

OSGOODE'S FULL-TIME LLM AND INTERNATIONAL PROGRAMS



Student Handbook
2017-2018



Canada's leading legal programs for
internationally trained lawyers



Please note:

This handbook was updated for Winter 2018. Students are governed by the policies outlined in the most recent version of the student handbook and follow the degree requirements outlined at the time of their admission.

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Meet the OsgoodePD Team

Orientation Assistants – Claudia Vazquez: orientation-opd@osgoode.yorku.ca

For new students, your primary administrative contact from now until the end of the orientation period is Claudia. Claudia is a 2nd year JD student here at Osgoode.

International Admissions & Programs Coordinator – Sophie Seventikidis: international-opd@osgoode.yorku.ca

Sophie is the first point of contact for all students before they have accepted their offer of admission. You likely spoke with Sophie during your application process. She is also responsible for the Certificate in Foundations for Graduate Legal Studies and the online NCA exam preparatory program.

Graduate Program Assistants (GPAs)

Eriona is your graduate program assistant. The graduate program assistant is one of your most important contacts throughout the program. She will be your primary contact throughout the program for all administrative matters such as registration, enrollment, fees, Major Research Papers, leaves of absence, grades, course drops/adds, etc. Your GPA can advise you about most matters related to university/program policies, degree requirements, and, where she is unable to assist, will ensure you're put in touch with the appropriate person.

If there is any change to your personal information (email address, phone numbers, address) or academic status, please ensure your GPA is kept up-to-date.

Your GPA is assigned based on your program. However, if you take an elective from a different program, questions about that particular course must be directed to the GPA for that program, according to the following breakdown:

Eriona Tarelli 416-597-9171 international-gpa@osgoode.yorku.ca	<ul style="list-style-type: none">• International Business Law• Canadian Common Law• General Law (Full-time)• Tax Law (Full-time)
Deirdre Hussey 416-597-9735 dhussey@osgoode.yorku.ca	<ul style="list-style-type: none">• Dispute Resolution• Business Law• Civil Litigation & Dispute Resolution• Constitutional Law• Energy and Infrastructure• Family Law• Intellectual Property Law
Maxine Malcolm 416-597-9728 mmalcolm@osgoode.yorku.ca	<ul style="list-style-type: none">• Administrative Law• Banking and Financial Services Law• Bankruptcy and Insolvency Law• Criminal Law and Procedure• General Law (Part-time)• Health Law• Labour Relations and Employment Law• Securities Law• Tax Law (Part-time)

Manager, International Programs – Luke Heald: lheald@osgoode.yorku.ca

Luke is responsible for the overall management of the International LLM Programs. Your GPA will likely consult with Luke on complicated or out of the ordinary matters. You may also hear from Luke in your GPA's absence.

Manager, Professional Graduate Programs – Christine Briggs: cbriggs@osgoode.yorku.ca

Christine is responsible for the overall management of the Part-time Professional LLM programs. You will likely only deal with her if you are taking an elective from outside the International Programs. In that case, your GPA will likely consult with Christine on complicated or out of the ordinary matters. You may also hear from Christine in your GPA's absence.

Student Success & Wellness Counsellor – Iva Keighley: ikeighley@osgoode.yorku.ca

Ellen is available to discuss your personal wellness, or the health of your mind, body, and spirit. She is greatly experienced at providing personal counselling to law students as well as practicing lawyers.

Program Lawyer, Professional Graduate & International Programs – Michael Tam:

mtam@osgoode.yorku.ca

Michael is available to assist students from all programs on matters including but not limited to academic policies, career counselling, and general course/program planning. All students are able to book appointments with Michael directly through the MyCareer portal.

Director, International & Professional Graduate Programs – Meghan Thomas:

mthomas@osgoode.yorku.ca

Meghan Thomas is the graduate program director of all academic programs at Osgoode Professional Development.

Communication Protocol

- **ALWAYS** include your Full Name (first and last), your Program, and your 9-digit York University student number in the subject line of your email
- Allow a reasonable period of time for a response; our protocol for response time is **within 2 - 3 business days**
- Remember that our usual work hours are from **8:30 a.m. to 4:30 p.m.** Toronto time, **Monday to Friday** (During July and August our offices close at 3:30pm on Fridays)

Important Links & Resources

Link	Description
Moodle Program Page https://courses.osgoode.yorku.ca/ (Login: Osgoode Account)	<ul style="list-style-type: none"> • Important information related to your specialization (degree requirements, enrollment request forms, etc). • Your GPA (and other program administrators) will use the program page send messages to all students • Course enrollment takes place here in your second term and beyond
Moodle Course Pages https://courses.osgoode.yorku.ca/ (Login: Osgoode Account)	<ul style="list-style-type: none"> • Use moodle to access course outlines and materials • The GPA (and other program administrators) and instructor(s) will use the course page to send messages to the class • You will use moodle to upload and submit assignments
Passport York https://passport.york.yorku.ca (Login: Passport York)	<p>All students must create and use a Passport York username and password to log onto York's online services and tools. Your Passport York login is used to:</p> <ul style="list-style-type: none"> • View official final grades and order transcripts • Look up financial statements online • Download tax forms • Change address and contact information • Change email address • Verify official name • Apply to Graduate
Osgoode Email http://myosgoode.yorku.ca/ (Login: Osgoode Account)	<p>All Osgoode students have an @osgoode.yorku.ca e-mail account. We set these accounts up to forward to your personal e-mail address that you provided at the time of admission. If you need to change your e-mail forwarding or would like to use this as your primary e-mail you can access it via MyOsgoode.</p>
My Career http://www.osgoode.yorku.ca/mycareer/ (Login: Passport York)	<p>MyCareer contains a library of academic and career resources which may be helpful to you and is also used to:</p> <ul style="list-style-type: none"> • Book academic/career/personal/wellness counselling appointments • View and RSVP for upcoming events • Apply for and view job/internship listings
Faculty of Graduate Studies Regulations http://gradstudies.yorku.ca/current-students/regulations/	<p>As a Graduate Student you are responsible for familiarizing yourself with and adhering to Faculty of Graduate Studies (FGS) regulations.</p>

Important Dates

Enrollment Requests – Anticipated (You'll receive an announcement to confirm)

Fall – Typically Opens in June

Winter – Typically Opens in October

Summer – Typically Opens in March

Faculty of Graduate Studies Registration Deadline

Enrollment requests submitted after the deadlines listed on the graduate studies webpage [link below] are subject to a \$200 late registration fee.

