



**DALHOUSIE
UNIVERSITY**

**SCHOOL OF
HEALTH SCIENCES**



2026-2027 STUDENT HANDBOOK

Policies & Procedures

**For a Bachelor of Health
Sciences/Diploma/Certificate in:**

- Diagnostic Medical Ultrasound Technology (Diploma/BHSc Option)
- Nuclear Medicine Technology (BHSc)
- Radiological Technology (BHSc)
- Respiratory Therapy (Diploma/BHSc Option)
- Magnetic Resonance Imaging Technology Certificate
- Cardiac Ultrasound Certificate
- Vascular Ultrasound Certificate



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introduction

This Student Handbook provides information to support you throughout your university career. Here you'll find useful and important information regarding our policies, and procedures. These regulations have three sources: Dalhousie University, the Faculty of Health, and the School of Health Sciences itself.

The School of Health Sciences is located in Fenwick Medical Centre, 5595 Fenwick Street, Halifax, Nova Scotia, Suite 200. You will also frequently visit various clinical areas within NS Health. Therefore, relevant Nova Scotia Health policies and information are also included.

We have attempted not to duplicate information found in other valuable resource documents available at Dalhousie:

[Dalhousie University Academic Calendar](#) (throughout this Handbook, referred to as the Current Calendar)

[Dalhousie University Student Services](#)

[School of Health Sciences Current Student Resources](#)

Please take the opportunity to review and familiarize yourself with the handbook's content. You should refer to it often to guide you through your school year.

While our operating plans continue to be based on a common safety framework shared by all of Nova Scotia's universities, our Dal-specific plans are grounded in academic and student life experience as well as our shared health and safety.

However, it is important to be aware that public health conditions can change.

[**Check in regularly with Dal's policies.**](#)

Students must monitor their Dalhousie email regularly for updates from the school.

DALHOUSIE SHS MODEL OF PROFESSIONALISM

The SHS Model of Professionalism includes values and behaviors which guide the practice of health care professionals. Faculty, staff, clinical preceptors, and students are expected to conduct themselves according to this model. Further information on the topics listed below can be found online at [The School of Health Sciences Model of Professionalism.](#)

ONLINE ETIQUETTE

Some or all components of your courses may be delivered using Brightspace.

Brightspace is best accessed via Chrome or Firefox, as it runs smoothest on these platforms. As we are a professional program, there are expectations of students when using an online format for learning. These can be summed up in three categories:

1. Let us see you. 2. Let us hear you. 3. Don't be a distraction.

1.Let us see you. All students are expected to attend classes on time. For live/synchronous classes, students are to engage with faculty and their fellow students. This includes turning on your camera and ensuring you're fully visible. Adjust the lighting appropriately.

2.Let us hear you. When participating in live/synchronous activities, ensure your microphone and speakers are on, and that your microphone is positioned to adequately capture your voice. When speaking, ensure your volume is appropriate and you can be heard. When not speaking, remember to always mute your microphone to reduce extraneous sound.

Headphones are highly encouraged, as they generally improve audio quality for all parties.

3.Don't be a distraction. Be mindful of your environment. Choose a location where you can engage fully in class for the allotted time. Be comfortable, aware of what others may see on your screen, and make every effort to limit distractions such as typing, alerts, pets, family members, and traffic. Mute your microphone when not actively addressing the class to eliminate extraneous noise.

It's expected that all students will engage in their learning; side conversations are prohibited. Use class discussion time appropriately, and the discussion panel for constructive comments and other topics related to course work.

Contact your instructors at the beginning of term if you have concerns with the use of online learning, such as your internet connection, equipment, and environment, to discuss acceptable modifications.

ONLINE EVALUATIONS AND ACADEMIC HONESTY

Quizzes and exams may be conducted online and may require an online exam agreement. If the Professor of Record (POR) does not receive your online exam agreement form, you will not be permitted to take the exam.

Some courses may require the use of applications such as LockDown Browser and/or Respondus Monitor for quizzes/exams. Please watch the videos linked below so you're aware of how LockDown and Respondus Monitor work.

