

IBEC PROGRAM POLICIES AND GUIDELINES

GENERAL REQUIREMENTS

- 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.
- 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

- 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).
- Each candidate must successfully complete each module with a minimum passing grade point of 60 to advance to the next module.
- 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, be allowed to retake the module.
- If a candidate fails to meet the required performance level upon retaking the module, they will be required to withdraw from the program.

COURSE WITHDRAWAL, TRANSFERS, AND DEFERALS

Program and Subject Transfers

1. To request a transfer to a different IBEC program or subject, submit a request electronically through the official [IBEC application portal](#). If you wish to transfer, log in to the [IBEC application portal](#) and select "My Applications". For the program you wish to transfer, click "View" beside the Application Number. Under IB Course Actions, select Request to Transfer Course and follow the steps. Transfer requests cannot be approved via telephone.
- Requests to change program or subject must be received at least 7 days prior to the start of Module 1.
- Requests for program and/or subject changes received after the start of Module 1 cannot be accommodated.
- Candidates wishing to enroll in additional subjects in Modules 2 and 3 may do so, with subsequent payment, at the current course rate, for the additional two (2) modules.

Withdrawal

2. Withdrawal requests should be submitted electronically a **minimum of 14 calendar days prior to the start of the program**. If you wish to withdraw, log in to the [IBEC application portal](#) and select "My Applications". For the program you wish to drop, click "View" beside the Application Number. Under IB Course Actions, select Request to Drop the Course and follow the steps.
3. Withdrawal requests received a minimum of 14 calendar days prior to the program start date will receive a full refund of tuition paid, minus a \$50-dollar non-refundable withdrawal fee.
4. For withdrawals received **within 13 calendar days prior to the program start date**:
 - Candidates who pay module-by-module will not receive a refund for module 1.
 - Candidates who paid for the program in full will receive a refund of the tuition amount for modules 2, 3, and 4, minus the \$50-dollar non-refundable withdrawal fee.
5. If a candidate withdraws mid-program or during a module (e.g., during Module 2), any refund will be issued at the sole discretion of the Program Administration.

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

Deferrals:

1. To request a deferral to a different IBEC session, submit a request electronically through the official [IBEC application portal](#). If you wish to defer, log in to the [IBEC application portal](#) and select "My Applications". For the program you wish to defer, click "View" beside the Application Number. Under IB Course Actions, select Request to Defer Term and follow the steps. Deferral requests cannot be approved via telephone.
 - Deferral requests are subject to approval, based on the circumstances surrounding the request and availability of future programs.

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.

- 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.
- Tuition fees may increase during the deferral period at the discretion of the program.
- Candidates requesting deferral will be required to cover the cost of the increase from their original tuition deposit.
- Refunds will not be issued for deferred modules; instead, the paid tuition will be applied to future enrollment within the allotted deferral period.

PAYMENTS

- 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.
- There is a one-time, non-refundable application fee of \$100.

Tuition Payment Options: Candidates have two payment options:

1. Pay the entire program fee in full before the start date of the program.
 2. 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.
- Candidates enrolled in a program that is cancelled, will be notified by email and will be offered a deferral to another session or receive a full refund of the program fees.

Policy on Accommodation for Medical Illness:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical%2015JU_N.pdf

The University recognizes that a candidate's ability to meet his/her 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, 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 illness and could not reasonably be expected to meet his/her academic responsibilities.

For accommodation for work totaling more than ten percent (10%) of the overall grade in a course, documentation shall be submitted, as soon as possible, to the Manager of ASPIRE as the designate of the Dean's office, 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*. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the designate of the Dean's Office in consultation with the candidate's instructor(s). Academic accommodation may include extension of deadlines, arranging Incompletes, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the candidate could not reasonably be expected to complete his/her academic responsibilities. (Note – 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. Candidates must follow up with their instructors and the Manager of ASPIRE in a timely manner.

A. Documentation from Family Physicians and Walk-In Clinics

A [UWO Student Medical Certificate \(SMC\)](#) is required where a candidate is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician or walk-in clinic.

