

## PREP Capstone Policy

### Policy Statement

This policy provides an overview of expectations in relation to the **Capstone** and explains further actions for **Students** who receive unsuccessful results.

#### 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 “**PREP**” is CPLED’s Practice Readiness Education Program.
- 1.3 “**Phase**” is one of the four stages of **PREP**; **Foundation Modules**, **Foundation Workshops**, **Virtual Law Firm**, and **Capstone**.
- 1.4 “**Foundation Modules**” is the first **Phase** of **PREP** in which **Students** complete self-directed online study.
- 1.5 “**Foundation Workshops**” is the second **Phase** of **PREP** in which **Students** participate in interactive workshops.
- 1.6 “**Virtual Law Firm**” is the third **Phase** of **PREP** in which **Students** work through a simulated legal matter in a **Virtual Law Firm**.
- 1.7 “**Capstone**” is the fourth and final **Phase** of **PREP**, which is the evaluative **Phase**.
- 1.8 “**Statement of Results**” is a record that informs **Students** of the grade received at the conclusion of a **Student’s** program.
- 1.9 “**Intake**” is one of a number of scheduled offerings of a program throughout the year.
- 1.10 “**Deferral**” is the postponement of studies in a program to a future **Intake** at the request of a **Student**. This is meant to be a temporary action taken by **Students** who are unable to participate in their registered **Intake**.
- 1.11 “**Disciplinary**” is any punitive measure taken by CPLED in response to a **Student’s** conduct.
- 1.12 “**Disqualified Capstone**” is when a **Student’s Capstone Attempt** is terminated for **Disciplinary** reasons.
- 1.13 “**Suspension**” is the **Disciplinary** removal of a **Student** from their current program **Intake** by CPLED.
- 1.14 “**Expulsion**” is the **Disciplinary** removal of a **Student** from their program by CPLED for an extended period.

**1.15 “Missed Capstone Submission”** is any required submission during **Capstone** (oral or written) that is not submitted or attended at all or by the deadline as determined by CPLED.

**1.16 “Supplemental”** is an additional assessment administered to a **Student** as part of their **Capstone**, where CPLED determines additional evidence is necessary to assess whether a **Student** has reached entry-level competence.

**1.17 “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.

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

**1.19 “Capstone Attempt”** is the participation in the **Capstone**, regardless of whether a **Student** completed the entire **Phase**.

## **2. Authority and Application of Policy**

**2.1** This policy applies to **PREP 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. Overview of Capstone**

**3.1** The **PREP** program builds on each prior **Phase** of learning, building in complexity and requiring **Students** to develop competencies in decision-making, client management, ethics, and professionalism. Additionally, **Students** are required to demonstrate appropriate case management skills and the appropriate use of technical tools.

**3.2 Capstone** is the final, evaluative **Phase** of the **PREP** program.

**3.3** To reach the **Capstone**, **Students** must have successfully completed all of the preceding requirements of **PREP** pursuant to the [PREP Progression Policy](#).

## **4. Requirements to Pass**

**4.1** To pass the **Capstone**, **Students** must demonstrate overall entry-level competence in the assessment subject to the provisions of this policy.

## **5. Fees**

**5.1** Fees for each **Phase** of **PREP** can be found on the CPLED website.

**5.2 Students** who do not submit the required tuition fee payment by the payment deadline may be unenrolled or have their **Statement of Results** withheld until payment is made.

## **6. Professionalism and Integrity**

**6.1 Students** taking the **Capstone** are at all times subject to the [Professional Integrity Policy](#).

**6.2** Professional integrity breaches will be addressed pursuant to that policy.

## **7. Collaboration**

**7.1** Collaboration on any aspect of the Capstone is strictly prohibited.

**7.2** Reported instances of collaboration will be addressed in accordance with the [Professional Integrity Policy](#).

## **8. Use of Resources**

**8.1 Students** are required to use free research resources unless access to a paid resource is provided through CPLED enrollment.

