

MCGILL UNIVERSITY

FACULTY OF LAW

**HANDBOOK OF
ACADEMIC REGULATIONS,
RESOLUTIONS AND POLICIES**

2020-2021

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INTRODUCTORY NOTE

1. This Faculty of Law Handbook of Academic Regulations, Resolutions and Policies has been prepared in order to make available to all members of the community, a range of information relating to academic activities taking place throughout the year.

2. The appropriate organs and officers of the Faculty and the University may make changes from time to time to any of the regulations and other materials contained in the Faculty of Law Handbook. These changes will be posted prominently in the Faculty as the occasion requires and will remain posted until their incorporation into future editions. Any Faculty regulation or amendment thereto is sufficiently promulgated by posting in the Faculty, or publication on the Faculty of Law, or on the Student Affairs Website, or in this Handbook.

3. While an effort has been made to collect relevant material for inclusion in this Handbook, students are reminded that other Faculty resolutions, interpretation notes and policy statements are posted from time to time in the Faculty.

4. Students are asked to keep this Handbook throughout their studies. Updated editions of this Handbook are published yearly and are posted on the Student Affairs Website.

5. McGill University and the Faculty of Law value academic integrity, which is fundamental to achieving our mission of the advancement of learning. Students are urged to consult the McGill website on academic integrity at www.mcgill.ca/integrity. This website, which is a resource for faculty and students, is intended to promote academic integrity at McGill by providing information about the meaning of integrity, about how to foster it, and about the consequences of breaching it.

SECTION I

GENERAL REGULATIONS OF THE FACULTY OF LAW

ADOPTED:

- (a) by Faculty Council: 29 January 1981
- (b) by Faculty: 12 February 1981
- (c) by Senate: 13 May 1981

AMENDMENTS:

1. Paragraphs 1 (a) (iii) (dd) and 1 (a) (iv) (aa) were adopted by Faculty on 2 March 1983 and Senate on 23 March 1983. An interpretation note is appended to the Faculty Minutes of 2 March 1983.
2. Paragraph 1(a) (ii) adopted by Faculty on 12 September 1997 and Senate on 3 December 1997.
3. Paragraph 1 (a) (ii) adopted by Faculty on 2 February 2001 and Senate on 24 May 2001.
4. Paragraphs 1 (a) (iii) and 1 (a) (iv) amended by Faculty Council on 18 November 2005 and Senate on 26 February 2006.
5. Paragraph 1 (a) (ii) amended by Faculty Council on 16 January 2009 (Senate approval to be confirmed).
6. Paragraph 10 (viii) adopted by Faculty Council on 13 April 2016.

GENERAL REGULATIONS OF THE FACULTY OF LAW

1. (a) The Faculty Council shall be composed of:
 - (i) the Faculty as defined by article 7.2 of the University Statutes (all Professors, Associate Professors, Assistant Professors and full-time University Lecturers and Faculty Lecturers authorized to offer courses of instruction within the Faculty of Law); and
 - (ii) The Law Librarian (if not a member of the Faculty), the Assistant Dean for Admissions and Recruitment (if not a member of the Faculty), the Director, Student Life and Learning (if not a member of the Faculty), the Assistant Dean for Strategic Planning, and those Sessional Lecturers elected to membership pursuant to article 7.3 of the University Statutes; and
 - (iii) five students in the Faculty of Law, elected to membership pursuant to article 7.3 of the University Statutes, and chosen as follows:
 - (aa) one student shall be the President of the Law Students Association, ex officio;
 - (bb) two students shall be Vice-Presidents of the Law Students Association;
 - (cc) two students shall be officers of the Graduate Law Students Association.
 - (iv) an additional number of students registered for the combined degrees of Bachelor of Civil Law and Juris Doctor, elected to membership pursuant to article 7.3 of the University Statutes, and chosen as follows:
 - (aa) for each complete group of four members of the Faculty Council under sub-sections (i) and (ii) of Regulation 1(a) in excess of twenty, present and voting in any particular year, one student shall be elected by the whole of the body of students registered whether for the combined degrees of Bachelor of Civil Law and Juris Doctor.
- (b) However, the Faculty Council shall be composed only of the persons contemplated in sub-sections (i) and (ii) of Regulation 1(a) in the following cases:
 - (i) when dealing, otherwise than by way of the making of recommendations of general policy or the enactment of general regulations, with any matter relating to marks, the standing and promotion of students, the setting, grading and administration of examinations, or the awarding of prizes, scholarships, bursaries and other awards; or

- (ii) when dealing, otherwise than by way of the making of recommendations of general policy, with the recruitment, promotion and terms of contract of members of the academic staff.
- 2. The Faculty Council shall have authority to deal with all matters which, under the University Statutes, may be properly dealt with by the Faculty of Law, except matters contemplated in article 7.3 of the University Statutes, which shall be dealt with by the Faculty as defined by article 7.2 of those Statutes.
- 3.
 - (a) Meetings of the Faculty Council shall be open except when dealing with any matter contemplated by Regulation 1(b).
 - (b) Nevertheless, the Faculty Council may vote to close any meeting or part thereof.
 - (c) In addition, the presiding member may require any person attending a meeting to withdraw if this is considered necessary to keep order.
- 4. Faculty Council shall be convened by the Dean
 - (i) at the Dean's discretion; or
 - (ii) if it has not met during a calendar month within the academic session, during the subsequent calendar month upon the request of three members of the Faculty Council.
- 5.
 - (a) The agenda for meetings of the Faculty Council shall be prepared and circulated by the Dean, and shall consist of
 - (i) items determined by the Dean; and
 - (ii) such other items as are proposed by any member of Faculty Council.
 - (b) Faculty Council may amend the agenda.
- 6. The Dean or the Dean's delegate shall preside at meetings of Faculty Council.
- 7. A quorum of Faculty Council shall consist of one-half of the members thereof.
- 8.
 - (a) Decisions of the Faculty Council shall be taken by majority vote of members present.
 - (b) In the event of a tie vote, the presiding member shall have an additional or casting vote.
- 9. The presiding member shall recognize as speakers
 - (i) any member of Faculty Council; and
 - (ii) upon the request of a member of Faculty Council, a member of a committee of Faculty Council, when Faculty Council is discussing a report, recommendation or motion arising from the committee of which the proposed speaker is a member.

