

## PREP Policy Definitions

This document provides an explanation of defined terms used in **PREP** policies. Terms are listed in alphabetical order.

**Appeal Committee** is the committee responsible for considering **PREP Students'** appeals of the **CEO's** decisions in accordance with the [PREP Reconsideration and Appeal Policy](#).

**Appeal Panel** is comprised of the **Appeal Committee** members assigned to hear an appeal in accordance with the [PREP Reconsideration and Appeal Policy](#).

**Appellant** is the individual filing an appeal in accordance with the [PREP Reconsideration and Appeal Policy](#).

**Canadian Common Law Degree** is a common law degree received through a Canadian law school program approved by the **Federation**.

**Capstone Attempt** is a **Student's** participation in the **Capstone**.

**Capstone** or **PREP Capstone** is the evaluative phase of **PREP**.

**CEO** is the Chief Executive Officer of CPLED (or their designate).

**Certificate of Qualification** is defined by the **Federation** as: a document issued to a **Student** by the Federation's National Committee on Accreditation and shows that a **Student's** knowledge of Canadian law is similar to the knowledge of someone who received their degree through an approved Canadian law school program.

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

**CPLED-led Action** is a decision which is initiated by CPLED.

**Disciplinary** is any punitive measure taken by CPLED in response to a **Student's** conduct.

**Expulsion** is the **Disciplinary** removal of a **Student** from their program by CPLED.

**Federation** is the Federation of Law Societies of Canada.

**Foundation Modules** is the first **Phase** of **PREP**.

**Foundation Workshops** is the second **Phase** of **PREP**.

**Intake** is a scheduled **PREP** offering.

**Intake Schedule** is the set dates of all **Phases** for a particular **PREP Intake**.

**Late Assignment or Submission** is any assignment submission not made before the deadline.

**Missed Assignment** is any required assignment that is not submitted or, in the case of oral assignments, attended.

**Missed Capstone Submission** is any assignment during **Capstone** that is not submitted or, in the case of oral assignments, attended, either at all or by the deadline.

**Phase** is one of the four stages of **PREP: Foundation Modules, Foundation Workshops, Virtual Law Firm, and Capstone.**

**Phase Start Date** is the date when **PREP Students** are granted access to program materials at the beginning of any **Phase**.

**PREP** is CPLED's Practice Readiness Education Program. This includes the Accelerated delivery.

**Probation** is a state of enhanced monitoring of a **Student** by CPLED staff. This is a **Disciplinary** response.

**Program Completion Deadline** is the permitted timeframe for a **Student** to complete **PREP**.

**Program Start Date** is the date when eligible **Students** are granted access to program materials at the beginning of their **Intake**.

**Statement of Results** is a record that informs **Students** of the outcome of their **Capstone**.

**Student Agreement** (also known as the academic integrity statement) is an agreement to abide by CPLED policies and procedures signed by all **Students** upon entry to their program.

**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.

**Student-led Action** is a decision which is initiated by a **Student**.

**Suspension** is the temporary **Disciplinary** removal of a **Student** from their program by CPLED.

**Unenrollment** is the non-**Disciplinary** removal of a **Student** from their program by CPLED.

**Violation** is a **Disciplinary** mark awarded against a **Student**.

**Virtual Law Firm** is the third **Phase** of **PREP**.

**Withdrawal** is the request by a **Student** to be removed from their current program **Intake**.