See: <http://gradstudies.yorku.ca/current-students/student-status/important-dates/>

Faculty of Graduate Studies Petitions Deadlines

Petitions Related to Fall 2017 – July 15, 2017

Petitions Related to Winter 2018 – November 15, 2017

Petitions Related to Summer 2018 – March 15, 2018

Convocation Deadline

To be eligible for June convocation you must have met all degree requirements (and have all final grades) by April 30. To be eligible for October convocation you must have met all degree requirements (and have all final grades) by August 31.

Convocation

There are two convocations ceremonies each year, one in June and one in October.

Your GPA will guide you through the convocation process. However, you should be aware that the courses you select in your final term will impact your convocation date. Students in Winter term courses with April deadlines typically graduate in October not June. Seeking a course extension may also delay your convocation date.

Convocation dates are finalized approximately 4-6 months before the ceremony. You can find long range dates here: <http://convocation.students.yorku.ca/ceremonies/longrange>

Program Structure

The Professional LLM Program is comprised of 13-15 different specializations. Each specialization has its own structure and degree requirements (detailed in the 'degree requirements' section). Each academic year in the Professional LLM has three terms: Fall (September – December), Winter (January – April), and Summer (May – August). Typically, full-time students take 12 credits and part-time students take 6 credits each term and complete the program in one or two years.

Some specializations operate on a cohort basis (meaning that new students all begin the program at one time) while others have rolling admissions (meaning that new students can start in Fall and/or Winter and/or Summer).

Canadian Common Law Course Offerings and NCA Competencies

Course Title	NCA Competencies Satisfied by Course	Term(s) of Planned Offering
Business Associations	Business Organizations (formerly Corporate Law)	F, W, S
Canadian Administrative Law	Canadian Administrative Law	F, W, S
Canadian Administrative Law (Online)	Canadian Administrative Law	TBD
Canadian Civil and Administrative Procedure	Civil Procedure (Ontario)	W
Canadian Constitutional Law	Canadian Constitutional Law	W
Canadian Contract Law	Contract Law	W or S
Canadian Criminal Law	Canadian Criminal Law	F, W, S
Canadian Criminal Law (Online)	Canadian Criminal Law	TBD
Canadian Law of Trusts	Trusts	S
Canadian Professional Responsibility	Professional Responsibility	F, W, S
Canadian Public and Constitutional Law	Both Foundations of Canadian Law and Canadian Constitutional Law	S
Canadian Tort Law	Tort Law	W
Commercial Law	Commercial Law	W
Evidence	Evidence	F, W, S
Foundations of Canadian Law	Foundations of Canadian Law	F, W
Fundamentals of Family Law	Family Law (Ontario)	S
Property Law	Property Law	W
Real Estate Transactions	N/A	W or S
Taxation Law	Taxation	W or S
The Canadian Law of Obligations	BOTH Contract Law and Tort Law	S

Best efforts are made to avoid course conflicts between courses that we anticipate will be of interest to students in multiple specializations, however this is not always possible. It is your responsibility to ensure you request courses that don't conflict and that you submit your enrollment requests in a timely manner.

Optional Internship

Full-time students with a law degree from outside Canada and who are not yet licensed in a Canadian province are eligible to apply for optional internships in the Summer term. The Internship is an optional zero-credit course that occurs in the summer. Most internships are about two months long and are scheduled between May and August. The internships are filled through an application and interview process. If you apply, you are not guaranteed an internship; you must be selected by the internship host. As this is an elective course within your program, eligibility will be set by the graduate program director each year and is subject to change.

In previous years, the following organizations took interns from Osgoode Professional Development:

- Axxess Law Professional Corporation
- Jones & Co
- Ministry of Community and Social Services - Family Responsibility Office
- Kellogg Canada

- Financial Services Commission of Ontario
- Bennett Law Chambers Professional Corporation
- Royal Bank of Canada
- Ministries of Community and Social Services / Children and Youth Services

Course Structure

Classes take place at both Osgoode Professional Development (1 Dundas) and Osgoode Hall Law School (4700 Keele). The course schedule indicates each course's location.

Weekly classes are held once per week. Typically a weekly course runs twelve weeks (for a 6 credit course) or six weeks (for a 3 credit course).

Intensive courses are usually held over 2 - 5 days, depending on the credit value. The most common pattern is Thursday evening and all day Friday and Saturday.

For evening courses held at OsgoodePD, a light dinner, refreshments, as well as coffee and tea throughout the evening are provided. For all-day courses, a light breakfast, lunch and afternoon snack will be served to students attending in-person. We make best efforts to accommodate religious and medically necessary dietary restrictions – please advise us of restrictions each term when submitting your enrollment request form.

Meals are not offered for classes that take place at Osgoode Hall Law School.

Degree Requirements

Canadian Common Law

Degree Requirements

Option I: Coursework and Research Paper [36 credits]

- 18 credits from core courses;
- Major Research Project (6.0 credits) or Significant Research Paper (3.0 credits)
- Remaining 12.0 credits (if MRP chosen) or 15.0 credits (if SRP) can be selected from other LLM Specializations and JD electives

Option II: Coursework Only [36 credits]

- 18 credits from core courses;
- Remaining 18.0 credits can be selected from other LLM Specializations and JD electives

