

**Part-time LLM Program**  
**2009/2010**  
*Student Handbook*

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## Introduction

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Welcome to *Osgoode Professional Development's* Part-time Master of Laws.

Osgoode is a law school with a long and distinguished history, and a strong record of commitment to legal scholarship, social reform, and innovative approaches to the law. In 1996, Osgoode recognized that the rapid development and transformation of knowledge requires lawyers to engage in lifelong learning leading to the creation of the Part-time LLM. With a large and varied faculty, including instructors from Osgoode Hall Law School and other law schools, leading practitioners and specialists from the Bench, a broad range of courses, access to a wide range of teaching and other resources for graduate study, and one of the finest research law libraries in the Commonwealth, Osgoode Professional Development (OPD) is dedicated to giving you the very best in this unique program.

Except for the General LLM, all of OPD's Part-time LLM programs are distinct specialized programs, designed with the demands of professionals in mind. The General LLM, on the other hand, is intended for maximum flexibility, allowing students to customize their program to suit their own interests and demands.

This Student Handbook reflects the current policies in areas of particular interest to students in the Part-time LLM Program. For additional information and policies, please consult York University's Faculty of Graduate Studies calendar at [www.yorku.ca/grads/calendar/index.htm](http://www.yorku.ca/grads/calendar/index.htm). In the event of conflict between this Student Handbook and the York Calendar, the York Calendar governs.

The main areas covered in this Student Handbook are: (1) Graduate Program Assistants; (2) Classes at OPD; (3) Registration and Enrolment; (4) Passport York; (5) Fees; (6) Academic Petitions; (7) Changing Specializations; (8) Library Services; (9) Academic Regulations; (10) Convocation; (11) Special Needs; and (12) Continuing Legal Education.

### I. Graduate Program Assistants

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Each program has a dedicated Graduate Program Assistant (GPA), who is an invaluable resource. Connect with your GPA as soon as possible.

If you are unclear about any administrative matters, your GPA is the first person to contact for information. The GPA has been assigned specifically to deal with administrative matters regarding registration, enrolment, fees, Major Research Papers, leaves of absence, grades, course drops/adds, etc. If there is any change to your personal information (e-mail address, phone numbers, address) or academic status, please ensure your GPA is kept up-to-date.

The following lists the programs the GPAs currently support:

Deirdre Hussey  
416-597-9735  
[dhussey@osgoode.yorku.ca](mailto:dhussey@osgoode.yorku.ca)

Alternative Dispute Resolution (ADR)  
Constitutional Law  
Family Law  
Intellectual Property Law

Collette Murray  
416-597-9728  
cmurray@osgoode.yorku.ca

Administrative Law  
General Law  
Real Property Law  
Labour Relations and Employment Law  
Municipal Law  
Securities Law  
Trusts Law  
Health Law

Eriona Voci  
416-597-9171  
evoci@osgoode.yorku.ca

LLM in Business for International Students  
Banking and Financial Services Law  
Civil Litigation and Dispute Resolution  
Criminal Law  
Taxation Law

## II. Classes at OPD

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OPD's courses are taught intensively over three-five days (for about seven to nine hours per day), in three-hour blocks one evening per week (generally 7-10 p.m. EST), or some combination thereof.

Students are responsible for verifying schedule dates, times, course delivery type and enrolment requirements through their GPA.

Unless otherwise specified, courses will be held at our downtown facility, the Osgoode Professional Development Centre (Suite 2602, One Dundas St. West, Toronto).

## III. Distance Education

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OPD offers students outside the GTA an opportunity to take LLM courses via video-conferencing! Our cutting-edge video-conference technology uses two-way communication over the internet that allows you to interact with other students by participating in discussions, asking questions and even seeing electronic presentations as easily as if you were in our downtown Toronto classroom.

Using a webcam with compatible software and a high speed internet connection, you may be able to participate from your office or home. Please note, students will be required to attend a minimum of two intensive classes in person.

Within a distance 75 km of our location, OPD assumes that you will attend classes in person. If this is a concern for a course or for a particular class, please contact your Graduate Program Assistant and we will attempt to accommodate you based on availability.

Beyond a distance of 75 km of our location, OPD will notify you prior to registration of the video-conferencing option and you will have the opportunity to sign up to make arrangements for video-conferencing access.

At the beginning of your LLM program, the determination of whether you are attending in person or by video-conferencing will be made and OPD will assume that you will continue in that mode for the duration of the program.

## IV. Registration and Enrolment

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Registration and enrolment are different. Think of registration as the status that you have with the University vis à vis your program; enrolment refers to your status within a course.

Your GPA will register and enrol you on your behalf. Please ensure that you complete and sign the Registration and Enrolment Form(s). If you fail to return the signed form to your GPA by the specified date, you will not be registered on time and may be required to pay late fees. In addition, you will not be permitted to attend your courses if you have not been registered.

Once registered, you are considered to have accepted the terms of a contract with the University which requires you to abide by the regulations of the Faculty of Graduate Studies. This contract is valid whether or not you have read the information in this booklet or in the FGS Calendar. You can view the calendar by visiting the following website: [www.yorku.ca/grads/calendar/index.htm](http://www.yorku.ca/grads/calendar/index.htm)

Graduate students are required to maintain continuous registration throughout their academic career at York University. This includes terms where there are no courses available, Major Research Paper extensions and terms for which you are on leave. In order to maintain continuous registration you must complete the registration forms provided to you and pay the appropriate fees as they accrue.

We will try to fit you into the courses you choose, but please be aware that there are class size limits. Please note that not every course is available in any given term and that students in a specialization will have priority for courses in that program. Due to the nature of the ADR program, a limited number of ADR courses are available to General LLM students.

Students will be withdrawn from their program by the university if they fail to remain in good standing for each term (Fall, Winter, Summer). The onus is on you to ensure that your status remains in good standing throughout the program.

There are time limits within which you must complete your degree requirements. Part-time LLM students may register for a maximum of 12 active terms (excluding permitted leaves/withdrawals – see section VIII) to complete all degree requirements. You may also petition to extend the term to completion in special circumstances.

