POLICIES

PROFESSIONAL PROGRAMS
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PROGRAM PROFESSION POLICIES

Full-Time Study and Continuous Graduate Enrollment

The School of Graduate and Postdoctoral Studies Registration Regulations state the following:

*Graduate students must maintain continuous registration in the School of Graduate and Postdoctoral Studies in each successive term from initial registration until all requirements for the degree are completed* (section 4.03).

The professional programs are designated as full-time programs (requiring students to take a minimum of four sequential courses per academic year).

Tuition Fees

Tuition amounts are set by the Board of Governors each year and then published on the Office of the Registrar’s Fees Schedules web page. Fees are assessed once each term (Fall, Winter and Summer) according to the full-time status of students (NOT by course).

Tuition fees (and other ancillary and related fees) are payable at the start of each of the three terms-Fall, Winter, and Summer-until degree requirements are complete. Fees owing will be posted to the enrolled students Student Center account. Students are responsible for paying fees each term by the advertised due date; failure to pay by the deadline will result in a late payment fee. For further information on fee-related matters, please visit the Office of the Registrar’s Fees/Refunds page.

Financial Support

The School of Graduate and Postdoctoral Studies’ Financial Support Regulations state the following:

*Students in Category II Master’s programs are expected to fund their own education (section 5.01).*

The professional programs are considered to be Category II programs. Students are encouraged to make arrangements with their employer or to contact their preferred
financial institution for additional financial support. Students may also qualify for external awards. Contact the award provider for details and visit the Faculty of Education Funding page for more information.

**Time Limit for Degree Completion**

All students in graduate programs must complete their program requirements within a maximum time period. The following chart represents typical completion times and maximum completion times. Please note that continuous enrollment is required for ALL programs. Individual time to completion may vary.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>TYPICAL TIME TO COMPLETE COURSEWORK</th>
<th>MAXIMUM TIME TO COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EdD</td>
<td>3 years (9 terms)</td>
<td>4 years (12 terms)</td>
</tr>
<tr>
<td>MPEd (except TESOL)</td>
<td>2 years (6 terms)</td>
<td>3 years (9 terms)</td>
</tr>
<tr>
<td>MPEd, TESOL</td>
<td>1 year (3 terms)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Program Progression**

The School of Graduate and Postdoctoral Studies’ Program Regulations state the following:

The (graduate) program specifies the milestones for satisfactory progress towards the degree (e.g. a minimum average, a minimum grade for a course, etc.) and ensures that students are aware of these in a timely fashion through the Program’s website or by other means.

The program may require students to withdraw if they fail to meet the following standard:

- Students must maintain a cumulative average of at least 70% calculated each term over all courses taken for credit, with no grade less than 60%;
- Students must make satisfactory progress towards the degree according to milestones set by the program.

In the case of failing grades given for Scholastic Offences, only the Vice-Provost (Graduate and Postdoctoral Studies) can withdraw a student.
A grade of Incomplete is not supported in any course and will only be approved in exceptional circumstances. An INC can only be carried for one term before the course is deemed a Failure.

**Leave of Absence**

The [School of Graduate and Postdoctoral Studies’ Registration Regulations](https://www.edu.uwo.ca) state the following:

*The Vice-Provost (Graduate and Postdoctoral Studies) may grant a leave of absence for pregnancy, parental, medical or compassionate grounds normally to a maximum of three terms or 12 months, on the recommendation of the Graduate Program.*

*While on leave, students are expected to be away from normal activities as graduate students (e.g. attending classes, conducting research). However, students and supervisors may negotiate ongoing communication during this period.*

Because the successful completion of each course is required to progress into the next course, students who require a Leave of Absence, course withdrawal, or fail a course, will be required to take a Leave of Absence until the prerequisite course is offered again with the next cohort.

*The start and finish of the leave may begin or end at any point in the term; normally the leave will coincide with the start and end of terms [section 4.06].*

A request for a leave of absence must be completed online through the School of Graduate and Postdoctoral website by logging into the [Graduate Student Web Services Portal](https://www.edu.uwo.ca).

