

IBEC PROGRAM POLICIES AND GUIDELINES

GENERAL REQUIREMENTS

- I. Western's IB Educator Certificate program is a fully online, 6-month program that is comprised of 4 consecutive modules. Each module is 5 weeks in length with a break before the start of the next module. The entire certificate (4 modules) is scheduled within a 26-week timeframe.
- II. Western's IBEC program is offered in a cohort model format. This structure provides ongoing support during course work, enabling Candidates to develop a professional community of practice. To ensure the integrity of the cohort model, continuous enrollment is required and will necessitate that Candidates complete all required modules within the stipulated timeframe.

PROGRESSION REQUIREMENTS

- I. The progress of each Candidate is subject to various forms of evaluation on a regular basis. Eligibility to remain registered in any module, and to progress to the next module, depends on a student's ability to maintain a satisfactory level of academic, professional and pedagogic performance in all components of the program (i.e., assignments and discussions).
- II. Each candidate must successfully complete each module with a minimum passing grade point of 60 to advance to the next module.
- III. A candidate who, at the end of a module, has not achieved the required performance level will, at the discretion of the Program Coordinator, and following consultations with the representative of the Academic Dean, (Barbara Thomas) be allowed to retake the module.
- IV. If the candidate fails to meet the required performance level upon retaking the module, they will be required to withdraw from the program.

COURSE WITHDRAWAL AND DEFERALS

Program and Subject Transfers

- I. To request a transfer to a different IBEC program or subject, notify the Program Coordinator, in writing, by sending an email to ibwestern@uwo.ca. Transfer requests cannot be approved via telephone.
- II. Requests to change program or subject must be received in writing at least one week prior to the start of Module 1. Requests for program and/or subject changes received after the start of Module 1 cannot be accommodated.
- III. Candidates wishing to enroll in additional subjects in Modules 2 and 3 may do so, with a subsequent payment, at the current course rate, for the additional two (2) modules.

Withdrawal

- I. To withdraw notify the Program Coordinator by sending an email to ibwestern@uwo.ca.
- II. **Withdrawal requests must be submitted in writing to the program coordinator at least two weeks prior to the start of the program. Refunds will only be issued for withdrawals made before the program begins; no refunds will be granted once the module has commenced.**

Note: non-participation in a module does not presume formal withdrawal

Deferrals:

- I. A candidate wishing to defer a module, or the entire program must submit a formal written request to the program coordinator at ibwestern@uwo.ca at least two weeks before the module or program start date.
- II. Deferral requests are subject to approval, based on the circumstances surrounding the request and availability of future programs.
- III. Program completion for deferrals will be reviewed and approved on a case-by-case basis. There will be a set completion date for each case. To discuss the possibility of a deferral, please contact the program coordinator at ibwestern@uwo.ca.
- IV. If the program is not completed within the stated timeframe, the candidate will be required to reapply and submit payment for the entire program. A grade of WDN will be applied to all incomplete Program work.
- V. Tuition fees may increase during the deferral period at the discretion of the program.
- VI. Candidates requesting deferral will be required to cover the cost of the increase from their original tuition deposit.
- VII. Refunds will not be issued for deferred modules; instead, the paid tuition will be applied to future enrollment within the allotted deferment period.

PAYMENTS AND REFUNDS

- I. Acceptable payment methods include Visa or Mastercard. Only payments made through Western's IB application portal are accepted. Western's IB program cannot process credit card payments for candidates.
- II. There is a one-time, non-refundable application fee of \$100.
- III. Tuition Payment Options: Candidates have two payment options:
 - a) Pay the entire program fee in full before the start date of the program.
 - b) Pay in four equal installments. Each installment is due one week before the start of each module. To register for a module, all installments must be paid by their respective deadlines.
- IV. Candidates enrolled in a program that is cancelled, will be notified by email and will receive a full refund of the program fees minus the \$100 non-refundable application fee.
- V. Withdrawal requests received prior to the program start date will receive a full refund (based on tuition paid), minus the \$100 non-refundable application fee and a \$50-dollar withdrawal fee.

