

IPL Course Policy

Policy Statement

This policy states the admission, registration, and progression requirements for the Indigenous Peoples and the Law (“IPL”) course and sets out how to appeal certain course decisions.

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

1. Authority and Application of Policy

- 1.1. This policy applies to **IPL 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.

IPL Admission and Registration

2. Admission Requirements

- 2.1. **IPL** 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 **IPL** admission at the sole discretion of CPLED.
- 2.3. **IPL** admission granted to **Students** without an **Assessment Report** does not equate to or replace the **Federation**’s assessment process.

3. Registration Limitations

- 3.1. **Students** can only register in one **Intake** of **IPL** at a time. **Students** cannot maintain registration in multiple **IPL Intakes** at the same time.

4. Technology Requirements

- 4.1. **Students** are responsible for the procurement, appropriate use, and maintenance of reliable technology which meets the requirements of their program.

5. Tuition Fees

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

6. Cancellation by CPLED

- 6.1. CPLED reserves the right to cancel any **Intake** of **IPL** 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.

7. Unenrollment

- 7.1. **Unenrollment** is a **CPLED-led Action**.
- 7.2. **Unenrollment** is not a **Disciplinary** response.
- 7.3. **Students** who enroll but fail to commence or meet the progression requirements of their program may be **Unenrolled** at the sole discretion of CPLED.
- 7.4. **Students** who do not submit the required tuition fee payment by the payment deadline may be **Unenrolled** at the sole discretion of CPLED.
- 7.5. **Unenrolled Students** will not receive a tuition fee refund.

8. Withdrawal

- 8.1. **Withdrawal** is a **Student-led Action**.
- 8.2. **Withdrawal** is not a **Disciplinary** response.
- 8.3. **Students** can request a **Withdrawal** by completing and submitting an [IPL Application for Withdrawal](#).
- 8.4. **Withdrawal Students** who withdraw after the **Program Start Date** will not receive a tuition fee refund. Tuition fee refunds for **Withdrawal Students** who withdraw before the **Program Start Date** are subject to an administrative fee.

9. Returning after Unenrollment or Withdrawal

- 9.1. **Unenrollment** and **Withdrawal Students**' return to **IPL** is subject to current program constraints, including but not limited to updated admission or registration requirements or program capacity.
- 9.2. **Unenrollment** and **Withdrawal Students** are responsible for paying tuition fees at the rate that is current upon their return to **IPL**, including any tuition fee increases implemented during their absence.
- 9.3. **Unenrollment** and **Withdrawal Students** are required to meet any updated program requirements upon their return to **IPL**.
- 9.4. **Unenrollment** and **Withdrawal Students** must repeat **IPL** again in its entirety upon their return to the program and are not exempt from any completion requirements.

10. Suspension or Expulsion

- 10.1. **Suspension** and **Expulsion** are **CPLED-led Actions**.
- 10.2. **Suspension** and **Expulsion** are **Disciplinary** responses.
- 10.3. **Students** may be **Suspended** or **Expelled** pursuant to the [CPLED Professional Integrity Policy](#).
- 10.4. **Suspended** and **Expelled Students** are not entitled to tuition fee refunds.

11. Returning after Suspension

- 11.1. Suspended Students'** return to **IPL** is subject to current program constraints, including but not limited to updated admission or registration requirements or program capacity.
- 11.2. Suspended Students** are responsible for paying tuition fees at the rate that is current upon their return to **IPL**, including any tuition fee increases implemented during their absence.
- 11.3. Suspended Students** are required to meet any updated program requirements upon their return to **IPL**.
- 11.4. Suspended Students** must repeat **IPL** again in its entirety upon their return to the program and are not exempt from any completion requirements.

12. Returning after Expulsion

- 12.1. Expelled Students** are restricted from applying for readmission to their program for a minimum of one calendar year from the date of **Expulsion**.
- 12.2.** After at least one calendar year has lapsed since the date of **Expulsion**, **Students** seeking readmission to their program may submit an [IPL Application for Readmission](#) with the appropriate fee.
- 12.3. Expelled Students** do not have an automatic right of readmission. Readmission may be granted at the sole discretion of CPLED.
- 12.4. Expelled Students** who are granted readmission are responsible for paying tuition fees at the rate that is current upon their return to **IPL**, including any tuition fee increases implemented during their absence.
- 12.5. Expelled Students** who are granted readmission are required to meet any updated program requirements upon their return to **IPL**.
- 12.6. Expelled Students** who are granted readmission must repeat **IPL** again in its entirety upon their return to the program and are not exempt from any completion requirements.

13. Program Completion Deadline

- 13.1. Students** are responsible for determining and abiding by any deadlines for completion of **IPL** set by the **Federation**.

