

**LAWS 2908 A – Approaches in Legal Studies I
Fall 2025**

LECTURES:	View Lectures on Brightspace	This course uses a blended learning model that involves pre-recorded online lectures available through Brightspace.
TUTORIALS:	Tuesdays 1:05 – 2:25 Check Carleton schedule for room	Join the tutorial in-person.
PREREQUISITES:	LAWS 1001 and LAWS 1002 (Formerly LAWS 1000 - no longer offered)	
INSTRUCTOR:	Dr. Zeina Bou-Zeid	
CONTACT:	Office Hrs:	By appointment through Zoom, Phone or in person (please email to schedule an appointment)
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	Office:	C473D Loeb
BRIGHTSPACE:	Essential	Students must be able to access and use Brightspace for this course. Email to Instructor, lecture slides, assignments and many video resources are available <u>only</u> through this modality. Contact ITS for assistance if required at https://carleton.ca/its/

CALENDAR COURSE DESCRIPTION

Introduction to the legal research process and analysis of legal methodology; finding and analyzing primary and secondary legal sources. Students are strongly encouraged to take this course in the second year of their program.

Includes: Experiential Learning Activity

COURSE DESCRIPTION:

The Law Program at the Department of Law and Legal Studies at Carleton University is firmly grounded in a “legal studies” approach which situates law in its social, economic, political and historical contexts. As such, courses focus not just on ‘what the law is’ in a particular area but also on a range of academic

and practical considerations: How does the law ‘as it is’ reflect particular (normative) visions of society and distributions of power within it? How and why does law change? How is the law ‘on the books’ operationalized (e.g., by the police or business-people) and experienced by ordinary people in everyday life? How do the narratives of law (e.g., judicial decisions) communicate cultural meanings in our society? How do law and legal processes interact with other institutions in our society? Who creates law – and is all ‘law’ (in the sense of regulation of conduct) formally prescribed law?

Engaging with questions such as these requires that students are able to deploy a range of effective research skills and strategies. The Department offers two research courses to assist students to master their law discipline. This course, Laws 2908, introduces students to legal materials in legal studies research. By this we mean judicial decisions (cases), legislative instruments (statutes and regulations), government documents (including Parliamentary materials and policy), and secondary sources published in academic journals. It also addresses ‘legal method’ in comprehending and working with these materials. This course is compulsory for all students majoring in a Law or Law Honours programs. A second course, Laws 3908, offered at the 3000 level, introduces students to a variety of interdisciplinary approaches, including the use of social science research sources and methods in legal studies and more advanced consideration of theory in legal research.

LEARNING OUTCOMES:

1. Find primary legal materials, government documents and secondary academic literature.
2. Recognize the quality of legal materials and locate the most authoritative sources of law.
3. Develop a fluency in the language of legal authority and policy documents.
4. Accurately formulate legal citations using the McGill Legal Style Guide.

COURSE FORMAT

LECTURES

The lectures in this course are pre-recorded lectures that you are encouraged to watch before the weekly tutorials. The lectures in this course are designed to introduce students to the important role of research and the approaches to research that may be engaged in the field of legal studies. Lectures will also provide foundations for effective analysis of different types of primary and secondary sources in law.

TUTORIALS

Tutorials will take place every Tuesday from 1:05-2:25pm in our classroom. Tutorials are used to provide hands-on introduction to research skills and training with electronic resources. Some tutorials will be ‘labs’ and other will be workshops addressing writing skills and assignments. **All tutorials will be led by your Instructor.** I highly recommend that attend the live tutorials. This is your opportunity to ask questions and meet the other students in the class.

COURSE MATERIALS:

A. RECOMMENDED TEXT:

1. McGill Law Journal, *Canadian Guide to Uniform Legal Citation*, 10th ed (Toronto, Ontario: Thomson Reuters, 2023) [The *McGill Guide*]. This text explains the basic rules of legal citation. It is an essential reference text for anyone conducting research concerning legal issues. You will use it as a resource in other courses as you progress in the law program.