B. Documentation from Student Health Services

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

C. Documentation from Hospital Urgent Care Centres or Emergency Departments

Candidates should request that an SMC be filled out. 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.

D. Accommodation by Instructor for work worth less than 10% of the overall grade in a course

For accommodation for work worth less than 10% of the overall grade in a course

Instructors are encouraged, in the first instance, to arrange participation requirements and multiple small assignments in such a way as to allow candidates some flexibility.

A candidate seeking academic accommodation for any work worth less than 10% must contact the instructor or the Manager of ASPirE and follow the appropriate course specific instructions.

In arranging accommodation, instructors will use good judgment and ensure fair treatment for all candidates. Instructors must indicate on the course outline how they will be dealing with work worth less than 10% of the total course grade. In particular, instructors must indicate whether medical documentation will be required for absences, late assignments or other course work. Where medical documentation is required, such documentation must be submitted by the candidate directly to the appropriate Faculty Dean's office designate (Manager of ASPirE), and it will be the Dean's office that will make the determination whether accommodation is warranted. Given the University's Official Student Record Information Privacy Policy, instructors may not collect medical documentation.

In all cases where accommodation is being sought for work totaling 10% or more of the final grade in a course, candidates will be directed to the appropriate Faculty Dean's office or designate.

Candidates who have been denied accommodation by an instructor may appeal this decision to the appropriate designate of the Faculty Dean's office but will be required to present appropriate documentation.

The SMC can be viewed at the following link:

<https://www.eng.uwo.ca/undergraduate/academic-support-and-accommodations/SMC-Feb-2025.pdf>

ACCESSIBILITY – ACADEMIC ACCOMMODATION

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 (students, staff, faculty and visitors), this website offers information on accessibility-related resources available at Western: <http://accessibility.uwo.ca/>

What is Academic Accommodation?

Academic accommodation consists of arrangements that allow a candidate with a disability a fair opportunity to engage in academic activities and fulfill essential course and program requirements.

Accommodation does not remove essential requirements of a course or program. It does not fundamentally alter content of exams, standards for assigning grades, or requirements that candidates independently demonstrate their knowledge of course. For a more detailed explanation, please see the [Academic Accommodation website](#).

Read the [Western University Policy on Academic Accommodation for Students with Disabilities](#)

How Do I Request Accommodation?

Register for services and accommodations with [Accessible Education](#).

CONCERNS OR COMPLAINTS?

If you develop concerns about a course - about the content, delivery, or administration of the course, or any other aspect of the functioning of the course - you **must**:

. . . **FIRST take your concerns to the Course 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 **ASPIRE Office** at aspire@uwo.ca for guidance. You may be advised to present your concern in writing to the Associate Dean or designate 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 ...

- Grade Appeals and Other Requests for Relief
- Writing an Effective Appeal or Request Letter
- 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

1. 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

1. 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

1. If you are dissatisfied with a grade on any work or with your final standing in a course, you must first discuss the matter with your course instructor. If at all possible, for course work, you must do this within 7 calendar days of the mark being issued or posted. For course grade appeals, written appeal must be sent to your instructor within 3 weeks of the session end date. If your instructor is not available or fails to act, or if you cannot resolve the matter satisfactorily with the instructor, you may make a written appeal to the Manager of ASPIrE as the designate of the Associate Dean.
2. Your appeal to the Associate Dean or designate must be received no more than two weeks after receiving the decision from your instructor and cite substantive reasons for your claim that the assignment or course under discussion merits a change in your grade. The appeal must include:
 - the assignment(s) under discussion as marked by the instructor; any written comments the instructor might have provided.
 - your reasons for disagreeing with the instructor's assessment.
 - a suggested solution to the issue (such as reassessment of the assignment by a third party or rewriting of the assignment).
3. The Associate Dean or designate will attempt to resolve the matter informally through consultation with you and the instructor.
4. If informal consultation fails, the Associate Dean will make a final decision on how the appeal is to be resolved.
5. The Associate Dean will notify you and your instructor of their decision promptly and in writing, 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

Ombudsperson - Academic Integrity <https://uwo.ca/ombuds//get-help.html>

Western Libraries Plagiarism Guide: <https://ecampusontario.pressbooks.pub/westernlibrariestutorials/>

Western Libraries Citation Guides: <https://www.lib.uwo.ca/essayhelp/index.html>

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.

