Western Education

POLICIES AND PROCEDURES

Professional Programs

(Master of Professional Education & Doctor of Education)

Contents

Document Overview

The purpose of this document is to provide information on graduate office, faculty, and university policies and procedures that apply to the professional programs. This document works in concert with other program documents to explain the policies, procedures, and practices for delivering programs at Western University. Policies apply to all cases, though rare exceptions may be made in certain circumstances and on a case-by-case basis.

See the information below. Students are strongly encouraged to always contact the Graduate Programs Office first and before other university offices for more information.

Faculty Policies

Part A: Program 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).

To maintain continuous enrollment status, students must make regular tuition payments and maintain the minimum GPA average. 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 annually by the Board of Governors each year and then published on the **Office of the Registrar's Fees Schedules** web page.

- For the EdD program, fees are assessed once each term (Fall, Winter, and Summer) according to the full-time status of students (NOT by course).
- For the MPEd programs, fees are assessed by course.Tuition fees (which include 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.

Technology Requirements

Online and onsite courses are available via the OWL platform, although instructors may use other online/digital tools as well. Students are not required to pay for technology used in the program.

Access to a course in OWL 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 is found here: https://owl.uwo.ca/portal

Fully online and hybrid professional programs provide students with asychronous and synchronous learning year round. For online courses, students are required to have ongoing and reasonable 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 Chrome or Firefox; and/or Cisco MOVI client for PC or Mac
- Audio headset and microphone for computer

It is the student's responsibility to ensure that the technology they normally use to access their course site is updated and adheres to the above requirements.

Students may be required to participate in synchronous meetings or assignments. If a student is unavailable for the meeting or assignment, or cannot access the tool after making a reasonable attempt to do so, the instructor will normally provide an alternative assignment.

If students have concerns about personal information and privacy, or for some reason require an alternate assignment, they should contact their course instructor.

Degree Completion

The following chart represents typical completion times and maximum program completion times, which includes leave time. Individual time to completion may vary.

PROGRAM	TYPICAL TIME TO COMPLETE	MAXIMUM TIME
EdD	3 academic years (9 terms)	4 years (12 terms)
MPEd (except TESOL)	2 academic years (6 terms)	3 years (9 terms)
MPEd, TESOL	1 academic year (3 terms)	N/A

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 Graduate Office requires students to withdraw from their program if they fail to meet the following standards:

- 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%; and,

- 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.

Program Withdrawal

The School of Graduate and Postdoctoral Studies' Registration Regulations 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.

In the case of a program withdrawing a student, the Graduate Office will contact the student by email with a letter informing them of their withdrawn status. Students may still be required to pay outstanding fees.

Students who withdraw or are withdrawn from the program must re-apply to the program, or to another program at the Faculty of Education, if they wish to re-enroll.

Program Leave of Absence

The School of Graduate and Postdoctoral Studies' Registration Regulations 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 or fail a course will be required to take a Leave of Absence until the prerequisite course is offered again with the next cohort. Normally, this requires a 12 month (1 academic year) leave of absence. During this time, students pay no program fees and receive no support from the university or Faculty.

A request for a leave of absence must be completed online through the School of Graduate and Post-Doctoral website by logging into the [Graduate Student Web Services Portal](#).

Students that do not wish to take a program leave must complete all course requirements within prescribed times in order to stay in good standing in the program. 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. See course policies for more information.

Core/Required Courses and Routes of Study

Every professional program has core/required courses. For details on core/required courses, see the program page located on the [graduate programs website](#).

Normally, professional programs require one course per term in the Fall and Winter terms, and two courses in the Summer term. 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.

The professional programs are designed by content experts and approved by regulatory governance bodies. Students are generally not permitted to have alternative program progression arrangements than those approved by the Graduate Office (with the exception of formal academic accommodations that are arranged through the Services for Students with Disabilities).

Once enrolled in a program, students are unable to switch to another program within the faculty except under exceptional circumstances and on a case-by-case basis.

Graduate students in the Faculty of Education may request permission to take up to two half or one full course in other faculties at Western, or other accredited universities. Provincially and nationally, **this is referred to as "(Ontario) Visiting Graduate Student" or "(O)VGS." Permission must be obtained** from each institution or faculty involved. (O)VGS forms can be found on the SGPS web site. (O)VGS forms can be found on the SGPS web site (http://grad.uwo.ca/current_students/visiting_exchange/visiting.html), and forms to take courses in

other Western graduate programs can be obtained by emailing the Graduate Programs Office (graded@uwo.ca).

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.

APA Style

Within any written document, consistency of style is expected. The Graduate Office encourages the use of APA style in all professional programs. Consult with your instructor or the Graduate Programs Office for advice on selecting an appropriate style manual.

Research in Professional Programs

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.

Professional programs do not involve the use of data collection with human subjects.

Conflict Resolution

Students have the opportunity to bring another person to a face-to-face, phone, or online meeting with program administrators, ideally with prior notification. Meeting notes may be recorded by one or more witnesses but may not be audio or video recorded unless all parties provide prior consent.

If students have a University-related problem or concern that cannot be resolved at the level of the Faculty, please visit the web site for the Office of the Ombudsperson: http://www.uwo.ca/ombuds/.

Graduation and Convocation

Students must apply to graduate from prior to the appointed deadline if they wish to convocate in the following term. Students must meet all program requirements before they may apply to graduate.