**Withdrawals**

The [School of Graduate and Postdoctoral Studies’ Registration Regulations](https://www.edu.uwo.ca) state the following:

*Withdrawal from a program can occur in two ways. A student can voluntarily withdraw, following formal notification to the program. Alternatively, the program or SGPS (School of Graduate and Postdoctoral Studies) can withdraw a student for failure to meet*
admission conditions, progression requirements, specified deadlines for completion, or failure to pay fees (section 4.07).

Requests for voluntary withdrawal are completed online through the School of Graduate and Postdoctoral Studies’ website by logging into the Graduate Student Web Services Portal.

Core/Required Courses and Routes of Study

Every professional programs foci has core/required courses. For specific details on core/required courses, please see the application program page which can be located from the graduate programs website.

Full-time students can take a maximum of three half courses per term. Professional program students may therefore take elective courses in addition to their core/required courses to increase their program’s graduate-level course credits. No elective courses may substitute for core course credits in the professional programs. For additional course options, see section 6 for the Regulations on the School of Graduate and Postdoctoral Studies website.

All courses taken by a graduate student, as well as all courses and program changes, must be approved (in advance of course registration where applicable) by the Associate Dean, Graduate Programs. Please contact the Graduate Programs Office for further information at graded@uwo.ca or 519-661-2099.

Scholarly Writing Guides

Within any written document, consistency of style is expected. Please consult with your instructor or the Graduate Programs Office for advice on selecting an appropriate style manual.

Secondary Research and Research Ethics

All research with human participants, whether it be for a class paper or your own research, must receive ethics approval prior to collecting any data. All research must conform to the 2nd Edition of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS-2) and the university’s guidelines available from the Office of Research Ethics.
Certifications

Graduates who complete all requirements for the graduate program in which they are enrolled and apply for graduation, will receive a Master of Professional Education, or a Doctor of Education.

The professional programs do not qualify graduates to teach in primary or secondary school in Ontario. For further information, please contact the Teacher Education Office directly.

Although the professional programs are highly synchronized with current professional knowledge and practice, completion does not automatically qualify graduates for admissions into other certification programs or guarantee certification by external organizations. The Graduate Programs Office is not responsible for ensuring that qualifications for external certifications are met. Students seeking certification must contact the external organization directly for more information about its admission requirements and certification process.

Technology Requirements

Fully online and hybrid professional programs will provide students with asynchronous and synchronous learning opportunities.

Online and onsite courses are available via the OWL SAKAI platform, although instructors may use other online/digital tools as well. Access to a course in OWL SAKAI is typically opened the first day of each term. Please note that although your own access may be granted prior to the first day of the term, course content may not be posted until closer to the scheduled start date of the term. A Western University login and password is required to access your course (Western email address without the @uwo.ca will be your username) and the accompanying password will remain the same as the one you
use to access your email account). Access to OWL SAKAI is found here: https://owl.uwo.ca/portal

- For online courses, students are required to have access to the following:
- High speed internet access
- Access to a computer that enables connection to outside websites (flexible firewall restrictions)
- Multimedia playback capabilities (video/audio)
- WebCam
- Computer capable of running a recent version of Internet Explorer, Safari, or Firefox; and/or Cisco MOVI client for PC or Mac
- Audio headset and microphone for computer

Students are required to use the necessary technology as stated by the instructor in the class.

Support and Assistance

Online and hybrid program delivery often requires additional support and assistance with policies and procedures. Instructors and students are encouraged to troubleshoot or find the information they need first by consulting help and support documentation, resources available online, and through the Graduate Programs Office. Where the assistance required is technical in nature, instructors and students are encouraged to contact the IMPACT group at the Faculty of Education

COURSE POLICIES

Schedule of Classes

With the exception of TESOL and Aboriginal cohorts, all professional program core courses are held fully online.

Courses typically begin the first full week of the term. See the Timelines and Timetables page for more information.

Fall and Winter courses run for 12 weeks while Intersession and Summer run for 8 weeks in length.
Fall term: September 1-December 31
Winter term: January 1-April 30 (with a one week break during March)
Summer term: May 1-August 31 (there are 2 sessions within this term: Intersession which is May-June and Summer which is July-August)

Most online courses will run asynchronously, with opportunities for synchronous discussion. Professors will schedule synchronous class time and post the schedule for students in advance.