10. (a) The following standing committees of Faculty Council are established:
 - (i) the Undergraduate Admissions Committee
 - (ii) the Graduate Studies Committee
 - (iii) the Library Committee
 - (iv) the Curriculum Committee
 - (v) the Examination Committee
 - (vi) the Staff Appointments Committee
 - (vii) the Promotions and Renewal of Appointments Committee
 - (viii) the Equity Committee
- (b) Faculty Council may establish such other committees as it may from time to time determine.
11. (a) The Dean shall be, ex officio, a member of all committees.
- (b) Subject to any resolution of Faculty Council, the Dean shall determine the composition, membership and Chair of all committees.
12. (a) The eligibility of students to serve as members of Faculty Council committees shall be determined in accordance with Regulation 1(b).
- (b) The ratio of students to Faculty on committees on which they are eligible to serve shall be not less than 1:4.
13. Regulations 2 through 8 shall apply mutatis mutandis to committees and committee meetings.
14. To the extent permitted by the University Statutes, and subject to approval by Senate where required by the University Statutes, Faculty Council, composed pursuant to Regulation 1(a) or 1(b), or Faculty, as defined in Regulation 1(a)(i) (as the case may be), may amend these Regulations.

SECTION II

RESOLUTION OF THE FACULTY COUNCIL ON COMMITTEE MEMBERSHIP

ADOPTED:

- (a) by Faculty Council: 29 January 1981
- (b) by Faculty: 12 February 1981
- (c) by Senate: 13 May 1981

AMENDMENTS:

Paragraph (i) adopted by Faculty Council on 12 September 1997

Paragraph (v) amended by Faculty Council on 4 February 2000

Paragraphs (iv) and (v) amended by Faculty Council on 2 February 2001

Paragraph (viii) adopted by Faculty Council on 13 April 2016.

Paragraphs (ii) and (v) amended by Faculty Council on 22 February 2017.

RESOLUTION OF THE FACULTY COUNCIL ON COMMITTEE MEMBERSHIP
REVIEW COMMITTEE MEMBERSHIPS WITH DEAN

Standing Committees of Faculty Council shall be composed of the Dean, ex officio, and of the following additional members:

- (i) the Undergraduate Admissions Committee:
 - (a) no more than 8 members of the Faculty;
 - (b) 2 undergraduate students;
 - (c) the Assistant Deans for Admissions and Recruitment and Strategic Planning

- (ii) the Graduate Studies Committee:
 - (a) no more than 5 members of the Faculty;
 - (b) the President of the Graduate Law Students Association, and the Vice-President Academic of the Graduate Law Students Association or their delegates.*
 - (c) Director, Student Life and Learning

*graduate students participate in all decisions except for admissions and student-specific questions

- (iii) the Library Committee:
 - (a) no more than 5 members of the Faculty;
 - (b) 1 undergraduate student;
 - (c) 1 graduate student;
 - (d) the Law Librarian or the Law Librarian's delegate;

- (iv) the Curriculum Committee:
 - (a) no more than 5 members of the Faculty;
 - (b) 3 undergraduate students;
 - (c) the Associate Dean;
 - (d) the Director, Student Life and Learning, ex officio;
 - (a) 1 graduate student

- (v) the Examination [and Evaluation] Committee:
 - (a) one member of the full-time Faculty;
 - (b) the Associate Dean (Academic), ex officio;
 - (c) the Director, Student Life and Learning, ex officio;
 - (d) the Vice-President (Academic) of the Law Students Association or his or her delegate;
 - (e) the Vice-President (Academic) of the Graduate Law Students Association or his or her delegate.

- (vi) the Staff Appointments Committee:
 - (a) no more than 3 members of the Faculty;
 - (b) 1 undergraduate student;

- (vii) the Promotions and Renewal of Appointments Committee:
 - (a) no more than 3 members of the Faculty;
 - (b) 1 undergraduate student.

- (viii) the Equity Committee
 - (a) 2 members of the Faculty;
 - (b) 2 members of administrative staff
 - (c) 3 undergraduate student.
 - (d) 1 graduate student

SECTION III

FACULTY ACADEMIC REGULATIONS

CONSOLIDATED:

Spring 1982

AMENDMENTS:

1. Regulations 28, 33, 34, 35 and 49 were amended by Faculty Council on November 22, 1984 and on January 17, 1985.
2. Regulations 53 and 54 adopted by Faculty Council on March 8, 1993, and approved by Senate May 19, 1993.
3. Regulations 16 and 24 were amended by Faculty Council on March 28, 1996.
4. Regulation 14 was amended by Faculty Council on December 5, 1996.
5. Regulations 1, 5, 6, 7, 8, 9, 36, 53 and 54(ii) were amended by Faculty Council on November 13, 1998.
6. Regulation 2 was deleted by Faculty Council on November 13, 1998.
7. Regulation 9 was amended by Faculty Council on November 28, 2003.
8. Regulation 16 was amended by Faculty Council on October 22, 2004.
9. Regulation 16 was repealed by Faculty Council on February 10, 2006.
10. Regulation 35 was repealed by Faculty Council on April 7, 2006.
11. Regulations 28 and 38 were amended by Faculty Council on April 23, 2008.
12. Regulations 55, 56 & 57 added by Faculty Council on April 13, 2016.
13. Regulations 53 & 54 were amended by Faculty Council on September 23, 2020.

FACULTY ACADEMIC REGULATIONS

	I. <u>Degree Requirements</u>
The McGill Programme	<p>1. The University grants, with the program of law studies, the Bachelor of Civil Law (B.C.L.) and the Juris Doctor (J.D.) Degrees concurrently to candidates who have successfully completed 105 credits in accordance with the following regulations and the requirements set out in the Faculty Announcement and elsewhere in this Handbook.</p> <p>The course of study requires full-time attendance for at least three academic years.</p>
B.C.L. or LL.B. degree only	2. Deleted November 13, 1999.
Per term credit minima and maxima	<p>3. Full-time attendance at the Faculty obliges candidates to register for no fewer than twelve credits in each term, with the exception of their final term should a lesser number of credits be required to obtain their degrees.</p> <p>Candidates may register for a maximum of eighteen credits in any term (excluding the summer term, where the maximum is 14 credits).</p>
Concurrent enrolment in Bar program	4. No candidates are permitted to be enrolled concurrently in the programs of the Faculty of Law and a professional training program of any Bar, whether this program consists of a course of lectures or a period of articling. Where students are found to be in breach of this regulation, the Dean may require them to withdraw from the Faculty of Law.
Five-year limit	5. To be eligible for their degrees, candidates must complete the required number of credits within five years of their first registration in first year, subject to Faculty Regulations on Part-Time Study.
Leaves of Absence	6. Under special circumstances, candidates who have interrupted their studies after having completed at least 32 credits arising out of courses given in the Faculty may be permitted by the Dean or the Dean's delegate to continue their studies. In such event, the period of interruption shall not be included in the calculation of the five-year period.