## V. Degree Options

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Generally, with the exception of the ADR program, there are two options for completing your degree:

### **Option I**

- 30 credits of coursework chosen from the specializations offered during your period of enrollment in the program
- Advanced Legal Research Workshop
- An independent Major Research Paper (70 pages)

### **Option II**

- 36 credits of coursework chosen from the specializations offered during your period of enrollment in the program
- A significant research paper (30 pages) completed for one of the courses

Each LLM specialization has slightly different degree requirements. Please visit [www.osgoodepd.ca/llm\\_special/llm\\_special.html](http://www.osgoodepd.ca/llm_special/llm_special.html) and choose the specialization you are interested in to view the specific degree requirements for that particular program.

## VI. Passport York

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Passport York is York's primary method of online authentication. All students must create and use a Passport York username and password to log onto York's online services and tools. Passport York determines which services you are able to access.

Use Passport York to access your student records as well as money matters and library information.

Students can use Passport York to:

- View grades
- Look up financial statements online
- Download tax forms
- Change address and contact information
- Verify official name
- Update/Add a Social Insurance Number
- Verify library account

For more information visit [www.yorku.ca/computing/students/accounts/passportYork.html](http://www.yorku.ca/computing/students/accounts/passportYork.html)

## VII. Fees

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### a) Program Fees and Accounts

Tuition fees are established by the Board of Governors of York University. The Board of Governors reserves the right to make changes without notice in its published schedule of fees.

Students entering the Part-time LLM are charged one tuition fee for the program ("the program fee"). The program fee (currently \$18,660) is normally payable in six equal instalments over the six terms of the program. If you complete the program in fewer than six terms, you will be required to pay the remaining installments prior to graduation. If you require additional terms to complete your program, an additional full installment may be payable for each additional term. Students are responsible to view their online financial statements using their created Passport York accounts.

The program fee consists of tuition, catering, where provided, and materials. The Faculty of Graduate Studies also charges an administrative fee (currently \$15 per term) which is levied each term.

Sometimes students require additional terms beyond the normal program duration time to complete their degree. If you require additional time, you will pay additional fees each additional term (approximately \$930 per term — contact your GPA for details).

Once you are registered in your program, your fees are posted to your student account. You can view your account at any time using your Passport York online access. Students with outstanding student account balances will be charged interest at the rate of 1.0% per month on the previous month's minimum amount due and may be denied registration. Transactions made after the statement date (e.g. adds, payments) will appear on your online account. Note: Drops do not trigger refunds or changes to accounts.

If you think there is a problem or if you have any questions concerning your account, please contact the GPA who will review your account and liaise with the University departments to clarify the situation.

Academic fees at the domestic fee rate will be waived for all Canadian citizens or permanent residents 60 years of age or older by the first day of the academic session in which they wish to enrol (i.e. by May 1 for the summer session or September 1 for the fall/winter session), whether in a degree course, as visiting students or auditors. The fee waiver is capped for senior citizens to the level of tuition fees assigned to domestic, non-professional undergraduate arts, science and other programs as defined in the tuition fee guidelines from the Ministry of Training, Colleges and Universities. The tuition fee waiver for an eligible senior citizen is restricted to a maximum of one undergraduate or graduate degree.

You do not need to apply for this benefit. It is granted automatically and the credit is applied to your student account. Fee waivers are considered by the government to be a taxable benefit; the appropriate tax forms from York will be available on the web by February 28 each year at [sfs.yorku.ca/fees/taxforms/index.htm](http://sfs.yorku.ca/fees/taxforms/index.htm).

Eligible senior citizen tuition waiver students are required to pay all other fees attached to a course or program, or required during the process of registration (including centrally collected ancillary fees, fees approved by student referenda, material fees, financial penalties etc.).

Grandparenting Provision: All students in mid-program, up to and including those enrolled in Summer 2008, will be grandparented until the completion of the degree in which they are currently enrolled, as long as they have maintained continuous registration.

## b) Methods of Payment (credit cards are not accepted)

The University accepts payment in a variety of ways, view the how to pay link at [sfs.yorku.ca/fees/paying/index.htm](http://sfs.yorku.ca/fees/paying/index.htm).

### 1. Telephone or Internet:

Contact your financial institution in order to set up your bank account(s) for telephone or online banking. Use your York student number as the York account number to pay your bill. For further details, please refer to [www.yorku.ca/osfs/payatbank](http://www.yorku.ca/osfs/payatbank) or check your bank's web site. When you make a payment by telephone or through the Internet, you will be given a reference number for the transaction. (Make a note of this transaction number for your records in case the payment is challenged.)

### 2. Mail:

York University accepts personal or certified cheques, money orders, and bank drafts, made payable to York University and in Canadian funds. Post-dated cheques are not accepted. Print your name and student number clearly on the front of the cheque; this information is required to accurately process your payment. Notes written on the backs of cheques will not be picked up by the electronic processing system. You can mail these to your GPA.

Please be aware that payments sent by mail may take up to two weeks to be credited to your account and therefore may not reach us in time if the payment was mailed close to a deadline. As well, the University is not responsible for cheques that go astray and do not reach us by the payment deadline(s). If this should happen, interest will be assessed on your existing balance.

Payments must be mailed (payment stub not required) as per the invoice information, to:

Student Financial Services, York University  
Box 1075, Postal Station B  
Toronto, ON M5T 3B7

More information about Student Financial Services can be found by visiting: [sfs.yorku.ca/](http://sfs.yorku.ca/)

### 3. Bank:

You may pay at a teller service or an automated banking machine. Your bank may charge for the service. The University has arranged with the major Canadian banks for electronic transfer of the payment to your York account. The University honours the payment on the date it is made at the bank.

Remember: Be sure to have your payment stub stamped and signed by the bank teller. If paying at an automated banking machine, be sure to keep your transaction record. This is your receipt and proof you have paid.