Courses

Code	Title	Weight	Required?
LAW 6845P	Business Associations	6.0 credits	Core
LAW 6842P	Canadian Administrative Law	6.0 credits	Core
LAW 6851P	Canadian Civil and Administrative Procedure	6.0 credits	Core
LAW 6841P	Canadian Constitutional Law	6.0 credits	Core
LAW 6840	Canadian Contract Law	6.0 credits	Core
LAW 6843P	Canadian Criminal Law	6.0 credits	Core
LAW 6844P	Canadian Professional Responsibility	3.0 credits	Core
LAW 6847P	Canadian Public and Constitutional Law	6.0 credits	Core
LAW 6850	Canadian Tort Law	6.0 credits	Core
LAW 6849P	Evidence	6.0 credits	Core
LAW 6502P	Foundations of Canadian Law	3.0 credits	Core
LAW 6855	Fundamentals of Family Law	6.0 credits	Core
LAW 6853P	Property Law	6.0 credits	Core
LAW 6846	Taxation Law	6.0 credits	Core
LAW 6515	Canadian Administrative Law (Online)	6.0 credits	Core
LAW 6852	Canadian Criminal Law (Online)	6.0 credits	Core
LAW 6891	Canadian Law of Trusts	6.0 credits	Core
LAW 6878	Commercial Law	6.0 credits	Core
LAW 6854	Legal Drafting	3.0 credits	Elective
LAW 6876	Real Estate Transactions	6.0 credits	Core
LAW 6516	The Canadian Law of Obligations (Contract and Torts)	9.0 credits	Core

International Business Law

Degree Requirements

Option I: Coursework and Major Research Paper [36 credits]

- 6 credits from required courses in Legal Research and Writing (3 credits) and Introduction to Canadian Law (3 credits)
- 21 credits are drawn from a selection of the International Business Law core courses
- Major Research Project (6.0 credits)
- Remaining 3.0 credits can be selected from other LLM Specializations

Option II: Coursework and Significant Research Paper [36 credits]

- 6 credits from required courses in Legal Research and Writing (3 credits) and Introduction to Canadian Law (3 credits)
- 21 credits are drawn from a selection of the International Business Law core courses
- Significant Research Paper (3.0 credits)
- Remaining 6.0 credits can be selected from other LLM Specializations

Option III: Coursework and Research Paper as a form of final evaluation [36 credits]

- 6 credits from required courses in Legal Research and Writing (3 credits) and Introduction to Canadian Law (3 credits)
- 21 credits are drawn from a selection of the International Business Law core courses
- Complete a Significant Research Paper as the method for final evaluation for a course
- Remaining 9.0 credits can be selected from other LLM Specializations

Courses

Please note that the 'core' course designations are subject to change and will be determined each year by the graduate program director.

Code	Title	Weight	Required?
LAW 6508	Legal Research and Writing	3.0 credits	Required
LAW 6513	Introduction to Canadian Law	3.0 credits	Required
BLIS 6890	Advanced Contract Law	3.0 credits	Core
LAW 6512	Anti-Money Laundering and International Country Sanctions - Global Regulatory Challenges	3.0 credits	Core
BLIS 6875	Contracts for Business	3.0 credits	Core
LAW 6848P	Independent Significant Research Paper	3.0 credits	Core
LAW 6509	International Business Transactions	6.0 credits	Core
BLIS 6298P	International Commercial Arbitration	6.0 credits	Core
BLIS 6874	International Commercial Banking	6.0 credits	Core
BLIS 6990	International Finance	3.0 credits	Core
BLIS 6299	International Sales Law	3.0 credits	Core
LAW 6505	International Trade Law	6.0 credits	Core
LAW 6510	Taxation of Cross-border Transactions	6.0 credits	Core
LAW 6511	International Business Law Internship	0.0 credits	Elective
BLIS 6514	Introduction to Canadian LLM Studies	0 credits	N/A

General Law

Degree Requirements

Option I: Coursework and Major Research Paper [36 credits]

- Declare 3 areas of specialization
- An MRP (6.0) in one of the declared areas of specialization
- 30.0 credits from the 3 areas of specialization
- Advanced Legal Research Workshop. *Please note that this will not count towards the 36 credits required to complete the degree.*

Option II: Coursework Only [36 credits]

- Declare 3 areas of specialization
- An SRP as the final evaluation method for one course
- 36.0 credits from the 3 areas of specialization

The Advanced Legal Research Workshop is not required for students writing a Significant Research Paper but is strongly recommended in order for students to review writing and research skills.

Tax Law

Degree Requirements

Option I: Coursework and Major Research Paper [36 credits]

- The required course for Tax Law [6 credits];
- 24 additional credits of coursework, at least 18 of which must be from the Tax Law specialization;
- A Major Research Paper (70 pages) in the tax law field [6 credits]; and
- Advanced Legal Research Workshop. Please note that this will not count towards the 36 credits required to complete the degree.

Option II: Coursework only [36 credits]

- The required course for Tax Law [6 credits];
- 30 additional credits of coursework, at least 24 of which must be courses from the Tax Law specialization; and
- A Significant Research Paper (30 pages) as a means of evaluation for one of the courses in the Tax Law specialization.

The Advanced Legal Research Workshop is not required for students writing a Significant Research Paper but is strongly recommended in order for students to review writing and research skills.

Courses

Code	Title	Weight	Required?
LAW 6100P	Tax Policy, Statutory Interpretation and the Foundations of the Taxation of Individuals	6.0 credits	Required
LAW 6736P	Advanced Taxation of Corporations and Shareholders	6.0 credits	Elective
LAW 6991	Comparative VAT	6.0 credits	Elective
LAW 6739P	International Taxation	3.0 credits	Elective
LAW 6324P	Major Research Paper: Tax Law	6.0 credits	Elective
LAW 6730P	Managerial Tax Planning	3.0 credits	Elective
LAW 6737P	Overview of US Taxation and Recent Developments	3.0 credits	Elective
LAW 6802P	Partnerships and Tax Shelters	3.0 credits	Elective
TXLW 6102	Problem Solving in Tax Practice	3.0 credits	Elective
LAW 6739	Special Topics in Taxation Law	3.0 credits	Elective
LAW 6738P	Tax Administration and Litigation	3.0 credits	Elective
LAW 6733	Tax Treaties	3.0 credits	Elective
LAW 6807P	Taxation of Corporate Reorganizations	3.0 credits	Elective
LAW 6801P	Taxation of Financial Instruments	3.0 credits	Elective
LAW 6731P	The Taxation of Trusts and Estates	3.0 credits	Elective

Major Research Paper

Unlike the Significant Research Paper, a Major Research Paper is a stand-alone 6.0 credit course. The MRP cannot serve as the means of evaluation for a course – meaning that students cannot submit an MRP as the final assignment in a course to earn course credit and MRP credit.

