



Policy Name: Policy and Procedure Statement
Originating Department: Department of Law and Legal Studies
Last Updated: September 2021
Contact: Assistant to the Chair/Communications Coordinator

REGISTRATION AND COURSE SELECTION

The responsibility rests entirely with the student to ensure that they have registered properly in their courses. As a student, you must attend the course section in which you registered. You must also double-check the timetable and your registration on Carleton Central (<http://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.

PREREQUISITES

Students are expected to have obtained the published course prerequisites at the time of registration in LAWS courses. Failure to meet these requirements may result in de-registration from the course in question.

EMAIL ACCOUNTS

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

ESSAYS / ASSIGNMENTS

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, in case of discrepancy. Please note the below methods of essay/assignment submission:

Essay/Assignment Submission

Submit essays/assignments **IN CLASS** to the Instructor, Tutorial Group or Teaching Assistant (TA), if applicable, or **via Brightspace** if so directed by the course instructor. 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 or TA. The Department of Law and Legal Studies assumes no responsibility for essays or assignments not submitted directly to the instructor. **Please note:** online courses may require an alternative method of submission that will be outlined by your instructor(s).

Drop Box Submissions

The Department of Law and Legal Studies drop box beside room C462 LA is **NOT** the primary method for students to submit their papers/assignments.



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Students are normally expected to hand in their papers/assignments as directed by their instructor.

Papers submitted via the Department Drop Box 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.

The Department does not time stamp papers submitted through the Department drop box – it only provides a date stamp. 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.

Essays/Assignments Submitted via Mail

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.

Marked Paper Return

Marked papers are handed back by Instructors in class, during office hours or via Brightspace. Students who submit a stamped, self-addressed envelope (9 x 12 with sufficient postage) will have their essay returned by mail. **Please note:** online courses may offer a different method of paper return.

Reference/Citation Styles for Essays and Assignments

Your instructor will determine the reference style to be used for citations in your formal essays and assignments. For courses using legal citation style, a quick guide to Canadian Uniform Legal Citation (McGill Guide) can be found here: <https://library.carleton.ca/guides/help/uniform-legal-citation-style-mcgill-guide>.



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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. Read more about academic integrity: <https://carleton.ca/registrar/academic-integrity/>.

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. In addition to the above referenced website, students should refer to their course outlines to determine expectations on submitting original work.

WRITTEN SKILLS & USE OF LANGUAGE Students are expected to express themselves clearly in the English language. For assistance, talk with your Instructor, or contact Writing Services (<https://carleton.ca/csas/writing-services/>) or Student Academic Success Centre (<https://carleton.ca/csas/>) for information on writing tutorials and improving academic skills.

It is the policy of the Department of Law and Legal Studies to require that gender appropriate, inclusive and non-sexist language be used in all course work. This includes attention to the use of pronouns and the use of language which is free of stereotypic, pejorative, and derogatory terms about any group or identity. For further reference, see Equity and Inclusive Communities (<https://carleton.ca/equity/>).



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EXAMINATIONS **Final Examinations are NOT returned to students.** This applies to both take-home and scheduled examinations. To review material from courses taught by faculty members, please contact them directly. To review materials from your course, please contact the course instructor directly for information on how to review a copy of your exam.

Mid-term Examinations are returned to students.

Final grades are released by letter grade only. Standing in a course is determined by the course instructor subject to the approval of the Department and 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 Department and the Dean. The only official way to receive your final grade is through Carleton Central (<https://central.carleton.ca/>).

DEFERRED EXAMINATIONS Students seeking a deferred examination should contact the Registrar's Office. Further information about the conditions for granting deferred examinations can be found here: <https://carleton.ca/registrar/special-requests/deferral/>

The granting of deferred examinations in undergraduate courses is guided by the Academic Regulations of the University (section 4.3).
<https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/examinations/#undergraduate-exam-regulations>.

PROCESS FOR APPEAL OF GRADE The process for appealing grades in a course are set out in the Academic Regulations of the University (sections 3.3.3 and 3.3.4):
<https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

Whenever possible, concerns about the grading of final work should be settled informally between the student and the instructor. An appeal of a grade may raise or lower a grade, or leave it unchanged. An appeal may only be requested when reasonable grounds exist to believe that the grade received is incorrect.



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A request for **Appeal 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 7 days of the return of the graded work and in any case, before the last day of classes.**

An **Appeal of Final Grade** is limited to review, by the instructor, of final examinations and final term papers returned after the last day of classes.

When the informal appeal process cannot resolve the issue, students may apply for a formal Appeal of Grade at the Registrar's Office within the deadlines specified in the "Academic Regulations of the University" (3.3.5). A fee is charged; the fee is refunded if the grade is raised.

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