### c) Returned/Declined Payments

Students whose payments are declined for any reason are subject to a \$50 administrative charge which is a non-refundable, non-petitionable flat fee, payable by certified cheque only.

Students who have not replaced their returned cheques by the deadline set by the Office of Student Financial Services may be de-enrolled from all their courses, and will remain liable for their academic debts.

Graduate students who have an outstanding financial debt to the University of \$1,000 or greater will be blocked from registering in a current or future academic term. University Senate policy stipulates that enrolment, graduation privileges, academic services, transcript requests, etc., be withheld from any student until all financial liabilities are settled. Students are strongly encouraged to keep their account current. If you are having difficulty with this, please speak to the GPA or the Associate Director, Finance and Business Operation at OPD.

### d) Financial Assistance

#### *THE MARILYN L. PILKINGTON AWARD*

Marilyn L. Pilkington, the Dean of Osgoode Hall Law School from 1993-1998 and founder of the Professional Development Program, has established this award to be given annually to a graduate of Osgoode Hall Law School to pursue studies in the Professional Development LLM program. The Candidate must be a Canadian citizen, permanent resident or protected person and a resident of Ontario who demonstrates financial need. It will be awarded on the basis of both academic achievement and financial need.

## *OSGOODE PROFESSIONAL DEVELOPMENT BURSARIES*

Students must successfully complete one term before applying for an OPD bursary. Osgoode's financial support is primarily for full-time students. The amount available for bursaries for part-time students is very limited. Students who receive bursaries in one term will not necessarily receive bursaries in subsequent terms. Bursaries are awarded on the basis of financial need.

Visit [www.osgoodepd.ca/pt-llm\\_tuition.html](http://www.osgoodepd.ca/pt-llm_tuition.html) for additional information on Financial Assistance.

### e) Refunds

The refund schedule for the Part-time program is currently governed by the Faculty of Graduate studies. You can see this refund schedule at [www.yorku.ca/grads/calendar/index.htm](http://www.yorku.ca/grads/calendar/index.htm) (look for the refund heading in the calendar). OPD uses this refund schedule, with appropriate modifications to take into account our program-based fee structure and the intensive course format. For further details please contact your GPA.

### f) Tuition Fee Receipts (Tuition and Education Credit Certificate)

Tuition Fee receipts for income tax purposes are provided by the Office of Student Financial Services (OSFS) for the Academic and Registration Fee portion only. Income tax receipts will only be accessible by download from the OSFS website at the end of February, using your Passport York access.

## VIII. Academic Petitions

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If there is any change in circumstances regarding your academic status, please notify your GPA at once. Any official change to your academic status is done through the petition process with the Faculty of Graduate Studies. Your GPA can assist you in completing any petition. All petitions must be in writing.

You may be required to submit a petition for a number of reasons including, but not limited to, the following:

- Leaves of Absence
- No Course Available
- Withdrawing from a required course
- Extension of time to complete course work
- Other

Specific details on each type of petition follows.

### a) Leaves of Absence

The University allows students to take a leave of absence under certain conditions. Students are responsible for paying a fee for Leave of Absence Status (approximately \$185 per term). If you are considering any of the following leaves, please contact your GPA.

**Elective Leave:** After prior consultation with the GPA, a student may elect to take a one-time-only one-term leave of absence, after enrolment of at least two consecutive terms. For example, if you begin your program in the Fall of 2007, you are not entitled to take an Elective Leave until the Summer 2008 term.

Discretionary/Petitioned Leave: In exceptional circumstances, students may be granted a leave of absence from the University for three (3) terms in addition to the Elective Leave. This leave can be taken consecutively after the Elective Leave.

**Maternity Leave:** Students may be granted a maternity leave not to exceed one year.

**Parental Leave:** Students may be granted a parental leave not to exceed one term.

All students on leave are still required to maintain continuous registration and pay the appropriate leave of absence and registration fees – these are available through the Faculty of Graduate Studies website, or from your GPA. When you resume studies, please contact your GPA for information regarding registration and fee payments.

## b) No Course Available

Students who have not yet completed the course work for a program may register as No Course Available (NCA) if no suitable course is offered in any given term. This provision does not apply if a student:

- Is registered as “working on a major research paper/project”;
- Has an incomplete grade recorded for a course; or
- Has outstanding debts.

Although the GPA will submit the necessary paperwork on your behalf, candidates must still register for any term in which no course is available to them. All students registered as “No Course Available” are still required to maintain continuous registration and pay the appropriate registration fees based on your program fees – see the GPA for details.

## c) Withdrawal from Course or Program

**Required Course:** You may not, at any time, withdraw from a required course without prior permission from the program.

**Other:** If you wish to withdraw from either an optional course or the program, please contact your GPA. You will be provided with information on all the consequences, options and reinstatement requirements.

**Withdrawal from Course in Good Standing:** Students may withdraw from an optional course provided that a substitute course is available and not more than 2/3 of the course has been completed. After this time, students must remain registered and will be assigned grades as appropriate. The symbol “W” will be recorded in place of a grade to indicate that a student was authorized to withdraw from a course in which he or she was registered. If a student withdraws before 1/3 of the course has been given, the requirement to record a “W” may be waived at the discretion of the Graduate Program.

**Withdrawing from Program/Graduate Studies:** To voluntarily withdraw from the Faculty of Graduate Studies you must submit a petition to your GPA. The effective date of withdrawal will be the date your letter is received. This date is used to determine if you will be eligible for any refund. Please note that simply dropping courses, or failing to attend classes, is not recognized as an official withdrawal and as such you would still be responsible to pay your program and other associated fees. Therefore, please provide your GPA with official notice of withdrawal.

Reinstatement: If you have been withdrawn from the Program by the Faculty of Graduate Studies for failure to maintain continuous registration, you will be required to petition for reinstatement (if eligible) prior to the start of the term in which you wish to register.

#### d) Course Extensions

You may petition to extend the time allowed for completing the evaluation in a course. You will need the permission of the course instructor. Please contact your GPA for details.

