



**DALHOUSIE  
UNIVERSITY**

**SCHOOL OF  
HEALTH SCIENCES**



**Procedure**

# 2025-2026 STUDENT HANDBOOK

## Policy & Procedures

**For a Bachelor of Health Sciences in:**

- Diagnostic Medical Ultrasound Technology
- Nuclear Medicine Technology
- Radiological Technology
- Respiratory Therapy



# TABLE OF CONTENTS

[Introduction](#)

[SHS Model of Professionalism](#)

[Online Evaluations](#)

[Email Etiquette](#)

[Academic Integrity](#)

[Immunization/Criminal Record Check](#)

[Incident Reporting](#)

[Clinical Learning Experience](#)

[Graduation/Degrees/Diploma Exits](#)

[Regulations/Policies](#)

[Student Records Policy](#)

[Student at Risk Policy](#)

[Grading Policy](#)

[Attendance, Deferral & Academic Dismissal](#)

[Academic Regulations Officer](#)

[Waivers, Transfer Credits](#)

[Letter of Permission, Retroactive](#)

[Registration, Leave of Absence](#)

[Process to Carry Excessive Workload](#)

[Emergency Evacuation Procedure](#)

[Faculty & Staff Contact List](#)

# introduction

This Student Handbook's provides information to support you throughout your university career. Here you'll find useful and important information regarding our policies, procedures, guidelines, services, and standards. Most of the information described in the handbooks pertains to regulations and services. These regulations and services 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.](#)

- SHS Model of Professionalism
- SHS Principles and Values of Professional Conduct
- Social Media Guidelines
- Dalhousie Student Code of Conduct

## 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 modification.



## 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 the applications LockDown Browser and/or Proctorio for quizzes/exams. Please watch the videos linked below so you're aware of how LockDown and Proctorio Browser works.

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

### [How to Use Proctorio Browser Extension](#)

### **One Way 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.

# Online Evaluations and Academic Honesty

## 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](https://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](https://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.

### **Adhere to this etiquette when communicating via email.**

1. Email is not to be used to criticize. Contentious issues should be resolved in person or by phone.
2. Emails should be written with an air of professionalism and courtesy. Professional salutations should always be used. Include your Banner ID numbers in your signature for all communications to faculty and staff.
3. **Opening email salutations:** Dear [first name],;; Good morning/afternoon/evening,.
4. **Closing email salutations:** Sincerely, Best,; All the best,; Regards,; Kind regards,; Thank you,; Looking forward to hearing from you,; With appreciation, etc
5. Use proper composition and carefully proofread emails for proper spelling, grammar, and professionalism before sending. Emojis, emoticons, and abbreviations such as LOL, BTW, THX, etc., are considered too informal for university correspondence.
6. Use the **Reply All** button with discretion. Reserve its use for when the original sender and all others in the To, and CC fields must be aware of your response, or when the information you're sharing directly involves all recipients.

### **Do NOT use Reply All when:**

- Only the original sender needs to know your reply.
- Only the original sender and a few other recipients need to know your comments. In this case, use a normal Reply and add the recipients manually.
- Your message is a simple "Thanks!" or "Me too!" While the sender might appreciate the gesture, other recipients won't appreciate their inboxes flooded with half a dozen similar messages.

Whatever the situation, always pause to **think before you hit Send**. If you're ever unsure, ask for a second opinion or err on the side of caution. It's much easier to forward an email if necessary than attempt to recall it.

Faculty, staff, and students are encouraged to respond to emails as promptly as their schedule allows within regular business hours. Sooner is always better, but a reasonable time frame for non-urgent issues is within three business days.

## 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.

### Statement on Academic Integrity

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.



## What Does Academic Integrity Mean?

Universities advance knowledge by building on the work of peers and those who have come before us.

*"A university should be a model of intellectual honesty. Failure to meet the university's standards in this regard can result in an academic offence. Violations of intellectual honesty are offensive to the entire academic community, not just to the individual faculty members and students in whose class an offence occurs."*

-Excerpted from Dalhousie's Policy on Intellectual Honesty

Universities advance knowledge by building on the work of peers and those who have come before us.

Academic integrity means we are honest and accurate in creating and communicating all academic products. Acknowledgement of others' work **must** be done in such a way that does not leave the reader in any doubt whatsoever of whose work it is.

Academic integrity always means trustworthy conduct. The misrepresentation of information, cheating on examinations, and attempting to use bribery are all equally unethical actions under academic integrity.

Dalhousie University and the School expect students to be **responsible learners**. This means completing your own work and acknowledging sources of information and ideas when they are not your own. This does not mean you can't seek help or fully utilize the resources made available to you; doing so is a key part of responsible learning.

