Accessibility Services Office. The nature and effectiveness of accommodations will be reviewed in light of experience in the previous year.

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, namely, that academic integrity is made up of the five core values of honesty, trust, fairness, respect and responsibility. Honesty appears in presenting one's own work and in acknowledging dependence on the words or ideas of another. Trust promotes belief in the value and meaning of an institution's scholarship and degrees. Fairness is embodied in clear standards, practices and procedures. Respect is shown by participating in academic activities to the best of one's abilities. Responsibility requires one to accept personal accountability for upholding academic integrity. 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](#).

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.

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 Chief Proctor to the instructor of the course, the Dean of the relevant Faculty, and the Exams Office.

A breach of academic integrity will be noted in Faculty of Law computer examinations in an incident report. The Instructor will receive the incident report and a copy will be provided to the Associate Dean Academic.

Confidential Examinations (Faculty Policy)

All final law examinations are classified as "confidential". This means that students will be required to submit their examination questions with their answer booklets before leaving the examination hall.

Reutilization of Examination Questions (Approved at the March 14th 2014 meeting of Faculty Board)

- The reutilization of questions used on a previous law examination is strongly discouraged where 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 (e.g. deferred examinations have been written and 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 (Approved February 3, 2017)

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 ten-year period of retention, the electronic copy of the examination question paper will be removed from the Law Library Exam Bank and securely deleted.

Provided that there is sufficient space in the Law Library, a hard copy print version of each law examination which has been authorized for release to the Law Library Exam Bank 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. If space no longer permits, then it may be necessary to establish a retention schedule for print copies of law examination question papers and arrangements made for archiving or secure destruction of exams that are older than ten years.

Exam Timing

(Approved at the November 10th 2000 meeting of Faculty Board)

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

Conduct During Exams

Exam Regulations Revised: 27 March 2006

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.
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 in to 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.

- ****EXCEPTION:** Continuing Distance Studies (section 700) students who have not been issued a student card by the Office of the University Registrar. Students will be subject to the process as outlined in Steps 1, 2 and 3 below, but if no student card has been issued, no charge will be levied.

Continuing Distance Studies students without a Queen's Student Photo ID card may go to Gordon Hall, Room 125 during regular office hours to receive their card.

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. You may pay this fine:
 - In person in the Office of the University Registrar, Gordon Hall, Rm. 125 (cash, cheque, debit or money order only), or
 - By mailing your cheque to: Exams Administrator, Office of the University Registrar, Rm. 110, Gordon Hall, 74 Union St., Queen's University, Kingston, Ontario, K7L 3N6.

Please make your cheque or money order payable to Queen's University and in the memo section of your cheque indicate the following 'your student number/MID Fine'.

[Use of Calculators in Examinations](#)

(University Policy)

Note: 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 unauthorised information.

1. For examinations with Faculty/School approved calculators (using either an approved calculator sticker or having one or two "standard" calculators), the examination proctors will ensure that only the specified calculator is used for the examination; otherwise the instructors are responsible for ensuring that only the calculators they have specified are brought into the examination hall.

2. If a range of calculators is allowed in a test or examination, consideration be given to ensuring fairness by such means as permitting textbooks and notebooks in the examination hall or by setting a test or examination which takes into account the differing capabilities of the calculators.

First Year Practice Examinations in Year-Long Courses

(Approved at the March 24th 2017 meeting of Faculty Board, for effect in the 2017-2018 academic year).

Note: Since the 2012-2013 academic year, the Faculty of Law has administered first-year practice examinations as approved computer examinations, for which proctors are arranged by the Faculty of Law.

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 which may count for no more than 33% of the final grade in the course.

Take Home Examinations

(Approved at the October 18, 2013 meeting of the Faculty Board)

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 in an upper-year course should submit this information to the Manager of Curriculum, Registration and Records for inclusion in the course information provided for the upper-year Law enrollment appointments held in March and April for course registration in the following academic year.
6. Instructors planning to hold a take-home examination in a first-year course must provide that information to the class in the course syllabus distributed at the start of the term in which the course is offered and must also advise the Manager of Curriculum, Registration and Records in the Student Services Office.
7. 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.

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.