### IX. Transferring to a Different Specialization/Program

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To switch to another Part-time LLM offering, students must formally re-apply to the new offering, petition for advanced standing, and then petition to withdraw from your current specialization, which includes completing the application form, submitting relevant supporting documentation, and paying the application processing fee.

Students wishing to take a number of courses from more than one specialization are encouraged to enroll in the General LLM.

### X. Library Services

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The York University Law Library is one of the largest in the Commonwealth. Part-time LLM students are encouraged to make use of the Law Library's extensive collection and its reference and on-line services. The University issues a York University (YU) Card to registered students. This card provides you with Library borrowing privileges. Only registered students who are 'active' will receive a card. Visit [library.osgoode.yorku.ca/](http://library.osgoode.yorku.ca/) for additional information on the Law Library.

The YU card will be mailed to you at your local mailing address after registration. Please ensure that we have your correct address on record. For OPD students, the YU card does not require a photograph, despite an indication that it is only valid with affixed photo (you will simply need to show a separate ID with photo to use York library services). The YU card is valid for 5 years from issue date but only if a student is validly registered with the University.

Computing facilities for Osgoode students are located in the Smalley-Baker room of the Law Library on York University main campus. The Osgoode Computer Lab contains at least 19 networked, Windows-based personal computers and two laser printers. All York LLM students are entitled to remote user accounts which allow them to search not only the York Card Catalogue, but many proprietary databases, including QuickLaw, E-Carswell, Lexis, Westlaw and indices (including the Index to Legal Periodicals and some full text services), which are not available over the Internet. To make these arrangements, you must contact the Computing and Network Services department (CNS) at York University. They will provide you with the information you will need to set up your account. To access the library information on-line, you need an account number, a York e-mail address and password and software.

York University has direct borrowing agreements with members of the Ontario Council of University Libraries including Brock, Carleton, Guelph, Lakehead, Laurentian, McMaster, Nipissing, Ontario College of Art and Design, Ottawa, Queen's, Royal Military College, Ryerson, Toronto, Trent, Waterloo, Western, Wilfrid Laurier and Windsor. York University also has direct borrowing agreements with members of the Council of Prairie and Pacific University Libraries including University of Alberta, Athabasca University, University of Calgary, University of Lethbridge, King's University College, University of British Columbia, University of Northern British Columbia, Royal Roads University,

Simon Fraser University, Trinity Western University, University of Victoria, Brandon University, University of Manitoba, University of Winnipeg, University of Regina, and University of Saskatchewan.

## XI. Academic Regulations

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For academic regulations not covered in this Student Handbook, please consult the Faculty of Graduate Studies calendar online at [www.yorku.ca/grads/calendar/index.htm](http://www.yorku.ca/grads/calendar/index.htm).

### a) Attendance and Participation

Students are expected to attend all classes in each course. Attendance is important not only for achieving individual learning objectives but also so that students can benefit from each others contributions. If absence from class is unavoidable, students can miss up to 8 hours of a 6 credit course which requires 36 hours of class time (or 4 hours of a 3 credit course, etc).

A student who misses more than 8 hours of class time in a 6 credit course (or 4 hours in a 3 credit course, etc) will be required to do an assignment relating to the missed material. The details of the assignment are up to each Instructor, but might include watching a videoarchive of the missed class time and writing a comment. If a student misses more than 50% of class time they are not eligible to pass the course.

### b) Academic Honesty

Candidates in the Part-time LLM are bound by the York University Senate Policy on Academic Honesty, which is published in full in the Faculty of Graduate Studies Calendar ([www.yorku.ca/grads/calendar](http://www.yorku.ca/grads/calendar)).

Conduct that violates the ethical or legal standards of the University community is a serious matter. In particular, any breach of academic honesty is a most serious offence to both the University community and the academic enterprise. Students should note that papers and exams may be reviewed using plagiarism detection software.

### c) Ethics Review

Research involving human participants for law students (typically, questionnaires, surveys and interviews) must comply with York University's policy, administered by the Human Participants Review Committee (HPRC), a subcommittee of the Senate Committee on Research (SCOR). The HPRC requires that all research by York students involving humans must meet the HPRC's ethical guidelines and, in the case of MRPs, must be reviewed by an Ethics Review Committee of the Faculty or department where the research is being conducted. In addition, an online ethics tutorial must be completed. You will be required to obtain informed consent from all participants prior to conducting interviews or completing questionnaires. The consent form, together with a brief description of the research project and an assessment of whether the research poses a risk to participants, must be reviewed by the OPD Ethics Review Committee prior to commencing the research. For more information, please visit the Faculty of Graduate Studies web site at [www.yorku.ca/grads/index.htm](http://www.yorku.ca/grads/index.htm) or contact your GPA.

### d) Academic Penalties

Academic penalties, such as loss of course credit, grade reduction or assignment of additional work, may be imposed for violations of academic regulations. These include attendance requirements and course assignment deadlines.

## e) Course Evaluation

### 1. Grading

The evaluation method for each course is determined by the instructor. Please check with your instructor if you have any questions about the evaluation method or procedure.

Deadlines for submission of required written work are typically set by the instructor in each course. Ordinarily, the deadline will vary depending on the credit value of the course and the format: usually two to four weeks after the last class in the course for weekly courses; longer for intensive courses. The course instructor has discretion to grant short extensions to students who are unable to meet the deadline because of illness or other matters beyond their control. Applications for further extensions must be made through your GPA, in writing. The instructor will also need to agree to any extension as he or she will be grading the assignment.

Grading of exams and term papers is the responsibility of the lead instructor(s) in each course. In some courses additional instructors/guest speakers may be used, but normally a guest instructor who teaches only one or two classes would not be expected to do any grading. Our office is required to report grades to the Faculty of Graduate Studies and the Office of the Registrar. Grades are only official once they are posted on your on-line record. The following grades may be awarded in the LLM program:

A+	(Exceptional)	B+	(Highly Satisfactory)	I	(Incomplete)
A	(Excellent)	B	(Satisfactory)	F	(Fail)
A-	(High)	C	(Conditional)	P	(Pass)

To successfully complete an LLM, you must maintain at least a “B” average with no single grade less than “C”. Please consult the Faculty of Graduate Studies calendar for more details on allowable grade combinations.