**8.2 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 and in accordance with the [Professional Integrity Policy](#).

## **9. Cancellation by CPLED**

**9.1** CPLED reserves the right to cancel any **Phase** of **PREP** due to acts of God, interruption of electrical power or other utilities, equipment failure, or other causes reasonably beyond CPLED’s control.

**9.2** Any cancelled **Phase** will be rescheduled as soon as reasonably possible, dependent upon organizational constraints as dictated by the reason for the disruption.

## **10. Changes in Schedule**

**10.1** CPLED acknowledges that extenuating circumstances may arise which require a **Student** to make a request for a change to their schedule.

**10.2 Students** can request a change to their schedule by completing and submitting an [Application for Change in PREP Schedule](#).

**10.3** If a schedule change request is urgent, this must be identified in the subject line of the email containing the request form.

**10.4** Schedule change requests should be made in advance of the intended schedule change date whenever possible.

**10.5** Schedule change requests may be granted at the sole discretion of CPLED.

**10.6 Capstone** oral assessments cannot be rescheduled.

## **11. Deferrals**

**11.1** In the event circumstances arise in which a **Student** needs to defer their **Capstone**, the **Student** must request a **Deferral** pursuant to the [Admission and Enrolment Policy](#).

## **12. Accommodation**

**12.1 Students** who experience barriers to full participation because of a characteristic protected under applicable Human Rights legislation are entitled to accommodation.

**12.2** Accommodation requests are to be initiated in accordance with the [Accommodation Policy](#).

## **13. Mandatory Attendance**

**13.1** Attendance at **Capstone** is mandatory.

**13.2 Students** must be in attendance for the entire duration of the **Capstone**.

**13.3 Students** who arrive late are deemed to be absent.

**13.4 Students** can request an excused absence by completing and submitting an [Application for Excused Absence](#); however, requests for excused absences during the **Capstone** will be granted in exceptional circumstances only.

**13.5** If an excused absence request is urgent, this must be identified in the subject line of the email containing the request form.

**13.6** Excused absence requests should be made in advance of the intended absence date(s) whenever possible.

**13.7** Excused absence requests may be granted at the sole discretion of CPLED.

**13.8 Students** with unexcused absences at **Capstone** may have their **Capstone** disqualified.

**13.9 Students** with a **Disqualified Capstone** can request to participate in a subsequent **Capstone**, provided there are no additional reasons that would lead to their **Suspension** or **Expulsion** from **PREP** under the [Professional Integrity Policy](#).

## **14. Academic Integrity Measures**

**14.1 Students** must comply with any academic integrity measures implemented by CPLED.

**14.2 Students** who fail to satisfactorily comply with academic integrity measures may not be permitted to continue with the **Capstone**, or they may have their results withheld or their **Capstone** disqualified.

**14.3 Students** with a **Disqualified Capstone** can request to participate in a subsequent **Capstone**, provided there are no additional reasons that would lead to their **Suspension** or **Expulsion** from **PREP** under the [Professional Integrity Policy](#).

## **15. Extenuating Circumstances**

**15.1** CPLED acknowledges that extenuating circumstances such as medical or technical emergencies may arise immediately prior to or during the **Capstone** which could impact a **Student's** assessment.

**15.2 Students** who encounter extenuating circumstances must contact CPLED. It is critical that **Students** contact CPLED immediately in these circumstances. CPLED cannot assist **Students** who disclose their circumstances after the **Capstone**.

## **16. Late or Missed Submissions**

**16.1** The **Capstone** is a holistic assessment of **Students'** competence. A comprehensive assessment of competency cannot be made without the completion of all **Capstone** components.

**16.2** Assignments which are submitted late are deemed to be **Missed Capstone Submissions**.

**16.3** Assignments which are not submitted or attended at all are deemed to be **Missed Capstone Submissions**.

**16.4 Students** with one **Missed Capstone Submission** are encouraged to continue in the **Capstone** as a review of the balance of their performance may still render them eligible for a **Supplemental** opportunity.