NOTE:

This policy does not apply to examinations that are privately administered by the instructor. Nonetheless, instructors who elect to administer their own examinations should take into consideration when setting such examinations the effects of such examinations 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 for first year and upper year courses.

Examination Disruptions: [Cancellations or Evacuations](#)
(Faculty Procedure for University Policy)

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.

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.

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 also will be recorded for the course 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 Helen Connop, Manager of Education and Equity Services, 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.

Grading

Anonymous Grading Policy (Approved at the October 20th 2004 meeting of Faculty Board.)

In order to maintain anonymity in the evaluation of student work:

- a) Whenever possible, students should be evaluated and graded on an anonymous basis;
- b) Written tests and examinations, and written assignments and journal work, for which anonymous grading is feasible, shall be graded and recorded by the instructor on an anonymous basis, using student numbers only;
- c) All Faculty and Sessional instructors will receive official grade sheets from the University that contain student numbers only, and not student names;

- d) Faculty and Sessional instructors will not be entitled to view class or student lists that contain both the names and the student numbers of the students enrolled in that class;
- e) Recommendations for course prizes will be made anonymously by submitting the student number of the student with the highest grade in the class;
- f) This policy will apply to all classes; and
- g) 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.

Grading System

The current grading system for the Faculty of Law, that was approved at Faculty Board at the November 18th, 2010 meeting, is as follows:

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*	1.0	Marginal
F	0.0	Failure
P		Pass

**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).*

Non-Evaluative Grade Notations (same as adopted by Senate, April 2010)

IN (Incomplete): to be assigned in all cases where the student would receive a failing grade if the outstanding work is not completed or the exam is not written. A fixed lapse rule will be applied across the University for the IN to convert to F, if the work is not completed by the end of the term following the term in which the work was due originally.

GD (Grade Deferred): similar to IN, but has no lapse rule

NG (Not Graded): Courses that span multiple terms will be assigned a notation of NG until the course is completed; may be used for other courses in which no grade is assigned

FR: Failure with Review indicating that the failing grade is being reviewed and/or the student has the opportunity to write a supplemental examination to improve the grade.

AUD: remains audit

TR: transfer credit; no grade assigned

DR: course dropped

Mandatory Grading Policy

At the November 10th, 2000 meeting of Faculty Board, the following grading guidelines were approved:

- 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.

At the October 17th, 2003 meeting of Faculty Board, these guidelines were established as a mandatory grading policy subject to the following terms:

- a) The maximum percentages allowed for A/A- grades and C+ or lower are mandatory 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
- 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 Dean or Dean's designate, who will contact the instructor and attempt an informal resolution; and
 - c. If the matter is not resolved at stage ii, 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 by the Academic Standing and Policies Committee to the Faculty Board Marks Meeting. The instructor may appeal the adjustment to the Faculty Board Marks Meeting, which may confirm the adjusted grades or the instructor's nonconforming marks.

At the January 30th, 2015 meeting of Faculty Board, it was approved that effective for winter 2015 term JD courses and for multi-term JD courses in the 2014-2015 academic year and thereafter, the following exception would be permitted:

As a general rule, instructors are encouraged to comply with our mandatory grading policy, even in low enrolment courses. However, an exception will be allowed in courses in which enrolment is less than ten at the time that compliance is being ascertained for the purpose of approval at the Marks Meeting, to allow more grades of A and A minus, and a higher median, if caused as a result of the additional grades permitted in the A range.

Dean's Honour List and Medal Policy

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 spring term in the International Law Spring 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 33 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 cooperative combined degree program will be considered for the first, second and third year Dean's Honour List on the basis of grades for Law courses obtained in the second, third and fourth years, respectively of the four-year program.
- 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: A medal is awarded annually by the University to the candidate graduating with the highest cumulative average in the JD program in the Faculty of Law.
2. Medal in Law – Second Highest Standing: A medal is awarded annually by the University to the candidate graduating with the second-highest cumulative average in the JD program in the Faculty of Law.
3. Medal in Law – Third Highest Standing: A medal is awarded annually by the University 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 33 first year credits and a minimum of 42 upper year credits in law courses at Queen's University including courses completed in the International Law Spring Program at Queen's International Study Centre.