A student who received in total any of the following combinations of grades for graduate courses may not continue to be registered in the Faculty of Graduate Studies and in a graduate program unless this continuation is recommended by the graduate program director concerned and approved by the Dean:

- (a) two C grades for full courses;
- (b) one C grade for a full course and one C grade for a half course;
- (c) a total of three C grades for half courses.

In no cases will grades be averaged.

A student will be required to withdraw from a graduate program and registration in the Faculty of Graduate Studies will be terminated if the student receives in total for graduate courses, during enrolment at York University:

- (a) one F grade for a full course or two F grades for half courses; or
- (b) one F grade for a half course and one C grade for a full or half course.

In no case will grades be averaged.

Visit [www.yorku.ca/grads/calendar/facultyregulations.pdf](http://www.yorku.ca/grads/calendar/facultyregulations.pdf) for complete details.

## 2. Instructor Feedback

An evaluation form is prepared for every LLM course and the program overall, and we rely on student feedback when revising our program planning. We have made numerous changes to courses and programs based on the comments and suggestions we have received from our students and encourage students to continue to take the time to share their course and program evaluations with us.

### f) Major Research Paper

Successful completion of a Major Research Paper (MRP) of approximately 70 pages (double spaced, 12 point font, 1" margins, footnotes (excluding bibliography) (equivalent to 18,000 words) is an option for LLM students. The MRP is not a thesis, and consequently the normal University rules relating to theses requirements and degree of supervision do not apply. You may write the MRP on a topic related to any course in your offering, provided adequate supervisory resources are available. The MRP should go beyond merely describing legal developments to include independent critical analysis of its subject matter. It should be work of publishable quality.

In most programs, the MRP may be a stand-alone paper, or it may be structured as an extended requirement in one of your courses (i.e., you can use a previously submitted paper to form the basis of your MRP but the paper cannot simply be "pasted" into another paper to form 70 pages). The supervisor for your MRP will normally be the main instructor in the course most closely related to the topic area of the paper. You should normally proceed by first thinking about the area in which you would like to write the paper, then by discussing your ideas and the specific topic as well as the degree of supervision with that individual. He or she must approve the topic and is responsible for grading the paper. The Director of your specialization may specify a different approval process.

You will be required, at a minimum, to submit an outline and bibliography to your supervisor for approval. If you have any problems obtaining appropriate supervision or concerning any other matter relating to your MRP, please contact the Director or Assistant Director of your specialization

Once you have determined your MRP topic and obtained a supervisor, you must provide your GPA with the MRP Confirmation Form. The MRP is normally due at the end of the term in which it is written, e.g. December 15 for the Fall term, April 15 for the Winter term and August 15 for the Summer term.

Students undertaking an MRP are required to complete the Advanced Legal Research Workshop course, which will be offered each Fall and Winter. Your GPA will advise you in advance of the times/places for this course.

## XII. Convocation

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Convocation is a special event for our students. All graduates are encouraged to attend.

There are two main convocation ceremonies at York for OPD students: Fall (usually in October) and Spring (usually in June). Your GPA will be able to provide you with details.

Please keep in mind that academic deadlines for the Convocation ceremony are separate from financial deadlines. We strongly advise students to contact OPD at the beginning of their last term so that we may begin to assess Convocation eligibility.

### XIII. Grade Reappraisal Policy

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Osgoode Professional Development follows the Grade Reappraisals Policy as set out on page 43 of the Faculty of Graduate Studies 2007-2009 Calendar. For more information, please visit [www.yorku.ca/grads/calendar/fgs-calendar2007-09.pdf](http://www.yorku.ca/grads/calendar/fgs-calendar2007-09.pdf).

### XIV. Students with Special Needs

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York University is committed to assisting those students with special needs. To be eligible for the services provided, you must identify yourself as someone who has special needs and provide the appropriate documentation for inclusion in your file; the extent to which we may accommodate you or grant relief will depend greatly on how much notice is given.

The Student Handbook: A Guide to Survival (available from the York Office for Persons with Disabilities) delineates grounds supporting relief: “medical” and “compassionate”, which are relatively self-explanatory; “equitable”, which provides relief for obligations and burdens of an ongoing and ordinary nature as opposed to circumstances which are isolated and extraordinary, and which unavoidably compete with a student’s ability to complete academic work. These could include disability, care-giving responsibilities, or persons subject to domestic violence or abuse. If you have any questions regarding this, please get in touch with the appropriate person/office (listed below) and identify yourself as a graduate student at Osgoode Hall Law School. If you are unsure whom to contact, please contact your GPA.

#### **York University Support Services**

York University’s Office for Persons with Disabilities (416-736-5140)

This office provides information, support and advocacy on behalf of students, staff and faculty with mobility, hearing and/or visual difficulties. Before the office is able to provide you with assistance, you must register with them and will likely be requested to provide them with official documentation (from your physician) detailing what accommodations you will require. The office coordinates services for the whole York campus, so it is very important to get in touch with them as soon as possible.

York University’s Learning Disabilities Program (LDP) (416-736-5297 ext. 33409)

Services include psychoeducational assessment, advising and orientation, academic and career counseling, advocacy and peer support. These services are available to all York University students who are registered with the LDP.

York University’s Counseling and Development Centre (416-736-5297)

Programs are available to all York students and include help with study skills, help for students with long-term mental and health needs, workshops and self-help in a variety of areas covering academic, time-management and personal skills, learning disabilities programs, and personal counseling. Please make an appointment if you wish to take advantage of any of the programs offered.

Support Program for Students with Psychiatric Disabilities (416-736-5297)

Under the auspices of the Counseling and Development Centre, support is available for York University students who have been living with a psychiatric disability. Services include: supportive counseling, weekly support groups, orientation to university facilities, advocacy and referral to community resources.

