

**DEPARTMENT OF LAW
POLICY AND PROCEDURE STATEMENT**

REGISTRATION AND COURSE SECTION: The responsibility rests entirely with the student to ensure that they have registered properly in their courses. You must attend the course section in which you registered. Double-check the timetable and your registration on Carleton Central (<https://central.carleton.ca/>). Your name must appear on the class list. You will not get credit for a course section in which you are not registered.

NOTE: On Carleton Central, students registering for full-credit courses must ensure that they have registered themselves in the same section in both the Fall Session and the Winter Session of the course.

PREREQUISITES: Students are expected to have obtained the published course prerequisites at the time of registration in law courses. Failure to meet these requirements may result in deregistration from the course in question.

MyCarleton EMAIL ACCOUNTS: The Department of Law will only communicate with students via their connect e-mail account. Important course information may be distributed using connect e-mail accounts, via the MyCarleton system. See <https://portal.carleton.ca/> for instructions on how to set up your account.

ESSAYS / ASSIGNMENTS: Note that due dates published in course outlines are enforced.

Students must keep a **BACK-UP COPY** of all essays, assignments or take home examinations, until the final grade in the course has been released.

1. **Submit essays/assignments IN CLASS to the Instructor, Tutorial Group or Teaching Assistant**, if applicable. Students who submit essays/assignments BY ANY OTHER MEANS and who wish to confirm that the essay/assignment has been received should contact the Instructor. The Department of Law assumes no responsibility for essays or assignments submitted other than to the Instructor.
2. The Department of Law drop box beside C462 LA is NOT the primary method for students to submit their papers/assignments. Students should be instructed to hand in their papers/assignments directly to their instructor or their Teaching Assistant in class, in the tutorial group or during office hours. Papers not submitted directly to the instructor or the TA may be considered late (at the instructor's discretion), even if they are submitted to the drop box on the same day and receive that day's date stamp. Exceptionally, students registered in Carleton University OnLine (CUOL) sections may submit their assignments to the drop box on the day the assignment is due.

Additionally, papers placed in the drop box by 4:00 pm will be date stamped the same day they are submitted. Papers received after 4:00 pm will be date stamped with the following day's date.
3. Assignments mailed from out of town should be clearly postmarked to show the date sent. For those assignments sent by courier or registered mail, students should maintain a receipt as proof of date mailed, in case of loss. The Department will NOT accept essays and assignments that are submitted via fax or e-mail.
4. Marked papers are handed back by Instructors in class or during office hours. Students who submit a stamped, self-addressed envelope (9 x 12 with sufficient postage) will have their essay returned by mail.
5. The Legal Style Sheet for Term Papers can be accessed on the Department of Law Web Page at the following address:
http://www.library.carleton.ca/sites/default/files/help/writing-citing/uniform_legal_style.pdf

INSTRUCTIONAL OFFENSES: ASSIGNMENTS MUST BE FULLY ORIGINAL. Faculty regulations require that all cases of suspected plagiarism be referred to the Dean. This matter is taken very seriously within the University and punishment in past cases has been severe. The Carleton University Calendar states that instructional offences, including plagiarism, may result in failure in the course, expulsion from the degree program, or expulsion from the University.

It may constitute plagiarism if students quote or adopt ideas from any source, without appropriate attribution (by the use of endnotes or footnotes). Similarly, direct quotes must be attributed and indicated by quotation marks. Students must obtain prior approval of the instructor if they intend to submit work which has been previously or is being concurrently submitted for credit in this and/or another course.

WRITTEN SKILLS & USE OF LANGUAGE: Students are expected to express themselves clearly in the English language. For assistance, talk with your Instructor, or contact the [Writing Tutorial Service](#) (613-520-2600 ext. 1125.) or [Student Academic Success Centre](#) (613-520-7850) for information on writing tutorials and improving academic skills.