It is your responsibility as a student to ensure both you and your work exemplify these standards.



## How Can You Achieve Academic Integrity?

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

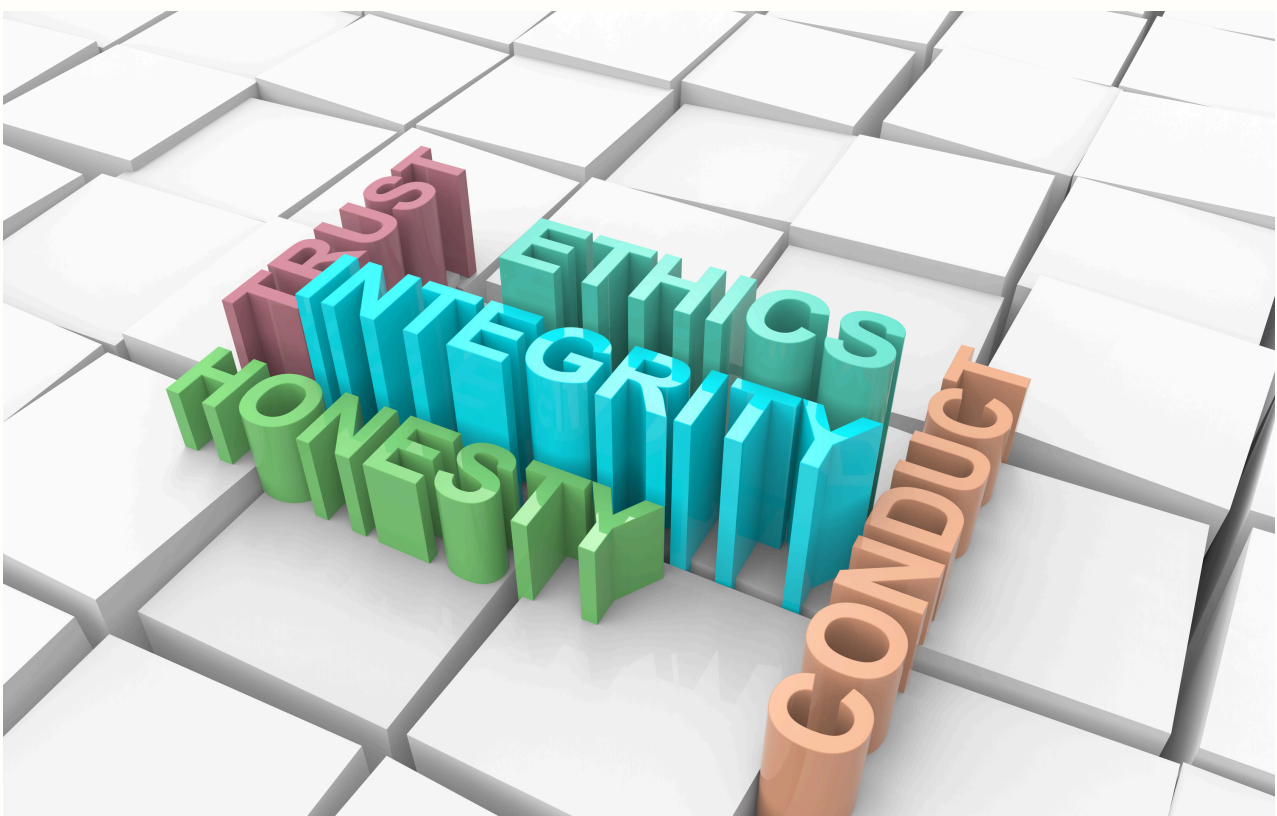
You achieve academic integrity when you:

- 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.

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.



## Where Can You Turn for Help?

If you're uncertain about any aspect of your academic work, contact your course instructor and/or teaching assistant (TA).

The following resources are always available to you, and you're encouraged to take full advantage of them.

- [Faculty of Health Academic Integrity Website](#): *An overview of the academic integrity process, with resources for faculty & students.*
- [Dalhousie University Academic Integrity Website](#): *Links to policies, definitions, and online tutorials and tips for citations, paraphrasing, and bibliographies.*
- [Writing Centre](#): *Assistance with writing academic documents, reviewing papers with discipline-specific writing standards, paper organization, structuring an argument, transitions, writing styles, citations, and style guides (Chicago, APA, etc.).*
- [Dalhousie Libraries](#): *Workshops and presentations, online tutorials, style guides, reference assistance, scholarly communications.*
- [Dalhousie Student Advocacy Service \(DSAS\)](#): *Assistance with academic appeals and student discipline procedures.*
- [The Senate](#): *Contact information for Academic Integrity Officers (AIOs), Senate Discipline Committee, Faculty Discipline Procedures, Academic Discipline Procedures flowchart.*

## 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.

# IMMUNIZATION REQUIREMENTS

There are several immunization and other occupational health requirements that health care worker students need before they begin any clinical placement in a health facility through the course of their health 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.

