

PREP Capstone Policy

Policy Statement

This policy provides an overview of expectations in relation to the **Capstone** and explains further actions for **Students** who receive unsuccessful results.

1. Definitions

- 1.1 “**Student**” is any individual who purchases, uses or partakes of any products or services offered by CPLED, regardless of the format in which such products and services are delivered.
- 1.2 “**PREP**” is CPLED’s Practice Readiness Education Program.
- 1.3 “**Phase**” is one of the four stages of **PREP**; **Foundation Modules**, **Foundation Workshops**, **Virtual Law Firm**, and **Capstone**.
- 1.4 “**Foundation Modules**” is the first **Phase** of **PREP** in which **Students** complete self-directed online study.
- 1.5 “**Foundation Workshops**” is the second **Phase** of **PREP** in which **Students** participate in interactive workshops.
- 1.6 “**Virtual Law Firm**” is the third **Phase** of **PREP** in which **Students** work through a simulated legal matter in a **Virtual Law Firm**.
- 1.7 “**Capstone**” is the fourth and final **Phase** of **PREP**, which is the evaluative **Phase**.
- 1.8 “**Statement of Results**” is a record that informs **Students** of the grade received at the conclusion of a **Student**’s program.
- 1.9 “**Intake**” is one of a number of scheduled offerings of a program throughout the year.
- 1.10 “**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**.
- 1.11 “**Disciplinary**” is any punitive measure taken by CPLED in response to a **Student**’s conduct.
- 1.12 “**Disqualified Capstone**” is when a **Student**’s **Capstone Attempt** is terminated for **Disciplinary** reasons.
- 1.13 “**Suspension**” is the **Disciplinary** removal of a **Student** from their current program **Intake** by CPLED.
- 1.14 “**Expulsion**” is the **Disciplinary** removal of a **Student** from their program by CPLED for an extended period.

- 1.15 “Integrity Advocate”** is an invigilation software used during **Capstone** which compares a live image and photo ID of the **Student** and requires the **Student** to sign off on a statement confirming their identity.
- 1.16 “Missed Capstone Submission”** is any required submission during **Capstone** (oral or written) that is not submitted or attended at all or by the deadline as determined by CPLED.
- 1.17 “Supplemental”** is an additional assessment administered to a **Student** as part of their **Capstone**, where CPLED determines additional evidence is necessary to assess whether a **Student** has reached entry-level competence.
- 1.18 “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.
- 1.19 “Commencement Date”** is the **Program Start Date** of the **Intake** in which a **Student** originally registered.
- 1.20 “Capstone Attempt”** is the participation in the **Capstone**, regardless of whether a **Student** completed the entire **Phase**.

2. Authority and Application of Policy

- 2.1** This policy applies to **PREP Students** only.
- 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. Overview of Capstone

- 3.1** The **PREP** program builds on each prior **Phase** of learning, building in complexity and requiring **Students** to develop competencies in decision-making, client management, ethics, and professionalism. Additionally, **Students** are required to demonstrate appropriate case management skills and the appropriate use of technical tools.
- 3.2 Capstone** is the final, evaluative **Phase** of the **PREP** program.
- 3.3** To reach the **Capstone**, **Students** must have successfully completed all of the preceding requirements of **PREP** pursuant to the [PREP Progression Policy](#).

4. Requirements to Pass

- 4.1** To pass the **Capstone**, **Students** must demonstrate overall entry-level competence in the assessment subject to the provisions of this policy.

5. Fees

5.1 Fees for each **Phase** of **PREP** can be found on the CPLED website.

5.2 **Students** who do not submit the required tuition fee payment by the payment deadline may be unenrolled or have their **Statement of Results** withheld until payment is made.

6. Professionalism and Integrity

6.1 **Students** taking the **Capstone** are at all times subject to the [Professional Integrity Policy](#).

6.2 Professional integrity breaches will be addressed pursuant to that policy.

7. Cancellation by CPLED

7.1 CPLED reserves the right to cancel any **Phase** of **PREP** due to acts of God, interruption of electrical power or other utilities, equipment failure, or other causes reasonably beyond CPLED's control.

