

Information Disclosure Policy

Policy Statement

This policy describes in detail the circumstances in which CPLLED discloses information about a **Student** to other individuals or organizations. For additional information see the [Privacy Policy](#).

1. Definitions

- 1.1. “**Student**” is any individual who purchases, uses or partakes of any products or services offered by CPLLED, regardless of the format in which such products and services are delivered.
- 1.2. “**PREP**” is CPLLED’s Practice Readiness Education Program.
- 1.3. “**Law Society**” is the **Law Society** for the province in which the **Student** is enrolled in their program. For Nunavut and Northwest Territories **Students**, **Law Society** may be the **Law Society** for the province in which they are enrolled in their program and/or the **Law Society** for the territory in which they intend to fulfill their Bar Admission requirements.
- 1.4. “**Intake**” is one of a number of scheduled offerings of a program throughout the year.
- 1.5. “**Unenrollment**” is the non-**Disciplinary** removal of a **Student** from their **Intake** by CPLLED.
- 1.6. “**Deferral**” is the postponement of studies in a program to a future **Intake** at the request of a **Student**. This is meant to be a temporary action taken by **Students** who are unable to participate in their registered **Intake**.
- 1.7. “**Withdrawal**” is the total removal of a **Student** from their program at the request of the **Student**. This is not a **Disciplinary** action but is meant to be a permanent decision taken by **Students** who no longer wants to study in their program.
- 1.8. “**Disciplinary**” is any punitive measure taken by CPLLED in response to a **Student’s** conduct.
- 1.9. “**Suspension**” is the **Disciplinary** removal of a **Student** from their current program **Intake** by CPLLED.
- 1.10. “**Expulsion**” is the **Disciplinary** removal of a **Student** from their program by CPLLED for an extended period.
- 1.11. “**Phase**” is one of the four stages of **PREP**; **Foundation Modules**, **Foundation Workshops**, **Virtual Law Firm**, and **Capstone**.
- 1.12. “**Foundation Modules**” is the first **Phase** of **PREP** in which **Students** complete self-directed online study.

- 1.13. “**Foundation Workshops**” is the second **Phase** of **PREP** in which **Students** participate in interactive workshops.
- 1.14. “**Virtual Law Firm**” is the third **Phase** of **PREP** in which **Students** work through a simulated legal matter in a **Virtual Law Firm**.
- 1.15. “**Capstone**” is the fourth and final **Phase** of **PREP**, which is the evaluative **Phase**.
- 1.16. “**Supplemental**” is an additional assessment administered to a **Student** as part of their **Capstone**, where CPLLED determines additional evidence is necessary to assess whether a **Student** has reached entry-level competence.
- 1.17. “**Violation**” is a **Disciplinary** mark awarded against a **Student**.
- 1.18. “**Federation**” is the Federation of Law Societies of Canada.
- 1.19. “**LRW**” is CPLLED’s Legal Research and Writing course.

2. Authority and Application of Policy

- 2.1. This policy applies to all CPLLED **Students** except where otherwise specified, in which case the policy will be applicable only to **Students** of the indicated program.
- 2.2. **Students** agree to abide by this policy pursuant to the academic integrity statement which all **Students** signed upon entry to their program.
- 2.3. This policy applies to both the in-person and virtual environments.

3. Disclosure to Law Society

- 3.1. This section is only applicable to **PREP Students**.
- 3.2. CPLLED may disclose to a **Student’s Law Society** any of the following, including the full details of any applicable investigations:
 - a. **Unenrollment**;
 - b. **Deferral**;
 - c. **Withdrawal**;
 - d. **Suspension**;
 - e. **Expulsion**;
 - f. **Capstone** result;
 - g. Initiation of a reconsideration request pursuant to the [PREP Reconsideration and Appeal Policy](#), and the ensuing decision;
 - h. Initiation of an appeal pursuant to the [PREP Reconsideration and Appeal Policy](#), and the ensuing decision;

- i. Failure to complete **PREP** within the period prescribed by CPLED;
- j. Initiation of a readmission request after **Expulsion**, and the ensuing decision; and
- k. Any breaches of the [Professional Integrity Policy](#).

4. Disclosure to Principal

4.1. This section is only applicable to **PREP Students**.

4.2. CPLED may disclose to a **Student's** principal any of the following, including the full details of any applicable investigations:

- a. **Violations** under the [PREP Progression Policy](#);
- b. **Unenrollment**;
- c. **Deferral**;
- d. **Withdrawal**;
- e. **Suspension**;
- f. **Expulsion**;
- g. Unsuccessful **Capstone** results, including the requirement to complete a **Supplemental**;
- h. Initiation of a reconsideration request pursuant to the [PREP Reconsideration and Appeal Policy](#), and the ensuing decision;
- i. Initiation of an appeal pursuant to the [PREP Reconsideration and Appeal Policy](#), and the ensuing decision;
- j. Failure to complete **PREP** within the period prescribed by CPLED; and
- k. Any breaches of the [Professional Integrity Policy](#).

5. Disclosure to the Federation

5.1. This section is only applicable to **LRW Students**.

5.2. CPLED may disclose to the **Federation** any of the following, including the full details of any applicable investigations:

- a. **LRW** final course results;
- b. Failure to complete **LRW** within the maximum number of allowable attempts under the [LRW Progression Policy](#); and
- c. Any breaches of the [Professional Integrity Policy](#).

Appendix

Policy Name	Information Disclosure Policy
Effective Date	2020-07-15
Reviewed or Revised Date	Revised 2021-12-01 Revised 2020-12-02
Authorizer	Dr. Kara Mitchelmore, Chief Executive Officer, CPLLED
Related Documents	