

LRW Course Policy

Policy Statement

This policy states the admission, registration, and progression requirements for the Legal Research and Writing (“**LRW**”) course and sets out how to appeal certain course decisions.

Defined terms are in **bold text**; definitions can be found in the [LRW Policy Definitions](#) document.

1. Authority and Application of Policy

- 1.1. This policy applies to **LRW 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.

LRW Admission and Registration

2. LRW Admission Requirements

- 2.1. **LRW** admission will be granted on a priority basis to **Students** who provide proof of an **Assessment Report** from the **Federation**.
- 2.2. **Students** without an **Assessment Report** may be granted **LRW** admission at the sole discretion of CPLED.
- 2.3. **LRW** admission granted to **Students** without an **Assessment Report** does not equate to or replace the **Federation**’s assessment process.

3. LRW Technology Requirements

- 3.1. **Students** are responsible for the procurement, appropriate use, and maintenance of their own technology to participate in the program.

4. Tuition Fees

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

5. Cancellation by CPLED

- 5.1. CPLED reserves the right to cancel any **Intake** of **LRW** 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. Unenrollment from LRW

- 6.1. **Unenrollment** is a **CPLED-led Action**.
- 6.2. **Unenrollment** is not a **Disciplinary** response.
- 6.3. **Students** who enroll but fail to commence or meet the progression requirements of their program may be **Unenrolled** at the sole discretion of CPLED.
- 6.4. **Students** who do not submit the required tuition fee payment by the payment deadline may be **Unenrolled** at the sole discretion of CPLED.
- 6.5. **Unenrolled Students** will have used one of their **LRW Attempts** unless otherwise determined at the sole discretion of CPLED.
- 6.6. **Unenrolled Students** will not receive a tuition fee refund.

7. Withdrawal from LRW

- 7.1. **Withdrawal** is a **Student-led Action**.
- 7.2. **Withdrawal** is not a **Disciplinary** response.
- 7.3. **Students** can request a **Withdrawal** by completing and submitting an [LRW Application for Withdrawal](#).
- 7.4. **Students** who **Withdraw** after the **Program Start Date** will have used one of their **LRW Attempts**, unless otherwise determined at the sole discretion of CPLED.
- 7.5. **Students** who **Withdraw** after the **Program Start Date** will not receive a tuition fee refund. Tuition fee refunds for **Students** who **Withdraw** before the **Program Start Date** are subject to an administrative fee.

8. Suspension or Expulsion from LRW

- 8.1. **Suspension** and **Expulsion** are **CPLED-led Actions**.
- 8.2. **Suspension** and **Expulsion** are **Disciplinary** responses.
- 8.3. **Students** may be **Suspended** or **Expelled** pursuant to the [CPLED Professional Integrity Policy](#).
- 8.4. **Suspended** and **Expelled Students** will have used one of their **LRW Attempts** unless otherwise determined at the sole discretion of CPLED.
- 8.5. **Suspended** and **Expelled Students** are not entitled to tuition fee refunds.

9. Returning after Unenrollment, Withdrawal or Suspension

- 9.1. **Unenrolled, Withdrawn** and **Suspended Students'** return to **LRW** is subject to current program constraints, including but not limited to updated admission or registration requirements or program capacity.

9.2. Unenrolled, Withdrawn and Suspended Students are responsible to pay current tuition fees upon their return to **LRW**, including any tuition fee increases implemented during their absence.

9.3. Unenrolled, Withdrawn and Suspended Students must repeat **LRW** again in its entirety and are not exempt from any completion requirements.

10. Returning after Expulsion

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

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

10.3. Expelled Students do not have an automatic right of readmission. Readmission may be granted at the sole discretion of CPLED.

10.4. Expelled Students who are granted readmission must repeat **LRW** in its entirety and at their own expense, including any tuition fee increases implemented during their absence.

10.5. Expelled Students who are granted readmission will not have their number of **LRW Attempts** reset.

11. Program Completion Deadline

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

12. Disclosure of Admission and Registration Information

12.1. Student registration information is disclosed in accordance with the [CPLED Privacy Policy](#).

LRW Course Progression

13. Professionalism and Integrity

13.1. LRW Students are at all times subject to the [CPLED Professional Integrity Policy](#).

13.2. Professional integrity breaches will be addressed pursuant to that policy.

14. Course Deliverables

14.1. In order to successfully complete **LRW**, **Students** must achieve an overall weighted average of 60% from a combination of the following course deliverables:

- a. Legal research Multiple Choice Assessment ("MCA"): 10%.

- b. Legal research assignment: 40%.
- c. Legal writing Multiple Choice Assessment (“MCA”): 10%.
- d. Legal writing assignment: 40%.

14.2. Course deliverables are subject to release conditions. Practice or learning activities which do not contribute to the weighted average of the course may require completion to gain access to course deliverables.

15. Extensions

15.1. CPLED publishes deadlines for course deliverables 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 course.

15.2. Students who are unable to meet the deadline for a course deliverable due to unforeseen, extenuating circumstances can submit an [LRW Application for Extension](#) for consideration by CPLED.

15.3. 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 existing deadline for the course deliverable.
- 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 course deadlines or previous extension requests.
- e. Where possible, whether the extension request was made several days before the deadline for the course deliverable.
- f. Whether the extension request is reasonable in terms of the course schedule.

15.4. Extension requests are not granted for pre-existing scheduling conflicts, or where **Students** have substantial remaining time in advance of a deadline to complete the deliverable.

15.5. 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.

15.6. Decisions regarding extension requests are final.

16. Late Submissions

16.1. Late submissions receive a grade of 0%.

17. Disclosure of Final Course Results

17.1. **LRW** final course results are disclosed in accordance with the [CPLED Privacy Policy](#).

18. Reattempting LRW

18.1. **Students** are permitted four **Attempts** to successfully complete **LRW**.

18.2. Unsuccessful **Students** must repeat **LRW** in its entirety and are not exempt from any course deliverables.

18.3. **Students** who have undertaken three **LRW Attempts** must take a mandatory minimum absence from the course of three consecutive **Intakes**. The intention of this mandatory absence is to allow **Students** time to upgrade their knowledge and improve their skills should they wish to return for a fourth and final **LRW Attempt**.

18.4. **Students** who return for a fourth and final **LRW Attempt** must complete and submit an [LRW Application for Final Course Attempt](#).

18.5. **Students** who are unsuccessful in their fourth and final **LRW Attempt** will have terminated their options with CPLED and will need to seek further guidance from the **Federation** directly.

LRW Appeals

19. Decisions Subject to Appeal

19.1. A **Student** may appeal the following decisions:

- a. A **Suspension** or **Expulsion** from **LRW**;
- b. A denial of readmission after **Expulsion** from **LRW**;
- c. **LRW** final course results; and
- d. An assessment result based on the grounds of failure to accommodate.

20. Initiation of Appeal

20.1. A **Student** may appeal a decision by submitting an [LRW Notice of Appeal](#) to the **CEO** with payment of the appeal fee within 14 calendar days of receiving the decision subject to appeal.

20.2. The Notice of Appeal must include specific facts and evidence which support the appeal. The Notice of Appeal must include all relevant documentation.

21. Additional Information Required

- 1.1. At their sole discretion, the CEO may seek additional information from the Appellant regarding the appeal and will set timelines for the submission of such materials.

22. Appeal Decision

- 22.1. The **CEO** will provide the **Appellant** with a written appeal decision in a timely fashion.
- 22.2. The **Appellant** will receive a copy of all materials considered in making the **CEO's** decision, with the exception that privileged information will not be provided to the **Appellant**.
- 22.3. The decision of the **CEO** is final.