

PREP Progression Policy

Policy Statement

The purpose of this policy is to set out for **Students** the requirements they must meet to progress through the **Foundation Modules, Foundation Workshops, and Virtual Law Firm Phases** of **PREP**, as well as the consequences if these requirements are not met. Requirements for the **Capstone Evaluation Phase** 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 the following order:
 - a. **Foundation Modules** and **Foundation Workshops**
 - b. **Virtual Law Firm**
 - c. **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. Late or Missed Assignments

8.1. **Students** are expected to meet all assignment deadlines. Where possible, **Students** who fail to meet an assignment deadline may submit the assignment late. **Late Assignments** will receive a grade of zero and will not receive feedback.

8.2. **Students** with **Missed Assignments** will be subject to **Unenrollment** by CPLED at the end of each **Phase**. **Unenrollment**, and returning after **Unenrollment**, are governed by the [PREP Admission and Registration Policy](#).

9. Extensions

9.1. CPLED publishes assignment deadlines before registration opens. As a result, CPLED expects that **Students** will properly plan, organize, and manage their time to meet these deadlines regardless of any disruptions they may encounter throughout the program.

9.2. **Students** who are unable to meet an assignment deadline due to unforeseen, extenuating circumstances can submit a [PREP Application for Extension](#) for consideration by CPLED.

9.3. CPLED generally considers extenuating circumstances to include medical emergencies, the birth or death of an immediate family member, natural disasters, personal legal obligations, severe personal or family crisis, or other grounds protected under applicable Human Rights law.

9.4. CPLED does not generally consider extenuating circumstances to include minor illnesses, common ailments, workload from school or employment, scheduling conflicts, vacations, transportation problems, or technical issues.

9.5. Factors considered by CPLED in reviewing an extension request include but are not limited to:

- a. Whether the extenuating circumstances referenced are of significant impact, unforeseen, and beyond the control of the **Student**.
- b. Whether the extenuating circumstances referenced render the **Student** functionally unable to meet the assignment deadline.

- c. Whether the extension request includes clear, evidence-based documentation that supports the rationale for the extension. The date range of the supporting documentation must substantiate the date range of the extension request.
 - d. Whether the extension request reflects a pattern of missed assignment deadlines or previous extension requests.
 - e. Where possible, whether the extension request was made several days before the assignment deadline.
 - f. Whether the extension request is reasonable in terms of the program schedule.
- 9.6. 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.
- 9.7. Decisions regarding extension requests are final.

10. Foundation Modules

Requirements for Progression

- 10.1. **Students** must successfully complete the **Foundation Modules** and the **Foundation Workshops** by the assigned deadline before being eligible to progress to the **Virtual Law Firm**.
- 10.2. To successfully complete the **Foundation Modules**, **Students** must meet the following requirements by the assigned deadline:
- a. Complete all modules;
 - b. Complete and submit all assignments in accordance with their instructions; and
 - c. Complete all quizzes.

11. Foundation Workshops

Requirements for Progression

- 11.1. **Students** must successfully complete the **Foundation Modules** and the **Foundation Workshops** by the assigned deadline before being eligible to progress to the **Virtual Law Firm**.
- 11.2. To successfully complete the **Foundation Workshops**, **Students** must meet the following requirements by the assigned deadline:
- a. Complete and submit all assignments in accordance with their instructions;
 - b. Attend all **Foundation Workshops**; and
 - c. Demonstrate active participation in small and large group activities.

Attendance and Scheduling

11.3. Students are required to attend each **Foundation Workshop** on time and as scheduled.

11.4. Students with scheduling conflicts may reschedule their own **Foundation Workshops** subject to availability.

11.5. Students who are unable to attend a **Foundation Workshop** due to extenuating circumstances may receive remedial assignments at CPLED's sole discretion.

12. Virtual Law Firm

Requirements for Progression

12.1. Students must successfully complete the **Virtual Law Firm** by the assigned deadline before being eligible to progress to the **Capstone Evaluation**.

12.2. To successfully complete the **Virtual Law Firm**, **Students** must meet the following requirements by the assigned deadline:

- a. Complete and submit all required written assignments in accordance with their instructions; and
- b. Complete and submit all required oral skills assignments in accordance with their instructions.

Attendance and Scheduling

12.3. Students are required to attend all oral skills assignments on time and as scheduled.

12.4. Students are required to schedule their own oral skills assignments as follows:

- a. Negotiation and advocacy assignments are scheduled by **Students** within their **Practice Groups**. These assignments can be scheduled and re-scheduled at the convenience of the **Students** subject to any assigned deadlines.
- b. Simulated client interviews are scheduled by **Students** with CPLED contractors. These assignments can be re-scheduled once, provided the re-scheduled assignment will occur before the assigned deadline and provided the **Student** gives the contractor at least 24 hours' notice. **Students** who fail to comply with these scheduling requirements may have their scheduling privileges revoked by CPLED. **Students** who are unable to attend a simulated client interview due to extenuating circumstances may receive remedial assignments at CPLED's sole discretion.
- c. Practice management meetings are scheduled by **Students** with CPLED contractors. These assignments can be re-scheduled once, provided the re-scheduled assignment will occur before the assigned deadline and provided the **Student** gives the contractor at least 72 hours' notice. **Students** who fail to comply

with these scheduling requirements may have their scheduling privileges revoked by CPLED.

13. Right of Appeal

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