Transfer students	<p>7. Candidates applying for transfer to McGill from other law faculties are required to successfully complete a minimum of 75 credits arising out of courses given in the Faculty in order to obtain both B.C.L. and J.D. degrees.</p> <p>The same rule applies to candidates applying for advanced standing at McGill University, after completing a first undergraduate law degree at another law faculty, although this requirement may be waived in light of the previous record of the applicant.</p>
Visiting students	<p>8. Under special circumstances, candidates having completed at least thirty-two credits out of courses given by the Faculty may apply for permission to fulfill up to thirty credits at another law faculty.</p>
Outside credits	<p>9. A limited number of the credits required for the B.C.L. and J.D. degrees may be obtained in appropriate courses given by other law faculties, by other faculties of McGill University or by other universities, as arranged from time to time, provided approval, where needed, has been granted prior to registration for any courses given rise to such credits, in accordance with the Faculty Policy on Outside Credits. Unless they are participating in an approved exchange or study abroad program, students may obtain a maximum of 12 outside credits to count towards their B.C.L. and J.D. degrees: 6 outside law credits and 6 outside non-law credits. Students who participate in an approved exchange or study abroad program may obtain a maximum of 21 outside credits to count towards their degrees: 15 exchange/study abroad (law) credits and 6 outside credits (law and/or non-law credits).</p>
Double crediting of course	<p>10. Unless double crediting is permitted under an approved joint program, candidates shall not receive credit for any course taken in fulfilment of requirements for any other degree.</p>

	II. <u>Course Selection and Registration</u>
Early course Selection	11. Candidates shall make their course selections for the entire academic year within the delays established by the Faculty. Once the delays for course selections have expired, changes are permitted only under Regulation 12, or if these become necessary as a consequence of special circumstances such as the results of supplemental examinations and re-reads (which may render a candidate ineligible for the course), course cancellations, the addition of a new course, or time-table conflicts.
Course change Period	12. Candidates may add or drop courses without penalty via MINERVA during the two-week course-change period at the beginning of each term. Students are urged strongly to verify the exact dates which will be found in the introduction to the Registration Materials. This information is also available from the Student Affairs Office.
Prescribed programs	13. The Faculty shall prescribe the program of candidates who do not make their course selections within the specified delays.

	III. <u>Examinations, Term Papers and Essays</u>
Modes of assessment	<p>14. (a) The work done by candidates in any given course may be assessed on the basis of examinations, papers, essays or class, group or tutorial participation, or any other academic activity.</p> <p>(b) However, all candidates shall be given the same options of assessment where there is more than one type of assessment, and all undergraduate law students shall be subjected to at least one common type of assessment, other than class participation for at least fifty percent of the final grade. Permission of the Dean or the Dean's delegate may be obtained for divergence from this rule in the case of disabled students. This rule applies only to McGill undergraduate law students.</p>
Joint work	15. Joint work by two or more students for credit is not permitted without the special leave of the instructor.
First year Courses	16. Repealed February 10, 2006.
Awarding of academic credit	17. Academic credits are awarded upon examination or otherwise only where candidates have properly registered for the same.
Use of written Material	18. Students registered in the Faculty, and others attending its lectures, seminars or other courses, are taken to agree to reasonable pedagogical use within the Faculty of written assignments and examination answers.
Identification of candidates	19. Essays and other papers are written under the name of each candidate. Written examinations are anonymous, according to the procedure established by Faculty.
Language of evaluation	20. Examinations, term papers and essays may be written in either English or French. Participation in Moot Courts may also be in either language. While examination questions are set in the language in which a course is given, they may contain materials in either English or French.
Sickness during examination	21. By commencing to write any examination, candidates waive the right to plead any grounds which would entitle them to a deferred examination, unless these occur during the course of the examination.

Examination Regulations	22. The Faculty follows, except in minor detail, the University Examination Regulations. The University Examination Regulations, as amended, are posted prior to each examination period in the Faculty. Candidates in breach of any Faculty or University Regulation respecting examinations, term papers and essays shall be liable to any academic or disciplinary sanctions then in force in the University in addition to any academic sanction imposed by the Faculty.
Examination Sessions	23. There are three general examination sessions in the academic year: one regular session at the end of each term and one supplementary session to be held preceding the start of the fall term.
Duration of written examinations	24. Written examinations shall have a maximum duration of three and one half hours inclusive of reading time. Take-home examinations may have a longer duration.
Oral examinations	25. Oral examinations shall be jointly conducted by the examiner and the co-examiner and the grade shall be given by the examiner in consultation with the co-examiner.
Essays, theses, papers: plagiarism	26. In the absence of the express prior permission of the Faculty, a thesis, essay or paper is submitted on the basis that the candidate is its sole author, and that it has not been and is not concurrently being submitted to any other faculty or university for any degree, diploma, or certificate, or for credit towards the same, or to this Faculty for any other course.
Deadlines and late submission of written work	<p>27. <i>Supervised essays.</i> A supervised essay is due on the fifth working day prior to the last working day of the examination period of the term for which it is being written, unless another and earlier date has been fixed by the instructor by arrangement with the student in question and communicated to the Associate Dean.</p> <p><i>Other essays and papers.</i> Essays and papers in any other course are due on the fifth working day prior to the last working day of the examination period of the term for which they are being written unless another and earlier date (not earlier than the first day of the examination period) is fixed by the instructor and announced within one week from the commencement of lectures, and communicated to the Associate Dean.</p> <p><i>In-term assignments.</i> The foregoing provisions do not apply to mid-term, or other in-term, assignments in a course; these being due at the dates fixed by the instructor.</p> <p><i>Late assignments.</i> In the absence of a medical certificate or analogous circumstances, any required paper or essay submitted after its due date shall be assessed a penalty of one grading unit per day late.</p>

	IV. <u>Evaluation of Studies</u>
Faculty Grading Scale	<p>28. In order to obtain credit for their courses candidates must obtain a passing grade. The following grades are awarded by the Faculty:</p> <p>Passing grades: A A- B+ B B- C+ C D (for complementary and elective courses) P</p> <p>Failing grades: D (for required courses) F</p>
Courses at McGill Faculties	29. Where a course is taken at McGill University, but outside the Faculty of Law, the marking system used in evaluating studies shall be that of the Faculty of Law.
Courses at other universities	30. Where an approved course is taken outside the University, transfer credits are awarded without grades.
Posting of Grades	31. Grade distributions are posted on Minerva following ratification by Faculty Council at its sessional Marks Meeting. All students may then access their grades via MINERVA.
Re-reads of failing papers and exams	<p>32. When an examiner in a course gives a failing final grade to a candidate in a course, all the written assignments of the candidate in that course are re-read by the co-examiner before the communication of the examination results.</p> <p>Written assignments which have been re-read receive the grade which is given by the co-examiner in consultation with the examiner. Other assignments, if any, in the course, keep their grades unchanged. The grade assigned to the course as a whole is then recalculated, giving to the grade on each assignment its appropriate weight. Subject to the rules respecting supplemental evaluations and examinations, the course grade so recalculated is final.</p>