Course/Program Registration

Professional programs students will be automatically enrolled in their prescribed core course each term.

Full-time students may take up to three courses per term. Students who wish to take elective courses in addition to their core courses, may do so by contacting the Graduate Programs Office (pending approval by the Associate Dean, Graduate Programs and space availability in the course).

Add/Drop Procedures

To add or drop an elective course which is taken in addition to the students’ core course for the term, students must send a request by e-mail to the Graduate Programs Office (graded@uwo.ca) or the appropriate Graduate Affairs Assistant. Students enrolled in professional programs cannot drop a core course without an approved leave of absence or withdrawal from the program.

Adds-Students may request to add a course before the second class takes place. As a result, add deadlines are at the end of the first week of classes. Summer term add/drop dates are pro-rated based on the shorter term.

Drops-Courses dropped up to 30 days from the start of a term will not appear on a student's transcript; after 30 days and up to 60 days from the start of the term, dropped courses will show as “WDN” (withdrawn” on a student's transcript; dropping a course after 60 days from the start of the term results in a “F” (fail). Summer term add/drop dates are pro-rated based on the shorter term.

See Important Dates for specific add/drop dates for each term.
Courses External to the Faculty of Education

Students may take up to two half courses (or one full course) at the graduate level in another department at Western University or at another university (see below) with the permission of the Associate Dean, Graduate Programs. Approval will normally be given on academic grounds only and must be obtained well in advance of the term in which the course is to be taken. Students are not charged additional tuition if taking a course at another department at Western or at another university who is part of the Ontario Visiting Graduate Student Program. More information about graduate studies at another university can be found in section 7.01 of the School of Graduate and Postdoctoral Studies’ Regulations.

Request forms can be found here: http://www.edu.uwo.ca/graduate-education/guidelines.html

Undergraduate Courses

Undergraduate courses are not covered by graduate tuition; students are responsible for undergraduate fees over and above their graduate fees. Graduate Students taking undergraduate courses must follow the undergraduate regulations as stipulated in the undergraduate calendar under “add/drop deadlines”.

Graduate students wishing to seek approval to take an undergraduate course can obtain the appropriate form from the Guidelines section of the Graduate Programs website.

Graduate students may not take an undergraduate course at a Western-Affiliated University College (Brescia, King’s or Huron).

Evaluation

Graduate students must maintain at least a "B" average in their program. Although only numeric grades are assigned by instructors in the Faculty of Education, the following alpha grade ranges are provided for your information.

A = 80% and above
B = 70% - 79%
The following guidelines for assigning grades are in effect at the Faculty of Education.

**A:** Reserved for those students whose work is excellent. Their work will contain an element of originality, creativity, or thoroughness. It will be well organized and expressed, and will reflect a particularly clear command of techniques and principles, incisive judgements, sound critical evaluations, and so on.

**B:** Assigned for proof of good competent work. A "B" grade indicates that a student has mastered the course material and can manipulate it, can write clear prose, can demonstrate an ability to critically evaluate and synthesize material, and can apply the course material to relevant situations or problems.

**C:** Assigned because a student does not meet one or more of the above criteria. Even though the student may be conscientious, he or she has not demonstrated a mastery of the graduate work in the course. A lack of mastery may include any number of characteristics such as an inability to write clearly, to research a topic adequately, to synthesize material, or to make basic judgements about relevance, and so on.

**F:** Glaring inaccuracy and confusion, little or no grasp of techniques and principles, trivial and irrelevant treatment of topics. In general, a failure to demonstrate the minimal knowledge and skills for effective work in the discipline.

**INC:** (Incomplete) An INC may be granted for a course where the student has not been able to complete the assigned work in the normal timeline due to exceptional circumstances. Permission to carry an INC must be sought from the Chair, Graduate Education before the end of the term. The INC must be completed by the end of the following term or a grade of F (FAIL) will be assigned. According to SGPS policy, NO exceptions will be granted to this rule.

A numerical grade submitted for an INC grade, or an F grade resulting for an INC, is final. The School of Graduate and Postdoctoral Studies will not consider a subsequent revision of either such grade except on documented medical or compassionate grounds.