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 Spring 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.

Grade Appeals Process

Access and Retention of Final Examination Papers and Written Course Work
(Faculty Policy)

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.
2. Instructors have an obligation to retain the original of final exams for a period of 12 months. Instructors should keep the original exams and not release them to students. Instructors may allow a student to read the student's own original exam while meeting with the teacher or may provide a student with a photocopy of the student's own exam. 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, i.e., retained for 12 months.

3. Instructors may wish to show a student the exam or paper of another student, perhaps as an example of excellent work. The id number of the student whose paper is being shared should be deleted before the paper is shared. The paper should be shared only during a meeting at which the teacher is present. The student should not be permitted to remove or copy the paper. The teacher should not provide a photocopy of the paper.
4. Instructors may wish to circulate or post the exam or paper of a student who achieved a high grade 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, and the document should be typed up before it is circulated.

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 valuable 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 for instructors to explain to students why they obtained a particular grade and to give students 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, e.g., if there was a mathematical error in calculating the grade, and any instructor who wishes to change a final course grade must first submit a written request to the Academic Standing and Policies Committee setting out the reasons for the proposed change.

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 will generally not be 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. a 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 general 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.
b A fee of \$thirty-five dollars is payable upon the filing of a grade appeal application in respect to each course for which the final grade is being appealed. A receipt for the fee will be issued by the Student Services Office at the time of filing the application. If the appeal results in an increase to the final grade in the course, the fee paid in respect to that appeal will be refunded.
5. The Assistant Dean of Students will notify the Associate Dean of the filing of the grade appeal. The Associate Dean 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 his or her 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.

Letters of Permission

Domestic Letter of Permission to Other Canadian Law Faculties

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 she or he will be granted a letter of permission. The student granted a letter of permission must ensure that he or she completes 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.

Note: A letter of permission supports an application, but does not relieve the requirement for an applicant to apply through the Ontario Law Schools Application Service, if the letter of permission is issued to support an application to another Ontario law school. Similarly, an application for admission to an out of province law school will need to be made, supported by the letter of permission granted.

The application process for a letter of permission to a Canadian law faculty is as follows:

1. Students must complete and submit the Letter of Permission Application Form to the Assistant Dean of Students, Heather Cole (heather.cole@queensu.ca) by 28 February for studies in the following fall term and/or winter term. The application form is available online on the [Queen's Law Portal](#). Students must stipulate each law school to which they are interested in applying in their application.
2. An administrative fee of \$40.00 per application for the preparation and issue of a letter of permission is payable at the time of application. A receipt will be issued for the application fee. The \$40.00 administrative fee will be refunded to a student for whom Queen's Faculty of Law does not issue a letter of permission.
3. If a student's request for a letter of permission is granted by the Assistant Dean of Students, the student is responsible for completing and submitting the application for admission and supporting documentation as required to the university to which she or he has been granted a letter of permission. The university to which a student applies makes the decision as to whether to admit the applicant to their law school for the term specified.

The granting of a letter of permission is subject to the following conditions:

- 1) Students must satisfy the Faculty's Overall Residency Requirement (see Juris Doctor Program - Degree Requirements and Determination of Standing.)
- 2) Students must complete the Substantial Term Paper Requirement at Queen's.
- 3) 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.
- 4) Upon acceptance to the other university, students must submit their course selections as early as possible to the Assistant Dean of Students for approval. Courses will not be approved if they overlap substantially with coursework already completed at Queen's or elsewhere.
- 5) Upon the release of grades from the other university, students are responsible for ordering an official transcript to be sent directly from the other university to the Assistant Dean of Students in order to transfer successfully completed credits to the official academic record of JD degree studies at Queen's. Students should note that course credits will be transferred to the Queen's JD degree, but not the grade achieved. Students should order official transcripts of their completed work in the other university showing grades to support applications for employment or graduate work.
- 6) Students may not enroll in upper-year courses at Queen's Faculty of Law or at Queen's International Study Centre that substantially overlap in content with courses successfully completed on a letter of permission.
- 7) Due to course requirements, students in the combined MIR/JD and MPA/JD degree programs are eligible for a letter of permission only during the third year of the four-year combined degree program.