Grade points	<p>33. Grade points are awarded as follows:</p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Grade</th> <th style="text-align: left;">Grade Points in course</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>4.00 grade points (per credit)</td> </tr> <tr> <td>A-</td> <td>3.70 grade points (per credit)</td> </tr> <tr> <td>B+</td> <td>3.30 grade points (per credit)</td> </tr> <tr> <td>B</td> <td>3.00 grade points (per credit)</td> </tr> <tr> <td>B-</td> <td>2.70 grade points (per credit)</td> </tr> <tr> <td>C+</td> <td>2.30 grade points (per credit)</td> </tr> <tr> <td>C</td> <td>2.00 grade points (per credit)</td> </tr> <tr> <td>D</td> <td>1.00 grade points (per credit)</td> </tr> <tr> <td>F</td> <td>0.00 grade points (per credit)</td> </tr> </tbody> </table>	Grade	Grade Points in course	A	4.00 grade points (per credit)	A-	3.70 grade points (per credit)	B+	3.30 grade points (per credit)	B	3.00 grade points (per credit)	B-	2.70 grade points (per credit)	C+	2.30 grade points (per credit)	C	2.00 grade points (per credit)	D	1.00 grade points (per credit)	F	0.00 grade points (per credit)
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Grade point Average	<p>34. Academic standing and final honours in the degree programs are awarded on the basis of the cumulative grade point average (C.G.P.A.).</p> <p>The C.G.P.A. is calculated by multiplying the number of grade points obtained in each course by the number of credits allotted to that course, adding all the products so obtained, and dividing that total by the sum of the credits which the candidate attempted to earn. This calculation is to exclude all courses in which the candidate obtained a P.</p> <p>Notwithstanding the foregoing provisions of this regulation, the sessional and cumulative G.P.A. of a student on probation or of a student intending to graduate shall be calculated as provided in Regulation 51.</p>																				
Classification of degrees*	<p>35. <i>Degrees in the Faculty are granted as follows*:</i></p> <ul style="list-style-type: none"> - <i>Great Distinction: grade point average of 3.30 and over;</i> - <i>Distinction: grade point average of 3.00 to 3.29.</i> <p><small>* On 7 April 2006, Faculty Council resolved to cease awarding "Distinction" and "Great Distinction", starting with the Spring 2010 graduating class.</small></p>																				
Final transcripts	<p>36. Final transcripts of candidates who have successfully obtained B.C.L. and J.D. degrees shall include the following:</p> <ul style="list-style-type: none"> a) the letter grade obtained in each course; b) the class average for a course with an enrolment of 25 people or more b) the credit weight of each course; c) the various sessional and the final cumulative grade point average of the student calculated to two decimal places; d) the classification of the degree; e) a list of certain prizes granted; f) such other narrative mentions as are required to complete the transcript. 																				

Interim Transcripts (Student transcript on Minerva)	<p>37. Interim transcripts shall include:</p> <ul style="list-style-type: none"> a) the grade obtained in each course; b) the class average for a course with an enrolment of 25 people or more b) the credit weight of each course; c) a list of certain prizes granted.
	<p>V. <u>Supplemental Evaluations</u></p>
Supplemental evaluations	<p>38. Supplemental examinations and other evaluations are permitted in accordance with the following regulations where candidates have obtained a failing grade in a course, as defined in article 28.</p>
Limitations on entitlement to supplementals	<p>39. No candidate is entitled to a supplemental examination or evaluation if, under Regulation 49, he must withdraw from the Faculty.</p> <p>A candidate may not undertake more than the following number of supplemental examinations or evaluations:</p> <ul style="list-style-type: none"> (i) one supplemental in a course worth more than seven credits; or (ii) two supplementals in a course or courses worth altogether seven or fewer credits.
Applications for supplementals	<p>40. Supplemental examinations are written at the Faculty in the month of August. Applications must be made via Minerva.</p>
Supplementals in Essays	<p>41. When a candidate fails an essay as a course, or fails a course as a result of failing a paper constituting part of the weight of grading in a course, application to write a supplemental may be made to the Dean or the Dean's delegate who shall decide, in the light of the circumstances and after consultation with the professor involved, whether a supplemental should be granted. If a supplemental is allowed it shall consist of the writing of a new essay or paper on the same or a different topic, or a re-writing of the failed essay or paper, or the writing of a regular supplemental examination, as indicated in the decision. Supplementary papers or essays shall be handed in the first day of the August examination session.</p>
Supplementals in Mooting and Tutorials	<p>42. Supplementals in Mooting consist of the writing of new factums and the presentation of fresh oral arguments as arranged by the Dean or the Dean's delegate in consultation with the Moot Court Board. Supplementals in tutorials shall be governed by Regulation 41.</p>
Special supplementals	<p>43. A student who has failed a course in the final year at the Faculty may, with the approval of the Dean or the Dean's delegate be permitted upon application to write a special supplemental examination.</p>

Grading of supplementals	44. The grade obtained in a supplemental examination or evaluation is the grade of the course as a whole, and is final and not subject to appeal. The grade first obtained in the course shall be included in the transcript in all cases, followed by the grade obtained as a result of a supplemental examination or evaluation.
	VI. <u>Deferred Evaluations</u>
Deferred evaluations	45. Deferred examinations or other evaluations are permitted where a candidate has been excused from earlier assessments or regular examinations by reason of illness or analogous causes. These are granted at the discretion of the Dean or the Dean's delegate and subject to such conditions as are from time to time established and posted in the Faculty. Applications for deferred examinations and evaluations must be made through the Student Affairs Office.
Regulations for deferred evaluations	46. Where a deferred examination or other evaluation has been taken, the regulations respecting regular examinations, term papers and essays shall, in so far as possible, apply. In such cases, the regulations respecting evaluation of studies shall also apply.
Failures in deferred evaluations	47. However, where a candidate receives a failing final grade after re-reading by the co-examiner, the grade received is final. In special circumstances the Dean or the Dean's delegate may permit candidates receiving a failing grade to undertake special supplemental evaluation.
	VII. <u>Withdrawals, Termination of Studies and Entitlement to Graduate</u>
Voluntary withdrawal	48. Candidates shall be permitted to withdraw from the Faculty without academic penalty, with the permission of the Dean or the Dean's delegate.
Compulsory withdrawal	49. Candidates who do not achieve a sessional Grade Point Average of 1.50 will be required to withdraw from the Faculty. Candidates who achieve a sessional Grade Point Average of between 1.50 and 1.99 will be permitted to continue their studies but must achieve at the end of subsequent session either a sessional Grade Average of 2.50 or an overall Grade Point Average of 2.00.
Entitlement to Graduate	50. Candidates must have an overall Grade Point Average of 2.00 in order to be entitled to graduate.