Instructors shall inform students, both in class and in the course outline, as to any policies and/or penalties concerning late submission of assignments.

**IPR:** (In Progress) assigned during preparation for Thesis or Directed Research Project or a half or full course which extends over two or more terms.
Instructors will provide additional evaluation criteria.

**Class Attendance-Onsite and Online**

Participation in and exposure to class discussion is critical for mastery of the subject matter, achieving learning outcomes, and enriching the learning environment. Regular attendance is mandatory, unless absence is unavoidably caused by illness or compassionate reasons. Students are expected to ensure they have completed any missed assignments or readings due to their absence. Additional assignments may be required and will be decided by the instructor.

For on-campus classes offered in the professional programs, students are expected to attend all classes. Students who are absent for one-quarter or more of their classes will be assigned a grade of “F” (fail) (Graduate Studies Subcommittee - December 3, 1999). As an example, most onsite half courses meet 12 times during a term, so students in these courses cannot miss more than two classes.

For on-line courses, participation will be determined by the instructor in the course outline and will reflect the same principles as the attendance policy for onsite courses. Just as on-campus students are required to attend each class session and to participate in class activities, online students are required to participate actively in all learning experiences.

It is the responsibility of the instructor to enforce the attendance policy as specified in the course syllabus and student handbook. The instructor shall refer to the Graduate Programs Office any case of absenteeism that might require special attention. Students are encouraged to contact their instructor well in advance if they will not be able to participate in a portion of the course.

**Course Syllabus**

The course syllabus provides information on the content of the course, including grading policy, late work policy, contact information, material required, important dates, tips for success, rules and regulations, and the objectives of the course. The syllabus will be available on the first day of the term. The syllabus is a contract between the instructor and the students, reflecting accountability and commitment for all. The content of the course syllabus will be enforced and cannot be changed without the consent from the Graduate Programs Office.
UNIVERSITY POLICIES

Code of Student Conduct

Taken from Western University’s Code of Student Conduct:

The purpose of this Code of Student Conduct is to define the general standard of conduct expected of students, provide examples of conduct that may be subject to disciplinary action by the University, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow.

The Code in its entirety can be found online here: https://www.uwo.ca/univsec/pdf/board/code.pdf

Scholastic Offences

Scholastic offences are taken seriously; a student guilty of a scholastic offence may be subject to the imposition of one or more penalties, ranging from reprimand to expulsion from the university, as well as criminal proceedings where appropriate. Students are strongly encouraged to review the appropriate policy document, and specifically, the definition of what constitutes a Scholastic Offence: http://www.grad.uwo.ca/current_students/regulations/11.html

Scholastic Offences include, but are not limited to, the following examples:

- Plagiarism - the “act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own.” (Excerpted from Black’s Law Dictionary, West Group, 1999, 7th ed., p. 1170). This concept applies with equal force to all academic work, including theses, assignments or projects of any kind, comprehensive examinations, laboratory reports, diagrams, and computer projects. Detailed information is available from instructors, Graduate Chairs, or the School of Graduate and Postdoctoral Studies. Students also may consult style manuals held in the University’s libraries. See http://www.lib.uwo.ca/services/styleguides.html
- Cheating on an examination or falsifying material subject to academic evaluation.
- Submitting false or fraudulent research, assignments or credentials; or falsifying records, transcripts or other academic documents.
- Submitting a false medical or other such certificate under false pretenses.
• Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
• Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant program, or the Registrar as soon as possible after receiving the paper in question.
• Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
• Intentionally interfering in any way with any person’s scholastic work.
• Submitting for credit in any course or program of study, without the knowledge and written approval of the instructor to whom it is submitted, any academic work for which credit previously has been obtained or is being sought in another course or program of study in the University or elsewhere.
• Aiding or abetting any such offence.

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

**Plagiarism Checking:** All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com ([http://www.turnitin.com](http://www.turnitin.com)).

**Appeal of Academic Decisions**

Appeals: An appeal is a request for exemption from a Senate regulation or the ruling of a Dean in academic matters; or a request that a grade on a particular piece of work or a final standing in a course or program be changed.