ONLINE EVALUATIONS AND ACADEMIC HONESTY

[Introduction to Respondus Monitor and LockDown Browser for Students](#)

How to Install LockDown Browser

1. On Brightspace, navigate to the course you'll be taking an exam/quiz in.
2. Select the correct quiz/exam.
3. In Quiz Requirements, you'll see "To take this quiz, you must use the Respondus LockDown Browser".
4. If you haven't already installed LockDown Browser, you'll see a message that says "You can use the button below if you have not already downloaded LockDown Browser".
5. Click the button to be taken to the LockDown Browser download page.
6. Follow the instructions.
7. After installation, return to the course quiz page in Brightspace and select your quiz.
8. Click "Launch LockDown Browser".
9. Ace your quiz!

NOTE: LockDown Browser only needs to be installed once to a computer or device. It will start automatically from that point forward when required for a quiz/exam.

Guidelines for Taking Online Quizzes/Exams

1. Choose a location without distractions and where you won't be interrupted.
2. Make note of how much time is allotted for the test and ensure you have sufficient time to complete it.
3. Turn off all mobile devices, phones, other computers and devices, etc. Place them out of reach.
4. Unless you've been granted permission to use them, clear your area of all books, notes, papers, etc.
5. Do not leave your desk or workstation for the duration of the test.
6. Once started, you'll be unable to exit the test until all questions are completed and submitted.
7. LockDown Browser will close and prevent you from reopening other websites and applications. When you exit the test, access will be automatically restored.

Help with LockDown Browser and Online Quizzes/Exams

Though LockDown Browser prevents other website/application access, there are several resources available if you encounter issues.

1. Both Windows and Mac versions of LockDown Browser have a **"Help Center"** button located on the toolbar.
 - Use the **"System & Network Check"** to troubleshoot issues.
 - If an exam requires you to use a webcam, you can run the **"Webcam Check"** from this area.
2. Respondus' **Knowledge Base** will remain available at support.respondus.com. Click on **"Respondus LockDown Browse + Respondus Monitor"**. You'll be taken to a main category page where you can search for help by operating system, Respondus product, and general FAQs
3. If you're unable to resolve a technical issue, go to support.respondus.com and click the "Submit a Ticket" button in the upper right-hand corner. Provide as much information about your issue as possible and detail the steps you took to resolve it.

EMAIL ETIQUETTE

Your Dalhousie email account @dal.ca is the primary means of communication for academic and administrative purposes within Dalhousie University. Both the School and Dalhousie will never use any email address aside from your @dal.ca account to communicate with you.

Faculty and students are expected to observe the standards of courtesy and professionalism that apply to all university communications. Effective email messages are clear, concise, and professional.

Students are encouraged to take advantage of [Dalhousie's Writing Centre](#) for quick tips and in-depth resources on professional writing.

ACADEMIC INTEGRITY

As future health care providers, students are expected to uphold the highest standards of personal, ethical, and moral conduct. Carefully review the Faculty of Health's stance on [Academic Integrity](#). This site provides multiple resources for students as well as an overview of the academic integrity process for faculty and staff.

At Dalhousie University, we are guided by the values of academic integrity: honesty, fairness, responsibility, and respect. As a student, you are required to demonstrate these values in all the work you do. The University provides policies and procedures that every member of the university community is required to follow to ensure academic integrity.

How Can You Achieve Academic Integrity?

Preventing academic dishonesty is the collaborative responsibility of the university community, and is a straightforward, simple process.

You achieve academic integrity when you:

- Ensure you understand and abide by Dalhousie's policies on academic integrity as presented by the [University Secretariat](#).
- Do not cheat on quizzes, tests, or examinations.
- Do not misrepresent your identity when writing assignments, exams, or undergoing any evaluation.
- Do not falsify data or lab results.
- Maintain confidentiality of questions and answers for assignments, tests, quizzes or exams.

Misrepresentation of your identity includes committing **plagiarism**, whether intentionally or unintentionally. You can easily avoid committing this offense by keeping the below information in mind.

- Clearly indicate all sources used in your written or oral work. Sources include but are not limited to computer code and programs; artistic or architectural works; scientific projects; web page designs and content; graphical representations; diagrams, videos; and images.
- Do not take another's work and submit it as your own. This includes non-academic sources such as newspapers and posts on internet forums.
- When using the ideas of other people (quoting, paraphrasing, or building upon theories), acknowledge the source through accurate citation and bibliography.
- Do not submit collaborative work or work previously submitted for another assignment/course without the express permission of your instructor.

If you at any point doubt the originality of your work, seek help.