Special G.P.A. calculation	<p>51. Notwithstanding Regulation 34, in determining</p> <ul style="list-style-type: none">(a) if a candidate is entitled to graduate, and(b) if a candidate on probation as a result of the foregoing has achieved a sessional Grade Point Average of 2.50 or cumulative Grade Point Average of 2.00 at the end of the subsequent session, <p>the candidate's sessional Grade Point Average, or cumulative Grade Point Average shall be calculated excluding the results obtained in supplemental examinations and on repeating the course after an earlier failure if such calculation results in a higher sessional or cumulative Grade Point Average.</p>
Readmission	<p>52. Candidates who are required to withdraw from the Faculty under regulation 49, may be authorized by the Faculty Admissions Committee to continue their studies if exceptional reasons for so doing exist.</p> <p>Candidates shall not be refused permission to continue their studies without being given the opportunity to address the Admissions Committee in person.</p> <p>The decision of the Admissions Committee is final, both as to permission to continue studies and, subject to these regulations, any conditions thereof.</p>
	<p>VIII. <u>Regulation on Part-Time Study</u></p>

<p>Part-time study – Undergraduate</p>	<p>53. At the time of admission to the Faculty, a candidate who fulfills the standard admissions requirements may be permitted to pursue the joint degrees in law for the whole course or for a limited period, on a part-time basis, on the ground that full-time study is impracticable for any of the following reasons, the validity of which shall be established to the satisfaction of the Dean or Dean’s Delegate on the basis of the submission of a written request, accompanied by detailed supporting documentation:</p> <ul style="list-style-type: none">(i) disability, defined as a physical, mental, learning or sensory impairment that restricts the candidate’s ability to perform the daily activities necessary to pursue studies on a full-time basis at a postsecondary level, as attested by a professional in the relevant specialization;(ii) pregnancy and childbirth; and(iii) responsibility as a primary caregiver for an individual that the candidate regularly and continuously assists in carrying out a basic activity of daily living. <p>During their studies in the Faculty, a candidate may be permitted to pursue the joint degrees in law for the whole course or for a limited period, on a part-time basis, on the ground that full-time study is impracticable for any of the following reasons, the validity of which shall be established to the satisfaction of the Dean or the Dean’s Delegate on the basis of the submission of a written request, accompanied by detailed supporting documentation:</p> <ul style="list-style-type: none">(i) disability, defined as a physical, mental, learning or sensory impairment that restricts the candidate’s ability to perform the daily activities necessary to pursue studies at a postsecondary level, as attested by a professional in the relevant specialization;(ii) pregnancy and childbirth;(iii) responsibility as a primary caregiver for an individual that the student regularly and continuously assists in carrying out a basic activity of daily living;(iv) illness, injury, or another health problem;(v) financial hardship; and(vi) other exceptional circumstances.
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<p>Special academic regulations for part-time study</p>	<p>54. A candidate studying part-time shall be subject to all of the academic regulations of the Faculty, save as follows:</p> <ul style="list-style-type: none"> (i) the candidate shall complete all requirements for the joint degrees within at most seven academic years. (ii) in general, a candidate studying part-time shall register for not fewer than nine credits in each term, with the exception of the final term, should a lesser number of credits be required for the obtaining of the degree sought; nevertheless, under special circumstances, the Dean or the Dean’s delegate may grant the candidate permission to register for a lesser number of credits, for one term, renewable if the exceptional circumstances persist. (iii) a candidate studying part-time due to a major functional or permanent disability that has been certified by a government loan and bursary program may register for six credits in each term on the basis of the submission of a written request, accompanied by detailed supporting documentation. (iv) a candidate admitted to part-time study on the basis of a disability shall be eligible to be considered for scholarships and fellowships available to full-time students, on the basis of equivalent academic standing. (v) the Dean or the Dean’s Delegate shall, generally or in any particular case, establish special rules or conditions governing the selection and sequence of obligatory and complementary courses and other degree requirements; and shall review the eligibility and status of the candidate in each academic year.
<p>Part-time study-Graduate Study Program</p>	<p>55. Either at the time of admission to the Faculty, or while in course of study, a student may, by, and at the special discretion of, the Associate Dean (Graduate Studies), be permitted to pursue the Masters in Law degree for a period, of no more than two semesters, on a part-time basis, on the ground that full-time study is impracticable for any of the following reasons, the validity of which shall be established to the Associate Dean's satisfaction:</p> <ul style="list-style-type: none"> (i) health problems, mental illness, or physical disabilities; (ii) pregnancy; (iii) responsibility for the primary care of others; (iii) financial hardship; (iv) other special circumstances.
<p>Special academic regulations for part-time study</p>	<p>56. A candidate admitted to part-time study shall be subject to all of the academic regulations of the Faculty and University, save as follows:</p> <ul style="list-style-type: none"> (i) the candidate shall register for not fewer than nine credits in each term, with the exception of the final term, should a lesser number of credits be required for the obtaining of the degree sought; nevertheless, under special circumstances, permission may be granted to candidates to register for a lesser number of credits. (ii) the nine credits cannot include research/thesis credits, unless all other course requirements are met. (iii) the Associate Dean may, generally or in any particular case, establish special rules or conditions governing the selection and sequence of courses

	and other degree requirements; and may review the eligibility and status of the candidate in each academic year.
	IX. <u>Amendments and Modifications</u>
Amendments	57. The Faculty reserves the right to change any of its courses, rules and regulations and to make these changes applicable to students already registered as well as to new students.