ACCOMMODATION FOR MEDICAL ILLNESS

- I. The University recognizes that a candidate's ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, to ensure fairness and consistency for all candidates, academic accommodation for work representing 10% or more of the candidate's overall grade in the Program shall be granted only in those cases where there is documentation indicating that the candidate was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.
- II. Candidates requesting accommodation due to medical illness that deals with work that is more than 10% of the total Program grade should contact the IB Program Coordinator as soon as possible. The coordinator will advise the candidate how to contact the Accessible Education office who will provide recommendations for accommodation.
- III. Candidate requests for accommodation due to medical illness that deals with work that is less than 10% of the total Program grade should be submitted directly to the Program instructor as soon as possible. The Program instructor, in consultation with the IB coordinator, will consider the circumstances of the request and negotiate an assignment extension with the candidate. Medical documentation is not necessary for a first request, provided the extension does not exceed the Program end date.
- IV. If you require a second request for accommodation due to medical illness that deals with work that is less than 10%, documentation shall be submitted, as soon as possible, to the appropriate representative of the Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty; in this case, Barbara Thomas; bthomas@uwo.ca) together with a request for relief specifying the nature of the accommodation **being** requested. These documents will be retained in the candidate's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy at <https://www.uwo.ca/vpfinance/legalcounsel/privacy/>
- V. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation for work that is less than 10% of the total Program grade shall be determined by the Dean's office in consultation with the candidate's instructor(s). Academic accommodation may include extension of deadlines, arranging Incompletes, re-weighting Program requirements, or granting late withdrawals without academic penalty (WDN).
- VI. Academic accommodation for Program work that totals less than 10% of the Program work, shall be granted only where the documentation indicates that the onset, duration, and severity of the illness are such that the candidate could not be expected to complete his/her academic responsibilities. (It will not be sufficient to provide documentation indicating simply that the candidate "was seen for a medical reason" or "was ill.") Whenever possible, candidates who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Candidates must follow up with their instructors and their Academic Counselling office (IB Program Coordinator) in a timely manner.
- VII. **Documentation from Hospital Urgent Care Centers or Emergency Departments -** Candidates should request that a Student Medical Certificate (SMC) be filled out. An SMC can be downloaded at https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

- VIII. Candidates may bring this form with them or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a candidate to have a SMC completed by the attending physician, the candidate must request documentation sufficient to demonstrate that his/her ability to meet his/her academic responsibilities was seriously affected.

ACCOMMODATION FOR NON-MEDICAL ILLNESS

- I. The University recognizes that a candidate's ability to meet his/her academic responsibilities may, on occasion, be impaired by situations beyond the candidate's control. However, in order to ensure fairness and consistency for all candidates, academic accommodation for work representing 10% or more of the candidate's overall grade in the course shall be granted only in those cases where there is documentation indicating that the candidate was seriously affected by the circumstances and unable to control the outcome and could not reasonably be expected to meet his/her academic responsibilities.
- II. Candidates requesting accommodation due to non-medical situations that deal with work that is more than 10% of the total course grade should submit their request to both the instructor and the program coordinator as soon as possible, preferably before the due date.
- III. Please note, only in rare and exceptional circumstances will extensions be granted beyond the last day of the module.
- IV. Candidate requests for accommodation due to non-medical situations that deal with work that is less than 10% of the total course grade should be submitted directly to the course instructor as soon as possible. The course instructor will consider the circumstances of the request and negotiate an assignment extension with the candidate.
- V. Documentation is not necessary for a first request, provided the extension does not exceed the module end date. **Note:** Discussion participation in a course is an essential course requirement for accreditation and instructors are not able to provide a waiver of attendance requirements.
- VI. Whenever possible, candidates who require academic accommodation should provide notification and documentation in advance of due dates. Candidates must follow up with their instructors and their program coordinator in a timely manner.

ACCOMMODATIONS FOR CANDIDATE WITH DISABILITIES: CLASSROOM ASSISTANCE

- I. Should you require classroom assistance (interpreters or assistive devices) related to special needs such as hearing or visual impairment, please contact the Accessible Education office at aew@uwo.ca as early as possible. Arrangements for interpreters need to be made well in advance. Accessible Education assists candidates who have ongoing conditions or challenges that may include chronic illnesses, chronic pain, vision, hearing or mobility impairments. To discuss possible arrangements that the University can make to accommodate your needs, please set up a meeting with a counsellor.

