

## **Law Co-op Regulations**

The University Regulations with respect to Co-operative Education Programs are applicable to the Faculty of Law Co-op program except to the extent that they are modified by regulations adopted by the Faculty of Law, and approved by Senate.

### **Admission to the Law Co-op Program**

1. a) Students who are currently registered in first-year Law at the University of Victoria can apply for admission to the Law Co-op Program. Admission to the faculty does not guarantee admission to the Law Co-op Program. Demand for Co-op consistently exceeds the number of available spaces. As a result, students who apply for admission to the Law Co-op Program are selected through a lottery. Students not admitted through the lottery are placed on a wait-list and admitted as spaces become available.  
  
b) Students can also apply to the Law Co-op Program through a Special Access Category. A limited number of spaces are available each year to students facing socio-economic barriers to completing law school and/or entering the legal profession.  
  
c) Transfer students who have received advance standing credit at the University of Victoria for first year law may be eligible to enroll in Law co-op but they will be placed at the end of the wait-list when the Law Co-op Program is oversubscribed.

### **Program Requirements**

2. Unless permission has been granted by the Associate Dean, Academic and Student Relations, and the Law Co-op Coordinator, students who have not met the Faculty requirements for standing will not be eligible to participate in the next scheduled co-op work term. First year December examinations may be considered when determining student eligibility to compete for a summer work term.
3. Unless permission has been granted by the Associate Dean, Academic and Student Relations, and the Law Co-op Coordinator, students with outstanding supplemental exams, special exams, or deferred assignments will not be eligible to participate in the next scheduled co-op work term.
4. A student who enrolls in the Law Co-op Program must satisfactorily complete a minimum of two Co-op Work Terms in order to receive a Co-op designation on their transcript.
5. Co-op work terms shall normally alternate with academic terms. First-year students who have met the Faculty requirements for standing will be eligible to compete for a work term for the summer following completion of the first year of law school. With the permission of the Associate Dean, Academic and Student Relations and the Law Co-op Coordinator, a student may be permitted to enroll in a maximum of two consecutive Co-op Work Terms or two consecutive academic terms.
6. With the permission of the Associate Dean, Academic and Student Relations, and the Law Co-op Coordinator, a student who has completed all degree requirements but who has not yet convocated may be permitted to enroll in a

Law Co-op work term. A student who engages in such a work term is not eligible to convocate until after the work term has been completed.

7. Students may not obtain credit for any of their Co-op work terms on the basis of work experience obtained prior to their enrolment in the Law Faculty.
8. The performance of students registered in a Law Co-op work term shall be graded on the basis of COM, N/X or F/X.
9. The requirements for a pass grade in a Co-op work term include:
  - a) completion of at least 12 weeks of full time employment. Normally, the expected number of weeks per work term is 15 and the expected number of hours per week is 35. The minimum number of weeks is 12 and the minimum number of hours per weeks is 35;
  - b) a satisfactory evaluation of the student's performance in the Co-op work term by the Law Co-op Coordinator; and
  - c) submission by the student of a satisfactory Co-op work term report.
10. A student who does not fulfill these requirements shall be given an F/X or N/X grade.
  - b) a satisfactory evaluation of the student's performance in the Co-op work term by the Law Co-op Coordinator; and
  - c) submission by the student of a satisfactory Co-op work term report.

A student who does not fulfill these requirements shall be given an F/X or N/X grade.
11. Students who fail a work term will normally be required to withdraw from the Law Co-op Program.

### **Regulations Concerning Student Conduct and Competence on Co-op Work Terms**

12. Where there are reasonable grounds to believe that the conduct or lack of competence of a law student enrolled in the Law Co-op Program has adversely affected or may adversely affect the interests of an employer or the Law Co-op Program, the Associate Dean or Law Co-op Coordinator may require a student to withdraw temporarily from a work term or from the Law Co-op Program pending the receipt of a report on the conduct or lack of competence of the student.
13. Where the Associate Dean, Academic and Student Relations, or the Law Co-op Coordinator has required a student to temporarily withdraw and has not reinstated the student within a reasonable period of time, the faculty members of the Co-op Committee, after giving the student an opportunity to be heard, shall consider whether the temporary withdrawal should be lifted or made permanent.
14. The faculty members of the Co-op Committee may reinstate the student or, if they are satisfied that the student's conduct or lack of competence has adversely affected or may adversely affect the interests of an employer or the Law Co-op Program, they may require the student to withdraw permanently from a work term or from the Law Co-op Program.

15. Where a student is required to withdraw from a Law Co-op work term, a grade of F/X or N/X shall be entered on the student's academic record and transcript.

### **Voluntary Withdrawals from Law Co-op**

16. A student may withdraw from the Law Co-op Program before the first work term registration without a withdrawal appearing on the student's transcript. If a student withdraws from the Law Co-op Program at any time after completion of at least one work term a withdrawal will be entered on the student's transcript.
17. Where a student is registered in a Law Co-op work term and the student has commenced employment with an employer, the student will only be permitted to withdraw from the work term with the consent of the Law Co-op Coordinator. Withdrawal from such a work term without the Law Co-op Coordinator's consent will result in a failed grade and may result in the student being required to permanently withdraw from the Law Co-op Program. If the Law Co-op Coordinator consents to the withdrawal, the registration in that work term shall appear as a Withdraw No Fault (WNF) on the transcript. If the cause of the withdrawal is not attributable to the student, the Coordinator may recommend refund to the student of the fee for that Co-op work term.

### **Appeals**

18. Students with concerns related to the Law Co-op Program or requests for authorization to change their program shall first consult with the Law Co-op Coordinator.
19. If a student is not satisfied with a decision of the Law Co-op Coordinator, the student may appeal the decision in writing to the faculty members of the Co-op Committee. The faculty members of the Co-op Committee shall consider appeals from students. The faculty members shall request written submissions from the student and the Coordinator and may invite the student and the Coordinator to make oral submissions to the Committee. The Committee shall communicate their decision in writing to the student and the Coordinator in a timely fashion.
20. If the student or the Law Co-op Coordinator is not satisfied with the decision of the faculty members of the Law Co-op Committee, the student or the Coordinator may appeal their decision to the Executive Director, Co-operative Education Program and Career Services.
21. If the student is not satisfied with the decision of the Executive Director, Co-operative Education Program and Career Services, the student may appeal to the Senate Standing Committee on Appeals where the matter under appeal falls within that Committee's jurisdiction. This Appeal process is governed by the Regulations outlined in "Appeals to the Senate" section of the University Calendar. Decisions of the Senate Committee on Appeals are final and may not be appealed to the Senate.