SECTION IV

FACULTY EXAMINATION REGULATIONS

ADOPTED: March 25, 1977

AMENDMENTS:

1. Regulation 23 enacted on April 18, 1977
2. Regulations 24-27 enacted on February 10, 1978
3. Regulation 27 amended on October 19, 1979
4. Regulations 3, 8(I)(5), 24, 25 and 26 amended on March 5, 1981
5. Regulations 24, 25 and 26 consolidated January 17, 1985
6. Regulations 3, 6, 7, amended by Faculty Council on March 28, 1996
7. Regulation 28 adopted March 28, 1996
8. Regulations 2, 3, 6 amended October 3, 1996. Regulation 5 repealed October 3, 1996.
9. Regulation 7 replaced June 1999
10. Regulation 1 repealed February 4, 2000. Regulations 2, 9, 10, 11 amended February 4, 2000. Regulation 12 repealed February 4, 2000. Regulations 25 and 26 amended February 4, 2000.
11. Regulation 7 replaced April 8, 2005. Regulation 9.1 enacted April 8, 2005.

FACULTY EXAMINATION REGULATIONS

GENERAL

1. NOTE: REGULATION 1 REPEALED FEBRUARY 4, 2000.

2. These guidelines, rules and procedures are subject to the Regulations of the Faculty.

All assessments are subject to the Examination Committee guidelines, rules and procedures as set forth hereinafter.

In the following articles, "assessment" means any form of evaluation, including namely in-term essays and end-of-term essays, oral presentations in class and oral examinations, and "examination" means any sit-down, written evaluation taking place at a pre-determined time, including namely a take-home examination.

3. All assessments will be held according to the following regulations.

(a) As regards courses assessed by methods other than examination, more than one assessment within each term is encouraged.

(b) If a final exam is offered, it must be worth at least 25% of the final grade. The maximum weight of a final examination shall be no more than 75% of the final grade, except where students have been offered the choice in advance to write a final exam worth more than 75% of the final grade.

(c) As regards one-term courses, all examinations shall be held in the regular end-of-term examination period. Permission of the Dean or the Dean's delegate is required for divergence from this procedure.

(d) As regards full-year courses,

(i) mid-term (Christmas) assessments shall be obligatory;

(ii) all examinations shall be held in the regular end-of-term examination period. Permission of the Dean or the Dean's delegate is required for divergence from this procedure.

(e) As regards voluntary mid-term examinations,

(i) the holding of one voluntary mid-term examination (for which the grade obtained would not count for all or any part of the final grade in the course) is encouraged in first term for first year students;

(iii) the holding of such examinations shall be coordinated by the Associate Dean (Academic).

NATURE AND CONTENT OF EXAMINATIONS

4. On all examinations (including supplementals) examiners should avoid repeating questions previously used and questions that require the student merely to indicate true or false or to make a choice among answers supplied.
5. NOTE: REGULATION 5 REPEALED OCTOBER 3, 1996.

CO-EXAMINERS

6. A co-examiner shall be named for any examination and for any written assessment which has to be handed in within ten days. The co-examiner shall be a member of full-time Faculty and a person with expertise in the field. Permission of the Dean or the Dean's delegate is required for divergence from this rule.

The co-examiner is responsible for checking the academic substance of the assessment, and should pay close attention to matters such as form, length, and clarity of the assessment, the weighing of individual questions or multiple assessments, and the extent to which the assessment adequately reflects the subject matter of the course.

7. The examiner, the co-examiner, or the Chair of the Examination Committee or his or her delegate may request that the Associate Dean (Academic) or his or her delegate act as Chair, or designate a member of full-time Faculty to act as Chair, to assist the examiner and co-examiner to arrive at a mutually agreeable final examination. If despite best efforts at conciliation, a mutually agreeable final examination cannot be arrived at in a timely manner, the Chair shall render a final and binding decision.

EXAMINATION FORMAT

8. Examinations shall be set in the following format:
 - (a) Questions
 1. Questions shall be typed single space on numbered 21 x 28 cm pages.
 2. Questions shall be numbered. There may be sub-questions, also numbered. Questions and sub-questions shall be clearly identified.
 3. The relative weight of any question shall be indicated in percentage terms in the margin opposite the question number, and opposite each sub-question number, if there are any sub-questions.
 4. Cases and other documents shall be properly referred to in accordance with recognized rules of citation.
 5. Instructors are strongly recommended to indicate on their examinations not only the percentage weight of each question but also the recommended number of minutes to be spent on answering each question.
 - (b) Instructions Form

1. The top page of each examination shall be composed of an Instructions Form filled in by the examiner.
2. The Instructions Form shall indicate the following:
 - (a) Course:
 - i) The name of the course and, if applicable, the number of the section of the course.
 - (b) Term:
 - i) The term or terms during which the course is given.
 - (c) Nature:
 - i) Whether the examination is a mid-term, final, supplemental or special supplemental examination.
 - ii) If applicable, indication shall also be made that the examination is optional.
 - (d) Date: The date of the examination
 - (e) Time: The time of the examination
 - (f) Duration: The maximum duration of the examination, including reading time when applicable.
 - (g) Weight: The weight of the examination in relation to the total grade for the course.
 - (h) Examiner: The name of the examiner.
 - (i) Co-Examiner: The name of the co-examiner.
 - (j) Type:
 - i) An indication whether the examination is:
 - Open Book; if so, the examination shall
 - 1) exclude looseleaf services and materials from the library; and
 - 2) specify what materials may or may not be taken into the examination room where the Open Book is otherwise restricted;
 - Closed Book;
 - Open Code/ Statute; the texts in such examinations must be "clean" ones. No annotations, other than underlinings and textual cross-references are permitted. Instructors are expected to be available in the examination room to verify that Codes/Statutes are, in fact, unannotated.
 - ii) An indication of what documents or material is attached to the examination, or will be handed out at the examination.
 - (k) Instructions:
 - i) Concise and precise instructions as to the way to answer the questions may be given.

- ii) Any instructions given orally in the classroom with respect to the way in which to answer any examination MUST form part of the written examination instructions.
- iii) Where appropriate, indication shall be given of the jurisdiction to which the examination applies.
- iv) An indication must be given of the number of questions (and sub-questions, where appropriate), to be answered.

(l) An indication of the total number of questions and pages.

- 9. Professors are required to proofread the final version (the version to be printed) of an examination and verify its accuracy on Examination Committee Form "A".
- 9.1 Examiners and co-examiners shall not use unsecured e-mail for the preparation and distribution of draft and final examinations.

**TRANSMISSION OF EXAMINATION QUESTIONNAIRES TO
STUDENT AFFAIRS OFFICE**

- 10. Examinations scheduled for the regular examination periods in December and April must be submitted, as a password protected electronic version, to the Student Affairs Office in their final version at least two weeks before commencement of the examination period. Examiners must ensure that any attachments (statutes, cases, etc.) which form part of the examination are given to the Student Affairs Office with the examination, and that, where applicable, such attachments are in both official languages.
- 11. In-term examinations in one-semester courses must be handed in their final version to the Student Affairs Office at least two weeks before the date the examination is to be given.
- 12. NOTE: REGULATION 12 REPEALED FEBRUARY 4, 2000.