Please see the [School of Graduate and Postdoctoral Studies Regulations (section 13)](http://www.edu.uwo.ca) and the [University Secretariat’s Academic Handbook](http://www.edu.uwo.ca) for more information.
Appeal Procedure

In the case of an appeal by a graduate student, the successive levels for an appeal are:

1. Course instructor (formal or informal consultation)
2. Associate Dean, Graduate Programs
3. Vice-Provost of the School of Graduate and Postdoctoral Studies
4. SRBA (Senate Review Board of Appeal)

It is incumbent on students to initiate each step at the earliest opportunity. Each step of the appeals procedure should be completed as soon as possible but no later than six weeks from the date of the action or decision giving rise to the appeal.

Where the appeal is against a decision by an individual instructor, the student must first inform the instructor of the appeal and attempt a resolution before resorting to a formal appeal.

Where the appeal is against a program requirement or decision, the student must first consult informally with the appropriate chair or graduate committee for the program and/or concentration and attempt a resolution without resorting to a formal appeal.

Students must submit an appeal in writing (complete with all necessary documentation) to the appropriate body within three weeks of the decision under appeal. That body must then provide a written decision, including the reasons for the decision, within three weeks of receiving the written appeal and complete documentation.

The appeals process must follow principles of fairness and natural justice. This includes the provision that an appellant has a right:

a. to be heard, in person in cases deemed appropriate by the appeals committee,

b. to be made aware of any information that may adversely affect his or her case,

c. to have the case judged by an unbiased decision-making body.

The proceedings of an appeal hearing must be confidential.

Legal counsel is not permitted below the level of SRBA. However, a student may be accompanied to a meeting or hearing by a colleague who is a graduate student in
Education or another department within the Social Sciences Division at Western University.

The Appeals Committee
An ad hoc Appeals Committee shall be struck whenever an appeal cannot be resolved with the appropriate chair to the student’s satisfaction, and prior to submission of the appeal to the Dean of Graduate Students;

An Appeals Committee shall consist of three members: one faculty member from the student's program, one faculty member from another program or concentration in the Faculty of Education, and one graduate student in the Faculty of Education.

Privacy Policy
The Faculty of Education at Western University is committed to protecting the privacy of all individuals with whom it comes in contact, regardless of whether they are registered as a student on campus or are participating in online graduate courses.

During the registration process, the following personal information is collected from applications: surname, given names, former surname, address, email address, telephone number(s), academic transcripts, date of birth, and immigration status. This information is used to communicate with applicants, identify any pre-existing Western University academic records, assess qualifications and determine appropriate tuition fees.

Information relating to academic performance while enrolled in a program at Western University is used for evaluation purposes and is protected in accordance with applicable University policies. Certain other personal information, such as marital status, mother tongue and gender, is collected in order to comply with Statistics Canada reporting requirements.

Online courses that operate in OWL SAKAI, the software which supports online courses, require technical, instructional and administrative support. As a result, designated staff members may have access to personal information within courses for various reasons to perform their individual functions. Such access includes, but is not limited to, both routine system maintenance and reviews of student participation. Researchers are only provided access to the contents of courses where consent has been received and after being granted permission from an ethics review committee.
For further information on the University of Western Ontario’s approach to privacy protection, please visit the Privacy Office website at [www.uwo.ca/privacy](http://www.uwo.ca/privacy).

**Accessibility**

Western University is committed to recognizing the dignity and independence of all staff, students, faculty and visitors and seeks to ensure that persons with disabilities have genuine, open and unhindered access to University goods, services, facilities, accommodation, employment, buildings, structures and premises.

The University will comply with all applicable Federal, Provincial, and Municipal legislation with respect to accessibility and will implement the standards specified under the [Accessibility for Ontarians with Disabilities Act, 2005](http://www.uwo.ca/privacy) (“AODA, 2005”).

Policies, procedures, and practices with respect to accessibility, including those required under the AODA, 2005 and its accompanying standards shall be made available on the University’s accessibility website at [http://accessibility.uwo.ca](http://accessibility.uwo.ca).

For accessibility arrangements at the Faculty of Education building, please contact Colin Couchman, [ccouchman@uwo.ca](mailto:ccouchman@uwo.ca)