

## Progression Requirements – Law

<b>Policy Category:</b>	Registration, Progression, Graduation
<b>Subject:</b>	Progression Requirements – Law
<b>Subsections:</b>	<a href="#">Law</a> ; <a href="#">JD/HBA Combined Degree Program</a> ; <a href="#">JD/MBA Combined Degree Program</a>
<b>Approving Authority:</b>	Senate
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<b>Related Procedures:</b>	*
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## LAW

### The Academic Session

The Academic Session at the Faculty of Law comprises a period of approximately thirty weeks: the session is divided into two terms. (See [Faculty of Law – Sessional Dates](#))

The timetable for the first term is available in the Administrative Office on the first day of classes. The Faculty may, on notice, schedule compulsory classes and seminars additional to those indicated on the timetable.

### Attendance

Success in law studies requires that students devote their full time to the work of the school. The Faculty advises all students to avoid outside employment unless absolutely necessary.

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No credit is allowed for work done in absentia. Leave of absence is not permitted except in unusual circumstances. Students in good standing who are permitted to withdraw can rejoin the Faculty of Law subject to the regulations in force at the time they apply to re-enter. Failure to attend classes, seminars, appointments or examinations without good cause constitutes a ground for exclusion from the Faculty.

The right to sit for examinations or to submit work for evaluation is conditional upon regular class attendance and participation in required exercises. An instructor, with the approval of the Associate Dean (Academic), may refuse to evaluate all or part of a student's work where attendance has not been regular.

### **Permission to Register in Individual Courses**

A student registered in another faculty at Western may, upon application, be granted permission to register in one full or equivalent course offered by the Faculty of Law. Such registration occurs at the discretion of the student's dean and the dean of the Faculty of Law. Students granted such permission will be granted in the same way as regular students in the course; however, they can obtain no credit toward a Bachelor of Laws degree in this manner.

### **Evaluation**

Course descriptions must set out clearly the contents of the course and the method of evaluation. These may not be changed after they have been published without the instructor's and students' agreement.

Instructors should be as specific as possible about the method of evaluation. While it may not be essential to indicate whether an examination is open or closed book, it is preferable to provide students with this information at the outset of the course.

In upper-year courses, a final examination may count for more than 75% of a student's final grade only if the student (i) has been given the option of a final examination worth 75% or less, and (ii) has declined that option. First-year courses (with the exception of Legal Research, Writing and Advocacy, Corporate Law and Legal Ethics and Professionalism) run the full academic year, with mid-term examinations held in December worth at least 20% and not more than 30% of the student's final grade in the course. Questions included in first-year December examinations cannot be released to students prior to the day after classes end in the fall term.

The Faculty uses a system of blind marking, and students are issued exam numbers each term. These numbers are the only identification used by students on examination papers. They also may be used for other methods of evaluation.

No more than 75% of a student's final grade in a course may be assessed on the basis of group work. This rule does not apply to a research paper undertaken as a joint Individual Research project for which a group of students has received approval.

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"Group work" means an assignment submitted by two or more students for which there is a single overall evaluation with one common mark allotted to all students in the group.

No more than 20% of the final grade in a course may be for class participation. The basis for the participation component must be clearly stated.

A student who has an unexcused absence from an examination, or an unexcused failure to submit an assignment or complete a course component, will receive an F for the examination, assignment or course component.

### Grading Rules

The Faculty of Law uses the following grade designations:

<b>Grades</b>	<b>Grade Meanings</b>	<b>Numeric Values</b>
A+	Excellent	90-100%
A	Excellent	85-89%
A-	Excellent	80-84%
B+	Good	77-79%
B	Good	73-76%
B-	Good	70-72%
C+	Competent	67-69%
C	Competent	63-66%
C-	Barely Competent	60-62%
D	Marginal Pass	50-59%
F	Fail	0-49%
PAS	Pass	
FAI	Fail	
AUD	Audit	
WDN	Withdrawn	
INC	Work is Incomplete	

Students receive only a letter grade for each subject. The numeric values are used for letter grade calculation only.

The "PAS" and "FAI" designations are used only in courses identified specifically as being graded on a pass/fail basis. This pass/fail designation is used also for grades obtained on exchanges. A grade of "FAI" is treated the same as an "F" grade.

In any course not identified specifically as being graded on a pass/fail basis,

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no components of any student's grade in the course can be assessed on a pass/fail basis.