A Major Research Paper (MRP) is a paper expected to go beyond describing a legal issue and must be an independent critical analysis that is of publishable quality. Your MRP should relate to your specialization (i.e. Criminal Law students are expected to write an MRP related to Criminal Law). General Law students may write on a topic related to any one (or a combination) of their three designated areas of interest.

The MRP may be related to work completed in a previous course – however it cannot simply be a reiteration of a previous course paper. Per York University's Senate Policy on Academic Honesty, "submitting the work one has done for one class or project to a second class, or as a second project, without the prior informed consent of the relevant instructors" is considered a breach of academic honesty.

If you'd like to write an MRP your first step is to find a supervisor (we recommend asking the instructor/professor whose course was most closely related to your area). If you're having difficulty finding a supervisor please make an appointment via MyCareer for support.

Once you've found a supervisor you'll need to submit a proposal. You can find the proposal information on your Moodle Program page.

The MRP final paper is marked on a pass/fail basis, which is the grade that will appear on the academic record. The supervisor will also indicate on the paper a 'notional' letter grade so that the student has some idea of their standing.

Course Work Only: Significant Research Paper

If you are completing your degree through coursework only, you will be required to complete a Significant Research Paper (SRP) as the sole method of evaluation in one of your courses. Most instructors are amenable to having students write SRPs in their courses provided that the request is made at the beginning of the course and the topic is approved.

In some courses the final assignment meets the requirements for the SRP. This will be noted on the course outline.

In the International Business Law Program, you can complete a SRP as a method of final evaluation for a course, or as a stand-alone 3.0 credit paper.

This requirement **does not apply** to the LLM in Canadian Common Law.

Registration

At York University, 'registration' and 'enrollment' have different meanings. Registration is the status that you have with the University vis à vis your program; enrollment refers to your status within a course. As a professional LLM student you will not register yourself – instead you'll submit an enrollment request form each term, and your GPA will review your account and process your registration in the term and your enrollment in courses.

Continuous Registration

York University's Faculty of Graduate Studies regulations require that students maintain continuous registration throughout your program. This means that you are required to register (either as active or inactive – see below) and pay the applicable fees in every Fall, Winter, and Summer term from entry into program and until you have successfully completed your degree requirements.

If you do not register for a term, you will be withdrawn from the program by the Faculty for 'failure to maintain continuous registration'. However, should you wish to return to the program you have the option to petition for reinstatement (if you have been away from the program for no more than one year) or apply for re-admission (if you have been away for more than one year - see page 28 for more details).

The Faculty reviews student records for continuous registration:

- November 30 for the Fall term;
- February 28 for the Winter term and
- July 30 for the Summer term

Inactive Registration- Leaves of Absence Petitions

OsgoodePD understands that occasionally students may need to take a break from their studies. Because you are a student within the Faculty of Graduate Studies to request a leave of absence you must make a petition.

There are several types of leaves available to you depending upon your circumstances:

Type	Description	Restrictions
Elective leave of absence	Students applying for an elective leave of absence do not have to provide grounds for their request as long as it is submitted by the petitions deadline.	<ul style="list-style-type: none">• May only request 1 elective leave• Must have completed at least 2 terms
Exceptional circumstances leave of absence	Students applying for a leave of absence under exceptional circumstances are students who are facing a type of hardship that takes them away from their studies. Student must include their rationale (and supporting documentation if appropriate) with this request.	<ul style="list-style-type: none">• May request up to 3 during program
Parental leave of absence	Available to students for whom parental responsibilities are such that they require the student to be absent from their studies.	<ul style="list-style-type: none">• May request one per child

No Course Available	<p>Students may request No Course Available if no suitable course is offered in any given term. Available if no suitable course is available in any given term.</p>	<p>Students are not eligible to apply for this leave of absence if:</p> <ul style="list-style-type: none"> • They are registered as “working on a major research paper/project”; • They have an incomplete grade recorded for a course; • They have outstanding debt; and/or: • If there is a course within the student’s specialization that they have not completed that is offered in the given term
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For more information see: [Faculty of Graduate Studies Regulations of Leaves](#)

Timelines For Submitting Leave of Absence Requests

Since the Faculty takes 4-6 weeks to process petitions, they ask that students submit petitions for leave of absence well in advance of the start of term:

- For Fall Term Leaves – July 15
- For Winter Term Leaves – November 15
- For Summer Term Leaves – March 15

The Faculty of Graduate Studies recognizes that part-time students often need to make leave of absence requests after the application deadline and is flexible when legitimate reasons necessitate a late submission. Yet the Faculty typically will not consider late applications and has strict policies regarding retroactive requests:

“Petitions must be initiated within 12 months of an issue arising. Petitions on issues beyond the 12 month timeline will not be considered, except in truly exceptional circumstances.

Only in exceptional circumstances will a retroactive (before start date of the current term) academic petition be considered and/or granted. Retroactive petitions must adhere to the 12 month time limit.”
[\(Faculty of Graduate Studies Academic Regulations\)](#)

If you need guidance in making a petition your GPA can advise you – or, if making an out of the ordinary request may direct you to the Manager, International Programs for advising.

Important Note About Petitions

Your GPA can assist you in completing your petition or clarifying the administrative options but it is your responsibility to complete the required paperwork. All petitions paperwork should be submitted to the GPA (preferably via e-mail). The program cannot act on your behalf in lieu of your submitting a formal petition.

When submitting a petition you must include a statement clearly indicating what type of leave you are requesting and the rationale for this request. Please also include any supporting documentation (if applicable).

Program Time Limits

Graduate Programs have both a minimum and a maximum length. The Professional LLM has a minimum length of six part-time terms, three full-time terms (for Canadian Common Law, Tax Full-Time and General Full-Time) and four full-time terms for International Business Law. Tuition for the program is paid over the minimum length – so if you finish the program in fewer than the minimum terms additional fees apply (see page 25).

Students have a maximum of 12 (active) terms to complete their degree. Note that additional fees apply for terms beyond the program's minimum length.

Course Enrollment

As an LLM student you do not enroll yourself in your courses. Instead, before each term you'll be asked to make your course selection request through the course selection form available on Moodle. Your request will then be processed by your GPA who will also be in touch to confirm. Note that requests must be submitted via the enrollment request form and cannot be accepted over phone or e-mail.