Please note: The cost to purchase this book new at the University Bookstore is \$86.00. However, many used copies can be located at the bookstore and there are copies of this book on RSV at the library.

B. REQUIRED READINGS:

Articles and Cases :

Other required readings will include articles and cases. These will be available through a link on the Brightspace home page and through the library ARES system. There is no cost to access these materials.

EVALUATION:

This course is DEMANDING AND INTENSIVE. It will require considerable ongoing attention every week. These components are explained in detail below. Please review carefully and note all requirements and due dates.

We know that this is a lot of work for you (and for us) and that the course may seem much heavier than your other courses. However, this course is foundational in your Law Program. It is designed to provide you with the opportunity to develop research skills and understanding that will serve you well in your other law courses. The course is also designed to encourage you to stay engaged with the material being covered each week. Notably, the evaluation of the course is weighted to reward those students who stay engaged, submit the exercises on time, attend and participate in tutorial exercises.

Evaluation Component	Value	Due Dates
ASSIGNMENTS There are TWO Assignments in the course. Each is submitted through the Brightspace Assignment Tab. Full instructions will be provided with the Assignment Sheets, which will be posted on the Assignment Tab on Brightspace.		
Assignment 1: Case Brief This assignment will require students to summarize and analyze a judicial decision in a case to be assigned by the instructor.	34%	October 15, 2025

Evaluation Component	Value	Due Dates
Assignment 2: Summary and Analysis of Secondary Sources and Statutes/Government Documents This assignment is designed to provide students with the opportunity to locate and analyze several journal articles assigned by the instructor. The assignment will also require that you locate statutes, bills and government documents and perform a critical analysis.	40%	December 5, 2025
CLASS ATTENDANCE AND PARTICIPATION Tutorial attendance is mandatory. Tutorials take two different formats (labs and workshops). Labs cover the nuts and bolts of legal research and databases. Workshops cover specialized themes such as analyzing legal material and writing. Students will complete worksheets in these labs.	10%	Ongoing

Evaluation Component	Value	Due Dates
<p>LECTURE QUIZZES</p> <p>There are 10 Lecture Quizzes that are based on the content discussed in the lectures and a designated reading for each lecture. Each Quiz gets activated the day the lecture (6:00am) for that week is scheduled in the course schedule below.</p> <p>All Quizzes stay open for only one week. Students will have one hour to complete each Quiz.</p> <p><u>Important Note:</u></p> <p>Each Quiz is worth 2 marks out of your final grade. Only your marks from your best 8 Quizzes will be counted towards your final grade. This means that students may choose to only complete 8 of the Quizzes if they are satisfied with their marks from these 8 Quizzes.</p>	16%	<p>Class 1 Quiz – open Sep 9 until Sep 15.</p> <p>Class 2 Quiz – open Sep 16 until Sep 22.</p> <p>Class 3 Quiz – open Sep 23 until Sep 29.</p> <p>Class 4 Quiz – open Sep 30 until Oct 6.</p> <p>Class 5 Quiz – open Oct 7 until Oct 14.</p> <p>Class 6 Quiz – open Oct 14 until Oct 27.</p> <p>Class 7 Quiz – open Oct 28 until Nov 3.</p> <p>Class 8 Quiz – open Nov 4 until Nov 10.</p> <p>Class 9 Quiz – open Nov 11 until Nov 17.</p> <p>Class 10 Quiz – Nov 18 until Dec 5.</p>
<p>Important Notes on Evaluation:</p> <p>You must complete all components of the Evaluation to receive a passing mark in the course.</p> <p>Standing in a course is determined by the course instructor subject to the approval of the Department and of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Department and the Dean.</p> <p>You must provide meticulously correct citations compliant with the <i>Canadian Guide to Uniform Legal Citation</i>, 10th edition (the McGill Guide) in Assignments. Marks will be deducted in each assignment if citation is not fully correct. Marks will also be allocated for effective writing.</p> <p>Submission: Due dates for assignments are Wednesday and Friday. Due time for all work is midnight.</p> <p>Time Zone: Ottawa follows Eastern Daylight Time (GMT-4). If you live outside of this time zone please make sure you adjust your submission time to reflect when assignments are due in this time zone. Late papers and extensions will not be accepted for this reason.</p>		