The class average in an upper-year course of 25 or fewer students must be between 74.0 – 79.0. The class average in an upper-year course of more than 25 students and in all first year courses must be between 74.0 – 76.0. Grades in the "F" range will be excluded from the calculation of class averages. These grading rules do not apply to independent research projects, supplemental writing credits, courses in which students participate in external advocacy competitions, or to internships or externships with fewer than five enrolled students.

For the purposes of calculating class averages and the overall average of individual students, including the determination of Honours standing, final letter grades for each student are assigned the following fixed numeric values:

<b>Grades</b>	<b>Fixed Numeric Value</b>
A+	92
A	87
A-	82
B+	78
B	75
B-	71
C+	68
C	65
C-	61
D	58
F	45

Individual grades assigned by instructors remain provisional until they are approved at the Faculty of Law Grades Meeting. The grades assigned by instructors must comply with the applicable class average requirements and must be submitted, together with electronic evidence demonstrating such compliance, in the form stipulated by the Assistant Dean, Student Services. However, after grades have been assigned, the Faculty has the discretion, at a Faculty of Law grades meeting, to waive the class average requirements. If an instructor wishes to seek an exemption from the class average requirements, the instructor must apply to the Faculty at a Grades Meeting, supplying the reasons for the application and the recommended non-compliant grades along with an alternative set of compliant grades.

In the case of a class with fewer than six students, an instructor who has submitted non-compliant grades is not required to submit at the same time an alternative set of compliant grades.

### Supplemental Assessments

A student who has failed a course is normally entitled to write a supplemental assessment to attempt to obtain credit for the course.

A student is not entitled to write a supplemental assessment if:

1. The student obtained, prior to writing any supplemental assessment, more than one grade of F in first year or more than one grade of F in any single term of an upper year;
2. The student failed to demonstrate a reasonable or good faith effort to fulfill the academic requirements of the failed course; or
3. The grade of F in the course was attributable, in whole or in part, to the commission of a scholastic offence, as defined by university policy on scholastic offences, and the Associate Dean (Academic) has determined through that policy that the student should not be entitled to write a supplemental assessment.

If an instructor alleges that a student failed to demonstrate a reasonable or good faith effort to fulfill the academic requirements of a failed course, the Associate Dean (Academic) shall determine whether the allegation is valid. Before making a final determination, the Associate Dean (Academic) shall first give the failing student notice of the allegation, including the reasons for it, and provide the student a reasonable opportunity to explain how the student did demonstrate a reasonable and good faith effort.

A student who fails a course and is not entitled to write a supplemental assessment receives a final grade of F in the course.

A student who is entitled to write a supplemental assessment but does not do so receives a final grade of F in the course.

A student who is entitled to write a supplemental assessment must obtain a minimum grade of C on the assessment to pass and thereby obtain credit for the course. If the student obtains a C or better on the assessment, the original grade of F remains on the transcript with a notation that the course has been “passed by supplemental”. If the student does not obtain a C or better on the supplemental assessment, the student receives a final grade of F in the course.

Normally, a supplemental assessment will take the same form as the original assessment. However, it is within the instructor's discretion to select another form of supplemental assessment.

### **Progression**

Unless granted permission by the Associate Dean (Academic), a student is not entitled to take any additional courses before successfully completing all of the following courses: Constitutional Law; Contracts; Criminal Law; Legal Research, Writing and Advocacy; Property; Torts; and either Corporate Law or Legal Ethics and Professionalism.

Unless given academic accommodation, a student must enrol in enough courses to meet the minimum term and annual credit requirements stipulated in the Faculty's Academic Program. A student who fails to meet the minimum credit requirements of a given term or year for reasons other than failing a course must spend the next term only making up the missing credits. In that next term, the student is only entitled to enrol in the minimum number of courses necessary to make up the missing credits. No additional courses can be taken until after the missing credits have been earned.

Excluding any approved leave of absence and subject to the discretion of the Associate Dean (Academic), a student who fails to enrol in any courses during a summer course bidding period and during any of the following 375 days is, upon notice to the student, deemed to have withdrawn from the Juris Doctor program. A summer course bidding period is the period designated by the Faculty each year when students are entitled to use bid points to select courses.

A student earns no credit for any course in which the student receives a final grade of F. A failed course for which a student receives no credit does not fulfill any Law program requirements. If the student is entitled to remain enrolled in the Faculty, the student must make up any missing credits in a later term designated by the Associate Dean (Academic). The student is only required to make up credits to the extent necessary to meet, after the fact, the minimum credit requirements for the term and year in which the student obtained the final grade of F.

A student who obtains a final grade of F in a course in the winter term of third-year, and who is entitled to remain enrolled in the Faculty, may return in a fourth year to make up the missing credits. The student is only entitled to take a maximum of two courses. The course or courses must be taken in the fall term.