ESSAYS

- 13. All essays, whether they form part of a course or are written independently for credit, must be handed by the student concerned to the Student Affairs Office no later than the fifth working day prior to the last working day of the examination period of the term for which they are being written. The exceptions contemplated under Regulation 27 of the Faculty Academic Regulations are only to be effective with the authorization of the Dean or the Dean's delegate.
- 14. Professors must inform the Student Affairs Office when they accept the task of supervising an essay by approving the on-line Essay Authorization Form within the first week of term.

EXAMINATION SESSIONS

15. Examiners are reminded that it is their responsibility to be present at least at the beginning and, preferably, also at the conclusion of their examinations, in order to answer any questions that may arise. In the event that the examiner's presence cannot be assured, it is the examiner's responsibility to indicate to the Student Affairs Office a contact telephone number.

MARKS PROCEDURE

16. It is the responsibility of the Student Affairs Office to ensure the complete anonymity of the examination process.
17. Examiners are themselves to enter marks on Minerva. Final grades must be completed and submitted no later than two weeks following the date of the examination in question.
18. Approximately two and one half weeks after each examination session the Faculty will hold a marks meeting in order to approve marks (The duration of the marking period may be shorter in the winter term). A grade distribution schedule will normally be posted the day following this meeting, and students will normally have access to their grades via MINERVA the day following this meeting. A second marks meeting will be held if necessary.

MARKING STANDARD

19. The grades to be awarded are indicated in Regulation 28 of the Faculty Academic Regulations. Marking is at the discretion of each examiner and changes will rarely be made in a colleague's marks. However, professors are warned against awarding excessive numbers of either fail grades or high marks unless there are unusually cogent reasons which an examiner is prepared to support.
20. Examiners are reminded that the Faculty no longer employs percentage grades, and that letter grades have no percentage equivalent. No student should be told, officially or unofficially, of any "percentage" mark awarded.

EXEMPTION FROM EXAMINATION

21. Any student wishing a medical exemption from an examination must apply for such an exemption to the Student Affairs Office as soon as possible, giving the SAO the name of the physician consulted. A medical certificate certifying that, in the physician's opinion, the student was not fit to write the examination in question, must be submitted to the Associate Dean at the earliest possible opportunity. No other medical certificate will be accepted for the purposes of granting a medical exemption. Faculty will be given a list of those students granted a medical exemption. This requirement for medical certificates applies to all examinations, including mid-term examinations in one-semester courses.
22. At the discretion of the Dean or the Dean's delegate, an exemption from writing an examination on compassionate grounds may be granted to a student.

SPECIAL SUPPLEMENTAL AND DEFERRED EXAMINATIONS

23. Special supplementals under Regulations 43 and 47 may only be granted upon application to the Dean or the Dean's delegate who will decide whether to allow such examinations according to the following guidelines.

Special supplementals are permitted only:

- (i) where a student is graduating and does not intend to return to the Faculty for further study;
- (ii) where a student requires one supplemental or deferred examination in order to qualify for a professional program;
- (iii) where a student would be prejudiced as to the time of being called to the Bar or some other similar professional commitment by suffering an additional delay of six months or more; and
- (iv) where the examiner agrees to set the examination.

A fee is to be charged for the special supplemental or deferred, and the special evaluation will be treated in the same manner as regular supplemental or deferred evaluations.

FEEDBACK

24. Course instructors are strongly encouraged to make available the best answers from examination papers or model answers to examination questions to students in their courses.

The procedure to implement this feedback requirement is set out in Regulations 25 and 26.

25. Students are permitted to look at their own examination papers plus one selected by the examiner during a two-week period following the release of final grades.

- (i) In all cases of courses taught by full-time instructors the examination papers, identified by exam numbers, will be delivered to the offices of instructors for the two week period (the re-reads already having been accomplished).
- (ii) In all cases of courses taught by sessional lecturers, the examination papers will be kept in the Student Affairs Office and will be delivered, identified by exam number, upon request by the instructor.
- (iii) Students who, for valid reasons, are unable to review their examination papers written at the end of the Winter semester within the two-week period immediately following the posting of the grades may do so no later than fourteen days after the commencement of the following Fall semester provided that, within the aforesaid two-week period, they advise the instructor and the Student Affairs Office of their wish to review their examinations.

In all cases it will be the task of each instructor to oversee the viewing of papers by students.

RE-READS

26. All failed examination papers are re-read automatically by the co-examiner prior to the Marks Meeting.

NOTICE OF METHOD OF ASSESSMENT

- 27.(a) In any course, the instructor shall, no later than during the first lecture of the term, disclose to the students and the Associate Dean (Academic) the nature, expected length, format, content and due date of all assessments and the weight of any particular assessment in the determination of the final grade for the course.

After the first lecture of the term, the modes of the assessment shall not be changed without the advice of the class and the approval of the Associate Dean (Academic).

- (b) All instructors are strongly encouraged to communicate such information on the modes of assessment to the Associate Dean (Academic), in time for publication in the Course Selection Materials. The Associate Dean (Academic) shall oversee the gathering and the publication of this information, and the administrative coordination of in-term assignments.

SECTION V

STUDENT ASSESSMENT POLICY

Revisions approved by Senate April 20, 2016 Minute 11B.5

- i. The [University Student Assessment Policy](#)

SECTION VI

POLICY REGARDING LANGUAGE OF EXAMINATIONS

ADOPTED: May 4, 1979

POLICY REGARDING LANGUAGE OF EXAMINATIONS

1. The attention of all students is drawn to the fact that it is the policy of the Faculty as stated (in part) in Regulation 20 that:

 "While examination questions are set in the language in which a course is given, they may contain materials in either English or French".
2. Where there is more than one section in a course and, as a consequence, the course is offered in both English and French, the examination questions themselves (as opposed to materials or extracts) for each section must be set either in English or French depending on the language used in the teaching of the section.
3. However, if the teachers involved in teaching a course decide to set a common examination for their respective sections, with the result that the examination questions themselves exist both in English and in French, then examination questions in either language can be made available to students who request them.
4. Where a course is listed as a bilingual course, any part of the examination may be set, at the option of the Instructor, in English or French, or both. The Instructor may also set a fully bilingual examination.

SECTION VII

FACULTY REGULATIONS REGARDING
REVIEW OF FINAL EVALUATIONS

ADOPTED: March 12, 1989.