ACCESSIBILITY AT WESTERN

- I. Western is committed to achieving barrier free accessibility for persons with disabilities studying, visiting and working at Western. As part of this commitment, there are a variety

of services, groups and committees on campus devoted to promoting accessibility and to ensuring that individuals have equitable access to services and facilities. To help provide the best experience to all members of the campus community (Candidate, staff, faculty and visitors), this website offers information on accessibility-related resources available at Western: <http://accessibility.uwo.ca/>

CONCERNS OR COMPLAINTS

- I. If you develop concerns about a Program - about the content, delivery, or administration of the Program, or any other aspect of the functioning of the Program - you **must: FIRST take your concerns to the Program Instructor.**

Instructors are usually very receptive to candidate concerns once the concerns are made known to them and are willing **to try to resolve or remedy any problem.**

If you are uncomfortable approaching the instructor, or if the problem remains after you have done so, consult the **Program Coordinator** at ibwestern@uwo.ca for guidance.

You may be advised to present your concern in writing to the representative of the Associate Dean, Barbara Thomas (bthomas@uwo.ca) who will then investigate.

For further information and guidance, check the following sites:

Policy on Academic Rights & Responsibilities -

https://www.uwo.ca/univsec/academic_policies/rights_responsibilities.html

Office of the Ombudsperson - <http://www.uwo.ca/ombuds/>

The Office of the Ombudsperson has guides to help with questions such as these:

“I just got back my assignment and think the mark I received is unfair. What can I do?”

“Grade Appeals and Other Requests for Relief”. “Writing an Effective Appeal or Request Letter”. “I'd like to talk to my instructor about some issues I'm having with the Program.

How should I do this?” “Relations with Instructors and Persons in Positions of Authority”.

“Academic Problems and Appeals”.

“Writing an Effective Appeal or Request Letter”

EMAIL COMMUNICATION

- I. The IB office will communicate with you primarily by email. Ensure that your email account is active and that you check it regularly for important information and instructions. *Some email programs automatically route business emails to 'spam' or 'junk' folders. It is advised to add ibwestern@uwo.ca to your email contact list to help ensure that you receive our mail.
- II. **Notify ibwestern@uwo.ca immediately of changes to your email address.**

PRIVACY PROTECTION

- I. The Faculty of Education at Western is committed to protecting the privacy of all individuals with whom it comes in contact. Please see our [Privacy Protection](#) policy for further information.

ENGLISH PROFICIENCY

- I. If English is not your first language OR you have not studied full-time for a minimum of three years (or equivalent in part-time studies) at an accredited university where the language of instruction and examinations were in English, Program candidates must ensure they have achieved the required level of English proficiency. Acceptable English language proficiency requirements can be found on the IB website: <https://www.edu.uwo.ca/international-baccalaureate/index.html>

GRADE APPEALS GUIDELINES

- I. If you are dissatisfied with a Program grade or with your final standing in a Program, you must first discuss the matter with your Program instructor. You must do this within **five days** of the mark being issued or posted.
- II. If your instructor is not available or fails to act, or if you cannot resolve the matter satisfactorily with the instructor, you may inform the program coordinator via email at ibwestern@uwo.ca
- III. Should these steps not yield a satisfactory result, you may make a written appeal to the representative of the Associate Dean, Barbara Thomas (bthomas@uwo.ca)
- IV. Your appeal to the representative of Associate Dean must cite substantive reasons for your claim that the assignment or Program under discussion merits a higher grade. The appeal must include:
 - a) the assignment(s) under discussion as marked by the instructor; any written comments the instructor might have provided.
 - b) your reasons for disagreeing with the instructor's assessment.
 - c) a suggested solution to the issue (such as reassessment of the assignment by a third party, reweighting of the assignment, exemption from a portion of Program requirements, rewriting of the assignment).
- VI. The representative of Associate Dean will attempt to resolve the matter informally through consultation with you and the instructor. If informal consultation fails, the representative of the Associate Dean will make a final decision on how the appeal is to be resolved.
- VII. The representative of Associate Dean will communicate their decision to the Program Coordinator. Subsequently, the Program Coordinator will promptly notify both the Candidate and the instructor, in writing, of the decision, and of any change in grade that may have resulted.

(A grade may be raised, lowered, or stay the same.) The Representative of Associate Dean's decision for a non-credit Program cannot be appealed.