Students who accept an offer of admission to study at another university on a letter of permission will pay the tuition and ancillary fees charged by that university. These students are not eligible for merit-based or need-based awards from Queen's University during the term of the letter of permission.

Spring and/or Summer Term

Students seeking to complete courses at another Canadian law faculty during a spring and/or summer term for credit towards their Queen's JD degree must complete the same application process as described above for the fall and/or winter term. The application deadline is 28 February for the upcoming spring and/or summer term. In addition to the conditions stated above for the fall and/or winter term for the granting of a letter of permission, students may not use credits from spring and/or summer courses to reduce status from full-time to part-time during a regular term of study at the Faculty of Law at Queen's or to reduce the number of terms below four as a registered upper-year full-time student.

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.

No more than five Letters of Permission for International Study will be issued by the Academic Standing and Policies Committee each academic year. In allocating Letters of Permission, the Academic Standing and Policies Committee will consider (1) the quality of the academic program at the host university and (2) the academic and other reasons for the student's request.

Note that while participating in exchange programs, students pay Queen's fees to Queen's University. Students studying on a Letter of Permission for International Study pay the international rate for students studying abroad at the host university, which may be considerably higher than the Queen's tuition fee.

Students on a Letter of Permission are not eligible for exchange bursaries or other financial assistance from the Faculty or University.

Application Process for a Letter of Permission for International Study

- Complete an Application to Academic Standing and Policies Committee Form, available through student forms in the [Queen's Law Portal](#) and the International Letter of Permission Form posted on the [Queen's Law Portal](#).
- Submit the form to the Student Services office. The application deadline is February 28 for both terms in the next academic year.
- An administrative fee of \$40.00 is payable at the time of application. The fee will be refunded if the Faculty does not issue a letter of permission.
- If a Letter of Permission is granted, the student must submit an application for admission to the host university and supporting documentation as required. The university to which the student applies decides whether to admit the applicant.

Terms and Conditions of a Letter of Permission for International Study

1. 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, including law courses at the BISC.
2. 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.
3. The Academic Standing and Policies Committee will determine the number of credits to be transferred to the student's Queen's JD degree for courses successfully completed on an international letter of permission. The letter of permission will state the terms and conditions under which credit will be recognized.
4. Credits will not be transferred to the student's Queen's JD until an official transcript has been sent by the host university directly to the Manager of Records and Registration at the student's request. Students should note that course credits will be transferred to the Queen's JD degree, but the grade achieved will not be noted on the transcript.
5. It is the student's responsibility to obtain a transcript of marks from the host institution. The student should obtain sufficient original transcripts for all future employment, licensing and graduate studies applications.
6. The student may not enroll in an upper-year course at Queen's Law or the International Study Centre that substantially overlaps with a course completed on a letter of permission.
7. The student may not use credits obtained on a Letter of Permission to reduce from full-time to part-time status during a regular term of study, or to reduce below four the number of terms registered as an upper-year full-time student.
8. The student must attend a [Pre-Departure session](#) organized by the Queen's University International Centre, register for the [Emergency Support Program](#), and complete the [University's Off-Campus Activity Safety Procedures](#). Students who have not completed these steps will have the letter of permission rescinded and transfer credit will not be recognized.

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 enrol 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 spring and summer terms.

COURSES OF INSTRUCTION

Course texts, materials, assigned readings and evaluation methods are announced usually on the first day of each class by the instructor. Required courses with large enrolments will be given in sections by different professors. There is a wide variation in methods of evaluation. For further information including class schedules, specific evaluation methods and examination information and for the most up-to-date information on the availability and content of specific courses, please see <http://law.queensu.ca/jd-studies>.

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

Each year, during enrolment appointments set in March, currently registered first- and second-year law students will be able to select courses through SOLUS for the fall and winter terms of the following academic year. An information session in March will be held prior to electronic course selection through enrollment appointments in SOLUS for the following academic year. Full information about upper-year courses and the electronic course selection procedures can be obtained at <http://law.queensu.ca/jd-studies/academic-programs/jd>.

First-Year Compulsory Courses

LAW-150/151/152/153 Constitutional Law

The study of law pertaining to the judicial protection of fundamental rights, including aboriginal and Charter rights.

