

LRW Progression Policy

Policy Statement

The purpose of this policy is to set out for **Students** the requirements they must meet to progress through **LRW** and be eligible to participate in the final assignments, as well as the consequences if these requirements are not met.

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. “**LRW**” is CPLED’s Legal Research and Writing course.
- 1.3. “**Statement of Results**” is a record that informs **Students** of the grade received at the conclusion of a **Student**’s program.
- 1.4. “**Course Certificate**” is the record awarded to successful **Students** upon completion of the **LRW** course.
- 1.5. “**Disciplinary**” is any punitive measure taken by CPLED in response to a **Student**’s conduct.
- 1.6. “**Unenrollment**” is the non-**Disciplinary** removal of a **Student** from their **Intake** by CPLED.
- 1.7. “**Intake**” is one of a number of scheduled offerings of a program throughout the year.
- 1.8. “**Federation**” is the Federation of Law Societies of Canada.
- 1.9. “**Late Submission**” is any assignment submission not made before the deadline.
- 1.10. “**LRW Attempt**” is the participation in one intake of the **LRW** course, regardless of whether the entire course was successfully completed.
- 1.11. “**PREP**” is CPLED’s Practice Readiness Education Program.

2. Authority and Application of Policy

- 2.1. This policy applies to **LRW 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. **Admission and Enrolment Requirements**

3.1. **LRW Students** must meet all admission and enrolment requirements in accordance with the [Admission and Enrolment Policy](#) in order to commence the program.

4. **Requirements to Pass**

4.1. In order to successfully complete **LRW**, **Students** must satisfy all of the following requirements:

- a. **Students** must pass two module quizzes;
- b. **Students** must complete and submit all assignments; and
- c. **Students** must demonstrate overall Reaching Entry-Level Competence (“RC”) on Assignments 3 and 4.

5. **Fees**

5.1. Fees for **LRW** can be found on the CPLED website.

5.2. To be enrolled in **LRW** and receive access to **LRW** materials, a **Student’s** required tuition fee payment must be processed.

5.3. **Students** who do not submit the required tuition fee payment by the payment deadline may be subject to **Unenrollment** or have their **Statement of Results** and **Course Certificate** withheld until payment is made.

6. **Order of Progression**

6.1. **Students** must complete **LRW** in the following order:

- a. Legal Research, Fact Gathering and Case Management module and quiz;
- b. Written Communication Skills: Legal Writing module and quiz;
- c. Assignment 1;
- d. Assignment 2;
- e. Assignment 3; and
- f. Assignment 4.

7. **Deadline for Completion**

7.1. **Students** are responsible for determining and abiding by any deadlines for completion of **LRW** set by the **Federation**.

8. **Extensions**

8.1. CPLED acknowledges that extenuating circumstances may arise which require a **Student** to make a request for an extension of an assignment or completion deadline.

- 8.2. **Students** who are unable to meet an assignment or completion deadline due to extenuating circumstances can submit an extension request to [CPLED Admin](#) with the subject line “Extension Request.”
- 8.3. If an extension request is urgent, this must be identified in the subject line of the email containing the extension request.
- 8.4. Extension requests must be specific about how much additional time is being requested.
- 8.5. Extension requests should be made in advance of the assignment or completion deadline whenever possible.
- 8.6. Extension requests may be granted at the sole discretion of CPLED.
9. **Cancellation by CPLED**
 - 9.1. CPLED reserves the right to cancel any intake of **LRW** due to organizational constraints such as limited registration.
10. **Professionalism and Integrity**
 - 10.1. **LRW Students** are at all times subject to the [Professional Integrity Policy](#).
 - 10.2. Professional integrity breaches will be addressed pursuant to that policy.
11. **Collaboration**
 - 11.1. Collaboration on module quizzes, Assignment 3, and Assignment 4 is strictly prohibited.
 - 11.2. Reported instances of collaboration will be addressed in accordance with the [Professional Integrity Policy](#).
12. **Use of Resources**
 - 12.1. **Students** are required to use free research resources when possible.
 - 12.2. When the use of free research resources is not possible, **Students** are only permitted to use the approved paid resource of LexisNexis. The use of any other paid resources is prohibited.
 - 12.3. **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.
13. **Modules and Quizzes**
 - 13.1. **Students** must successfully complete the Legal Research, Fact Gathering and Case Management and Written Communication Skills: Legal Writing modules by the deadline in order to gain access to **LRW** assignments.

13.2. **Students** must complete a multiple-choice quiz after each module.

13.3. **Students** must earn a minimum of 60% on a quiz in order to be successful.

13.4. **Students** who enroll but do not commence the modules may be subject to **Unenrollment** from **LRW**.

14. Assignments 1 and 2

14.1. The results of Assignments 1 and 2 are not considered in determining a **Student's** final course result.

14.2. **Students** are expected to meet all deadlines and assignment requirements for Assignments 1 and 2.

14.3. **Late Submissions** for Assignments 1 and 2 will not receive feedback and will be assessed as No Competence Demonstrated (“NA”).

14.4. **Students** are required to submit Assignments 1 and 2 in order to progress to Assignments 3 and 4.

15. Assignments 3 and 4

15.1. The results of Assignments 3 and 4 are considered in determining a **Student's** final course result.

15.2. **Students** are expected to meet all deadlines and assignment requirements for Assignments 3 and 4.

15.3. **Late Submissions** for Assignments 3 and 4 will automatically cause an unsuccessful final course result.

16. Release of Final Course Results

16.1. The release of final course results for **LRW** will take place approximately two weeks after Assignment 4 is due, dependent upon organizational constraints such as holiday closures.

17. Disclosure of Final Course Results

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

17.2. The **Federation** is advised of all **LRW** final course results. The **Federation** is notified one week after results are released to **Students**.

18. Use of LRW Attempts

18.1. Participation in **LRW** is considered an **LRW Attempt** regardless of whether **Students** complete the entire course.

18.2. **Students** who commence **LRW** and then terminate their participation will have used one of their **LRW Attempts** unless otherwise determined at the sole discretion of CPLED.

19. Reattempting LRW

19.1. **Students** are permitted three attempts to successfully complete **LRW**.

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

19.3. CPLED retains the discretion to deny permission for further **LRW Attempts**.

19.4. To request permission from CPLED for a further **LRW Attempt**, **Students** must submit 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 **LRW**, and includes a statement from the qualified tutor indicating their agreement to carry out the plan with the **Student**.

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

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

20. PREP Foundation Modules Exemption

20.1. **Students** who successfully complete **LRW**, meet the admission requirements for **PREP**, and subsequently enroll in **PREP** will be exempt from the following Foundation Modules:

- a. Legal Research, Fact Gathering and Case Management; and
- b. Written Communication Skills: Legal Writing.

21. Right of Appeal

21.1. **Students** have the right to appeal their final course result in accordance with the [LRW Appeal Policy](#).

Appendix

Policy Name	LRW Progression Policy
Effective Date	2022-01-26
Reviewed or Revised Date	
Authorizer	Dr. Kara Mitchelmore, Chief Executive Officer, CPLED
Related Documents	