What Happens if an Allegation of an Academic Offence is Made Against You?

Instructors are required to report all suspected offences. The full process is outlined in the [Faculty Discipline Procedures](#).

Below is a summary of the process.

- Academic Integrity Officers (AIOs) receive an allegation from instructors.
- Based on the evidence provided, the AIO decides if there is cause to proceed with the allegation.
- If the case proceeds, you will be notified. Your grade will be marked as PENDING.
- If you are found guilty of an academic offense, a penalty will be assigned.
- Penalties include but are not limited to a warning, failure of the assignment or class, a transcript notation indicating you have committed an academic offence, or expulsion from the University.

HEALTH AND SAFETY

There are several immunization and other occupational health requirements that health care students need before they begin any clinical placement in a health facility through the course of their professional program. Please visit the [Faculty of Health website](#) for current forms and requirements. Students can also access more information on the applicable online community Brightspace page.

Students are required to maintain certification for an N95 particulate respirator, based on the type of mask used at each clinical site. This may require annual mask fit testing, but normally allows for a two-year certification. Clinics will be arranged during orientation to provide fit testing for students. Students are responsible for the associated cost.

Students must maintain current certification in Standard First-Aid and CPR-HCP/BLS throughout the program. Students in Respiratory Therapy must be certified in Basic Life Support (BLS) by the Heart & Stroke Foundation. Incomplete records may result in a student being ineligible for clinical learning experiences throughout the year, including clinical labs, courses, as well as Clinical Practicum.

No student will be given their clinical placement assignment until all required documentation has been submitted. This includes recertification of CPR-HCP/BLS each year and recertification of First Aid every three years.

Students are required to provide a current Criminal Record Check (CRC) and Vulnerable Sector Survey (VSS) as a requirement to participate in clinical experiences throughout the program. Original documentation must be provided to Student Services.

Please provide this information in a sealed envelope with your name on the front. If you have reason to believe you have a result other than negative or clear, please bring this to the attention of the clinical coordinator immediately.

Additional checks may be required by specific clinical sites for placements at a particular hospital. Details of additional requirements for specific clinical site(s) will be shared when site assignments are confirmed. Do not request an additional CRC until instructed to do so.

[Statement Regarding Criminal Record Check](#)

INCIDENT REPORTING POLICY and PROCEDURE

Policy: All safety-related incidents regarding students must be reported.

Examples of such incidents include loss of consciousness, needle stick, radiation contamination, exposure to blood or bodily fluids, etc.

Further examples include patient-related mistakes, such as the administration of wrong therapy to the wrong patient.

Procedure: In the event of an accident or incident students should self-administer first aid and/or seek medical help.

Students are to follow the incident reporting procedure in place at their clinical placement site, in addition to the procedure set forth here.

The incident reporting procedure at each clinical site should be reviewed during the student's orientation and indicated on the orientation checklist.

If the matter is urgent, the Clinical Coordinator or Professor of Record is to be notified immediately by phone, in addition to completion of the Dalhousie University Accident/Incident report form, which is located on CompKeepr, the Online Community Brightspace page as well as the course specific Brightspace page.

If the matter is not urgent, contact can be made as soon as possible in addition to completion of the Dalhousie University Accident/Incident report form. The Clinical Coordinator will forward copies of the Dalhousie report form to the appropriate people.

Interruption to Clinical Placement due to Medical Illness or Injury

The SHS is committed to always maintaining patient and student safety. If a student becomes ill or is injured prior to or during a clinical placement to the extent that their ability to perform all duties is affected, the clinical experience will be interrupted and continued when possible. Students must be able to complete all required tasks in a safe and proficient manner to meet the learning objectives.

The clinical rotation may resume only after the following criteria are met:

- 1.Their physician or designate has deemed the student fit to resume all duties in a safe and proficient manner (as outlined in Clinical Practicum objectives).
- 2.The clinical site agrees with the return of the student.

A note from the student's physician or other health professional will be required prior to the student's return to clinical practice. To ensure that their physician is aware of all requirements involved in clinical practice, the Professor of Record for the course will draw up a list of clinical objectives or requirements to be signed, clearly stating that the student is fit to resume Clinical Practicum.

If a student is unable to continue their clinical placement in the regular timeframe, a contingency plan will be developed in consultation with the student, Professor of Record, and Clinical Coordinator. This experience may take place at the same clinical site, or an alternate clinical site based on availability of the site and faculty.

