

COURSE OUTLINE			
TERM: Fall 2025		COURSE NO: LGST 114	
INSTRUCTOR:		COURSE TITLE: Wills and Probate Procedures	
OFFICE: LOCAL:		SECTION NO(S):	CREDITS: 1.5
E-MAIL: @capilanou.ca			
OFFICE HOURS:			
COURSE WEBSITE:			

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səliwətał (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT

This course will be offered in a synchronous or asynchronous online format or a synchronous in-person format, with ninety minutes of class time, plus an additional thirty minutes delivered through online or other activities, for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES/CO-REQUISITES

None

CALENDAR DESCRIPTION

This course examines the BC Wills, Estates and Succession Act. Students will learn the requirements to prepare and execute a valid will and how to prepare the necessary documents to obtain Grants of Probate in the Supreme Court of BC.

REQUIRED TEXTS AND/OR RESOURCES

- Instructors' supplemental materials, and resources posted to eLearn

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

- Identify and apply applicable legislation for a valid will in British Columbia.
- Prepare correspondence, forms and documentation for a basic BC Probate / grant of administration application.
- Identify applicable legislation and corresponding court forms required for use in the Supreme Court of BC.
- Identify and use precedents to create appropriately formatted documents for application to Court.

COURSE CONTENT

WEEK	CONTENT
1	Course Overview Introduction to Wills, Estates, and Trusts
2	Intestate Succession Survivorship rules
3	Testamentary capacity and undue influence
4	Formal Validity of Wills and Gifts under the Will
5	Drafting a Will Other Will-related documents
6	Incapacity Planning: Powers of Attorney and Representation Agreements
7	Midterm Exam
8	Overview: Steps in administering an Estate Pre-Application Procedures Application for Estate Grant: <ul style="list-style-type: none"> • P1 Notice of Proposed Application • P9 Affidavit of Delivery of Notice • P3 Affidavit of Applicant
9	Applicant for Estate Grant continued: <ul style="list-style-type: none"> • P2 Submission for Estate Grant • P10 Affidavit of Assets and Liabilities
10	Calculation of Probate Fees
11	Post Application Procedures
12	Transmission and Transfer of Assets
13	Final Exam Review
14-15	Final Exam

EVALUATION PROFILE

Mid-Term Exam	25%
Final Exam	25%
Group Discussions & Participation	5%
Wills Assignment	20%
Probate Assignment	<u>25%</u>
TOTAL	100%

Assignments

This course will include assignments related to Wills and Estates.

Participation

Participation is allocated to the consistency, quality, and frequency of contributions to class discussions, weekly activities, and class presentations. Consistency means attending every class and actively contributing to discussions on a regular basis. Quality means demonstrating respect for peers and their contributions, listening attentively during lectures and when other students are speaking, and participating in all activities with an open and inquisitive mind.

Mid-Term Exam and Final Exam

There will be a mid-term exam in Week 7 covering the first half of the materials and a cumulative final exam covering Weeks 1-10 of the materials. The format of the exams will be determined by the instructor and may include a combination of true/false, multiple choice, matching, short answer, and essay questions. The final exam will be scheduled at a date to be determined by the Registrar's Office.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand. A late penalty may apply.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor. * Accommodations can be made to honour community needs and traditional practices.

Attendance

Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note taking only.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence Policy and B.401.1 Sexual Violence Procedure (found on Policy page

<https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.