

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 “Missed Capstone Submission” is any submission during **Capstone** (oral or written) that is not submitted or attended at all or by the deadline as determined by CPLED.

1.16 “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.

1.17 “Commencement Date” is the **Program Start Date** of the **Intake** in which a **Student** originally registered.

1.18 “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. Requirements to Pass

3.1 The **Capstone** is a holistic assessment of **Students’** competence.

3.2 To pass the **Capstone**, **Students** must demonstrate:

- a. Entry-level competence on each competency category as established by CPLED, and
- b. Overall entry-level competence when the competency categories are considered together.

4. Fees

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

4.2 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.

5. Professionalism and Integrity

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

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

6. Collaboration

6.1 Collaboration on any aspect of the Capstone is strictly prohibited.

6.2 Reported instances of collaboration will be addressed in accordance with the [Professional Integrity Policy](#).

7. Use of Resources

7.1 Students are required to use free research resources unless access to a paid resource is provided through CPLED enrollment.

7.2 Students who are found to have used a prohibited resource may have their work assessed as No Competence Demonstrated (“NA”) in addition to any other consequences as may be appropriate in the circumstances and in accordance with the [Professional Integrity Policy](#).

8. Cancellation by CPLED

8.1 CPLED reserves the right to cancel any **Phase** of **PREP** at any time and specifically for causes reasonably beyond CPLED’s control such as interruption of electrical power or other utilities, technical failure, or other causes as determined by CPLED.

9. Changes in Schedule

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

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

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

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

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

9.6 Capstone oral assessments cannot be rescheduled.

10. Deferrals

10.1 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](#).

11. Accommodation

11.1 Students who experience barriers to full participation because of a characteristic protected under applicable Human Rights legislation are entitled to accommodation.

11.2 Accommodation requests are to be initiated in accordance with the [Accommodation Policy](#).

12. Academic Integrity Measures

12.1 Students must comply with any academic integrity measures implemented by CPLED.

12.2 Students who fail to satisfactorily comply with the academic integrity measures implemented by CPLED may face serious consequences in accordance with 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 immediately contact CPLED and provide as much information regarding the circumstances as possible at their first point of contact. Time is of the essence in these situations.

14. Late or Missed Submissions

14.1 Assignments submitted after the deadline are deemed to be **Missed Capstone Submissions**.

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

14.3 Missed Capstone Submissions will not be assessed and will receive an automatic No Competence Demonstrated ("NA") result.

15. Disclosure of Results

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

15.2 Students' law societies are advised of all **Capstone** results.

15.3 Students' principals, if applicable, are advised only if their student is unsuccessful.

16. Withholding of Results

16.1 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.

17. Use of Capstone Attempts

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

17.2 Unsuccessful Students who still have remaining **Capstone Attempts** can request to participate in a subsequent **Capstone**, provided there are no additional reasons pursuant to CPLED policy that would prevent this.

17.3 Eligible unsuccessful Students must reattempt the **Capstone** again in its entirety and are not exempt from any assignments.

18. Deadline for Completion

18.1 Students are expected to complete all their **Capstone Attempts** within two years of their **Commencement Date**.

18.2 Students who do not complete all **Capstone Attempts** within two years of their Commencement Date must request to extend their program completion deadline prior to registering in a subsequent Capstone.

18.3 Requests for program completion extensions are subject to approval by CPLED. Approval is granted at the sole discretion of CPLED.

18.4 As a condition of granting a program completion extension, CPLED may require **Students** to recommence and complete **PREP** in its entirety at their own expense.

18.5 CPLED's two-year program completion deadline in no way overrides or changes any deadline for completion of the Bar Admission requirements set by a **Student's Law Society**.

18.6 Students are responsible for determining and abiding by any deadlines for completion set by their **Law Society**.

19. Reattempting the Capstone

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

19.2 Students who have completed three **Capstone Attempts** without success must apply for permission from CPLED for any further **Capstone Attempts**.

19.3 CPLED retains the discretion to deny permission for **Capstone Attempts** beyond the third attempt.

19.4 Students who have completed three **Capstone Attempts** without success will be required to repeat **PREP** in its entirety and at their own expense.

19.5 To request permission from CPLED for a **Capstone Attempt** beyond the third attempt, **Students** must submit a written request which includes the following:

- a. a written remediation plan which describes how the **Student** will upgrade their knowledge and improve their skills in preparation for the **Capstone**, and
- b. an acknowledgement that the **Student** agrees to repeat **PREP** in its entirety and at their own expense.

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

19.7 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**.

20. Right of Appeal

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