Note: Students are encouraged to read more about the [Clinical Learning Experience by clicking here.](#)

DALHOUSIE UNIVERSITY POLICIES AND REGULATIONS

Dalhousie University and NS Health are **smoke free** environments, both inside buildings and anywhere on the grounds (including inside a vehicle parked on the grounds).

Both institutions are also **scent-free** environments. Please do not wear scented aftershave, perfumed hair sprays, or other scented personal products while at the hospital or at the University (including the Fenwick Medical Centre). Students who do not comply with this policy may be sent home to remove the scent.

The current online [Undergraduate Calendar](#) provides comprehensive information on all policies and regulations of the University and its programs:

Please become familiar with the policies listed in the sections described below:

- University Regulations
- Academic Regulations
- Faculty of Health Policies
- SHS Policies

These regulations are very important, and it is the responsibility of students to become familiar with and follow them.

Spotlight: University Regulations

Begin with a thorough understanding of the following [University Regulations](#). Note that this is a recommended starting point only and does not contain all topics covered by University Regulations.

- General Regulations
- Official Examination Regulations
- Freedom of Information and Protection of Privacy
- Policy on Accessibility for Students with Disabilities
- Policy on Submissions of Student Papers
- Intellectual Honesty
- Senate Discipline Committee
- Code of Student Conduct
- Protection of Property
- Suspension or Dismissal from a Program on the Grounds of Professional Unsuitability– Faculty of Health
- Guide to Responsible Computing
- Student Accommodation Policy

ACADEMIC REGULATIONS

Begin with a thorough understanding of the following [Academic Regulations](#). Note that this is a recommended starting point only and does not contain all topics covered by Academic Regulations.

- Workload
- Registration
- Class Change and Withdrawals
- Counting Credits for Two Dalhousie Undergraduate Degrees
- Transfer Students
- Advanced Standing
- Part-Time Students
- Correspondence and Summer School Classes
- Duration of Undergraduate Studies
- Assessment (exams, supplemental, etc.)
- Academic Standing
- Probation
- Dismissal
- Graduation Standing and Graduation
- Dean's List
- Appeals

An online University Policy Repository is available on the University Secretariat website. This repository is intended to collect significant university-wide policies in one central location, providing convenient access for members of the university community and external visitors. The Repository can be accessed at [Dal's policies website](#) or via the University Policies tab on the [University Secretariat website](#).

FACULTY OF HEALTH POLICIES

[Faculty of Health policies](#) include but are not limited to:

- Appeals, Faculty of Health Student Appeals Committee Terms of Reference, Student Appeals Procedures, Student Appeals Flow Chart, Notice of Appeal Form
- Clinical Placements, Clinical Placements - Immunization Forms, Faculty of Health Immunization Forms
- Statement Regarding Criminal Records Check
- Guidelines for Personal Safety in Fieldwork Placements
- Student Health Disclosure
- Student Use of Social Media and Electronic Communication in Practice Education Settings
- Practicum/Fieldwork Placements outside of Halifax
- Includes: Occupational Health and Infectious Diseases: Preclinical Placement Requirements for Health Care Worker Students, Immunization Record and Mandatory Tuberculosis Skin Test (TST).
- Interprofessional Education
- Student Requirements (IPHE 4900/5900)
- Professional Unsuitability

In addition to the above policies, students and prospective students in the Faculty of Health at Dalhousie University should be aware that a satisfactory criminal record check or other screening procedure may be required by facilities outside the University used for clinical, fieldwork, co-op placements, or experiences related to an academic course assignment, which may be a graduation requirement.

SCHOOL OF HEALTH SCIENCES POLICIES

In many cases, these policies mirror those found in the [Academic Regulations](#). SHS policies provide additional information relevant to specific programs offered at the School.

Workload

- Grade Requirements
- Grading of Clinical Practicum Courses
- Supplemental Exams
- General Regulations re: Attendance, Prerequisites, Additional Costs
- Voluntary Withdrawal
- Leave of Absence
- Re-Admission of Academically Dismissed Students

POLICY ON STUDENT RECORDS: PRIVACY, MAINTENANCE AND ARCHIVING

The SHS fulfills the requirements of University Regulations: [“Freedom of Information and the Protection of Privacy”](#) and [“Release of Information about Students”](#) regarding student records.

