

PREP Suspension and Expulsion Policy

Policy Statement

PREP Students who do not comply with CPLED's policies may be suspended or expelled from their program. The purpose of this policy is to advise in which circumstances these consequences may be engaged and to explain further actions to be taken after a **Suspension** or **Expulsion**.

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 "**Disciplinary**" is any punitive measure taken by CPLED in response to a **Student's** conduct.
- 1.4 "**Suspension**" is the **Disciplinary** removal of a **Student** from their current program **Intake** by CPLED.
- 1.5 "**Intake**" is one of a number of scheduled offerings of a program throughout the year.
- 1.6 "**Expulsion**" is the **Disciplinary** removal of a **Student** from their program by CPLED for an extended period.
- 1.7 "**Phase**" is one of the four stages of **PREP**; **Foundation Modules**, **Foundation Workshops**, **Virtual Law Firm**, and **Capstone**.
- 1.8 "**Foundation Modules**" is the first **Phase** of **PREP** in which **Students** complete self-directed online study.
- 1.9 "**Foundation Workshops**" is the second **Phase** of **PREP** in which **Students** participate in interactive workshops.
- 1.10 "**Virtual Law Firm**" is the third **Phase** of **PREP** in which **Students** work through a simulated legal matter in a **Virtual Law Firm**.
- 1.11 "**Capstone**" is the fourth and final **Phase** of **PREP**, which is the evaluative **Phase**.
- 1.12 "**Violation**" is a **Disciplinary** mark awarded against a **Student**.
- 1.13 "**Commencement Date**" is the **Program Start Date** of the **Intake** in which a **Student** originally registered.
- 1.14 "**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. Violations

- 3.1 Students** who fail to meet the requirements of the [PREP Progression Policy](#) receive a **Violation** where specified.
- 3.2** 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.
- 3.3 Students** with three **Violations** will be suspended from **PREP**.
- 3.4** Pursuant to the [PREP Progression Policy](#), **Violations** are issued to **Students** in the following circumstances:
 - a. Failure to satisfy attendance requirements;
 - b. Late or incomplete assignment submissions;
 - c. Failure to submit an assignment at all;
 - d. Failure to satisfy professional attire requirements;
 - e. Failure to satisfy engagement and participation requirements.

4. Progression Requirements

- 4.1** Progression requirements for each **Phase** of **PREP** are stated in the [PREP Progression Policy](#).
- 4.2 Students** who fail to complete progression requirements on time or at all may be suspended from **PREP**.

5. Professional Integrity

- 5.1** If CPLED investigates a suspected breach of the [Professional Integrity Policy](#) and determines that a breach has occurred, the **Student** may be subject to **Suspension** or **Expulsion** in addition to other consequences under that policy at the sole discretion of CPLED.

6. Multiple Suspensions

- 6.1** In addition to the above noted reasons for **Expulsion**, CPLED, at its sole discretion, may expel a **Student** with multiple **Suspensions**.

7. Notification to Principal and Law Society

7.1 Pursuant to the [Information Disclosure Policy](#), CPLED will advise a **Student's** principal and law society regarding matters which affect the **Student's** progress in **PREP**, including a **Suspension** or **Expulsion**.

8. Re-Enrolment after Suspension

8.1 **Students** who are suspended are permitted to re-enroll in their program. At its sole discretion and taking into consideration any program constraints, CPLED will determine which **Phase** of the program a suspended **Student** can join upon re-enrollment in their program.

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

8.3 **Students** who do not complete all **Phases** of **PREP** within two years of their **Commencement Date** must repeat **PREP** in its entirety at their own expense.

9. Readmission after Expulsion

9.1 **Students** who are expelled are restricted from applying for readmission to their program for a minimum of one calendar year from the date of **Expulsion**.

9.2 After at least one calendar year has lapsed since the date of **Expulsion**, **Students** seeking readmission to their program may submit an [Application for Readmission](#) with the readmission fee.

9.3 **Students** who are expelled do not have an automatic right of readmission. Applications will be reviewed and readmission may be granted at the sole discretion of CPLED.

9.4 **Students** who are expelled and are granted readmission must repeat **PREP** in its entirety and at their own expense.

9.5 **Students** who are expelled and are granted readmission will not have their number of **Capstone Attempts** reset.

9.6 In the event that CPLED grants readmission to a **Student** who was expelled, this readmission in no way overrides or changes any decision made by the **Student's** law society.

9.7 **Students** who are expelled are responsible for determining and abiding by any requirements set by their law society in such circumstances.

10. Refunds

10.1 Refunds for **Students** subject to **Suspension** or **Expulsion** are addressed in accordance with the [Refund Policy](#).

11. Right of Appeal

11.1 Students subject to **Suspension** or **Expulsion** from **PREP** have the right to appeal pursuant to the [PREP Reconsideration and Appeal Policy](#).

Appendix

Policy Name	PREP Suspension and Expulsion Policy
Effective Date	2021-12-01
Reviewed or Revised Date	
Authorizer	Dr. Kara Mitchelmore, Chief Executive Officer, CPLED
Related Documents	Application for Readmission