FACULTY REGULATIONS REGARDING **REVIEW OF FINAL EVALUATIONS**

Students should note that the organization of reviews of final evaluations imposes a significant administrative burden on the Faculty and that they should not be routinely requested for disappointing results. The original grades awarded are treated with significant deference by the co-examiner or reviewer and are only changed when the reviewer finds that original grade assigned is an unreasonable assessment of the merits of the student's work. This recognizes the possibility that another grade could have been awarded, but maintains the original grade unless it falls outside the range of acceptable outcomes, giving consideration to the justification and intelligibility of the original decision. Although grades will only rarely be changed, reviewers may award a lower grade if the original grade is found to be unreasonably high.

There is a Rereading [Examination paper fee](#) applied to each grade review that does not result in an increased grade.

1. Students may request the review of a final grade (guaranteed by section 14(b) of the Charter of Students' Rights). This review shall be performed by the co-examiner or, in the case where there is no co-examiner, by a member of Faculty ("the reviewer"), designated by the Dean or the Dean's delegate, in consultation with the member of Faculty or Instructor originally responsible for the student's evaluation.
2. Subject to rule 3, such a request must be made in writing and on the appropriate form to the SAO, within fourteen days of the posting of the final marks for the course. Before making this request, the student must have met with the member of the Faculty or Instructor originally responsible for the student's evaluation to review the mark. Without this meeting, the request for a review will not be accepted.
3. When the first available date for a meeting with the member of Faculty or Instructor originally responsible for the student's evaluation is outside the fourteen day period contemplated in rule 2, the student must make arrangements within the fourteen day period for a later meeting. Students must email the SAO that the meeting with the instructor will be outside the 14 day period. The request for review must be made no later than seven days following this meeting.
4. The task of the co-examiner or reviewer is not to determine what grade he or she would have assigned the work in question, but to determine whether the grade assigned by the Instructor was reasonable. In reviewing the grade, the co-examiner or reviewer shall consult, the case permitting, at least three other examinations or other evaluation exercises from the same class. Where this procedure cannot be followed, any procedure deemed appropriate by the co-examiner or reviewer may be adopted, including consulting with the member of Faculty or Instructor originally responsible for the student's evaluation.
5. Where, after completing his/her review, the co-examiner or reviewer comes to the conclusion that the mark originally assigned does not constitute a reasonable appraisal of the merit of the student's work, the co-examiner or reviewer shall consult with the member of Faculty originally responsible for the student's evaluation and seek an explanation. If there is a disagreement between the member of Faculty originally responsible for the student's evaluation and the co-examiner or reviewer, the latter's recommendation shall prevail.
6. A mark can be increased or decreased as a result of the review process.
7. A Reading Examination Paper Fee for each review will be charged directly to the student's McGill account if the result of review results in an unchanged or lowered grade. If the grade is increased, no charge will be processed.

8. All F grades will continue to be reviewed automatically prior to the Faculty's Marks Meeting, in accordance with the procedure already existing in the Faculty Regulations. There will be no further review following this procedure.

SECTION VIII

POLICY REGARDING CLASSES SCHEDULED ON RELIGIOUS HOLY DAYS

**Addendum to the University Policy for the Accommodation
of Religious Holy Days**

(<http://www.mcgill.ca/importantdates/holy-days-0>)

ADOPTED: November 24, 2006

This replaces the Faculty Policy Regarding Lectures Scheduled on Jewish Holy Days, originally adopted in 1979 and last amended in 1991.

**POLICY REGARDING CLASSES SCHEDULED
ON RELIGIOUS HOLY DAYS**

1. The Faculty of Law recognizes that religious observance may affect not only evaluation but also class attendance, for both students and instructors. In furtherance of the University policy's aim of allowing students to fulfill both their university and their religious commitments, the following additional guidelines regarding class scheduling and attendance are provided.
2. Students who for reasons of religious commitment cannot attend a class that falls on a religious holy day should speak with the instructor, at least two weeks in advance, to determine available responses to the missed class. These responses may include: allowing the class to be recorded for the benefit of the absent student(s) (to be organized by the student(s)), meeting with the instructor at a later date to discuss assigned readings and any class notes obtained from a peer who attended the class, or planning a make-up session for the students involved.
3. While it is expected that students and instructors will demonstrate the utmost in respect and good will in the application of the above policy, any disagreement on its interpretation or application should be brought to the Associate Dean (Academic) for final resolution.

SECTION IX

FACULTY POLICY REGARDING COURSE AUDITING

ADOPTED: November 2003

FACULTY POLICY REGARDING COURSE AUDITING

McGill Policy on Auditing

1. University policy does not permit auditing of courses by persons not registered as students at McGill.

Faculty of Law Students

2. Subject to clause 3, the auditing of Faculty courses by students registered in the Faculty is subject to the discretion of course instructors.
3. Faculty students may not audit courses where:
 - (a) the courses are fully subscribed; or
 - (b) the nature of the class requires high levels of engagement from all students..
4. Where instructors grant Faculty students permission to audit their courses it is on the understanding that such students will not be evaluated in any way and no official record of their attendance will be generated.

Non-Faculty McGill Students

5. Non-Faculty McGill students wishing to audit courses offered by the Faculty must obtain the written permission of both the course instructors and, as appropriate, either the Director (Student Life and Learning) or Associate Dean (Graduate Studies).
6. The auditing of courses by Non-Faculty McGill students is subject to the same constraints as those imposed on Faculty students (see clauses 3 & 4 above).

Other Persons

7. All other persons not officially registered for a program offered by the Faculty or McGill, wishing to follow in any manner courses offered by the Faculty, must, in a timely manner, seek admission to the Faculty as Special Students and register and pay the course fees and other charges associated with admission as Special Students.
8. Special Students will not be permitted to register for courses that are fully subscribed by students registered for a program offered by the Faculty.
9. Credits obtained by Special Students will not count towards the credit requirements of any Faculty certificate, diploma or degree program to which such students may be subsequently admitted - although such students may be exempted, where appropriate and at the sole discretion of the Faculty, from retaking such courses.

SECTION X

MISCELLANEOUS

MISCELLANEOUS

1. [University Policies Procedures and Guidelines – Students](#)
2. The University's [Handbook of Student Rights and Responsibilities](#)
3. The University's [Code of Student Conduct and Disciplinary Procedures](#)
4. The constitution of the Law Students Association is available for consultation in the L.S.A. office.
5. The University's [Policy Concerning the Rights of Students with Disabilities](#)
6. The University's [Policy on Harassment, Sexual Harassment and Discrimination Prohibited by Law](#)