According to this policy, the School ensures that student records:

- Are maintained and stored in a secure area and are accessed and handled while maintaining confidentiality.
- Are retained from the time that the student is registered in the program and for an appropriate length of time following the student's exit from the program. This retention time may vary according to requirements for accreditation or professional associations. Which include evaluation of student clinical competencies are handled in a confidential manner both in the clinical areas and when being transferred back to the School. Mechanisms will be introduced to ensure briefing and monitoring at each clinical site.

POLICY ON STUDENTS AT RISK

The SHS is committed to providing students the opportunity for success in their chosen program. Although the responsibility lies with the student, processes are in place at the School to identify and assist students at risk.

The [SHS Students at Risk Policy](#) aims to identify students at risk and recommend a course of academic and/or clinical remediation to ensure students are provided the opportunity to achieve academic and clinical success.

An at-risk student is a student who meets one or more of the following criteria:

- has received a grade of 'F', 'FM', or 'INC' in any course
- has been placed on academic probation
- is returning following academic dismissal
- is returning from a leave of absence
- has had a gap in learning or clinical practice experience; the significance of a gap will be determined on an individual basis
- has completed one clinical remedial action plan

GRADING POLICIES

The SHS has adopted a standardized grading scheme for the conversion of numerical to letter grades. Grade point values are consistent with the Dalhousie University grading scale.

Letter Grade	Numeric Value	Grade Point Average	Definition	Description
A+	90-100	4.30	Excellent	Considerable evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; outstanding grasp of subject matter; evidence of extensive knowledge base.
A	85-90	4.00		
A-	80-84	3.70		
B+	77-79	3.30	Good	Evidence of grasp of subject matter, some evidence of critical capacity and analytical ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.
B	73-76	3.00		
B-	70-72	2.70		
C+	65-69	2.30	Satisfactory	Evidence of some understanding of the subject matter; ability to develop solutions to simple problems; benefiting from his/her university experience.
FM	55-64	0.00	Marginal Failure	Available only for Architecture and Planning, Engineering and Health Professions.
F	Below 55	0.00	Failure	Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills; limited or irrelevant use of the literature.

**In courses where supplemental exams are available, a student must have achieved a grade of "FM" in the course in which the supplemental is to be written.*

ASSIGNMENTS, EVALUATIONS AND SUPPLEMENTAL EXAMS POLICY

The method of evaluation for individual classes is communicated to students at the beginning of the term and included in provided course outlines. Information includes the value of assignments, projects, papers, exams, clinical assignments, and performance. A combination of these may be used for the final grade.

Assignments are to be submitted on time. Each course outline will include a policy on late assignments specific to that course. Students should refer to their course outline for details. Please refer to the Academic Regulations page for our [supplemental exam policy](#).

GUIDELINES FOR PROVIDING STUDENT MARKS

With School of Health Sciences specific course numbers, marks will be given to students in a manner that protects their privacy. Marks may be:

- available for pick-up at a designated location, in a sealed envelope
- written on a test that is returned to the student
- given to the student in person
- sent to a student by email, at their request
- posted on Brightspace
- posted by student number if the following conditions are met:
 - All students agree to this method
 - The order of the student numbers is shuffled each time

RE-ASSESSMENT OF A FINAL GRADE

Please refer to [Academic Regulation 16.7](#) in the University Calendar which describes the process for requesting a formal grade reassessment. The SHS has adopted a procedure for conducting reassessments. The procedure is available by request from the Admissions and Program Officer.

ATTENDANCE

Class attendance is subject to the [University Regulations outlined in the Undergraduate Calendar](#). Each instructor will discuss expectations regarding regular attendance following the below guidelines.

Regular and punctual attendance at courses is required; students are expected to notify instructors if they are going to miss a course component. When the work of a student becomes unsatisfactory or attendance is irregular, the student may be required to withdraw from the school.

Attendance during clinical practicum is compulsory. Students absent from scheduled clinical learning experiences for any reason will be required to make up missed time within the two (2) weeks immediately following the regularly scheduled practicum, based on site availability. Students may be required to complete this time at a different site than the clinical placement. Students unable to complete attendance requirements will not receive a passing grade.