Feedback: You will receive a marking feedback and evaluation sheet with your marks and some comments when your marks are posted. You should wait 48 hours before emailing your TA if you have questions on your marks. Please make your queries specific and detailed so that the TA can review your points and get back to you. If necessary, your TA will set up an appointment to meet with you.

Timelines

- It will take about 14 days to mark and return Assignment 1 to you through the Assignments Tab.
- Assignment 2 will be marked within the timeframe for finalizing the Final Grade Report. You will receive your mark around the same time as the FGR is submitted to the Dean's Office.
- Marks for other submissions will be input by your TA using Grade Book. These are likely to be posted 'en bloc' near the end of the semester. You will know if you have obtained the associated marks in any case, by submitting on time.

Grade Book: Initially, you will obtain your mark through the Assignments Tab on Brightspace. After a short time, we will also release the marks onto grade book. Please check from time to time so we can catch any errors or omissions early and make corrections.

Keep a copy: Keep a copy of all assignments and other submissions until your final grade is confirmed.

Artificial Intelligence: The use of AI tools, such as ChatGPT, to produce any part of an assignment or quiz is strictly forbidden. Unauthorized use of AI in this course will be treated as a violation of academic integrity.

Individual work only: Students are strictly prohibited from submitting any work that has been previously submitted for academic credit in another course. Any such submission will result in a grade of 0, and the student will be referred to the university's academic integrity office for review. Re-using any portion of previous work, regardless of its extent, will be treated as a violation of academic integrity.

Group Collaboration: Students are not permitted to cooperate or collaborate on any academic assignments unless explicitly stated by the instructor. Any unauthorized collaboration will result in an academic integrity violation and the student being referred to the academic integrity office. This policy applies to all tests, exams, and individual assignments. Proofreading by others is not allowed.

See later discussion of Academic Integrity.

LATE PENALTIES

I have every commitment to your success in the course and also know that 'life' (and other coursework) can intervene. I also realize that it is common for students (and even professors) to work towards the 'last minute deadline.' As the seconds tick towards the deadline however, there seems to be a correlated 'disaster clock' – a computer crash, lost file etc. I urge you to set earlier 'self-deadlines' and to allow time for revision for major Assignments.

This is a very large class. Late assignments create a significant administrative burden across the team of people who work with me on the course. Accordingly, I expect and require students to get their assignments in ON TIME. I am remorseless about lateness. The Late Policy is as follows:

ASSIGNMENTSGrace Period:

- All students will receive THREE full grace days to submit assignments. This grace period gives students the opportunity to delay the submission of assignments by (at most) three days without penalty.
- The grace days can be used on both assignments 1 and 2 or not at all. You have 3 grace days to submit on Assignment 1 and another 3 on Assignment 2 - but you cannot use leftover grace days from assignment one on assignment two.
- If the assignment is due Wednesday at midnight- the 3 full days will mean that the assignment is due on Saturday at midnight.

Late Assignments Are **NOT** Accepted:

- Late Assignments are not accepted in this course. Students may take advantage of the grace period or request an extension (if they meet the requirements).

EXTENSIONS FOR THE ASSIGNMENTS

Students can request an extension on Assignments for serious illness, Covid related reasons or family and personal emergencies.

Competing workloads in other courses is not a sufficient reason for an extension.

Work schedule or family schedule conflicts are not sufficient reasons for an extension.