ACADEMIC INTEGRITY

- I. Academic integrity is a fundamental principle of teaching, learning, scholarship, and research. It is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, responsibility.

- a) **Scholastic Discipline:** Program Candidates are expected to demonstrate a level of academic integrity befitting membership in the teaching profession. Any form of academic dishonesty on the part of a student undermines this Faculty and its Programs and raises grave doubts about whether or not that student should be permitted to pass the Program. (Find Western's policy on Scholastic Discipline at https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholoff.pdf)
 - b) **Western's Code of Conduct:** Any conduct on the part of a student that has, or might be seen to have, an adverse effect on the reputation . . . of the University (i.e. furnishing false information) . . . is subject to discipline under this Code. (Find Western's Code of Student Conduct at http://studentexperience.uwo.ca/student_experience/studentconduct.html)
 - c) **Integrity is an essential part of any true educational experience.** Integrity is important in Education precisely because integrity is important in all areas of life. If we don't have integrity in the small things, if we find it possible to justify plagiarism or shoddy work in things that don't seem important, how will we resist doing the same in areas that really do matter - in areas, for example, where Candidate' well-being, learning, and educational futures may be at stake; where the reputation of the institution or profession is at stake; or where your own character and trustworthiness is at stake?
- II. Personal integrity is a quality of character that must be nurtured. We can only be people of integrity if we practice it every day. And, basically, academic integrity requires the same things of you as a student as it requires of Faculty members. We will do our best to live up to our responsibilities. If you feel we have failed to do so, you have every right to call us on it. If you do, we have a responsibility to give you respectful consideration. If you feel that we do not do these things, you have the right (and responsibility) to bring this to the attention of our dean. At the same time, we have a right to expect that you will live up to your responsibilities. If we get a sense that you are not doing so, it is a matter of academic integrity that we call you on it.

Indeed, in certain circumstances (such as cheating or plagiarism), we may be required to charge you with a violation of UWO policy because, at Western, scholastic offences are taken seriously. Academic integrity, as with so much in life, involves a system of interconnected rights and responsibilities that reflect our mutual dependence upon one another. The success of our individual efforts in the IB program, as with so much in life, depends on all of us conscientiously exercising our rights and living up to our responsibilities. And the failure of any of us - even just one of us - to do what is required will diminish, however slightly, the opportunity for the rest to achieve their goals. That is why it is essential for all of us in this Faculty to practice academic integrity. Practice today will lay a solid foundation for practice tomorrow, and the day after that, and the day after that, so that through daily practice integrity will come to be woven throughout the fabric of our lives, and thus through at least a part of the fabric of society. Retrieved and modified from: <http://www.mcmaster.ca/policy/Candidate-AcademicStudies/AcademicIntegrity.pdf>

PLAGIARISM

Plagiarism is a serious Scholastic Offence

- I. The following Senate policy applies to all assignments in the IB program including on-line postings and discussions:

"Candidate must write their essays and assignments in their own words. Whenever Candidate 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".

II. Plagiarism means:

- a) using words, diagrams, or other material written or created by someone else without acknowledging the source; even if you put ideas in your own words, you must acknowledge where you got those ideas; any text or material you borrow from journal articles, the internet, textbooks, School Board documents, Ministry Guidelines, or handouts received at PD session **must be referenced**.
- b) Recycling assignments: work that has been submitted for credit in one Program may not be submitted for credit in another Program **without the express permission of the instructor**.
- c) copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Plagiarism-Checking with Turnitin

- I. The University of Western Ontario subscribes to Turnitin.com, an online service used to determine the originality of written work. **Your assignments may be submitted for such a review.**
- II. **For further information about plagiarism and how to avoid it, see the following sites:**

[Academic Integrity-Resources for Candidate](#)

[How Not to Plagiarize. University of Toronto's Writing Centre](#)

[Plagiarism: What It Is and How to Recognize and Avoid It, Writing Tutorial Services, University of Indiana](#)

[Scholastic Discipline in the Western Academic Handbook](#)