4 credits, winter term

Professor Baines/Professor Metcalf/Professor Webber

LAW-160/161/162/163/164/165/166 AB Contracts

This course covers the general function of contracts and the scope of legal protection accorded contracts, including the examination of such matters as formation of contracts, rights of third parties, mistake, assignment, conditions, performance, breach, and remedies, including principles of equity. Economic and psychological aspects of the subject are considered along with legal history, comparative law and modern statutory developments.

6 credits, fall and winter terms

Professor Bailey/Professor Bala/Professor Henderson/Professor Lamp/Professor Karton Professor Cockfield/Professor Pratt

LAW-170/171/172/173 AB Criminal Law

Study of principles upon which criminal guilt is determined, including defences such as intoxication, mental disorder and self-defence. The course also critically assesses the impact of the Charter of Rights and Freedoms, the adversary system, the presumption of innocence, ethical issues in roles of prosecutors

and defence counsel, issues of diversity and sentencing. Special consideration is given to the offences of murder, manslaughter and sexual assault.

6 credits, fall and winter terms

Professor Kelly/Professor Robinson/Professor Stuart/Professor Weisbord

LAW-135AB Introduction to Legal Skills

The course will cover the fundamentals of legal research such as legislation, caselaw, secondary sources, and citation. It will deal with basic concepts of legal research in an academic environment including legal authorities, accurate attribution of sources, the assessment of information in a variety of formats, and effective techniques for locating relevant information. The course will also cover research strategies and provide an introduction to forms of legal writing, introducing students to certain types of legal documents such as memos, facts and case comments.

4 credits, fall and winter terms

Ms. Bracci/Mr. Choquette/Ms. Haak/Professor Maur

LAW-180/181/182/183 AB Property

This course examines the concept of property and the historical development of interests in real and personal property. The course addresses estates in land; interests less than estates; future interests; rights by adverse possession; co-ownership and private means of control over land use. The law of equity pertaining to property will be addressed.

6 credits, fall and winter terms

Professor Banks/Professor Lahey/Professor Essert/Professor Khimji/Professor Pardy

LAW-140/141/142/143 Public Law

Study of federalism and the distribution of legislative powers under the Canadian constitution and of Anglo-Canadian legal norms governing state powers: 'rule of law', nation-to-nation relations, relationship between states and citizens, role and independence of the judiciary and constraints on executive and administrative power including principles of Canadian administrative law.

4 credits, fall term

Professor Baines/Professor Metcalf/Professor Webber

LAW-190/191/192/193/194AB Torts

This course examines the private law system's response to people in the wrong place at the wrong time - torts cases generally involve incidents of accident, injury, disaster, or intentional harm. The course will examine the elements of negligence (duty, standard of care, causation, remoteness, and damages).

Intentional torts are also discussed. Special topics may also include products liability, medical malpractice, strict liability, defamation, business torts, environmental torts, and statutory liability.

6 credits, fall and winter terms

Professor Peppin/Professor Knutsen/Professor Hanson/Professor Maur/Professor Thomas

Upper-Year Compulsory Courses

LAW-225 Civil Procedure

This course examines fundamental civil procedure concepts relevant to today's lawyers in Ontario. The course aims to provide a working knowledge of the terminology and doctrine surrounding practice in the civil justice system. The course also aims to introduce the Ontario Rules of Civil Procedure. The course provides an opportunity to get comfortable with creating standard court documents and understanding some strategy and policy behind the civil justice system. The course fosters the development of a broader sense of how the entire civil justice system operates through the principles of fairness, efficiency, and predictability to impact the lives of both lawyers and clients alike. Topics include starting a lawsuit; defending a lawsuit, discovery; pre-trial relief and disposition without trial; alternative dispute resolution; settlement and costs; juries, trials, and appeals; class proceedings; and managing the civil justice system. 4 credits, one term

Professor Freedman, fall term; Professor Knutsen, winter term

LAW 440 Business Association

The course is a study of the establishment and operation of business organizations, including partnerships and closely and widely-held corporations. The formation of corporations and the nature of shares will be considered. The consequences of carrying on business in the corporate form, including the liability of a corporation for the conduct of its agents will be examined. A major portion of the course will be taken up by a consideration of fiduciary concepts in commercial relations, including the powers, duties and liabilities of directors and senior officers and an examination of their fiduciary duty to act in the best interests of the corporation. The rights of minority shareholders and other stakeholders, and the remedies of dissenters in a corporation, will also be considered.