Attendance at clinical education courses is also compulsory. Students who miss clinical time may be required to make up this time in order to meet the specific objectives. This will only be possible if opportunities exist in the regularly scheduled clinical arrangements. Otherwise students may not pass or complete the clinical education course.

DEFERRAL AND ACADEMIC DISMISSAL

There are no circumstances under which the SHS will allow a deferral of an Academic Dismissal. The School upholds [Academic Regulation 20.1](#) for Health, which requires students to achieve a cumulative GPA of at least 1.70 to continue in the program. There is ample opportunity for students with extenuating circumstances to approach a faculty member, academic advisor, or counseling services for assistance during the academic year. See also Academic Regulation 20.1.2.

READMISSION OF ACADEMICALLY DISMISSED STUDENTS

The primary goal of the SHS and Dalhousie University is to ensure students are successful in their chosen profession while maintaining the integrity of the program. [Academic Regulation Section 20.1.3](#) allows for students who have been academically dismissed to apply for readmission to the University. Decisions on readmission to a program in the SHS are made in consultation with the Academic Regulations Officer, the individual stream, the Clinical Coordinator, and the Admissions Committee and will include, but not be limited to, consideration of availability of clinical placements.

ACADEMIC REGULATIONS OFFICER (ARO)

The following information may help clarify the “routine matters” to which further responsibilities of the Academic Regulations Officer or of the Student may refer.

How to appeal a regulation:

You can use the Apply for Academic Waiver link in ‘Web for Students’ in DalOnline to submit a request to waive an academic regulation.

In some cases, you will need to apply using the [Application for a Waiver of an Academic Regulation form](#), rather than submitting through DalOnline. A waiver form can be located on the registrar’s website.

WAIVER OF THE SIX AND TEN YEAR RULE

For SHS courses (HSCE, HLTH, DMUT, MRIT, NUMT, RADT, RSPT) which will be more than 6 years old upon graduation to be eligible for credit, [an application of a waiver of Six-Year Rule](#) must be approved. For all other courses a waiver of the Ten-Year Rule must be approved.

Students must apply to the Academic Regulations Officer with a completed Waiver of an Academic Regulation form and provide the necessary supporting documentation with their application, including a course description and syllabus.

Requests for a waiver of the Six-Year Rule for SHS courses (HSCE, HLTH, DMUT, MRIT, NUMT, RADT, RSPT) will be forwarded to the appropriate course instructor for review.

Requests for a waiver of the Ten-Year Rule for all other courses will be assessed by the ARO.

Once a decision has been made, the student will receive written notice from the Academic Regulations Officer and a copy of their completed Waiver application. Copies of these documents will be forwarded by the ARO to the Dalhousie Registrar's office.

REQUESTS FOR TRANSFER CREDIT

Transfer credits are granted for equivalent courses already completed. Please note that students are required to register and attend classes until they receive written notification that transfer credit has been granted.

Transfer Credits

All transfer credits are assessed through the Registrar's Office upon the students' acceptance to the program. Some courses may already be approved for transfer credit equivalency. Students can check for equivalencies via [the Transfer Credits Equivalencies Search Tool](#). Students can request transfer credit assessments by contacting transfercredits@dal.ca

LETTER OF PERMISSION

A Letter of Permission is required for any course taken at another institution while the student is enrolled at Dalhousie University. A form is available from the Registrar's Office or the Administrative Office in the School. Begin the [Letter of Permission process](#) as soon as possible, and make note of the following:

- Students are solely responsible for obtaining the necessary permission from whatever Dalhousie department is assessing the requested course.
- Students must obtain a course outline of the course they wish to register for and present it to the appropriate Dalhousie department for assessment and approval. *While some courses have already been assessed and appear on the Transfer Credit Equivalencies page of the Registrar's Office website, students must still obtain departmental approval via a Letter of Permission.*
- After obtaining departmental permission, students must have the Letter of Permission signed by the ARO.

Courses taken at another educational institution without approval of the relevant department, the ARO, and the Registrar's Office with a Letter of Permission will not count towards a degree.

RETROACTIVE WITHDRAWAL

Students who wish to [request a retroactive withdrawal](#) from a course should first speak to their Academic Advisor or Instructor regarding the circumstances. Retroactive withdrawal from a course does not necessarily result in the credit of fees but may result in the refund of partial fees based on the date the withdrawal is effective.

