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UNIVERSITY

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**TO:** Karen Roche, Secretary of Senate

**FROM:** Dr. Andrew P. Dean  
Chair, Senate Academic Committee

**DATE:** May 9, 2013

**SUBJECT:** **Senate Academic Committee Report – May 2013**

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The Senate Academic Committee (SAC) met on April 26 and May 9, 2013. The Committee referred items from the Senate meeting of April 25 to its appropriate SAC subcommittees.

The Committee received updates from the Senate Academic/Ojimaawin-Aboriginal Governance Council subcommittee regarding the survey of courses with Aboriginal content. The Ad-Hoc committee revising the Academic Appeals process gave an update.

The SAC Regulations subcommittee reviewed the proposed regulations and reported to the Senate Academic Committee:

SAC passed a motion recommending Senate approve the proposed Department of Biology Regulation changes (Senate October 19, 2012, Item 5):

- [Biology 4101 \(2012-SCI-056\)](#)
- [Addition and rewording of Notes relevant to Biology undergraduate programs \(2013-2014\)](#)

SAC passed a motion recommending Senate approve the Regulations specific to the Faculty of Law (attached).

SAC passed a motion recommending Senate approve the addition of Regulations in the MPH Calendar Changes (attached).

SAC passed a motion recommending Senate approve the following regulation for Timely Feedback (attached).

Respectively submitted.

Dr. Andrew P. Dean

Attachments

# FACULTY OF LAW

## FACULTY OF LAW ACADEMIC REGULATIONS

By registering at the Faculty of Law students accept that they have joined the legal profession community and as such, are bound to conduct themselves in a manner reflective of the academic, professional and ethical expectations/standards of the legal education program and of the practice of law.

It is the responsibility of each student registered at the Faculty of Law to be familiar with the specific requirements of the JD degree.

Each student is responsible for ensuring that the courses selected at registration satisfy the program requirements of the JD degree; academic advice and counseling for all who need assistance is freely available from the Dean's Office.

It is also understood that every student, by the act of registering, agrees to abide by all rules and regulations of the University and of the Faculty of Law.

### 1. University Regulations

A student is subject to the General Academic Regulations as stated in the University Calendar and to the specific regulations of the Faculty of Law. The general University regulations governing conduct and academic matters apply except where they are modified by the Faculty of Law regulations.

### 2. Continuation in Program

To progress to Second Year a First Year student must:

- a. have an overall average of 60% in the First Year program and not have failed any course; or
- b. if the student has one failed course, the student may write a special examination. The student must obtain a pass (50%) in order to clear the failed course. The special examination grade will then be used to calculate the student's overall average. The student must have an overall average of 60% to progress to Second Year.

To progress to Third Year a Second Year student must:

- c. have an overall average of 60% in the Second Year program and not have failed any course;  
or
- d. if the student has one failed course, the student may write a special examination. The student must obtain a pass (50%) in order to clear the failed course. The special examination grade will then be used to calculate the student's overall average. The student must have an overall average of 60% to progress to Third Year.

To satisfy the requirements for the JD degree a student must maintain an overall average of 60% throughout the three years, have passed all required courses and passed 18 FCE of courses in the program.

### 3. Definition of "fail"

Under the Faculty of Law regulations a "failed" course is any course (regardless of credit weight)

where the student obtained a final grade of less than 50% before being given an opportunity to write a special examination (if applicable).

#### **4. Failed Year**

A student is deemed to have failed the year if:

- a. the student has failed two or more courses in a given year; or
- b. the student attained an overall average of less than 60% in all courses taken in the year; or
- c. the student has failed a course after special examinations have been given.

#### **5. Repeating A Year**

A student who has failed a year is eligible to apply for re-admission to the Faculty of Law. The student's application to be re-admitted will be recommended by Law Faculty Council based upon academic grounds. Any application for re-admission must be dealt with prior to the start of the year of studies. A student, who is allowed to repeat and fails a second year in the law program, will not be allowed to continue in the JD program.

- a. A student who fails First Year must repeat all First Year courses;
- b. A student who fails Second Year must repeat all required Second Year courses, but may retain credit for elective courses in which a minimum mark of 60% was attained;
- c. A student who fails Third Year must repeat all required Third Year courses, but may retain credit for elective courses in which a minimum mark of 60% was attained.

#### **6. Special Examinations**

- a. Special examinations are only available for JD students who fail a course with a minimum grade of 40% or who fail to meet the minimum average for progression.
- b. Special examinations are not available in courses where assessment is based on ongoing performance such as: skill workshops, clinical placements and internships.
- c. Students may write only one special examination (regardless of credit weight) in a given year of study (Year 1, year 2, or year 3).
- d. Students who fail a course for academic dishonesty, in whole or in part, are not entitled to write special examinations.
- e. Eligibility to write special examinations will be determined at the end of the year of study and will be scheduled by the Faculty of Law.
- f. In calculation of any revised final grade in a course the special examination replaces the final examination. Marks in all other assessments are still included in the calculation of the final course grade.
- g. For the purposes of awards and prizes the original grade and not the special examination grade is used.