Scholastic Discipline

Policy on Scholastic Discipline: Course 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 course candidate undermines the integrity of the faculty and raises grave doubts about whether or not a course candidate should be permitted to pass the course. Course candidates must be fully aware of and understand what constitutes academic dishonesty and avoid both the fact and the appearance of any such offences. *Ignorance is not an option.* [Scholastic Discipline in the Western Academic Handbook](#)

Western's Code of Conduct: Any conduct on the part of a student that has, or might reasonably 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 <https://www.uwo.ca/biology/pdfs/undergraduate/rights-and-responsibilities/code.pdf>

Scholastic Offences include the following:

Refer to Western–Scholastic Offences at

https://uwo.ca/univsec//pdf/academic_policies/appeals/scholastic_offences.pdf

Plagiarism: Plagiarism, which may be defined as “The act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own”. (Black’s Law Dictionary, West Group, 2024, 12th ed.) This concept applies with equal force to all submitted work and milestones including assignments, discussion posts and your collaborative inquiry project. Detailed advice about plagiarism and how to avoid it can be found in the [Plagiarism Policy](#). For further information, course candidates may consult their instructors, the Associate Dean's Office, and a variety of current style manuals available in the University's libraries.

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)

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 course, 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.

Penalties for Scholastic Offences include the following: The Faculty of Education will not treat lightly any incident of academic dishonesty. A course candidate guilty of a scholastic offence may be subject to the imposition of one or more penalties such as

- reprimand.
- a requirement to repeat and resubmit the assignment.
- a failing grade in the assignment.
- a failing grade in the course in which the offence was committed.
- 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 Course Candidate is currently registered;
- expulsion from the University.

In addition to any proceedings which may take place within the University, evidence of wrongdoing may result in criminal prosecution. **Course Candidates' Responsibilities** and 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

- ensure you are fully aware of and understand what constitutes academic dishonesty.
- submit work you have prepared specifically for the course in question, not something you purchased online, borrowed from someone else, had someone else write for you, or recycled from another course;
- seek only appropriate help from others (such as proof-reading, or discussing your ideas with someone else to gain clarity in your thinking);
- 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: Principles of academic integrity apply to all members of the university community. With regard to assignments, they require that instructors do their best to

- devise meaningful assignments that further the aims of their courses;
- provide clear descriptions of assignments so you know what is expected of you;
- give due and careful consideration to your assignments when evaluating them and assigning grades;
- 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,

- report any suspicions to the Associate Dean or their designate who will, in consultation with the instructor, determine whether further investigation is required or penalties warranted within 5 business days of the incident.

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.

CONSENT TO SHARE INFORMATION WITH THE INTERNATIONAL BACCALAUREATE ORGANIZATION (IBO)

At the end of the program, the University will disclose specific program-related information to the IBO for the sole purpose of issuing IBEC certificates. The information disclosed will include:

- Candidate's full name
- Email address
- Program of study
- Program outcome (pass/fail status)
- Post-secondary credentials (e.g., MA, PhD, MEd, BEd, etc.)

The university will not disclose personal information, such as addresses or country of origin. Candidates will be notified of any changes to this policy.

NOTE: By applying to and participating in the IBEC program, candidates agree to the collection and disclosure of the above information to the IBO

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.

However, it is essential that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to develop their own ideas, arguments, and perspectives. The use of AI tools should serve as a starting point for exploration, with students expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism. By adhering to these guidelines, students contribute to a responsible and ethical learning environment that promotes critical thinking and independent inquiry.

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.