To request retroactive withdrawal, students must use the Apply for Academic Waiver link in the Web for Students section of DalOnline.

- State the reason for the request
- Specify the desired withdrawal effective as of date
- Include any supporting documents
- Obtain the signature of the course instructor on a Class Add/Drop form

CONCURRENT REGISTRATION

Students who wish to complete another degree concurrently with their BHSc program must have the approval of both departments to do so.

To request concurrent registration, submit it in writing to the Academic Regulations Officer.

- List your reasons for the request
- Include supporting arguments and evidence, such as an academic record or other relevant information

It is the sole responsibility of the student to ensure their academic record accurately reflects all successfully completed courses and that they have met all requirements for both degrees.

PERMISSION TO CARRY MORE THAN A NORMAL WORKLOAD

SHS students are generally permitted to only enroll full-time, which includes 30 credit hours during the academic year and the 3-credit hour Clinical Practicum for approximately 6-8 weeks (depending on your program) between May – August. Students who wish to exceed this workload must obtain approval from the ARO.

Students should submit in writing to the ARO their request, including:

- Reasons for seeking an excessive workload
- Supporting documents and/or evidence, such as academic record or other relevant considerations

Students must be in good academic standing (a 3.3 GPA in the prior semester) for their request to be considered. Courses which are not approved by the Academic Regulations Officer for overload will not be counted towards the degree.

It is recommended to meet with the [school's advisor](#) before requesting a course overload waiver.

LEAVE OF ABSENCE

Application for leave of absence should be made to the Academic Regulations Officer. For more information, please refer to the [Academic Regulations](#).

SHS STUDENT APPEALS

Differences between the student and the School can often be resolved informally without the need for a formal appeal. It is expected that the student will make reasonable efforts to resolve the issue informally before proceeding to the formal process.

Formal appeals are heard at two different levels within the University:

- the Faculty of Health Undergraduate Student Appeals Committee
- the Senate Academic Appeals Committee.

The process to appeal must be initiated by the student. Please refer to [Dalhousie University Academic Regulations for more information](#).

FORMAL AND INFORMAL PROCEDURES FOR CONFLICT RESOLUTION

The following describes informal and formal procedures for resolving potential conflicts between a student and the School or any of its faculty members, preceptors, or clinical/fieldwork supervisors.

Informal Resolution (School Level)

In the first instance, the student is expected to attempt to resolve the matter informally with the faculty member with whom the issue of appeal has originated. This should be done within 10 working days of the alleged unfairness or irregularity.

Faculty members will make every reasonable effort to resolve the student's concern within the specified time frame (10 working days). It is to be understood that faculty members have an obligation to participate as required in both the informal and formal appeal procedures. In most cases it is expected that the matter can be resolved through an informal meeting.

If no resolution arises from this meeting, the student may initiate an informal consultation with other School officials (Academic Regulations Officer or Director). If no resolution arises, the student may initiate a formal appeal with the Faculty of Health.

Formal Process (Faculty Level)

The formal appeals process begins at the Faculty of Health level. Please contact the Faculty of Health [Student Appeals Committee Academic Appeals Administrator](#).

Refer to the [Academic Regulations - Appeals section](#) of the Undergraduate Calendar for more information concerning student appeals.



SCHOOL OF HEALTH SCIENCES FENWICK MEDICAL CENTRE EMERGENCY/FIRE EVACUATION PROCEDURE

If you are in the Fenwick Medical Centre Building (all floors/rooms), please follow this procedure should the building need to be evacuated:

1. Proceed safely to the nearest exit using the stairs. Keep all fire separation doors closed.
2. Proceed to the muster station located near the fence at Sobeys (across the street) on Fenwick Street.
3. A Fire Warden at the School of Health Sciences is identified by a red Fire Warden ball-cap, lanyard, and safety vest.
4. Do not attempt to re-enter the building until you are directed to do so by an appropriate authority.

Mobility Assistance During Evacuation

If you or someone nearby is unable to use the stairs due to mobility challenges, proceed to the nearest stairwell and wait for assistance. Have a mobile individual inform the Fire Warden of your need for additional assistance. Ensure stairwell doors remain closed (not propped open).

Exam Protocol During Evacuation

If an evacuation occurs during a test or exam, exit the building promptly and remain separated from your classmates. Do not discuss the assessment. Course instructors will provide further instructions once re-entry is permitted.

