

# PREP Progression Policy

## Policy Statement

The purpose of this policy is to set out for **Students** the requirements they must meet to progress through **PREP** and be eligible to participate in the **Capstone Evaluation**, as well as the consequences if these requirements are not met. Requirements for the **Capstone Evaluation** are set out in the separate [PREP Capstone Evaluation Policy](#).

Defined terms are in **bold text**; definitions can be found in the [PREP Policy Definitions](#) document.

## 1. Authority and Application of Policy

- 1.1. This policy applies to **PREP Students** only.
- 1.2. **Students** agree to abide by this policy pursuant to the **Student Agreement** which all **Students** signed upon entry to their program.
- 1.3. This policy applies to both the in-person and virtual environments.

## 2. Admission and Enrolment Requirements

- 2.1. **PREP Students** must meet all admission and enrolment requirements in accordance with the [PREP Admission and Registration Policy](#) in order to commence the program.

## 3. Prerequisites for Program Access

- 3.1. **Students** must complete any prerequisites as determined by CPLED before program access to the first **Phase** of **PREP** will be granted.

## 4. Order of Progression

- 4.1. **Students** must complete the **Phases** of **PREP** in order (**Foundation Modules**, **Foundation Workshops**, **Virtual Law Firm** [rotation 1, rotation 2, rotation 3], **Capstone Evaluation**).

## 5. Cancellation by CPLED

- 5.1. CPLED reserves the right to cancel any **Intake** of **PREP** at any time and specifically for reasonable causes beyond CPLED's control such as insufficient enrolment, resource limitations, network, systems, or other technical failures or other causes as determined by CPLED.

## 6. Professionalism and Integrity

- 6.1. **PREP Students** are at all times subject to the [CPLED Professional Integrity Policy](#).
- 6.2. Professional integrity breaches will be addressed pursuant to that policy.

## 7. Collaboration

- 7.1. Collaboration with colleagues and **Students** in the preparation of assignments is acceptable during the first three **Phases** of **PREP**; however, final submissions are expected to be comprised of a **Student's** own work.

## 8. Violations

- 8.1. **Students** who fail to meet the requirements of this policy will receive a **Violation** where specified.
- 8.2. CPLED applies a progressive discipline model for **Violations**. **Violations** of the same or different type will be met with escalating consequences, regardless of which **Phase** of the program a **Student** is in.
- 8.3. Consequences for **Students** who receive a **Violation** will be as follows:
  - a. **First Violation:** The **Student** will receive a written warning.
  - b. **Second Violation:** The **Student** will be placed on **Probation** with CPLED, and their principal may be notified.
  - c. **Third Violation:** The **Student** may be removed from the program by way of suspension or unenrollment.
- 8.4. Despite any **Violations** incurred, **Students** are still required to meet all progression requirements in order to be eligible to progress to the next **Phase**.

## 9. Incomplete, Late or Missed Assignments

- 9.1. **Students** are expected to meet all deadlines and assignment requirements.
- 9.2. Failure of a **Student** to meet deadlines or assignment requirements is considered a **Violation** as defined in this policy.
- 9.3. Late submissions will not receive feedback and will be assessed as NA (no competency demonstrated).

## 10. Extensions

- 10.1. **Students** who are unable to meet an assignment or completion deadline due to unforeseen, extenuating circumstances can submit a [PREP Application for Extension](#) for consideration by CPLED.
- 10.2. Extension requests should be made in advance of the assignment or completion deadline whenever possible.
- 10.3. Submission of an extension request does not guarantee that the extension will be approved. Extension requests may be granted at the sole discretion of CPLED.

## 11. Excused Absence Requests

- 11.1. **Students** who are unable to attend a scheduled program requirement due to unforeseen, extenuating circumstances can submit a [PREP Application for Excused Absence](#) for consideration by CPLED.
- 11.2. Excused absence requests should be made in advance of the intended absence date(s) whenever possible.
- 11.3. Submission of an excused absence request does not guarantee that the absence will be approved. Excused absence requests may be granted at the sole discretion of CPLED.