## XV. Continuing Legal Education

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OPD also offers a curriculum of non-credit continuing legal education courses. These offerings address the needs of lawyers to refine specific practice skills, expand their knowledge of specialized applied areas, and keep up with new developments.

A major programming focus is the provision of accessible skills education to complement substantive academic legal knowledge. We also provide in-house training courses and workshops.

We welcome our LLM students to attend our continuing legal education courses at a significantly reduced rate. For more information, please call 416-597-9725 or e-mail us at [opd@osgoode.yorku.ca](mailto:opd@osgoode.yorku.ca).

## XVI. 2009/10 Important Dates

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### Fall 2009

September 1, 2009 ————— Fall Session Begins for LLMs  
September 7, 2009 ————— Labour Day, No classes  
September 14, 2009 ————— Orientation Session for new LLM students  
October 12, 2009 ————— Thanksgiving, No classes  
December 15, 2009 ————— MRPs due  
December 24, 2009 - January 3, 2010 ————— Holiday Break

### Winter 2010

January 4, 2010 ————— Winter Session Begins  
January 4, 2010 ————— Orientation for new LLM students  
February 15, 2010 ————— Family Day, No classes  
April 2, 2010 ————— Good Friday, No classes  
April 15, 2010 ————— MRPs due

### Summer 2010

May 24, 2010 ————— Summer Session Begins  
May 24, 2010 ————— Victoria Day  
June 15, 2010 ————— Spring Convocation  
July 1, 2010 ————— Canada Day  
August 2, 2010 ————— Civic Holiday  
August 16, 2010 ————— MRPs due

## Frequently Asked Questions - FAQ

### I. Program Information

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#### **How many different LLM Specializations are offered by Osgoode Professional Development (OPD)?**

We offer more than 15 various Part-time LLM specializations. The programs commencing in 2009/10 include Administrative Law, Alternate Dispute Resolution (ADR), Criminal Law, Health Law, Intellectual Property, Securities Law, Tax Law.

Programs that are currently running include ADR, Banking and Financial Services, Civil Litigation and Dispute Resolution, Constitutional Law, Criminal Law, Family Law, Intellectual Property Law, Real Property Law and the General LLM.

Programs that have been offered in the past include E-Business Law, Insolvency law, International Trade & Competition Law.

### **How long are the programs?**

The program length will vary depending on the number of credits completed each term. For example, by taking six credits per term the LLM can be completed in six terms (2 years). Similarly, by taking 18 credits per term, the program duration can be compressed to two terms (8 months).

### **If I complete the program in less than six terms, will I have to pay any fees?**

Yes. The remaining installment will be added to your online Passport York student financial account.

### **Are the LLM specializations offered every year?**

LLM specializations are generally not offered on a yearly basis, except for ADR and Criminal Law. Programs are usually offered on a 2 - 4 year cycle, depending on the interest in the specialization. Students may enrol in the General LLM at the beginning of any term.

### **How many credits are required for an LLM specialization?**

Since each LLM specialization is unique, programs usually vary in the total number of credits that are required. Please consult the OPD website, [www.osgoodepd.ca/llm\\_special/llm\\_special.html](http://www.osgoodepd.ca/llm_special/llm_special.html), and click on the name of the specialization that you are interested in to find out how many credits are required. You may also contact your GPA or the Associate Director, Graduate Program, who can assist you.

## **II. Administrative Information**

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### **Who do I contact to assist me with the admissions process?**

Please visit our website [www.osgoodepd.ca/llm\\_special/llm\\_special\\_admission.html](http://www.osgoodepd.ca/llm_special/llm_special_admission.html) for more information or contact Sophie Seventikidis, Admissions & Client Services Assistant at 416.673.4670, toll free within Canada at 1.888.923.3394, or via email at [admissions-opd@osgoode.yorku.ca](mailto:admissions-opd@osgoode.yorku.ca).

### **Who do I contact to assist me in administrative matters after I am admitted?**

Each LLM specialization has a GPA, whose role it is to assist you with the administrative aspects of your LLM program throughout your studies until your convocation day. All administrative questions and concerns should be directed to your GPA and they will assist you or put you in contact with someone else who can.

### **How do I register in my classes?**

As an OPD student you do not need to register yourself in your courses. You will complete a registration form and your GPA will enroll you each term in the course required for your program.

### **When are the registration deadlines?**

The registration deadlines are generally as follows:

Fall Term: September 15\*

Winter Term: January 15\*

Summer Term: May 15\*

\*Please note that if you are not registered by these deadlines you will be subject to a \$200 late fee.

### **What do I have to do to ensure that I am registered?**

To ensure that your GPA registers you for each term, please make sure that you have signed and completed the registration form and returned it to your GPA **before** the start of each term. \*Please note: you must clear previous balances from prior terms before you can be registered in a subsequent term. If your balance is in excess of \$1000, your registration abilities will be blocked and you will be subject to the \$200 late fee if your balance is not cleared by the registration deadlines outlined above.

### **What happens if I am not able to attend all the classes?**

Students are expected to attend all classes in each course. Attendance is important not only for achieving individual learning objectives but also so that students can benefit from each others contributions. If absence from class is unavoidable, students can miss up to 8 hours of a 6 credit course which requires 36 hours of class time (or 4 hours of a 3 credit course, etc).

A student who misses more than 8 hours of class time in a 6 credit course (or 4 hours in a 3 credit course, etc) will be required to do an assignment relating to the missed material. The details of the assignment are up to each Instructor, but might include watching a videoarchive of the missed class time and writing a comment.

If a student misses more than 50% of class time they are not eligible to pass the course.

### **What is the difference between a weekly course and an intensive course?**

Most programs are structured with a blend of weekly as well as intensive classes.

Weekly classes are held one evening per week, usually from 7-10pm. The course runs for approximately 12 weeks for a 6-credit course and 6 weeks for a 3-credit course. Weekly classes are held in Toronto, and, where available, videoconferenced to other cities.