There will be an initial course selection period, followed by an add/drop period. During the add/drop period, you can amend your course schedule by adding or dropping any of your courses. You are required to ensure that the courses you have enrolled in fulfill any admission conditions you may have. After the add/drop period, there will be no opportunity to change your course schedule.

Please ensure you submit your course enrollment request by the published deadline. The Faculty of Graduate Studies imposes a \$200 penalty on late registrations.

Your course enrollment request cannot be processed if:

- You have a tuition balance greater than \$1,000 owing
- You have unresolved academic issues (i.e. academic work outstanding)
- You did not register as active (or have an approved leave of absence for the previous term)

By submitting your course selection form you are considered to have accepted the terms of a contract with York University. This contract requires you to abide by the Faculty Regulations of the Faculty of Graduate Studies (FGS). You are required to read the information in this program handbook and in the FGS Faculty Regulations (<http://gradstudies.yorku.ca/current-students/regulations/>).

Courses Within Your Specialization and Designated Electives

Depending on your specialization's degree requirements (see: pages 7-14), you may have required or "core" courses or your degree requirements may be fulfilled by completing a specified number of electives from your specialization.

You can review courses that are within your specialization or designated electives within your specialization by reviewing the schedule for your specialization.

Courses Outside of Your Specialization

Depending on your specialization's degree requirements you may request to take courses from outside of your specialization as electives. Your request will be considered on the basis of space in your requested course, as well as pre-requisites and anti-requisites.

You can review courses that are available to you as outside electives by reviewing the schedule for the General Law specialization.

Courses from the Canadian Common Law (for students NOT in the Canadian Common Law Program)

If you are licensed to practice law in Canada you are not eligible to take any of the nine foundational subject courses from the Canadian Common Law Program. Students may be able to take a non-foundational course as an elective provided you didn't take that subject as part of your LLB/JD degree, it is related to your program of study, and there is space in the course.

You may not complete a Significant Research Paper in these courses and should note that the method of evaluation includes a final invigilated exam.

Course overloads (more than 12 credits in a term)

You may request a course overload, which will be considered based on space in your requested course, pre-requisites and anti-requisites. In general, requests for an extra course will be given the lowest priority for space availability.

Extra Courses (additional courses beyond 36 credits)

In almost all cases, if you take courses that exceed the credit requirements for your degree, you will be billed for these extra courses. Where the course is over and above your degree credit requirements, you will be advised of the applicable fee (calculated using the fees for LLM Single Course Enrollment). Billing for the course is done through your York Student Account. For more detail, see "Extra Course Fees", pg 26.

The only circumstance in which an extra course fee will not be charged is if you are in your last term of enrolment and your final course results in an excess of credits. For example, if you have reached 33 credits and in the last term wish to take a 6-credit course, there is no extra course fee applicable.

Extra courses will be added to your student record as non-degree courses.

Course Attendance Policy

Students are expected to attend all classes in each course. If absence from class is unavoidable, you can miss up to 20% of class time. It is your responsibility to ensure you select courses that do not pose a significant conflict with other commitments. Choosing two courses with conflicting schedules does not constitute an unavoidable absence.

In exceptional circumstances, accommodation for missing more than 20% (but no more than 50%) of class time may be granted pending approval of the Manager, International Programs and course instructor. In these cases, the student is expected to complete an additional assignment relating to the missed material.

Students who miss more than 50% of class are not eligible to pass the course.

Course Cancellations

Occasionally, due to unavoidable circumstances, an instructor must cancel a course. When this happens we will work to notify students and reschedule as soon as possible.

Course Withdrawal

In order to withdraw from a course, you must notify your GPA in writing.

If you are requesting withdrawal before a course begins, the course will be removed from your record.

Before 2/3 of a course has been completed, if you would like to withdraw from a course you may do so by notifying your GPA in writing. The symbol “W” will be recorded on your record to denote an authorized withdrawal in good standing.

If more than 2/3 of the course has taken place, a request to withdraw will be considered only in exceptional circumstances. A petition to the Faculty of Graduate Studies may be required. If approved, the symbol “W” will be recorded on your student transcript to denote an authorized withdrawal in good standing.

Withdrawal from a required course will be permitted only in exceptional circumstances. If a student withdraws from a required course, they must re-take it when it's next offered. Withdrawing from a required course will likely delay your graduation.

Under no circumstances will the recording of a “W” be waived.

You may re-take courses that you have previously had to withdraw from if/when they are offered in future. When re-taking a course, you will not be exempt from the attendance requirement and cannot simply ‘re-submit the same work’. You must be formally enrolled in a new offering of a course.

The program does not have the discretion to change a “W” to a grade at a later date. So, when re-taking a course the course will appear on your transcript twice (once with the “W” and once with the final grade from re-taking it).

Note that withdrawing from a course that is part of your degree program does not have an impact on your financial record – if you wish to withdraw from the program, formal paperwork must be submitted (see page 26).

Course Materials

Our aim is provide students with course materials approximately four weeks in advance of the first class.

Required textbooks for the course are included in the tuition fees.

- Canadian Common Law, JD, and International Business Law course text books must be picked up from the Material Distribution Center, located in the basement of Osgoode Hall Law School.
- Textbooks for other courses are arranged by the GPA who manages the program under which the course is offered. Please see the GPA and their respective programs on page 3. Your GPA will be in touch with you directly about collecting your book.

In-Class Examinations in the Canadian Common Law Program

Canadian Common Law courses that have NCA approval must have a final examination as their part of their method of evaluation. You have the option to opt to hand-write or use ExamSoft (a computer-based, secure exam writing software).

ExamSoft FAQ

ExamSoft is software that enables you to write exams on your laptop. It turns off your Internet connection and closes all documents and applications on your computer. The only thing that you will have access to is a text box, where you will type the answers to the exam questions. You will still receive the exam questions in hard copy format the day of the exam. Only your responses will be input via ExamSoft.

Why would I want to use ExamSoft?

Students prefer ExamSoft if they can type more quickly and accurately than they can handwrite. Often, students who use ExamSoft will either be able to write longer responses or have more time to plan and edit their answers than they would if they were handwriting. ExamSoft is also a good idea for those with illegible handwriting.