7.2 Any cancelled **Phase** will be rescheduled as soon as reasonably possible, dependent upon organizational constraints as dictated by the reason for the disruption.

8. Changes in Schedule

8.1 CPLED acknowledges that extenuating circumstances may arise which require a **Student** to make a request for a change to their schedule.

8.2 **Students** can request a change to their schedule by completing and submitting an [Application for Change in PREP Schedule](#).

8.3 If a schedule change request is urgent, this must be identified in the subject line of the email containing the request form.

8.4 Schedule change requests should be made in advance of the intended schedule change date whenever possible.

8.5 Schedule change requests may be granted at the sole discretion of CPLED.

8.6 **Capstone** oral assessments cannot be rescheduled.

9. Deferrals

9.1 In the event circumstances arise in which a **Student** needs to defer their **Capstone**, the **Student** must request a **Deferral** pursuant to the [Admission and Enrolment Policy](#).

10. Accommodation

10.1 A **Student** may apply for accommodation at any time during their program but must submit their application with sufficient time for it to be considered in advance of their scheduled **Capstone**.

10.2 Applications for accommodation should be submitted in accordance with the [Accommodation Policy](#).

11. Mandatory Attendance

11.1 Attendance at **Capstone** is mandatory.

11.2 Students must be in attendance for the entire duration of the **Capstone**.

11.3 Students who arrive late are deemed to be absent.

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

11.5 If an excused absence request is urgent, this must be identified in the subject line of the email containing the request form.

11.6 Excused absence requests should be made in advance of the intended absence date(s) whenever possible.

11.7 Excused absence requests may be granted at the sole discretion of CPLED.

11.8 Students with unexcused absences at **Capstone** may have their **Capstone** disqualified.

11.9 Students with a **Disqualified Capstone** can request to participate in a subsequent **Capstone**, provided there are no additional reasons that would lead to their **Suspension** or **Expulsion** from **PREP** under the [Professional Integrity Policy](#).

12. Integrity Advocate

12.1 Attendance will be monitored via completion of the **Integrity Advocate**. Daily screening is required prior to the commencement of days 1-3 of the **Capstone**.

12.2 If the information provided for **Integrity Advocate** is unclear or additional information is necessary, **Students** are required to provide clarification.

12.3 Students who do not satisfy the **Integrity Advocate** attendance requirement may not be permitted to continue with the **Capstone**, or they may have their results withheld or their **Capstone** disqualified.

12.4 Students with a **Disqualified Capstone** can request to participate in a subsequent **Capstone**, provided there are no additional reasons that would lead to their **Suspension** or **Expulsion** from **PREP** under the [Professional Integrity Policy](#).

13. Extenuating Circumstances

13.1 CPLED acknowledges that extenuating circumstances such as medical or technical emergencies may arise immediately prior to or during the **Capstone** which could impact a **Student's** assessment.

13.2 Students who encounter extenuating circumstances must contact CPLED. It is critical that **Students** contact CPLED immediately in these circumstances. CPLED cannot assist **Students** who disclose their circumstances after the **Capstone**.

14. Late or Missed Submissions

14.1 The **Capstone** is a holistic assessment of **Students'** competence. A comprehensive assessment of competency cannot be made without the completion of all **Capstone** components.

14.2 Assignments which are submitted late are deemed to be **Missed Capstone Submissions**.

14.3 Assignments which are not submitted or attended at all are deemed to be **Missed Capstone Submissions**.

14.4 Students with one **Missed Capstone Submission** are encouraged to continue in the **Capstone** as a review of the balance of their performance may still render them eligible for a **Supplemental** opportunity.

14.5 Students with multiple **Missed Capstone Submissions** will be automatically assessed as not completing all components of the **Capstone**.

15. Supplementals

15.1 Upon review of a **Student's Capstone**, CPLED may identify that further evidence is required to determine if the **Student** has achieved overall entry-level competence.

15.2 If it is determined that further evidence of proficiency is required, CPLED may provide **Students** with an opportunity to complete one **Supplemental**.

15.3 The nature of the **Supplemental** will be determined by CPLED.

15.4 Students who are unable to demonstrate entry-level competence on their **Supplemental** will be required to attempt the **Capstone** again in its entirety as they will not have demonstrated overall competence.