It is the policy of the Department of Law to require that gender appropriate, inclusive and non-sexist language be used in all course work. This includes attention to the use of female and male pronouns and the use of language which is free of stereotypic, pejorative, and derogatory terms about either sex or members of minority groups. For further reference, see Margrit Eichler and Jeanne Lapointe, *On the Treatment of the Sexes in Research* (Ottawa: Social Sciences and Humanities Research of Canada) and "*Fallen Into Any "Personholes" Lately? Guidelines for Avoiding Sex Stereotyping in Carleton University Communications,*" available from [Equity Services](#), 503 Robertson Hall, 613-520-5622.

EXAMINATIONS: Final Examinations are NOT returned to students. This applies to both take-home and scheduled examinations. These are retained by the Instructor, and may be reviewed upon written request by email to law@carleton.ca at least 3 days before.

Mid-term Examinations are returned to students. However, LAWS 1000 multiple-choice mid-term examinations are not returned to students but may be reviewed upon written request by email to law@carleton.ca at least 3 days before.

Final grades are released by letter grade only. Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by an instructor may be subject to revision. No grades are final until they have been approved by the Dean. The only official way to receive your final grade is through Carleton Central (<https://central.carleton.ca/>).

DEFERRED EXAMINATIONS: Students must fulfill all course requirements in order to achieve a passing grade. Failure to hand in any assignment will result in a grade of F. Failure to write the final exam will result in a grade of ABS. FND (Failure No Deferred) is assigned when a student's performance is so poor during the term that they cannot pass the course even with 100% on the final examination. In such cases, instructors may use this notation when submitting them through the E-Grades system to indicate that a student has already failed the course due to inadequate term work and should not be permitted access to a deferral of the examination. Deferred final exams are available from the Registrar's Office ONLY if the student is in good standing in the course. For further explanation of regulations, please see p. 40-41 of the [2011-12 Undergraduate Calendar](#).

REVIEW OF GRADES: A review of a grade may raise or lower a grade, or leave it unchanged. A review may only be requested when reasonable grounds exist to believe that the grade received is incorrect.

A request for **Review of Term Work** is made to the instructor assigned to the course and the request can apply to any or all assignments, tests and other evaluations for which grades are available before the last day of classes. The request must be made **within 14 days** of the return of the graded work and in any case, before the last day of classes.

A **Review of Final Grade** is limited to review, by the instructor, of final examinations and final term papers returned after the last day of classes. Whenever possible, concerns about the grading of final work should be settled informally between the student and the instructor. When this informal process cannot be followed, students may apply for a formal Review of Grade at the Registrar's Office **within the deadlines specified** in the [2011-2012 Carleton University Calendar](#) (p. 7). A fee is charged; the fee is refunded if the grade is raised.

If the process of Review has not resolved the concerns or if Review is not appropriate, and where reasonable grounds exist which suggest uncorrected error in the grade assigned by an instructor, then an appeal of a grade may be made to a Chair/Director or to the Dean. An appeal must normally be submitted within 14 days of the return of the graded work. An appeal is specific to the grade on a given piece of work, and more than one such grade may be appealed. Reconsideration of written work in the course will be assigned by the Chair/Director or Dean to at least one qualified reader other than the instructor. For further explanation of regulations, please see p. 41 of the [2011-2012 Undergraduate Calendar](#).

LEXIS-NEXIS: At Carleton University, we recognize and respect the importance of privacy. Personal information is gathered and used only in accordance with current privacy legislation under the *Freedom of Information and Protection of Privacy Act* (FIPPA). LexisNexis requires proof of your student status in order to offer you their service without cost. Carleton has signed an agreement with LexisNexis protecting the personal information provided by the University. Should you choose to subscribe to their service, please review the LexisNexis privacy policy at: <http://www.lexisnexis.ca/corporate/privacy.php>

If you have any questions regarding the collection or use of your personal information by Carleton University please contact:

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Cell phone usage during class is very distracting to the learning environment. Students are asked to turn off their cell phones in the classroom.