A student who obtains a final grade of F in a course, and who is entitled to remain enrolled in the Faculty, is normally permitted, but not required, to re-take the failed course in a later term. In appropriate circumstances, the Associate Dean (Academic) may deny such permission.

### **Continuing Enrolment**

Continuing enrolment in the Faculty of Law is conditional on a student demonstrating sufficient academic competence. A student will be required to withdraw from the Faculty in any of the following situations:

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1. Over the course of a student's enrolment in the Faculty, the student accumulates any of the following combinations of final grades:
  - a. Two or more grades of F;
  - b. One grade of F plus two or more grades of D;
  - c. One grade of F plus, collectively, three or more grades of D and/or C-;
  - d. Collectively, five or more grades of D and/or C-.
2. A student obtains a final grade of F in any compulsory course.

For greater certainty,

1. A compulsory course is any course specified in the Faculty's Academic Program as one that a student must take;
2. In a pass/fail course, a fail will be considered a final grade of F and a pass will not count as a grade of F, D or C-;
3. A student shall be deemed not to have obtained a final grade of F, D or C- in a course if the student initially receives a failing grade but later passes the course by supplemental assessment.

Before requiring a student to withdraw, the Associate Dean (Academic) shall arrange for a review of all final grades of C- or lower in all courses taken by the student. This review will include rereading of all the student's examination papers to verify the accuracy of the marking process.

Despite the above, the Dean may grant a student who is required to withdraw permission to remain enrolled, subject to any conditions the Dean deems appropriate. Before making a final decision, the Dean shall first inform the student of the outcome(s) of the aforementioned review and give the student an opportunity to explain why the student should be permitted to remain enrolled.

### **Prerequisites**

A student may not take a course for which there is a prerequisite if the final grade obtained in the prerequisite was an F.

### **Process**

The Faculty of Law uses the Gradebook in OWL to record grades. It is the responsibility of all instructors to enter their students' final grades and, for first-year full-year courses, their students' mid-term examination grades into this program.

The deadline for entering grades is: (a) in courses with a final examination, one week following the writing of the examination; and (b) in courses without a final examination, one week after the last day of classes.

An instructor does not have the authority to unilaterally change a student's final grade after it has been submitted to the Student Services Office. However, if an instructor discovers a mathematical or other technical error in a grade that has been submitted, the instructor should contact the Student Services Office as soon as possible to officially record the appropriate grade.

The Faculty has the right to alter course grades at the grades meetings. The Dean or Associate Dean (Academic) will alert an instructor if the instructor's grades appear to be anomalous and may seek an explanation.

### **Faculty of Law: Winter Term Format**

The Winter Term for first year students begins with a period of intensive instruction. During this period students enrolled in first year will work exclusively in small groups developing research, writing, and advocacy skills. Students will fulfill their remaining course requirements for the year during the Winter Term.

### **Honours**

A student who achieves an average of at least "B" on a full year's work as defined by the program and who is in the top 10% of the class, is named to the Dean's Honour List.

Students in any year who attend another law school on a letter of permission from Western and students in any year who attend the Faculty of Law on a letter of permission from another law school, are not considered for the Dean's Honour List in that year.

Only the grades earned in courses taken at the Faculty of Law in a particular year (provided those courses total at least 14 credit hours) are used to calculate a student's standing for an overall achievement award in that year.

A student who is on the Dean's Honour List for at least two of the three years at the Faculty of Law and who obtains a cumulative average of at least "B" over the three years shall graduate *With Distinction*.

The winner of awards or prizes for the highest marks in a particular subject will be determined without regard to whether the student has received other prizes or awards.

### **Appeal Procedures**

Please refer to the Faculty of Law website, [www.law.uwo.ca](http://www.law.uwo.ca). For related information, refer to the [Student Academic Appeals – Undergraduate](#) section.

### **Academic Program**

In first year, students take the following courses: Constitutional Law; Contracts; Criminal Law; Legal Research, Writing and Advocacy; Property; Torts; and either Corporate Law or Legal Ethics and Professionalism.

Students in their second and third years must take a minimum of fourteen course credit hours in each term and a minimum of twenty-nine such hours in an academic year. Students may take more than seventeen course credit hours in a term or thirty-

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three such hours in an academic year only with the permission of the Associate Dean (Academic).

Students must, after first year, take Civil Procedure and Administrative Law. In second year, students must take whichever of Corporate Law or Legal Ethics and Professionalism that they did not complete in first year.