Students requesting an extension **MUST** contact the Course Instructor prior to the assignment deadline. The granting of extensions is at the discretion of the instructor, who will confirm whether an extension is approved and its duration. For information about requesting short-term or long-term extensions, deferrals for final exams, or academic consideration due to illness, injury, or other extraordinary circumstances, please visit the Academic Consideration Policy page and complete the relevant forms as required. All requests must be submitted to the instructor before the assignment due date or, in the case of exam deferrals, directly to the Registrar's Office. Details and instructions can be found here: <https://carleton.ca/registrar/academic-consideration-policy/>.

For more information regarding academic consideration for short-term incapacitation (illness, injury, or extraordinary circumstances beyond a student's control), please visit the following link: <https://students.carleton.ca/course-outline/#academic-consideration-for-short-term-incapacitation>

Extensions for longer than 7 days will normally not be granted. In those extraordinary cases where extensions lasting longer than 7 days are granted, the student will be required to provide additional information to justify the longer extension (up to a maximum of 14 days).

Extensions will not be granted for computer problems of any kind. I URGE you to back up your work as you go along: email a draft to yourself whenever you finish a segment of work on it or copy it to a USB thumb-drive or an external hard drive.

COURSE SCHEDULE: LECTURES, TUTORIALS, DUE DATES FOR EVALUATION

Subject to revision. Please review carefully and mark down due dates in particular.

We ek		Lecture	Tutorial
1.	Topic	September 9 *** No Pre-Recorded Lecture ***	Introduction to the Course *** In-Person Tutorial 1 to 2:30pm***
	Material		Read: Course Outline
	Due Completed by Sep 15	Class 1 Lecture Quiz (is based on course outline)	
2.	Topic	September 16 <u>Cases I: Judges and Judgment</u> ***View Pre-Recorded lecture Segments on Brightspace***	<u>Finding and Noting-Up Cases I (West Law and CanLii)</u> *** In-Person Tutorial 1 to 2:30pm***
	Material	Read: Martin Davies, "Reading Cases" (1987) 50(4) Mod L Rev 409.	
	Due Completed by Sep 22	Class 2 Lecture Quiz	
3	Topic	September 23 <u>Cases II: Anatomy of a Case</u> ***View Pre-Recorded lecture Segments on Brightspace***	<u>Workshop: Finding and Noting Up Cases II (Quicklaw including International sources)</u> *** In-Person Tutorial 1 to 2:30pm***

	Material	<p>Read:</p> <p><i>Febles v Canada (Citizenship and Immigration Minister)</i></p> <p>UBC Fac of Law - "Introduction to Reading and Briefing a Case":</p> <p>ALPN-"<i>Ratio decidendi</i> and <i>Obiter dicta</i>":</p>	
	Due Completed by Sep 29	Class 3 Lecture Quiz	
4	Topic	<p>September 30</p> <p><u>Cases III: Precedent, Law Reporting and Citation</u></p> <p>***View Pre-Recorded lecture Segments on Brightspace***</p>	<p><u>Workshop: Analyzing Cases and Using them in Research</u></p> <p>*** In-Person Tutorial 1 to 2:30pm***</p>
	Material	<p>Read:</p> <p>Debra Parkes, "Precedent Unbound? Contemporary Approaches to Precedent in Canada" (2007) 32 Man LJ 135</p> <p>ALPN – "Law Reports": (focus on concepts not details)</p> <p>ALPN-"Updating Cases":</p> <p>McGill Guide, Section 3 (Cases)</p>	<p>Read:</p> <p><i>Febles v Canada (Citizenship and Immigration Minister)</i></p>
	Due Completed by Oct 6	Class 4 Lecture Quiz	
5	Topic	<p>October 7</p> <p><u>Legislation I: Legislation and Legislative Process</u></p>	<p><u>Tracing the Legislative Process and Locating Bills</u></p>