ExamSoft does not offer advantages that students who are hand-writing do not have. For instance, there is no spell-check on ExamSoft. However, students are able to see the current time, elapsed time and remaining time on their screen.

How much does it cost?

For LLM students, ExamSoft costs \$75.00. This one-time fee allows you to use ExamSoft throughout your LLM. Information about purchasing ExamSoft will be made available via the Full-Time Students Moodle Page. Note that there are deadlines at the beginning of each term associated with opting in.

Exam Policies

The examination will begin promptly at the listed start time – late comers will only be seated during the first 10 minutes of the examination and will not receive additional time. Students arriving more than 10 minutes late will not be permitted to write the examination.

Bring photo ID and your student number with you. If you do not bring photo ID, you will not be permitted to write the exam. If your YU Card has your photo, that is sufficient ID. Otherwise, bring a driver's licence or something else with your photo.

You will be required to stop writing **immediately** at the conclusion of the examination time and to return your copy of the examination paper in your personalized envelope to the invigilator. Failing to do either of these things constitutes a breach of faculty regulations.

Academic integrity rules, including those relating to plagiarism, apply to final exams.

If using ExamSoft:

- Ensure you have installed ExamSoft and run a test to make sure it works on your laptop. You **MUST** have downloaded the exam template to your laptop **BEFORE** entering the examination room.
- Your laptop will be the only electronic equipment permitted on the desk.

- When you arrive, go directly to the exam room and ensure you can start ExamSoft successfully (this must be done approximately 45 minutes before the exam start time).
- Bring your power cord.
- Ensure you have your Passport York credentials for Air York wi-fi available so that you can upload the exam at the conclusion of the exam.
- If you have technical problems, especially with connecting to the internet for the purpose of uploading the examination, you must remain in your seat and immediately inform the invigilator.
- Should you experience any computer problems whatsoever, which are not corrected within a couple of minutes, you are required to begin handwriting immediately. Extra time will not be provided.

Academic Policies & Resources

Assignment Submissions & Course Extensions

OsgoodePD is committed to promoting academic success and ensuring that students' academic records ultimately reflect their academic abilities and accomplishments.

Students are expected to submit assignments on or before the assigned due dates. However, we recognize that exceptional and unexpected events or illnesses might impair your ability to meet coursework submission deadlines.

These procedures are subject to any necessary modifications required for students who have a letter of accommodation from Counselling and Disability Services.

The overarching principle for course extensions or exam deferrals is that they are based on exceptional and/or unexpected circumstances (for example, medical or mental health grounds, death in the family, unforeseen commitments, other extenuating circumstances beyond the student's control). Typically, workload reasons are not considered to be exceptional circumstances.

Grace Period for Major Assessments

A Major Assessment is defined as a single assessment that constitutes the majority of the basis for a course grade. Unless otherwise noted on the course outline, most courses with a single assessment worth at least 51% of the final grade automatically grant a two-week grace period after the deadline to submit that assessment. You do not have to specifically request this extension. Simply submit your work via Moodle as you normally would within two weeks of the assessment's deadline.

Although there is no academic penalty for making use of the grace period, receipt of your final grade may be delayed. If this is your final course in the program, you are encouraged to speak with your Graduate Program Assistant before making use of the grace period.

The two-week grace period does not apply to any assessment worth less than 51% of the final grade of a course, and does not apply to exams of any sort (invigilated or take-home). It is your responsibility to carefully review the course outline for each course to determine whether a grace period applies to an assessment.

Requests for Extension Beyond the Grace Period or Assessment Deadline

In exceptional circumstances, an extension beyond the due date of an assessment, or the grace period of a Major Assessment (as defined above), may be required. You may request an extension using the [Student Academic Request Form](#). This request must be made before the due date of the assessment (or the end of the grace period, if applicable).

All extension requests are made through the [Student Academic Request Form](#). To ensure consistency and fairness across specializations, extensions are granted at the discretion of the program, not by individual instructors. The program will review extension requests weekly up until the business day after the assessment deadline (or end of the grace period, if applicable).

Extensions beyond the assessment deadline (or end of the grace period, if applicable) will be granted on a case-by-case basis. Extension deadlines will be considered final deadlines -- if work is not submitted by the approved extension deadline, the non-submission policy below will apply.

Deferrals, Due Dates, and Extensions for Exam-Based Courses

In courses where the primary method of evaluation is an invigilated or take-home exam, the program must ensure the integrity of the exam and therefore extensions will be limited.

Before the release date of a take-home exam or the date of an invigilated exam, you may request a deferral of the exam using the [Student Academic Request Form](#).

Grounds for a deferral include compassionate, medical, or equitable grounds. Deferral periods for exams will typically be as short as reasonably possible and in no circumstances will a deferral be granted for longer than 60 days from the original exam date.

After a take-home exam becomes available on your course webpage, you may request an extension of time to submit the exam. Extensions for take home exams will be as short as is reasonable to address the circumstances - usually a few days at most.

Deferral requests will be reviewed weekly throughout the course and then once per business day in the week leading up to the exam date. Extension requests will be reviewed weekly throughout the course and then once per business day during a take-home exam period.

Blank Grades / Non-Submissions

If you do not appear for an exam or submit work for a course and you have not requested a course withdrawal or extension/deferral, we will assume that you are unable to complete the work for the course. If the outstanding work is worth 30% or less of the final grade for a course, you will be awarded no marks for that portion of the course work (i.e. a value of '0' will be recorded for that portion of your overall grade). If the outstanding work is worth more than 30% of the final grade for a course, a grade of "W" (to indicate late withdrawal) will be posted.

Grade Reappraisals

Grade reappraisals are governed by the Faculty of Graduate Studies policy. You can review the full policy here: <http://gradstudies.yorku.ca/current-students/regulations/courses-grading/#reappraisals>

The policy provides for grade reappraisals on "sufficient academic grounds". A student must describe the academic grounds in the request. Academic grounds may include the following:

- The instructor has made an error in allocating marks to your work.
- The instructor has marked the work in a way that does not correspond to the instructions for completing the work or the marking rubric (if applicable).
- The course work or the way in which it was evaluated was beyond the parameters of the course outline, course materials, and/or class lectures and discussions.

