

Professional Integrity Policy

Policy Statement

This policy sets professional integrity standards for **Students** and outlines the procedure to be followed when a **Student** is alleged to have breached these standards.

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. “**Proprietary Content**” is the content of all CPLLED’s programs and materials provided by CPLLED to any **Student**.
- 1.3. “**Confidential Information**” is any record submitted by a **Student** to their program, whether written or oral, during any **Phase** of the program.
- 1.4. “**PREP**” is CPLLED’s Practice Readiness Education Program.
- 1.5. “**Phase**” is one of the four stages of **PREP**; **Foundation Modules, Foundation Workshops, Virtual Law Firm, and Capstone**.
- 1.6. “**Foundation Modules**” is the first **Phase** of **PREP** in which **Students** complete self-directed online study.
- 1.7. “**Foundation Workshops**” is the second **Phase** of **PREP** in which **Students** participate in interactive workshops.
- 1.8. “**Virtual Law Firm**” is the third **Phase** of **PREP** in which **Students** work through a simulated legal matter in a **Virtual Law Firm**.
- 1.9. “**Capstone**” is the fourth and final **Phase** of **PREP**, which is the evaluative **Phase**.
- 1.10. “**Intake**” is one of a number of scheduled offerings of a program throughout the year.
- 1.11. “**Disciplinary**” is any punitive measure taken by CPLLED in response to a **Student’s** conduct.
- 1.12. “**Suspension**” is the **Disciplinary** removal of a **Student** from their current program **Intake** by CPLLED.
- 1.13. “**Expulsion**” is the **Disciplinary** removal of a **Student** from their program by CPLLED for an extended period.
- 1.14. “**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.

1.15. “**Federation**” is the Federation of Law Societies of Canada.

2. Authority and Application of Policy

2.1. This policy applies to all CPLED **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. Regulatory Considerations

3.1. In addition to this policy, **Students** are expected at all times to remain in compliance with the Legal Profession Act, Code of Conduct and Rules as observed by the **Student’s Law Society**.

4. Professionalism

4.1. **Students** must continuously conduct themselves in a respectful manner. This includes, but is not limited to:

- a. **Students** must demonstrate civility with other **Students**, CPLED employees and other persons acting on behalf of CPLED (including contractors);
- b. **Students** must refrain from disrupting or interfering with the educational objectives of CPLED;
- c. **Students** must refrain from utilizing technology in an inappropriate or harassing manner;
- d. **Students** must comply with the rules of any building or facility which hosts CPLED program activities; and
- e. **Students** must act with honesty in all matters relating to CPLED;

5. Plagiarism

5.1. **Students** must submit their own work. This includes, but is not limited to:

- a. **Students** must not present work that has been authored in part or in whole by another person;
- b. **Students** must not present the words, images or data of another person as their own without reference to the original author or the original source;
- c. **Students** must not present work that in any way compromises the integrity of the evaluation process;

- d. **Students** must not present work that is substantially similar to the work of another person;
- e. **Students** must not present work that contains any portion of the CPLED sample answers or a submission from another CPLED **Student**, past or present;
- f. **Students** must not share their own work or the work of another **Student** with any other **Student**; and
- g. **Students** must not purchase or otherwise obtain work that has been authored in part or in whole by another person and present this work as their own.

6. Proprietary Content and Confidential Information

6.1. Proprietary Content and Confidential Information are for the use of CPLED **Students** only. Physical or electronic sharing of **Proprietary Content** or **Confidential Information** is prohibited. This includes but is not limited to:

- a. **Students** must not lend, give, sell, or otherwise distribute **Proprietary Content** or **Confidential Information** to any person;
- b. **Students** must not borrow, accept, purchase or otherwise receive **Proprietary Content** or **Confidential Information** from any person;
- c. **Students** must properly store and secure CPLED materials or work. Materials or work must not be stored on a shared server; and
- d. **Students** must not share CPLED materials or content via social media.

6.2. If **Students** identify a need to seek an exemption from this section of the policy, an advance written request to CPLED is required.

7. Policy Breaches

7.1. If it is reported to CPLED that this policy may have been breached, an initial review will be conducted by CPLED to determine how to proceed.

7.2. At its sole discretion, CPLED may determine that a reported breach can be appropriately dealt with by way of informal resolution. This determination is not binding and may change as more information becomes available.

7.3. Reported breaches which are deemed by CPLED to be unsuitable for informal resolution will proceed to investigation.

7.4. Reported breaches which are deemed by CPLED to have reached unsatisfactory outcome at the informal resolution stage will proceed to investigation.

8. Standard of Proof

8.1. A determination of whether a breach of professional integrity has occurred will be based on a balance of probabilities.

9. Informal Resolution

9.1. Informal resolution may include but is not limited to one or more of the following:

- a. A caution from CPLED staff;
- b. A meeting with CPLED staff (which may include the **Student's** principal);
- c. An apology or other means of reparation;
- d. Completion of a written reflection;
- e. Referral to external resources; and
- f. Such other outcomes as may be appropriate in the circumstances.

10. Investigation

10.1. Students will be informed if they are the subject of an investigation under this policy.

10.2. CPLED may request and the **Student** shall provide any additional information relevant to the investigation.

10.3. Students may be required to meet with CPLED to provide information during an investigation.

11. Decision

11.1. Students will be informed in writing of a decision reached under this policy.

12. Sanction

12.1. If CPLED determines at the conclusion of an investigation that a breach of professional integrity has occurred, the **Student** will be subject to one or more of the following consequences:

- a. A written warning;
- b. A grade of NA (no competency demonstrated) on an assessment;
- c. A requirement to redo an assessment;
- d. Disqualification of their **Capstone**;
- e. A requirement to repeat all or part of their CPLED program;
- f. **Suspension** from CPLED;
- g. **Expulsion** from CPLED; and
- h. Such other consequences as may be appropriate in the circumstances.

13. Notification of Principal, Law Society or Federation

13.1. CPLED discloses information regarding professional integrity breaches in accordance with the [Information Disclosure Policy](#).

14. Appeal

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

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

Appendix

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