4 credits, one term

Professor Khimji, fall term; Professor Flanagan, winter term

LAW 334 Legal Ethics and Professionalism

This course deals with the wide variety of ethical issues that confront those engaged in the profession and practice of law [i.e. the spectrum of both litigious and non-litigious contexts.] Areas covered will include relevant legislation, caselaw, and rules of professional conduct including the range of legal responses to unethical and unprofessional conduct; the nature and scope of lawyers' duties to their clients, the court, other legal professionals, the law society, and the public; the various roles of lawyers in society and the legal system and in particular their role in securing access to justice. Specific subject matter covered will include the circumstances giving rise to ethical problems; the fiduciary relationship between lawyer and client; conflicts of interest; the administration of justice; lawyers' duties relating to confidentiality, privilege, and disclosure; professionalism and civility; the importance of diversity; and the public interest in the administration of justice

3 credits, one term

Professor Cockfield, fall term; Professor Harrison, winter term

Upper-Year Elective Courses

Descriptions for upper-year courses are posted on the [Faculty of Law Website](#).

Upper-Year Multidisciplinary Course

CHEE-400AB Technology, Engineering and Management (TEAM)

Where appropriate, multidiscipline teams of engineering, commerce, law, and science students act as consultants to industrial and governmental clients. Projects include a phase of self-directed problem definition and project scope definition in the fall term, followed by project execution in the winter term. Typical projects involve evaluation of technical alternatives (with an emphasis on health, safety, and environmental), preparation of detailed recommendations, and both market and financial analysis. Project topics vary widely and are provided by a diverse list of fee paying clients. The course includes seminars on project management. There are several meetings during the Fall term to organize groups and select projects, but regularly scheduled lectures do not begin until the Winter term. Teams interact regularly with clients at both a technical and a management level, and are also assigned an industrial project mentor. Students manage their own budget, travel arrangements etc. The course concludes with a comprehensive report and presentation at the client's office. The course is managed by the Department of Chemical Engineering. Further information, including a list of projects, can be found at:

<http://team.appsci.queensu.ca/> . To see a list of projects, see <http://team.appsci.queensu.ca/students/project-list.html>.

6 credits, Fall-Winter

ADMISSIONS

Full information pertaining to the admissions process can be seen on the law website under JD Admissions at <http://law.queensu.ca/jd-admissions>.

Admissions Philosophy

The Admissions Committee takes a holistic approach to applications, taking into consideration a number of factors in addition to grades and the results of the LSAT. Queen's Faculty of Law endorses the goal that the geographic, ethnic, cultural, racial and socio-economic diversity of the Canadian population should 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 granted admission 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 will review 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, whether in the General, Aboriginal or Access categories of admission.

JD First Year

Categories of Admission

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

Academic Requirements

All applicants in the General category must have completed successfully a minimum of three full years of coursework in a degree program at a postsecondary institution providing an academic environment and education that prepares students for potential success in advanced study at Queen's. See the Senate Policy on the Basis of Admission for Advanced Study and the interpretation guidelines at <http://www.queensu.ca/secretariat/policies/senateandtrustees/admission.html>.

Applicants who have completed three years of coursework at such an institution as of June 1 of the year of admission and are at least 26 years of age and have a minimum of five years of non-academic experience, are eligible to apply for admission under the Access category. The minimum age and minimum non-academic experience requirements must be met as of September 1 in the year of admission.

The Admissions Committee reviews the nature and content of the undergraduate and graduate programs undertaken. Enrolment at full course-load, scholarships, awards and prizes received, the level of the degree obtained (i.e., honours vs. general), consistency and improvement in academic performance, and successful completion of graduate work are weighed positively.

