

## LRW Appeal Policy

### Policy Statement

This policy governs the process for **LRW Students** seeking appeal of their final course result.

#### 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. “**CEO**” is the Chief Executive Officer of CPLED who oversees the application of the Appeal Policy. In this policy, a reference to the **CEO** includes the designate(s) of the **CEO**.
- 1.4. “**Appellant**” is the individual filing an appeal.

#### 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. Decisions Subject to Appeal

- 3.1. **LRW Students** may appeal their final course result.

#### 4. Initiation of Appeal

- 4.1. A **Student** may appeal a decision by electronically submitting a written request to the **CEO** and payment of the appeal fee within 14 calendar days of receiving their final course results.
- 4.2. The request for appeal must include specific facts and evidence which support the appeal. The request for appeal must include all relevant documentation.
- 4.3. CPLED will confirm receipt of the appeal and payment of the appeal fee.

#### 5. Additional Information Required

- 5.1. 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.

## **6. Reassessment Upon Appeal**

- 6.1. In the course of considering an appeal, the **CEO** may, at their sole discretion, order an independent reassessment of an **Appellant**'s final course results.

## **7. Appeal Decision**

- 7.1. The **CEO** will provide the **Appellant** with a written appeal decision in a timely fashion.
- 7.2. 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**.
- 7.3. The decision of the **CEO** is final.