



**Office of the Associate Dean  
Academic and Student Relations**  
Ph: 250.721.8152 E: lawassoc@uvic.ca

## **MEMORANDUM**

To: All Law Students

From: Associate Dean Academic and Student Relations

RE: **DEFERRAL OF ASSIGNMENTS DURING OCIS, OFFICIAL ARTICLING/CLERKING INTERVIEW WEEKS AND LAW 365 MOOT COMPETITIONS**

Conflicts between interviews, moot competitions and the submission of assignments happen every year. The Faculty has recognized that it is reasonable to accommodate this situation on a case by case basis. The general policy and practices in this regard are as follows:

- (1) Students who know that they will likely have an assignment due during these periods are expected to manage their studies so as to prepare for the fact they will be interviewing or mooting during the same general time-frame as the assignment is due.
- (2) Students must try to avoid or minimize timing conflicts to the extent possible. However, it is recognized that conflicts may be unavoidable.
- (3) If it is not possible to avoid conflicts, a student may request accommodation in accordance with the following principles:
  - (a) as soon as the student has confirmed interview or competition dates and knows that there will be a conflict on a specific date he or she should inform the Manager, Academic Administration and Student Services and make a specific written request for accommodation;
  - (b) the usual forms of accommodation that may be granted are EITHER permission to submit the assignment electronically, by the due date and time (Pacific time), OR to submit the assignment early. In appropriate situations, other methods of submission by the due date and time may be arranged;
  - (c) to justify accommodation in the form of electronic or early submission, the student must provide, in advance of the granting of accommodation, to the Manager, Academic Administration and Student Services a list of the dates, times and locations of interviews or competitions - no other proof will be necessary;

- (d) if a deferral is granted, the assignment must be submitted **as soon as reasonably possible** after the conflict period is over;
- (e) the deferred submission date will be set by the Office of the Associate Dean in consultation with the student and the course instructor, taking into account the dates and location of interviews or competitions, the number of assignments due during the relevant period, and any other relevant factors;
- (f) **students will not be granted lengthy deferrals**
- (g) students who are granted accommodation may be required to sign an undertaking that they will not consult, prior to submitting an assignment (unless permitted in the assignment instructions), with other students about the assignment and this undertaking must be strictly observed by all students. The undertaking forms are available in the front office and must be returned there in advance of the granting of a deferral.

Please contact the Manager, Academic Administration and Student Services at 250-721-8153 or [lawmaass@uvic.ca](mailto:lawmaass@uvic.ca) if you have any questions or require clarification about the above.