14. Disclosure of Admission and Registration Information

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

IPL Course Progression

15. Professionalism and Integrity

15.1. IPL Students are at all times subject to the CPLED Professional Integrity Policy.

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

16. Academic Integrity Measures

16.1. IPL Students must comply with any academic integrity measures implemented by CPLED.

17. Pass Requirements

17.1. To pass the **IPL**, **Students** must:

- a. Complete all modules by the assigned deadline;
- b. Achieve a score of 100% on all module quizzes; and
- c. Achieve a minimum score of 70% on the multiple-choice final assessment. **Students** may attempt the final assessment two times within their scheduled **Intake**.

18. Extenuating Circumstances

18.1. CPLED publishes final assessment dates before registration opens. As a result, CPLED expects that **Students** will properly plan, organize, and manage their time to complete the final assessment on the scheduled date(s) regardless of any disruptions they may encounter throughout the course.

18.2. Section 18.1 aside, CPLED acknowledges that extenuating circumstances may arise which could reasonably impact a **Student's** performance on their final assessment.

18.3. CPLED generally considers extenuating circumstances to include medical emergencies, the birth or death of an immediate family member, natural disasters, personal legal obligations, severe personal or family crisis, or other grounds protected under applicable Human Rights law.

18.4. CPLED does not generally consider extenuating circumstances to include minor illnesses, common ailments, workload from school or employment, scheduling conflicts, vacations, transportation problems, or technical issues.

18.5. Students requesting to reschedule their final assessment within the set final assessment period due to unforeseen, extenuating circumstances can follow the rescheduling process of the proctoring company.

18.6. Students requesting to reschedule their final assessment outside of the set final assessment period due to unforeseen, extenuating circumstances can submit an IPL Notice of Emergency Circumstances for consideration by CPLED.

18.7. Submission of a Notice does not guarantee any remedy from CPLED. CPLED will review and consider extenuating circumstances on a case-by-case basis.

19. Disclosure of Final Course Results

19.1. IPL final course results are disclosed in accordance with the [CPLED Privacy Policy](#).

20. Withholding of Results

20.1. If a **Student** is subject to an outstanding requirement, CPLED may withhold the **Student's** final course results. In such cases, the **Student** will be informed of the outstanding requirement and how to rectify it to receive their results.

21. Reattempting the Course

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

IPL Appeals

22. Decisions Subject to Appeal

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

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

23. Appeal Process

23.1. A **Student** may initiate an appeal of decision identified in Section 22.1(a) or (b) by submitting an IPL Appeal Request (Registration or Disciplinary Decision) with payment of the appeal fee within fourteen (14) calendar days of receiving the decision.

- a. The appeal request must detail specific factual information that supports the grounds for appeal and must include all relevant documentation.

23.2. A **Student** may initiate an appeal of decision identified in Section 22.1(c) or (d) by submitting an IPL Notice of Appeal (Final Course Results) within fourteen (14) calendar days of receiving the decision.

23.3. Within a reasonable time after receiving a completed IPL Notice of Appeal (Final Course Results), CPLED will provide limited disclosure of final assessment materials to the **Student**.

23.4. Within seven (7) calendar days after viewing the limited disclosure of the final assessment materials, the **Student** must submit an IPL Appeal Request (Final Course Results) with payment of the appeal fee.

- a. The appeal request must detail specific factual information that supports the grounds for appeal and must include all relevant documentation.

23.5. Late appeals will not be considered except in extenuating circumstances, as determined by CPLED.

- a. CPLED generally considers extenuating circumstances to include medical emergencies, the birth or death of an immediate family member, natural disasters, urgent personal legal obligations, severe personal or family crisis, or other grounds protected under applicable human rights law.
- b. CPLED does not generally consider extenuating circumstances to include minor illnesses, common ailments, workload from school or employment, scheduling conflicts, vacations, transportation problems, or technical issues.

23.6. Appeals must be complete at the time they are submitted. The **CEO** will not consider information or documentation submitted after the **Student** submits an appeal unless such information or documentation is specifically requested by the **CEO**.

23.7. Within a reasonable time after receiving an appeal, the **CEO** will provide the **Student** with:

- a. A written appeal decision, and
- b. An electronic copy of the materials considered by the **CEO** in making the appeal decision, excluding any privileged information.

23.8. The decision of the **CEO** is final.

23.9. A **Student** may withdraw an appeal at any time before receiving a written appeal decision from the **CEO**, in which case the **CEO** will not issue a written appeal decision.

- a. A **Student** who intends to withdraw an appeal must confirm their intention to do so in writing.
- b. If an appeal is withdrawn, any fees paid by the **Student** will not be refunded and the original decision will be considered final.