Any student who graduates is eligible to participate in convocation, but must follow the required university procedures to participate in the convocation ceremonies. The clothing requirements for convocation (including hood colour) is set by the university. See this website for more information http://convocation.uwo.ca/

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 (in a particular field), or a Doctor of Education in Educational Leadership.

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. The Graduate Programs does not have a reporting relationship with other certification bodies.

Program 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.

Part 2: Course Policies

Schedule of Classes

With some exceptions, 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.

The Professional Programs follow three academic terms per year:

Fall term (12 weeks):	September 1 to December 31
Winter term (12 weeks):	January 1 to April 30 (with a one week break during March)
Summer term (16 weeks):	May 1to August 31

Fall and winter courses run for 12 weeks, while courses in the intersession and summer, sessions normally run for 8 weeks in length. Note that there are two sessions within the Summer term: Intersession which takes place in May and June, and Summer which takes place in July and August. Students are charged tuition fees once for the entire summer term.

Students are expected to participate in all class activities over the summer terms, and contact their instructors well in advance and make accommodation.

Course/Program Registration

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

Students are unable to use credits from another program or institution in the professional programs except under exceptional circumstances.

Conflict of Interest

Occasionally, an instructor and a student may have a prior relationship that creates a conflict of interest in a class setting. Where there may be a conflict of interest, or a perceived conflict of interest, the instructor and the student should contact the Graduate Office to determine how course instruction and grading should best proceed.

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. It is the responsibility of the student to be informed about the course through the course syllabus.

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.

Course 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.

Course 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).

Onsite and Online Class Attendance

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 online 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. The instructor shall refer to the Graduate Programs Office any case of absenteeism that might require special attention. Students must contact their instructor well in advance if they will not be able to participate in a portion of the course to submit assignments in advance.

Code of Conduct

The Faculty has developed a Code of Conduct and Privacy document to address appropriate and inappropriate behaviour in online courses. Consult this document, as well as the code of conduct information in the University Policies section.

Evaluation

Graduate students must maintain at least a "B" average (70%) in their program. Students receive numerical grades on their Western transcripts. Although only numeric grades are assigned by instructors in the Faculty of Education, the following alpha grade ranges are provided for general reference.

A = 80% and above
B = 70% - 79%
C = 60% - 69%
F = Fail - less than 60%

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 instructions and evaluation criteria for assignments within each course.

Incomplete Grade

A grade of Incomplete is not supported in any course and will only be approved in exceptional circumstances, generally with prior recommendation of Services for Students with Disabilities (SSD). An INC can only be carried for one term before the course is deemed a Failure.

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).

To receive an Incomplete grade for a course, students must request additional time to complete outstanding assignments, and be granted permission to do so by the instructor, before the course ends and by a mutually agreed upon submission date. Instructors have the right to decline awarding an incomplete grade. Students who not complete the required outstanding assignments within the agreed upon timeline will receive a course grade based only on the assignments previously graded and submitted in the course.

Contested Grade

Students who disagree with an assignment or course grade are required to address the matter directly and professionally with their instructor. Only if the issue is not resolved following reasonable efforts by the student and the instructor will the Graduate Office become involved. Students should refer to the university policies on grade appeals for more information.

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

Privacy Policy

"FIPPA" stands for Freedom of Information & Protection of Privacy Act. This Act bounds many of our processes such as the collection, storage and release of personal information. For example, Graduate Programs Office personnel cannot permit students or faculty behind the counter area of the office due to the personal information that may appear on desks. Office staff are also not permitted to distribute personal information, such as personal phone numbers and addresses, to anyone – including instructors – without prior consent. Office staff members are, however, permitted to distribute such information to other Western staff when it is required for them to do their jobs.

If students wish for an instructor to be able to reach them by means other than a Western email address, students are asked to provide the instructor with this information and/or inform the Office of Graduate Programs. See also Section 1.02 of the Graduate Student Calendar (http://grad.uwo.ca/section_one.htm) as well as **Western's Privacy web site** (http://www.uwo.ca/privacy/).

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, 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.

Grades

Grading criteria for individual assignments will appear on course syllabi. Course grades are available in the Student Center following their submission by the course instructor at the end of a term. Grades posted in OWL are unofficial; check the Student Center for official grades. The Graduate Program Office is not at liberty to provide students with formal or informal final grades. Transcripts may be ordered through Student Central at a cost.

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).

Appeal of Academic Decisions

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) and the University Secretariat's Academic Handbook 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 6 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.

Supports and Assistance Policies

Support and Assistance

Programs are responsible for adhering to the guidelines on accessible education. Instructors are responsible for carrying out those guidelines in consultation with the program office. Students are required and encouraged to seek the supports they require for program completion and academic

success. Where the assistance required is technical in nature, instructors and students are encouraged to contact the IMPACT group at the Faculty of Education.

Accessibility and Academic Accommodations

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 (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.

Services for Students with Disabilities

Services for Students with Disabilities (SSD) plays a central role in Western's efforts to ensure that its academic programs are accessible for all students at the graduate and undergraduate levels. SSD arranges academic accommodation for classes, exams, internships and other course or program activities. See the SSD website for more information on academic accommodations and document requirements: http://www.sdc.uwo.ca/ssd/

Students with an acute or chronic medical condition, or who have a disability, are strongly encouraged to register with SSD in order to request accommodations. Upon registration, program instructors will be provided with recommendations to ensure that students receive a fair opportunity to engage in academic activities and fulfill essential course and program requirements. Instructors will follow recommendations provided by SSD, and contact the Graduate Office and/or SSD for further clarification.