An intensive class is usually held over 3 - 4 days. All students are required to come to Toronto for intensive sessions, as they are generally not videoconferenced. This allows for students (those in Toronto as well as those out of town) to come together and benefit from group discussion with their colleagues as well as instructors.

### **Is food provided?**

For weekly evening classes in Toronto a light supper is provided since many students are coming to class directly from work. Refreshments, as well as coffee and tea, will also be available throughout the evening.

For intensive classes, a light breakfast and lunch will be served in Toronto.

*\*Please note that if you have a religious or medical dietary restriction you may notify your GPA.*

### **How are we assessed academically?**

Students are usually required to complete a final paper or a take home exam for their final evaluation. Sometimes instructors evaluate using journals, presentations, class participation, etc.

### **To whom do I submit my final paper/exam?**

Students are required to submit an electronic and hard copy of their final paper to their GPA (NOT to the instructor). The GPA will then forward the final assignments to the instructor.

### **If I am unable to complete my final assessment by the due date, how do I obtain an extension?**

If you require an extension for your final evaluation you must contact your instructor and your GPA immediately. Depending on the length of time stated in your request, a petition for course extension with the Faculty of Graduate Studies may be required. If your request for an extension is granted, your GPA will contact you and notify you of your new due date.

### **How will I receive my grades?**

Instructors are generally given about 4 weeks to complete marking (however, this will vary depending on how many courses the instructor is teaching and how many students are in a class – please note that we attempt to ensure timely return of grades, but sometimes instructors are unavoidably delayed). Once the assessments have been marked the instructor will send the graded assignments to your GPA. Your GPA will then report your grade to the Office of the Registrar and your grade will be posted on your file online.

Grades are available for viewing online via Passport York.

### **What do I do if I am unable to register in a course for a term?**

As an OPD student you must maintain continuous registration to remain in the program. However, we recognize that the part time nature of the program is meant to accommodate students who are unable to take courses full time due to work as well as family commitments. Students can apply to the Faculty of Graduate Studies for a leave of absence; however, certain requirements must be met and necessary paperwork must be completed. Please contact your GPA, PRIOR to the start of the term, if you would like to apply for a leave of absence.

### **What are the different types of Leave of absence?**

There are various types of leaves that you can take; however there are requirements that you must meet. It is your responsibility as a student to ensure that you contact your GPA after the leave of absence, so that you are registered for the next term and maintain continuous registration.

### **Elective Leave of Absence (eLOA):**

Each student is allowed to take one eLOA, which is for ONE term only during your 2 year program. The eLOA means that you do not have to petition or provide reason for why you wish to take a leave for the term, appropriate paperwork does need to be completed.

To take an eLOA you must obtain a permission form from your GPA and sign and return it before the registration deadline. In addition, you need to have been enrolled for at least two consecutive terms prior to elective leave and you may not have any incomplete grades and pay the appropriate fee for this status. Please contact your GPA for further details.

## **Petitioned LOA**

If you do not meet the requirements to take an eLOA or you have already taken your eLOA and need another term off, you have the option to petition for a Leave of Absence. Students generally request one to three consecutive terms off due to work or family commitments or because of health issues.

Students with outstanding grades or owing funds to York University will not be granted eLOA or petitioned LOA status. Students do not have access to electronic resources or library services while they are on leave.

Please contact your GPA prior to the registration deadline and obtain a petition form. You must fill out the form and provide a letter of circumstance for why you are requesting the leave of absence. Please contact your GPA for further details. There is a fee for maintaining the status (see below).

## **Maternity/Paternity Leave**

Maternity/Paternity leaves are similar to the eLOA. Contact your GPA for the petition form and ensure that you return the signed form to them PRIOR to the registration deadline.

## **Withdrawal**

Students may be withdrawn from the program both voluntarily and involuntarily. A notation will appear on future transcripts.

If you decide to voluntarily withdraw from the program, you may do so for various reasons. Sometimes work or family commitments will keep you from being able to continue in the program. If you feel you will not be able to register for classes for two terms or more, you have the option to withdraw from the program in good standing. Please note that the withdrawal will be indicated on your academic record.

You must obtain a program withdrawal form from GPA, sign it and return it prior to the registration deadline. When you decide you would like to rejoin the program you may then petition for reinstatement.

Involuntary withdrawal occurs when the university withdraws you for failure to maintain academic standards, failure to maintain continuous registration and failure to complete the degree requirements within the specified time limit.

Students wishing to resume their studies will have to prepare and submit a petition for reinstatement, which will include a statement indicating that the circumstances which led to their withdrawal are no longer an issue in terms of their ability to complete the program. The Faculty of Graduate Studies may set a deadline completion date for some students.

## **Is there a fee for a Leave of Absence?**

Yes, you are required to pay an inactive registration fee of approximately \$190 (fee subject to change) in order to maintain your place in the program. Library privileges will be suspended during your absence.

## **How will I know if/when my Leave of Absence/Petition has been granted?**

Once you submit your petition to your GPA (prior to the registration deadline) it will be given to the Associate Director for approval. Once the petition has been approved, your GPA will forward it to the Associate Dean of the Faculty of Graduate Studies, for final approval. Once it has been reviewed at York and a decision has been made, the petition will be returned to your GPA and she will inform you of the decision. The petition will then be kept in your student file.

### **What do I do after my Leave of Absence has expired?**

It is your responsibility to contact your GPA once your leave of absence has expired, prior to the start of the term in which you need to register, to ensure that you are registered for the upcoming term.

If you have withdrawn from the program, either voluntarily or involuntarily, you must contact your GPA to arrange for reinstatement.

### **III. Major Research Paper (MRP)**

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#### **What is the MRP?**

The MRP is an option for all LLM students. An MRP is a Major Research Paper. It is a requirement for students in the ADR specialization.