## 12. Changes in Schedule

- 12.1. **Students** who need to change a scheduled program requirement due to unforeseen, extenuating circumstances can submit a [PREP Application for Change in Schedule](#).
- 12.2. Schedule change requests should be made in advance of the intended schedule change date whenever possible.
- 12.3. Submission of a schedule change request does not guarantee that the schedule change will be approved. Schedule change requests may be granted at the sole discretion of CPLED.

## 13. Foundation Modules

### Requirements for Progression

- 13.1. **Students** must successfully complete all modules in the **Foundation Modules** by the deadline before being eligible to progress to the **Foundation Workshops**.
- 13.2. To successfully complete the **Foundation Modules**, **Students** must meet the following requirements by the assigned deadline:
  - a. Complete all modules;
  - b. Submit all assignments; and
  - c. Complete all quizzes.

## 14. Foundation Workshops

### Requirements for Progression

- 14.1. **Students** must successfully complete the **Foundation Workshops** before being eligible to progress to the **Virtual Law Firm**.
- 14.2. To successfully complete the **Foundation Workshops** **Students** must:
  - a. Complete all homework by the assigned deadline;

- b. Attend the entire five days of the **Foundation Workshops**; and
- c. Demonstrate engagement and active participation.

## Attendance

**14.3. Students** are required to attend on time, as scheduled, every day of the **Foundation Workshops**. Failure of a **Student** to arrive or return on time throughout the **Foundation Workshops** is considered a **Violation**.

**14.4. Students** must be present for the entire day and should not schedule any activities, including work-related activities, throughout the duration of the **Foundation Workshops**.

**14.5. Students** can request an excused absence by completing and submitting a [PREP Application for Excused Absence](#); however, requests for excused absences during the **Foundation Workshops** will be granted in exceptional circumstances only.

## Engagement and Active Participation

**14.6. Students** must demonstrate their engagement throughout the **Foundation Workshops**. This includes but is not limited to:

- a. Active participation in large and small group discussions,
- b. Active participation in small group assignments; and
- c. Use of electronic devices solely for the purposes of accessing Foundation Workshop materials.

**14.7.** Failure of a **Student** to demonstrate their engagement in accordance with these requirements is considered a **Violation**.

## 15. Virtual Law Firm

### Requirements for Progression

**15.1. Students** must successfully complete the **Virtual Law Firm** before being eligible to progress to the **Capstone Evaluation**.

**15.2.** To successfully complete the **Virtual Law Firm Students** must:

- a. Submit all oral and written assignments by the assigned deadline;
- b. Complete all assignments in accordance with their instructions;
- c. Attend all simulated client, negotiation, advocacy and practice management meetings and actively participate in the meetings.

## Attendance

- 15.3. Students** are expected to attend on time, as scheduled, the entirety of their simulated client, negotiation, advocacy and practice management meetings.
- 15.4.** Failure of a **Student** to arrive on time or at all to meetings is considered a **Violation** as defined in this policy.
- 15.5.** Despite any **Violations** incurred, **Students** are still required to complete all meetings in order to be eligible to progress to the next **Phase**.
- 15.6.** Simulated client, negotiation, advocacy and practice management meetings cannot be rescheduled by **Students** after the scheduling deadline. **Students** who are unable to attend a meeting must submit a [PREP Application for Excused Absence](#) in accordance with this policy.
- 15.7.** Rescheduled meetings will be arranged solely at the convenience of the simulated client or practice manager, and it will be the **Student's** responsibility to ensure they are available for the rescheduled meeting.

## Engagement and Active Participation

- 15.8. Students** must attend all practice management meetings and actively participate in the meetings. This includes but is not limited to:
- a. Providing a substantive agenda;
  - b. Leading the conversation while working through the agenda; and
  - c. Asking questions to generate conversation.
- 15.9.** Failure of a **Student** to demonstrate their engagement in accordance with these requirements is considered a **Violation**.

## 16. Capstone Evaluation

- 16.1. Students** who successfully complete all of the preceding requirements of **PREP** will be eligible to sit the **Capstone Evaluation**.
- 16.2.** Requirements of the **Capstone Evaluation** are outlined separately in the [PREP Capstone Evaluation Policy](#).

## 17. Right of Appeal

- 17.1.** Decisions under this policy that are subject to appeal are identified in the [PREP Reconsideration and Appeal Policy](#).