SCHOLASTIC DISCIPLINE

- I. Scholastic Offences include the following:
 - a) *Plagiarism: presenting another's words or ideas as one's own.* The concept of plagiarism applies to all assignments, including lesson and unit plans, laboratory reports, diagrams, and computer projects. Detailed advice about plagiarism and how to avoid it can be found in the Plagiarism Policy. For further information, Program candidates may consult their instructors, the Associate Dean's Office, and a variety of current style manuals available in the University's libraries.
 - b) *Cheating on a test or examination.*
Falsifying any material you submit for academic evaluation (e.g. pretending that you actually taught a particular lesson when you did not or reporting a discussion or interview that did not take place)
 - c) *Submitting a false medical certificate or other such documentation.*
Recycling, Double-counting, or Double-dipping: If you submit an assignment, part of an assignment, a reflective comment, or an on-line posting that you or someone else has already submitted in another Program, you are committing a scholastic offence. In the unusual circumstance that such recycling of your own original work might be acceptable,

you must have *prior written approval* from the instructor to whom the work is to be submitted.

- III. Penalties for Scholastic Offences include the following: The Faculty of Education will not treat lightly any incident of academic dishonesty. A Program candidate guilty of a scholastic offence may be subject to the imposition of one or more penalties such as
- a) reprimand.
 - b) a requirement to repeat and resubmit the assignment.
 - c) a failing grade in the assignment.
 - d) a failing grade in the Program in which the offence was committed.
 - e) suspension from the University for up to three academic years or for a portion of one academic year including the academic session in which the Program Candidate is currently registered.
 - f) expulsion from the University.

In addition to any proceedings which may take place within the University, evidence of wrongdoing may result in criminal prosecution.

PROGRAM CANDIDATES' RESPONSIBILITIES

Principles of academic integrity require that you avoid both the fact and the appearance of any form of academic dishonesty. It means, with regard to assignments, that you must.

- a) ensure you are fully aware of and understand what constitutes academic dishonesty
- b) submit work you have prepared specifically for the Program in question, not something you purchased online, borrowed from someone else, had someone else write for you, or recycled from another Program.
- c) seek only appropriate help from others (such as proof-reading or discussing your ideas with someone else to gain clarity in your thinking)
- d) ask for further information or assistance from your instructors or the Associate Dean's Office, or both, if you find yourself in a situation that raises questions or concerns for you about academic integrity.

INSTRUCTOR'S RESPONSIBILITIES:

The principles of academic integrity apply to all members of the university community. With regard to assignments, they require that instructors do their best to

- a) devise meaningful assignments that further the aims of their Programs
- b) provide clear descriptions of assignments, so you know what is expected of you.
- c) give due and careful consideration to your assignments when evaluating them and assigning grades.
- d) inform you of any suspicions they may have that you have plagiarized or submitted work not entirely your own, or that you have committed another kind of scholastic offence.

and

- e) report any suspicions to the Associate Dean who will, in consultation with the instructor, determine whether further investigation is required or penalties warranted.

ETHICAL STANDARDS

The *Ethical Standards* represent a vision of professional practice. At the heart of a strong and effective teaching profession is a commitment to Candidate and their learning.

Care: The ethical standard of *Care* includes compassion, acceptance, interest and insight for developing Candidate' potential. Candidates express their commitment to well-being and learning through positive influence, professional judgment, and empathy in practice.

Respect: Intrinsic to the ethical standard of *Respect* are trust and fair-mindedness. Candidates honor human dignity, emotional wellness, and cognitive development. In their professional practice, they model respect for spiritual and cultural values, social justice, confidentiality, freedom, democracy, and the environment.

Trust: The ethical standard of *Trust* embodies fairness, openness, and honesty. Candidates' professional relationships with Candidate, colleagues, parents, guardians, and the public are based on trust.

Integrity: Honesty, reliability, and moral action are embodied in the ethical standard of *Integrity*. Continually reflection assists candidates in exercising integrity in their professional commitments and responsibilities.

STATEMENT ON USE OF ARTIFICIAL INTELLIGENCE (AI)

Statement on Artificial Intelligence:

Within this course, students are allowed to use AI tools exclusively for information gathering and preliminary research purposes. These tools are intended to enhance the learning experience by providing access to diverse information sources.

TAX RECEIPTS

A T2202A (Tuition and Education Amount Certificate) is not issued by Western for the IB program as this is considered a non-degree, non-credit program. For more information regarding tax credits, please visit the Canada Revenue Agency, or consult a tax professional.