**16.5 Students** with multiple **Missed Capstone Submissions** will automatically receive an unsuccessful **Capstone** result.

## **17. Supplementals**

**17.1** Upon review of a **Student's Capstone**, CPLED may identify that further evidence is required to determine if the **Student** has achieved overall entry-level competence.

**17.2** If it is determined that further evidence of proficiency is required, CPLED may provide **Students** with an opportunity to complete one **Supplemental**.

**17.3** The nature of the **Supplemental** will be determined by CPLED.

**17.4 Students** who are unable to demonstrate entry-level competence on their **Supplemental** will be required to attempt the **Capstone** again in its entirety as they will not have demonstrated overall competence.

**17.5** Scheduling for **Supplementals** may vary between **Students** depending upon organizational constraints.

**17.6 Students** who forfeit or who do not meet entry-level competency on their **Supplemental** will receive an unsuccessful **Capstone** result.

**17.7 Supplemental** results will be released prior to the next scheduled **Capstone**.

## **18. Release of Results**

**18.1** The release of results for any **Capstone** will take place approximately six weeks after the completion of the last scheduled **Capstone**, dependent upon organizational constraints such as holiday closures.

**18.2 Students** who do not demonstrate overall entry-level competence on the **Capstone** will receive a report with more detailed information at the time their results are released.

## **19. Disclosure of Results**

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

**19.2 Students'** law societies are advised of all **Capstone** results. Results are released to **Students** and their law societies simultaneously.

**19.3 Students'** principals are advised of unsuccessful **Capstone** results only, including the requirement to complete a **Supplemental**.

**19.4** Principals are notified one week after unsuccessful results are released to **Students**.

## **20. Withholding of Results**

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

## **21. Use of Capstone Attempts**

**21.1** Participation in the **Capstone** is considered a **Capstone Attempt** regardless of whether **Students** complete the entire **Phase**.

**21.2 Students** who commence the **Capstone** and then terminate their participation will have used one of their **Capstone Attempts**, unless otherwise determined by CPLED.

**21.3** Unsuccessful **Students** who still have remaining **Capstone Attempts** can request to participate in a subsequent **Capstone**, provided there are no additional reasons that would lead to their **Suspension** or **Expulsion** from **PREP** under the [Professional Integrity Policy](#).

## **22. Deadline for Completion**

**22.1 Students** are expected to complete all their **Capstone Attempts** within two years of their **Commencement Date**.

**22.2 Students** who do not complete all **Capstone Attempts** within two years of their Commencement Date must request to extend their program completion deadline.

**22.3** Requests for program completion extensions may be granted at the sole discretion of CPLED.

**22.4** As a condition of granting a program completion extension, CPLED may require **Students** to recommence and complete **PREP** in its entirety at their own expense.

**22.5** CPLED's two-year program completion deadline in no way overrides or changes any deadline for completion of the Bar Admission requirements set by a **Student's Law Society**.

**22.6 Students** are responsible for determining and abiding by any deadlines for completion set by their **Law Society**.

### **23. Reattempting the Capstone**

**23.1 Students** are permitted three attempts to successfully complete the **Capstone**.

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

**23.3** CPLED retains the discretion to deny permission for **Capstone Attempts** beyond the third attempt.

**23.4 Students** who have completed three **Capstone Attempts** without success will not be allowed to pursue a further attempt without first repeating **PREP** in its entirety and at their own expense.

**23.5** To request permission from CPLED for a **Capstone Attempt** beyond the third attempt, **Students** must submit a written request which includes the following:

- a. a written remediation plan which describes how the **Student** will upgrade their knowledge and improve their skills in preparation for the **Capstone**, and
- b. an acknowledgement that the **Student** agrees to repeat **PREP** in its entirety and at their own expense.

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

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

### **24. Right of Appeal**

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