		View Pre-Recorded lecture Segments on Brightspace	*** In-Person Tutorial 1 to 2:30pm***
	Material	Read: <i>McGill Guide</i> , chapter 2 (Legislation)	
	Due Completed by Feb 14	Class 5 Lecture Quiz	
6	Topic	October 14 <u>Legislation II: Interpreting Legislation and Understanding Legislative Drafters</u> ***View Pre-Recorded lecture Segments on Brightspace***	<u>Finding and Noting Up Legislation</u> *** In-Person Tutorial 1 to 2:30pm***
	Material	Read: Sandra Markman, "Training of Legislative Counsel: Learning to Draft without Nellie" (2010) 36(1) Commonwealth L Bull 25 Sullivan & Driedger on the Construction of Statutes (pdf) <i>McGill Guide</i> , chapter 2 (Legislation)	
	Due Completed by Oct 27	Class 6 Lecture Quiz	
Due: Assignment 1 - Case Brief Wednesday October 15			
Fall Break: No Lecture or Tutorial October 20-24			

7	Topic	October 28 <u>Grey Literature & Government Documents</u> ***View Pre-Recorded lecture Segments on Brightspace***	<u>Locating Government Documents</u> *** In-Person Tutorial 1 to 2:30pm ***
	Material	Read: Speeches of Minister of Citizenship, Immigration, Multiculturalism, Jason Kenney (Conservative) and Opposition Don Davies (NDP) that are found at pages 5872-5874 and 5876-5878 of Hansard, vol 146, no 090. Sarah Bonato, <i>Searching the Grey Literature a Handbook for Searching Reports, Working Papers and other Unpublished Research</i> (Lanham, Maryland: Rowman and Littlefield Publishers, 2018). READ: Chapter 1, pages 1-25 & C <i>McGill Guide</i> , chapter 4 (Government Documents)	
	Due Completed by Nov 3	Class 7 Lecture Quiz	
8.	Topic	November 4 <u>Starting Research In Legal Studies</u> ***View Pre-Recorded lecture Segments on Brightspace***	<u>Finding Secondary Sources (Library Databases, Quicklaw, Westlaw)</u> *** In-Person Tutorial 1 to 2:30pm ***

	Material	<p>Read:</p> <p>T Brettel Dawson, "Legal Research in a Social Science Setting: The Problem of Method" (1992) 14 Dalhousie Law Journal 445.</p> <p>Richard F Devlin, "Mapping Legal Theory" (1994) 32 Alta L Rev 602.</p>	<p>Read:</p> <p>"Is Google Making Us Stupid?" http://www.theatlantic.com/magazine/archive/2008/07/is-google-making-us-stupid/6868/</p>
	Due Completed by Nov 10	Class 8 Lecture Quiz	
9.	Topic	<p>November 11</p> <p><u>Secondary Sources I – Introduction to Secondary Sources</u></p> <p>***View Pre-Recorded lecture Segments on Brightspace***</p>	<p><u>Workshop: Analyzing Secondary Sources and Using Them in Research</u></p> <p>*** In-Person Tutorial 1 to 2:30pm***</p>
	Material	<p>Read:</p> <p>Anne Neylon", Ensuring Precariousness: The Status of Designated Foreign National under the Protecting Canada's Immigration System Act 2012" (2015) 27:2 Intl J Refugee L 297.</p>	
	Due Completed by Nov 17	Class 9 Lecture Quiz	
10.	Topic	<p>November 18</p> <p><u>Secondary Sources II – Analyzing Secondary Sources</u></p>	<p><u>Workshop: Writing/Editing and Plagiarism</u></p> <p>*** In-Person Tutorial 1 to 2:30pm***</p>

		View Pre-Recorded Lecture Segments on cuLearn	
	Material	Read: Anne Neylon article from Week 9 <i>McGill Guide</i> , chapter 6 (Secondary Sources)	Read: Reg Whitaker, "Refugee Policy after September 11: Not Much New" (2002) 20(4) <i>Refugee</i> 29.
	Due Completed by Dec 5	Class 10 Lecture Quiz	
11	Topic	November 25 No Lecture This Week	<u>Workshop</u> : Career Services Guest: Jeremy Stanley <u>Conclusion and Review</u> *** In-Person Tutorial 1 to 2:30pm***
	Material	No readings this week	
12	Topic	December 2 No Lecture This Week	No Formal Tutorial This Week: Assignment Review and Feedback Session *** In-Person Tutorial 1 to 2:30pm***
	Assignment 2: Secondary Sources & Statutes/Government Documents Due: December 5		