The following are examples of non-academic grounds. These do not qualify for a grade reappraisal:

- Compassionate, medical, or other factors affected your performance in the course.
- You have a strong record of academic performance in other courses or programs.

Students who receive 'F' grades as a result of non-academic circumstances may seek remediation through OsgoodePD's grade remediation policy below, or may wish to consider petitioning the Faculty of Graduate Studies for a late withdrawal from the course.

Academic Standing - Remediation of Low Grades

Graduate students at York are expected to achieve 'B' or better grades in order to maintain good academic standing (see the academic standing policy at <http://gradstudies.yorku.ca/current-%20students/regulations/courses-grading/#academic>).

Students who receive a 'C' grade are encouraged to seek further feedback on their performance from the course instructor so that they may improve their results in future courses. Students who have concerns about their academic performance may book an academic counselling appointment with a program representative. The program may also specifically refer students who are having academic difficulty to supports available in the program or at the university.

Students who receive a final grade of 'F' in a course may submit a request for an opportunity to remediate the grade to a 'C' level by doing supplementary work or redoing all or part of the course work. The following rules apply to a remediation request:

- You must submit the request within 10 business days after grade release
- You must make the request through the [Student Academic Request Form](#)
- You must provide grounds that (a) are based on facts that you did not know before the course work was submitted, and/or (b) demonstrate that you could not reasonably have prevented your poor performance before submitting the work by, for example, asking for a late withdrawal from the course, an exam deferral, or an extension.

The program retains sole discretion to decide whether to grant a remediation request and will consider factors such as (a) whether the instructor is available to set and grade a remedial assignment, (b) whether the grounds raised by the student are compelling and supported by any relevant documentation, (c) by how great a margin the student's course work fell below a passing grade, and (d) whether the instructor or the program has concerns about academic honesty in connection with the work.

The program will deliver a response to your request within 10 business days.

If remediation is granted, you will be given a short time to complete the work, typically between 48 hours and two weeks. No extensions on the remediation period will be granted. If you do not submit the work within the time period provided, your final grade will remain an 'F'.

Grade remediation is not offered in any other circumstances.

Academic Honesty

As a graduate student, you are expected to have a strong understanding of what constitutes academic honesty and how to properly cite information. The Faculty guidelines note that “Simply put: If work containing misrepresentation is submitted for evaluation, then one is responsible for the misrepresentation, **regardless of intent**”.

As an investigative aid, OsgoodePD utilizes a text matching tool and follows the guidelines of York University.

For more information on Faculty academic honesty policies and procedures:

<http://gradstudies.yorku.ca/current-students/regulations/academic-honesty/>

Research Ethics

If you are contemplating completing research involving human participants (i.e. surveys, interviews, etc.) as part of a course paper or Major Research Paper you are obligated to go through the University's Research Ethics Protocols.

If you are contemplating doing this type of work please get in touch with your GPA well in advance for information about how to seek out approval. These approvals typically take 4-6 weeks.

Student Rights and Responsibilities

Professional LLM students are bound by York University's Code of Student Rights and Responsibilities.

You can review this policy here: <http://oscr.students.yorku.ca/csrr>

Grading System		
A+	Exceptional	90 – 100%
A	Excellent	85 – 89%
A-	High	80 – 84%
B+	Highly Satisfactory	75 – 79%
B	Satisfactory	70 – 74%
C	Conditional	60 – 69%
F	Failure	0 – 59%
I	Incomplete	N/A

Course Grading

The Faculty of Graduate Studies grading scale is below. The percentages are provided to instructors as a guideline, and are not official.

Tuition & Fees

Program Fee

The cost of the Professional LLM is referred to as “the program fee”. The program fee includes both program tuition and course materials (such as textbooks). The program fee is charged in four installments for International Business Law students, three installments for all other full-time students and six installments for part-time students. Each installment, also known as ‘term fees’, is for each term of active registration. Your GPA will notify you once your registration has been processed and your “term fees” have been posted on your York Financial Services student account. You are responsible for reviewing your student account (via Passport York) and ensuring that your fees are paid on time each term.

Your “term fee” includes your program fee and supplementary fees (centrally collected ancillary fees). Supplementary Fees cannot be waived. For more information on supplementary fees see:

<http://sfs.yorku.ca/fees>

Each term the Faculty of Graduate Studies charges a \$15.00 (non-refundable) registration fee above the term fee.

If you submit your registration request late, the Faculty of Graduate Studies charges a \$200.00 late registration fee.

If you complete your program in fewer than the three terms for full time students, and six terms for part-time students, any remaining installments of the program fee will be charged upon completion and are payable before convocation.

If you complete more than three (for full-time students) or six (for part-time students) active terms additional fees apply. Your term fee will be charged at the “Faculty of Graduate Studies” rate rather than at the program fee rate. Please contact your GPA for more information if you expect that you may need more terms to complete your degree.

Paying Your Fees

Fees can be paid through online, telephone or in-person banking at your bank in the same way that you would pay a bill. List York University as the Company and your student number as the account number. Fees are due as follows:

Fall – September 10

Winter – January 10

Summer – May 10

Late payments are subject to interest of approximately 1% per month.

Financial Blocks

The University imposes a financial block (meaning that no activity including adding courses, registering in sessions, submitting petitions, etc.) can take place for students who have a past due balance of more than \$1,000 owing.

Upon graduating you must have a zero balance in order to receive a final transcript or collect your diploma.

Tax Receipts

The University does not issue official receipts outside of the T2202A which is required for tax purposes. T2202As are issued yearly and are downloadable here: <https://sfs.yorku.ca/fees/taxforms>

If you need proof of payment you can print your account statement: <https://sfs.yorku.ca/fees/your-student-account>

Extra Course Fees

Should you wish to enroll in extra courses (either beyond the 36 credits required for your degree or courses that you wish to take outside of your degree program) you may request this enrollment. You will be enrolled in these courses as a non-degree (single course enrollment) student.

Non-degree courses are subject to the Professional LLM – Non Degree Refund schedule (<http://sfs.yorku.ca/refunds/tables>).

Fees and refund policies for single course enrollment can be found here: <http://www.osgoodepd.ca/graduate-programs-and-courses/tuition-fees-awards/>

Senior Waiver

Canadian citizens or permanent residents aged 60 years or older by May 1 (for Summer session) or September 1 for Fall/Winter are eligible for York University's senior waiver. Note that this fee waiver is administered by York University, not OsgoodePD and does not cover the full tuition fees for professional programs.