By the end of third year, a student must satisfy the Faculty writing requirements. Students may satisfy the Faculty writing requirements in either of two ways, namely: (1) by completing in upper year courses two research essays, each worth at least two credits, or (2) by completing in upper year courses one research essay worth at least two credits and one or more practice-oriented legal writing assignments worth at least two credits collectively.

A practice-oriented legal writing assignment must involve independent legal research and/or analysis. To provide some examples, a factum or legal memo will generally count as a practice-oriented legal writing assignment, while a research essay worth less than two credits or a reflective journal will not.

A Supplemental Writing Credit may count towards fulfilling the Faculty writing requirements. Specifically, a student can complete the requirements for a research essay worth at least two credits by adding a Supplemental Writing Credit to a course assessed in part by a research essay (worth at least one but less than two credits), if the Supplemental Writing Credit is used to extend the research essay. A Supplemental Writing Credit can count toward completing a practice-oriented legal writing assignment if the Supplement Writing Credit is attached to a course that already includes a practice-oriented legal writing assignment.

In all cases, the Associate Dean (Academic) has the final authority to decide whether a component of a course will satisfy a Faculty writing requirement.

**Note:** In each of second and third years, a student may take courses outside the Law School up to the equivalent of six credit hours, but no more than four such hours in any one semester. The approval of the course instructor and the Associate Dean (Academic) of the Faculty of Law must be obtained.

### **Cross-Registration in Business Courses**

The Faculty of Law and the Ivey Business School have a joint arrangement whereby second and third-year law students and MBA students may cross register in courses offered by the other Faculty or School. Students must obtain approval from both the Associate Dean of the school in which they are registered and the student services office of the school offering the course(s) they wish to attend. Such students are expected to meet all requirements of the course. Grades for Law students taking courses at the Ivey Business School will be recorded on their university academic records on the 100-point grading scale.

### **JD/HBA COMBINED DEGREE PROGRAM**

#### **Structure of the Program**

The combined program is administered on behalf of the Ivey Business School and the Faculty of Law by the two HBA/JD Program Directors, one of whom is appointed by the Ivey Business School and the other by the Faculty of Law. The combined program allows students to complete both the JD and HBA degrees in six academic years instead of the seven years that would be required if the degrees were taken separately.

Students are registered in the combined program for Years Four to Six. Below is a brief outline of the program by year. The specifics may change as courses change in each faculty. It is assumed that students do not take more than two years of course work prior to beginning HBA1; however, it is possible to undertake the combined program with more than ten credits prior to HBA1.

#### **Admission to the Combined Program**

See the policy on “Admission – Law”.

#### **Years One and Two**

All students must complete at least two years of full-time university courses obtaining 10.0 credits. Students may take a wide variety of courses in any faculty. However, they must take Business Administration 2257.

#### **Year Three**

All students will take: Business Administration 3300K, Business Administration 3301K, Business Administration 3302K, Business Administration 3303K, Business Administration 3304K, Business Administration 3307K, Business Administration 3311K, Business Administration 3316K, Business Administration 3321K, Business Administration 3322K, Business Administration 3323K.

No substitutes for any of the above courses are permitted under any circumstances.

#### **Year Four - Combined Program**

All students must take first-year Law in Year Four. They may not take any business or outside courses during this year.

#### **Year Five and Six - Combined Program**

Students will take an approved mix of required and elective courses from both faculties in these years.

Students must take:

- (i) International Perspective Requirement: Business Administration 4505A/B.
- (ii) Corporations and Society Perspective Requirement: at least 0.5 course from

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Business Administration 4521A/B, Business Administration 4522A/B, Business Administration 4523A/B or another business elective as determined and approved by the HBA Program Director as satisfying this requirement.

(iii) Applied Project Requirement: Business Administration 4569.

(iv) 1.0 elective course chosen from 4000-level Business courses.

Students must take courses in Law totaling 45 credit hours. These courses must include the three compulsory upper-year courses, and a course or courses that satisfy the Faculty of Law writing requirements.

Students' choices of elective courses are subject to the approval of the Program Directors who must review proposed elective course selections to ensure that the objectives of the program are met. The elective courses may not include introductory courses of a dual law and business nature such as Law and Accounting or Business Law.

### **Exchange Programs**

With advanced planning, students in this the combined program may be eligible for to participate in one exchange term in an academic exchange program in Year Five or Six. Interested students must discuss exchange options with the HBA Program Office and with the Faculty of Law's International Program Office. The student must satisfy both Program Directors that the student's course load is balanced appropriately before permission will be given to participate in an exchange program.