#### **7. Attendance**

Regular class attendance is expected of all law students; law students learn through interaction with each other and through class discussion and each law student has an obligation to assist in advancing the learning. In certain courses attendance may be made compulsory. When a student fails to attend classes on a regular basis or is unable to do so Law Faculty Council may require the student to withdraw, may bar the student from writing any mid-term or final examinations or doing any assignments in any course, or may refuse the student credit, in whole or in part, for any course. A student who is having difficulty in attending should consult with the Dean's Office.

#### **8. Completion of the Degree**

The JD degree is normally completed in three years. The degree must be completed within six years.

#### **9. Leaves of Absence**

Leaves of absence may be obtained for reasons of parental leave, illness or significant personal issue. Requests for leaves of absence must be submitted in writing to the Dean for consideration and

approval. All requests for leave must be accompanied by a physician's certificate or other supportive documentation. Leaves of absence may vary in duration depending on the needs of the student; however, no leave of absence is to exceed a period of two years.

### **10. Grading**

Students registered at the Faculty of Law in the JD program must not only know the law, but have the capabilities to use that law. Students will be assessed on their ability to: analyze fact situations, identify issues, apply law to facts, communicate effectively both orally and in writing, work under pressure, act professionally, and exhibit essential lawyer skills in various legal contexts.

The Faculty of Law uses the University letter grades and percentages:

A+	90 to 100%
A 1st class standing	80 to 89%
B	70 to 79%
C	60 to 69%
D	50 to 59%
E Failed	40 to 49%
F Failed	1 to 39%
F Academic Dishonesty	0

In addition certain courses may be graded on a Pass/Fail basis with the approval of Law Faculty Council.

### **11. Examinations**

- a. Examinations will be prepared by, secured, retained and invigilated by the individual instructors.
- b. The timetable for December examinations shall be published by mid-October. The timetable for April examinations shall be published by early February. Any changes in the timetable that become necessary after mid-October (in the case of December examinations) or early February (in the case of April examinations), shall be posted on the Faculty of Law bulletin board.
- c. Written final examinations may only be scheduled for the examination periods at the end of the fall and winter terms, except with the consent of Law Faculty Council. Mid-term examinations in full year courses may only be scheduled in the examination period at the end of the fall term, except with the consent of Law Faculty Council.
- d. Electronic devices can be used for conventional sit-down examinations only with the permission of the Dean's Office.

### **12. Deferred Examinations**

A deferred examination is any examination, including a mid-term examination, written by a student other than on the day on which the examination was scheduled and which is in substitution for that examination, but does not include an examination rescheduled on religious grounds or rescheduled by the Dean's Office.

- a. The granting of a request for a deferred examination shall be at the discretion of the Dean's Office based upon demonstrated compelling medical or compassionate grounds.
- b. The granting of a deferral is intended to be exceptional.
- c. A deferred examination includes an examination written either before or after the date of the regularly scheduled examination.
- d. If a student is granted a deferral of a mid-term examination, the grade for the course may be based on the other evaluation methods applicable in the course, subject to the approval of the Dean's Office in consultation with the instructor concerned.

- e. A student seeking a deferred examination is obliged to apply to do so at the earliest opportunity, preferably in writing, to the Dean's Office. If there are medical grounds for seeking a deferral, a Student Health Certificate is required.
- f. Students who sit an examination and become unable to complete the examination may be granted a retroactive deferral.
- g. The scheduling of deferred examinations shall be at the discretion of the Dean's Office, but ordinarily deferred examinations are to be written in January for examinations scheduled in December and in May for examinations scheduled in April.
- h. A student who writes a deferred examination cannot win a prize or an award based upon that deferred result in the course; however, the deferred result is included with respect to prizes or awards based upon the student's cumulative grade point average for the year or for the whole JD program.

### **13. Release of Grades**

Final examination results and final grades may only be released after the end of the examination writing period and after being approved for release by Law Faculty Council. Until then instructors shall not disclose final examination results and final grades to students under any circumstances.

SAC passed a motion recommending Senate approve the addition of Regulations in the MPH Calendar Changes:

**Practicum Placement**

Practicum placements normally take place after completion of the required courses (PUBL 5010, 5030, 5070, 5210, 5211, 5212, 5213) and electives, and after all course grades appear on the transcript. It is the responsibility of the student to contact the Department of Health Sciences Administrative Co-ordinator at least 6 months prior to proceeding with the practicum placement, in order to ensure adequate time to plan the practicum.

The graduate student must maintain at least a 70% average to proceed with the practicum placement. Any course that must be repeated must be successfully completed before the student can proceed with the practicum placement.

The Department of Health Sciences Administrative Co-ordinator will arrange one practicum placement for each student. If the student's actions jeopardize the placement that has been arranged, the student will be required to either secure his/her own appropriate practicum placement, subject to the approval of the Department, or withdraw from the program.

(excerpt from Master of Public Health document referenced in the Faculty of Graduate Studies Report to Senate, May, 2013)

## Senate Academic Committee Motion

### **Timely Feedback Regulation**

*Motion:* The SAC Regulations recommends to SAC that the following regulation for Timely Feedback be approved:

“For all courses at least 25% (for one term courses) and 30% (for two term courses) of the final grade shall be provided to students prior to the last day to withdraw without academic penalty for the course. Exceptions must be approved by the Dean. The spirit of this regulation should be applied to courses of less than 12 weeks.”

(excerpt from the Teaching and Learning Committee Report to Senate, April 25, 2013, Item 10)