Instead, for students in the Professional LLM, the fee waiver is a partial waiver, capped at the current Faculty of Graduate Studies part-time tuition fee rate and covers academic fees only. As of Summer 2017, the waiver provides a reduction in tuition in the amount of approximately \$797.00 per term.

Students are responsible for any additional charges including interest charges, student health and dental plans, course materials fees, supplementary fees, etc.

Program Withdrawal

Program withdrawal can be program initiated (when a student fails to maintain academic standing or continuous registration) or student-initiated. If you feel you will not be able to enroll for classes for two terms or more, you may wish to withdraw from the program in good standing. If you need one or two terms off, a leave of absence may be a better option (please contact your GPA for advice).

A withdrawal in good standing must be formally requested by submitting a Withdrawal Form (see: <http://gradstudies.yorku.ca/files/2014/08/program-withdrawal.pdf>) to your GPA. The program cannot initiate a withdrawal in good standing on your behalf in lieu of your submission of the formal paperwork.

The effective date of withdrawal will be the date your withdrawal form is received by your GPA. 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.

For information about refund deadlines please see: <http://sfs.yorku.ca/refunds/tables>.

Note that you are not eligible to withdraw in good standing if you have blank/outstanding grades.

Reinstatement

If you have withdrawn in good standing or have been withdrawn for failure to maintain continuous registration you may petition for reinstatement so long as you have only been away from the program for three terms or less proceeding the term in which you wish to register. If you need more information about reinstatement please contact your GPA.

Re-admission

If you have withdrawn in good standing or have been withdrawn for failure to maintain continuous registration and have been away from the program for more than a year, you may apply for re-admission. To apply for re-admission you'll need to:

- Identify a completion plan (your GPA can assist with this)
- Request an application for re-admission (through international-opd@osgoode.yorku.ca)
- Submit the application for re-admission, your current CV and your completion plan to admissions

The re-admission process can take 4-6 weeks, so we encourage you to get in touch about re-admission as early as possible.

Continuing Legal Education (CLE)

OsgoodePD 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.

See the OsgoodePD website for more details on CLE offerings.

Complimentary CLE Program

Professional LLM students are eligible to take one complimentary program for CPD Professionalism (half or full day) per calendar year. This offer is non-transferrable and cannot be retroactively applied to past registrations, nor can you roll-over your complimentary registration to another CPD year.

To register for a complementary CLE program please complete this [Registration Form](#) at least one week prior to the program start date (however – we encourage you to submit early as some courses do fill up).

CLE Discounts for Current LLM Students

Active Professional LLM students receive a 50% discount on CLE programs (excluding the Intensive Trial Advocacy Workshop, Written Advocacy, Certificate and Joint Programs). In order to receive this discount, students must provide their York student number at the time of registration.

This offer is non-transferrable and cannot be retroactively applied to past registrations.

CLE Alumni Discount

Osgoode alumni receive a 10% discount on continuing legal education programs (excluding Written Advocacy and the Intensive Trial Advocacy Workshop).

CLE Registration

To register and receive a current student or alumni discount, please contact osgoodepd@osgoode.yorku.ca.

To register for a complementary CLE program please complete this [Registration Form](#).

Continuing Professional Development (CPD)

Professional LLM courses can count toward your CPD requirement in many Canadian jurisdictions.

For practicing lawyers, most provincial bars require full-time practicing members to complete a minimum number of CPD hours in each calendar and/or reporting year. In many jurisdictions, a minimum number of hours must be on topics related to professional responsibility, ethics and/or practice management.

Although the CPD requirement and definition varies across Canadian jurisdictions, participation in any of the Professional LLM courses can be counted towards your substantive CPD hours (i.e. hours that are not considered to be ethics and/or professionalism). Where applicable, we have accredited LLM courses for professionalism/ethics content and have indicated this on the LLM schedules. However, many students will not be able to get all or some of their professionalism content through LLM courses at this time.

If you have questions about CPD hours please contact cpd@osgoode.yorku.ca

Library Services

Osgoode Hall Law School Library is one of the largest in the Commonwealth. Professional LLM students are encouraged to make use of the Law Library's extensive collection and its reference and online 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. The YU card is valid for 5 years from issue date but only if a student is actively registered with the University.

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 email 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, 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.

Counselling & Disability Services

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. Students requiring accommodations should provide as much notice as possible so arrangements can be made.

Osgoode's Student Handbook 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 Counselling and Disability Services (CDS) provides a professional and supportive environment in which all York students have equitable access to a range of essential psychological services that assist in facilitating their academic success. The primary objective is to assist students in fulfilling their personal potential in order to maximally benefit from their university experience. The services that CDS provides include: Physical, Sensory & Medical Disability Services, Learning Disability Services, Mental Health Disability Services, Personal Counselling Services, and Learning Skills Services.

Physical, Sensory & Medical Disability Services (416-736-5140)

Physical, Sensory & Medical Disability Services (PSMDS) provides information, support and advocacy to students with physical, sensory and medical disabilities. If you have received your admission acceptance to York University, it is advisable that you contact PSMDS as soon as possible to facilitate the academic accommodation process. The office assists with required equipment, housing, attendant services, parking services, peer mentoring and transcription services.

Learning Disability Services (416-736-5383)

Learning Disability Services provides educational support and career counselling to students with documented learning disabilities. Services include: advising and orientation, individual counselling, workshops, mentorship programs, work shadow programs, success groups and alumni networking.

Mental Health Disability Services (416-736-5297)

Support is also available for York University students who have been living with a mental health disability through Mental Health Disability Services. Services include: academic support, supportive counseling, weekly support groups, advocacy and referral to community resources.

Personal Counselling Services (416-736-5297)

Personal Counselling Services assists students in managing the challenges of university life, which helps to fulfill personal and academic achievement. The services include: counselling for individuals and

couples, groups and workshops, crisis response and support, consultative activities and outreach activities.

Learning Skills Services *(416-736-5297)*

Learning Skills Services provides resources to help students to learn how to study more effectively through workshops, academic success resources and one to one learning skills.