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. First-round offers are made throughout the months of January, February and March with an acceptance deadline of April 1. Subsequent rounds of offers continue, with shortened deadlines for acceptance, until the commencement of the academic year. It is strongly recommended that applicants write the LSAT no later than the December test date in order to have the score reports available to the Admissions Committee when first round offers begin to issue in January. The February test score is the latest score accepted for admission in the current admission cycle. The Admissions Committee initially considers the average score for the ranking of applicants for scholarship purposes and ordering the files for decision by the Committee. 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/.

General Requirements for JD Admission

General Category

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 (ie. 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.

Aboriginal 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 Aboriginal 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 completed successfully 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 Aboriginal community. Alternatively, a non-academic letter of reference should 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 Aboriginal category unconditionally or subject to successful completion of the Program of Legal Studies for Native People 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 Program of Legal Studies for Native People, provided that the applicant has written the LSAT by the December test date.

Application forms and further information are available on-line at www.usask.ca/nativelaw/programs/plsnp/ or by writing to:

The Native Law Centre
Program of Legal Studies for Native People
University of Saskatchewan
Room 160 Law Building
15 Campus Drive
Saskatoon SK S7N 5A6
Telephone: 306-966-6189
Fax: 306-966-6207

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 (ie. at part-time load), more emphasis will be placed on their CGPA, as calculated by OLSAS, which should be at least a 3.0.

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 can be accessed from the Queen's Faculty of Law website at <http://law.queensu.ca/jd-admissions/admission-information/upper-year>

The number of openings in each upper-year category is dependent on the internal attrition rates at the law school. Usually the number of places available in each category cannot be known precisely until late June when the Faculty ascertains how many of its students are seeking to transfer elsewhere, how many are taking an approved leave, and how many are returning to study. The number of places is never large and occasionally there are no places at all. In particular, there have been very few openings for the admission of NCA applicants who are recommended to complete more than eight to ten courses.

Typically the Admissions Office receives many more applications from candidates that meet the minimum standards than there are places available.

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.

Decisions on upper-year transfer, letter of permission and NCA applications are generally made in June and July following the OLSAS application deadline of May 1. It is the responsibility of applicants to ensure that all documentation is submitted to OLSAS on a timely basis. 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

Only 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. In this regard, priority will be given to transfer and letter of permission applicants whose own ill health or the ill health of a close family member or child-care responsibilities necessitate closer proximity. Documentation corroborating the grounds should be provided to support the application.

Language Proficiency and TOEFL

An excellent command of spoken and written English is essential to 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 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. 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. 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. The institution code for Queen's University is 0949. For further information, please see the TOEFL website at www.ets.org/toefl/.

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** (Advanced Standing Applicants)

Advanced standing applicants are transfer applicants who seek to be admitted into the Queen's JD degree program from a law school outside Canada offering a common law LLB or JD degree. Applicants claiming advanced standing must outline in the personal statement the courses for which they are seeking recognition for transfer credit and the reasons for that claim. Generally, applicants are not accorded more than one year's advanced standing and will be required to take Constitutional Law from the first-year curriculum. 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 whether or not 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 a maximum period of 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. Subject to the foregoing, 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 current letter of recommendation from the NCA concerning the conditions upon which a Certificate of Qualification would be issued by the Committee and any subsequent correspondence with the NCA about progress in the recommended courses. 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. The Admissions Committee relies on the NCA's recommendation and gives preference to applicants who are required to take examinations in fewer than eight subjects to earn a Certificate of Qualification. 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.

As an alternative to admission to a law school, NCA applicants may seek assistance preparing for NCA examinations from new bridging programs offered by the [Internationally Trained Lawyer's Program](#) at University of Toronto and from the [Professional Development Division](#) of Osgoode Hall Law School.

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 combined program is posted on the Faculty of Law website at <http://law.queensu.ca/jd-studies/academic-programs/combined-jd/civil-law-common-law>.

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 at least 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 student file for students who are admitted and register at Queen's Faculty of Law. Such information is held confidentially in the Student Services Office and used in accordance with the privacy and access to information policies of Queen's University. Personal information may be disclosed to regulatory authorities, law enforcement officials or other persons when authorized or required by law. For details, see www.queensu.ca/registrar/. Questions may be addressed to the Assistant Dean of Students in the 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.