The MRP is NOT a thesis, and therefore the normal University rules relating to thesis requirements do not apply to the MRP. You may write the Major Research Paper on a topic related to any course in your offering, provided adequate supervisory resources are available.

The MRP should go beyond merely describing legal developments to include independent critical analysis of its subject matter. It should be work of publishable quality.

#### **When should I start working on my MRP?**

You can begin thinking about the MRP almost as soon as you start the program. Keep a notebook and jot down ideas as they come up in class (areas of law that are unsettled, that are unjust, or out-of-step with other countries are good starting points).

#### **Do I have to pay if I take extra terms to complete my MRP?**

Yes. Your tuition covers up to 6 terms. You are charged the full one-term fee of approximately \$930.00 for any additional terms.

#### **Who should I contact to supervise me in writing the MRP?**

Students are required to secure a supervisor for their MRP on their own. The supervisor for your MRP will normally be the main instructor in the course most closely related to the topic area of the paper, although it may also be possible to have an outside supervisor. The Director or Assistant Director of your specialization will let you know the process for choosing a topic and arranging a supervisor. Once you have made your final choice, contact your GPA who will arrange for you to complete a Confirmation of MRP Topic/Supervisor form.

#### **I have secured a supervisor and am ready to start working on my MRP. What should I do next?**

Once you have secured a supervisor, start working on an outline for your MRP. You will be required to submit an outline and bibliography to your supervisor for approval. If you have any concerns relating to your MRP, please contact the Director of your specialization.

Please ensure that you complete the Confirmation of MRP Topic form and return it to your GPA as soon as you and your supervisor have confirmed the topic for your MRP. The Confirmation of MRP Topic form must be submitted prior to working on your MRP.

### **What is ethics approval?**

York University requires anyone conducting research involving human subjects to complete an ethics review. The requirements of this review vary depending on whether a student is doing a dissertation, thesis, MRP, or course paper. Generally, students in the LLM program who interview or survey others in order to obtain information, will be required to complete a basic ethics review form. Please contact your GPA for further information.

### **How long should my MRP be and how should I submit it?**

The MRP should be approximately 70 pages (double-spaced, 12 point font, 1" margins, excluding bibliographies and footnotes). The deadlines for each semester are approximately Dec. 15, April 15 and August 15 for the Fall, Winter and Summer terms respectively.

The MRP should be submitted by e-mailing one document and mailing two hardcopies to your GPA. DO NOT SEND the MRP directly to your supervisor. Please include a cover page with your student ID, the title of the paper, the name of your supervisor and your program.

Your GPA will forward the hardcopy of your MRP directly to your supervisor for grading.

### **How is the MRP graded?**

Your supervisor has one month to grade your MRP. Your supervisor must submit your grade to the GPA prior to grade deadlines established by the University.

Except for the ADR program, the MRP is graded on a pass/fail basis, which is the grade that will appear on your academic record. For students in the ADR program, the MRP is graded in the normal fashion.

### **I have passed the MRP, what happens next?**

Once you have passed the MRP your GPA will conduct a degree audit to ensure that you have completed all the course requirements for your program. You will then be contacted by your GPA with convocation information.

### **I have chosen the coursework only option, what does this mean?**

You must complete 36 credits via coursework only. Also, for one of the papers, you must meet the 30 page requirement (as set out in Option II under Degree Options).

## **IV. Course Materials and Resources**

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### **What are the materials required for each course?**

Materials are provided to you for each of your courses. The cost of the materials is included in your program fee.

The materials for courses include binders, text books and/or electronic media.

### **When will the materials for the course be ready?**

Materials are usually ready approximately 2 - 3 weeks prior to the first class. Sometimes the binders for weekly classes will only include readings for the first few classes. In that case, please ensure you consult the course outline provided in your binder, the GPA or the program website so you can obtain future readings as soon as they are available in order to prepare for class.

### **How do I get the materials for each course?**

Once the materials are ready for distribution and you are properly registered, the Materials Assistant will either mail them to you or you may pick up your materials from OPD (1 Dundas St. W., Suite 2600). In some cases, supplementary materials will be posted to the program website for downloading.

### **Is there a website for my program?**

Each LLM specialization has a program website maintained by your GPA. It has been designed as a resource tool to facilitate you throughout the program. The website will be used to post readings and lectures, give you updates, inform you of due dates, outline policies and procedures, provide useful links, and more.

Your GPA will provide you with a user name and password.

### **What library resources are available to me?**

OPD students have full access to the Osgoode Law Library and the York Library, for each term that you are actively registered. If you have taken a leave of absence or have not registered in a course you will not be granted library access.

Once you have been registered in a class by your GPA, you will be issued a YU card, which is also your Library Card. You may use this at York to access all library facilities and also other libraries at other post-secondary institutions. It is also useful for other items on the York campus.

### **What is Passport York?**

Passport York is York's primary method of online authentication. All students must create and use a Passport York username and password to log onto York's online services and tools. Passport York determines which services you are able to access.

*\* Please note that you can only sign up for a Passport York Account once. If at any time you forget your username or password you cannot sign up for a new account.*

### **What can I access using my Passport York username and password?**

You can access all your student records as well as money matters and library information.

Students can use Passport York to:

- View grades
- Look up financial statements online
- Download tax forms
- Change address and contact information
- Verify official name
- Update/Add a Social Insurance Number
- Verify library account

For more information visit [www.yorku.ca/computing/students/accounts/passportYork.html](http://www.yorku.ca/computing/students/accounts/passportYork.html)

**How do I sign up for a Passport York account?**

To sign up for a new Passport York account please visit the above website and follow the steps provided.

**How do I view my grades?**

Once your grades have been made official by the university, they will be posted on the York University website and can be accessed using your Passport York account.

Students in the General LLM must make their course selection based on schedule availability and selections are subject to review by the Program Director. Please note that not every course is available in any given term and that students in a specialization will have priority for courses in that program. Due to the nature of the ADR program, a limited number of ADR courses are available to General LLM students.

**How do I obtain my transcript?**

All transcript requests are made online from the Office of the Registrar.