### **Progression Standards**

Once admitted to the combined program, students must attain a minimum weighted average of 75% in their 4000-level HBA courses and a B- average in their Law courses.

### **Failure to Meet Progression Standards**

A student who fails to meet the combined progression standards in any year must withdraw from the combined program. However, if that student has met the progression standards of either the HBA or Law program, the student will be allowed to proceed to the next year of that program. If that student has satisfied the progression standards of both individual programs, the student may continue in either program and may petition the School or Faculty whose program was not selected for permission to complete that program at later date. A student who is required to withdraw from the combined program, and wishes to pursue either or both of the individual programs, must complete all the degree requirements of the individual program or programs in order to graduate from that program or those programs.

### Dean's Honour List

At the Ivey Business School, students are considered for the Dean's Honour List during their first year of HBA. Students enrolled in Years Five and Six of the combined degree program are considered for the Dean's Honour List in Year Six only. Only grades obtained in 4000-level Business courses will be used in calculating averages for the purpose of determination of Dean's Honour List standing. The Dean's Honour List for HBA2 typically includes the top 25% of all of HBA2 and is determined by vote of the teaching faculty. Courses taken outside the Business School are excluded. Calculations for Ivey Scholar and Gold Medals are completed in the same way.

A student who takes Law courses totaling at least 12 credit hours in each of Years Five and Six of the combined program is considered for the Dean's Honour List at the Faculty of Law in that year on the basis of those courses.

### Graduation with Distinction

Eligibility to graduate "with distinction" for each degree is determined by each Faculty.

### Gold Medal

Students in the combined program are eligible to be considered for the Gold Medal in either or both degree programs, along with other eligible graduating students in those programs, as determined by the requirements in the Faculty of Law or the Ivey Business School.

### Fees

Students pay the prevailing fees as determined by the University policy on combined programs. Contact the Office of the Registrar for details.

## JD/MBA COMBINED PROGRAM

### Structure

Students are registered in the combined JD/MBA program for all three years. Upon completion of the combined program, students will receive both a JD and an MBA degree. Below is a brief outline of the program by year. The specifics may change as courses change in each faculty.

Year	Months	Program Structure
One	March - August (to Labour Day)	MBA Modules 1, 2 (with MBA 2015-2016 class)
	September - April	Law 1

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<b>Two</b>	September - December	Law and MBA
	January - April	Law and MBA
<b>Three</b>	September - December	Law and MBA
	January - April	Law and MBA
	June	Law Convocation MBA Convocation

JD/MBA combined program students must successfully complete:

- MBA core courses (Modules 1, 2, ICP/INVP), 6 MBA electives (weight of 0.75 each), totaling 14.50 credits.
- 1 independent research credit from MBA (0.75 weight) or Law.
- The compulsory elements of Western Law's regular JD program, including the Faculty writing requirement.
- Additional upper year Law courses totaling at least 33 credit hours.

ICP = Ivey Consulting Project course

INVP = New Venture Project course

Students' choices of elective courses are subject to the approval of the Program Directors who must review proposed elective course selections to ensure that the objectives of the program are met. The elective courses may not include introductory courses of a dual law and business nature.

Visit the Faculty of Law website  
for further details on the JD/MBA combined program.

### **Exchange Programs**

Students enrolled in the combined program may be eligible for a Law exchange in Year Three. Students must ensure that their course load is appropriately balanced before permission will be given to participate in an exchange program.

### **Progression Standards**

Students in the combined program must meet the regular progression requirements of the JD and MBA programs.

### **Failure to Meet Progression Standards**

A student who fails to meet the progression standards must withdraw from the combined program. However, a student who has met the progression standards of either the MBA or JD program will be allowed to proceed in that program and must

complete all the degree requirements of the individual program in order to graduate from that program.

### **Dean's Honour List**

Students are considered for the Dean's Honour List at the Faculty of Law during their first year of Law. In subsequent years of the combined program, students who take Law courses totaling at least 12 credit hours in any year are considered for the Dean's Honour List at the Faculty of Law in that year on the basis of those courses. Students are considered for the Dean's Honour List at the Ivey Business School after completion of the MBA component of the combined JD/MBA program.

### **Graduation with Distinction**

Eligibility is determined by the regulations in effect in the Faculty of Law and the Ivey Business School respectively.

### **Stephen Watchorn Memorial Medal**

Students in the combined program are eligible for the Stephen Watchorn Memorial Medal and are not eligible for the Gold Medal in the Faculty of Law or the Ivey Business School.

### **Fees**

Tuition fees for the combined programs are set by the University. Contact the Office of the Registrar for details.

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