Fall 2025 Sessional Dates and University Closures	
<i>Please find a full list of important academic dates on the calendar website:</i> https://calendar.carleton.ca/academicyear/	
September 3, 2025	Fall term begins.
September 16, 2025	Last day for registration and course changes (including auditing) for fall, and fall/winter courses.
September 30, 2025	Last day to withdraw from fall term and fall/winter courses with a full fee adjustment (financial withdrawal).
October 13, 2025	Statutory holiday. University closed.
October 20-24, 2025	Fall break. No classes.
November 15, 2025	Last day for academic withdrawal from fall courses.
	Last day to request formal exam accommodations for fall, and fall/winter examinations to the Paul Menton Centre for Students with Disabilities.
November 24, 2025	Last day for summative tests or examinations or formative tests or examinations totaling more than 15% of the final grade in the fall or fall/winter before the official examination period.
December 5, 2025	Fall term ends.
	Last day of fall term classes.
	Classes follow a Monday schedule.
	Last day for take home examinations to be assigned.
December 6-7, 2025	No classes or examinations take place.
December 8-20, 2025	Final examinations in fall term courses and mid-term examinations in fall/winter courses will be held.
December 20, 2025	All final take-home examinations are due on this day, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
December 24, 2025 – January 2, 2025	University closed.

UNIVERSITY AND DEPARTMENTAL POLICIES

PLAGIARISM

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else, including the unauthorized use of generative AI tools (e.g., ChatGPT);
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own; and
- failing to acknowledge sources through the use of proper citations when using another’s work and/or failing to use quotations marks.

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of “F” for the course.

STATEMENT ON STUDENT MENTAL HEALTH

As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. For more information, please consult <https://wellness.carleton.ca/>

Emergency Resources (on and off campus):

- <https://wellness.carleton.ca/get-help-now/>

Carleton Resources:

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

Off Campus Resources:

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

ACADEMIC ACCOMMODATIONS

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances, are outlined on the Academic Accommodations website (students.carleton.ca/course-outline).

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows.

Pregnancy and Family-Status Related Accommodations

Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details about the accommodation policy, visit the [Equity and Inclusive Communities \(EIC\)](#) website.

Religious Obligation

Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, please go to: <https://carleton.ca/equity/focus/discrimination-harassment/religious-spiritual-observances/>.

Academic Accommodations for Students with Disabilities

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. You can find the Paul Menton Centre online at: <https://carleton.ca/pmc/>

If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/sexual-assault-support-services>

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. Read more here: <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>.

For more information on academic accommodation, please visit: <https://students.carleton.ca/services/accommodation/>.

Academic Consideration for Medical and Other Extenuating Circumstances

Due to medical and other extenuating circumstances, students may occasionally be unable to fulfill the academic requirements of their course(s) in a timely manner. The University supports the academic development of students and aims to provide a fair environment for students to succeed academically. Medical and/or other extenuating circumstances are circumstances that are beyond a student's control, have a significant impact on the student's capacity to meet their academic obligations, and could not have reasonably been prevented.

Students must contact the instructor(s) as soon as possible, and normally no later than 24 hours after the submission deadline for course deliverables. If not satisfied with the instructor's decision, students can conduct an "informal appeal" to the Chair of the department within three (3) working days of an instructor's decision. We have created a webform specifically for appeals to the Chair, which can be found here: <https://carleton.ca/law/application-for-review-of-refusal-to-provide-academic-consideration/>. *Note: This form only applies to LAWS courses and is not the same as a formal appeal of grade.* More information about the academic consideration can be found [here](#).