15.5 Scheduling for **Supplementals** may vary between **Students** depending upon organizational constraints.

15.6 Students who forfeit or who do not meet entry-level competency on their **Supplemental** will receive an unsuccessful **Capstone** result.

15.7 Supplemental results will be released prior to the next scheduled **Capstone**.

16. Release of Results

16.1 The release of results for any **Capstone** will take place approximately six weeks after the completion of the last scheduled **Capstone**, dependent upon organizational constraints such as holiday closures.

16.2 Students who do not demonstrate overall entry-level competence on the **Capstone** will receive a report with more detailed information at the time their results are released.

17. Disclosure of Results

17.1 CPLED discloses **Capstone** results in accordance with the [Information Disclosure Policy](#).

17.2 Students' law societies are advised of all **Capstone** results. Results are released to **Students** and their law societies simultaneously.

17.3 Students' principals are advised of unsuccessful **Capstone** results only, including the requirement to complete a **Supplemental**.

17.4 Principals are notified one week after unsuccessful results are released to **Students**.

18. Withholding of Results

18.1 If a **Student** is subject to an outstanding requirement, CPLED may withhold the **Student's Statement of Results**. In such cases, the **Student** will be informed of the outstanding requirement and how to rectify it to receive their results.

19. Use of Capstone Attempts

19.1 Participation in the **Capstone** is considered a **Capstone Attempt** regardless of whether **Students** complete the entire **Phase**.

19.2 Students who commence the **Capstone** and then terminate their participation will have used one of their **Capstone Attempts**, unless otherwise determined by CPLED.

19.3 Unsuccessful **Students** who still have remaining **Capstone Attempts** can request to participate in a subsequent **Capstone**, provided there are no additional reasons that would lead to their **Suspension** or **Expulsion** from **PREP** under the [Professional Integrity Policy](#).

20. Consequences of Delayed Completion

20.1 Students should be aware that their Bar call may be delayed should it be necessary for them to repeat the **Capstone**. **Students** are responsible for determining and abiding by any deadlines for completion set by their **Law Society**.

20.2 Pursuant to the [PREP Progression Policy](#), **Students** must complete all their **Capstone Attempts** within two years of their **Commencement Date**.

20.3 Students who do not complete all **Capstone Attempts** within this timeline must repeat **PREP** in its entirety before being permitted to take any **Capstone Attempts** which may remain available to them.

21. Reattempting the Capstone

21.1 Students are permitted three attempts to successfully complete the **Capstone**.

21.2 Students who have completed three **Capstone Attempts** without success may seek further **Capstone Attempts** only with the permission of CPLED.

21.3 Students who have completed three **Capstone Attempts** without success will not be allowed to pursue a further attempt without first repeating **PREP** in its entirety and at their own expense.

21.4 CPLED retains the discretion to deny permission for a subsequent **Capstone Attempt**.

21.5 To request permission from CPLED for a further **Capstone Attempt**, **Students** must submit a written request which includes the following:

- a. A written remediation plan which provides for the engagement of a qualified tutor, describes how the **Student** will upgrade their knowledge and improve their skills in preparation for the **Capstone**, and includes a statement from the qualified tutor indicating their agreement to carry out the plan with the **Student**; and
- b. An acknowledgement that the **Student** agrees to repeat **PREP** in its entirety and at their own expense.

21.6 If CPLED determines the remediation plan is satisfactory, the **Student** will be permitted to implement the plan.

21.7 Provided the **Student** implements the plan to satisfaction, repeats **PREP**, and meets any additional conditions set, CPLED will grant permission for the **Student** to have a further **Capstone Attempt**.

22. Right of Appeal

22.1 Students have a right to appeal certain consequences of this policy in accordance with the [PREP Reconsideration and Appeal Policy](#).

Appendix

Policy Name	PREP Capstone Policy
Effective Date	2020-07-15
Reviewed or Revised Date	2021-12-01 2020-12-02 Revised
Authorizer	Dr. Kara Mitchelmore, Chief Executive Officer, CPLED
Related Documents	Application for Excused Absence Application for Change in PREP Schedule