# HEALTH & SAFETY

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.

# CRIMINAL RECORD CHECK

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 & 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.



## CLINICAL LEARNING EXPERIENCES

The Clinical Coordinator is responsible for arranging all clinical learning experiences, including assigning sites for clinical practicums. No student or faculty may make their own arrangements with clinical facilities, unless arranged in consultation with the Clinical Coordinator. Students will be assigned to clinical education sites based on the availability of suitable placements that meet the School's Clinical Education Site Criteria. Adherence to criteria promotes consistency and excellence in education and provides students with the opportunity to develop the knowledge, skills, and professional attitudes necessary to function as competent entry-level health care practitioners.

Students can expect to complete clinical practicums (between May and August) in years 1,2 and 3, as well as clinical education courses (between September and April) in years 3 and 4, outside of the Halifax Regional Municipality. Students will have an opportunity to identify site preferences for clinical learning experiences and every effort will be made to match students to a preferred clinical site for each placement. Students will need to spend time at multiple clinical sites in multiple locations to obtain required clinical competencies and meet discipline specific requirements throughout their Health Sciences program. All clinical placements are assigned based on availability and suitability of the clinical site and placement at a clinical site is not guaranteed to be available each year. Clinical education sites are typically located with Nova Scotia, New Brunswick and Prince Edward Island health authorities, with additional placements potentially available throughout the Atlantic Region. Clinical placements beyond the Atlantic Region are limited, however, may be included when required to accommodate learners or considered on an individual basis. All expenses and arrangements relating to accommodations and travel for clinical learning experiences are the responsibility of the student.

There are a limited number of French-speaking placements available in the Atlantic Region. Students interested in pursuing one or more of these placements must self-identify to the Clinical Coordinator as soon as possible. Please note that students may be required to connect with the site in advance of a placement to determine fluency requirements through interviews, testing or other activities.

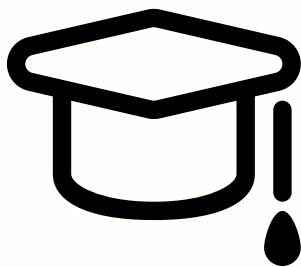
### **Students should be aware of the following related to Clinical Practicum and the placement process:**

1. Clinical Practicum is a 3-credit hour course that takes place for 6-to-8 consecutive weeks between May and August. **Requests for extensions or changes to this schedule will not be considered.** Students take Clinical Practicum in the 1st, 2nd and 3rd year of their program and are required to register and pay tuition fees for the course each spring. A student failing to do so will be ineligible for clinical practicum.
2. All students must submit their Placement Request Forms by the deadline identified. These forms and additional details will be sent via email to @dal.ca accounts by the Clinical Coordinator.  
**a. Please note preferences will be considered, but submission of a Placement Request Form does not guarantee that students will be placed at any of their indicated preferred sites.**
3. Students may make a special request for a clinical placement at a site that is not typically used for clinical practicums. It is recommended that students discuss this with a faculty member and/or the Clinical Coordinator before submitting an official special request via email to the Clinical Coordinator.  
**a. Please note that efforts to place students at these sites may result in delays in arranging a suitable placement. If the availability/suitability of such a site cannot be determined by the date of selection for the cohort, the student will be placed at an alternate, available site after all classmates have been assigned.**

## CLINICAL LEARNING EXPERIENCES

4. All students will receive written notification that their clinical placement has been conditionally assigned within two weeks of the form submission deadline. 2nd and 3rd year students typically receive conditional site assignments before the end of the fall term, while 1st year students receive conditional site assignments before spring break.
5. A student who is returning following a gap in learning or clinical practice will be assigned to their clinical practicum site after all other students in their new cohort have been assigned.
6. Clinical Sites are assigned to 3rd year students first, followed by 2nd year students and finally 1st year students. 4th year students completing a Specialty Practice will be placed in consultation with their Academic Advisor/Professor of Record.
7. Most clinical sites can only accommodate one student. Please refer to the Placement Request Form for details on the number of placements available at a specific clinical site.
8. All students are assigned their first preference of site if they are the only student to select it as such. If two or more students in the same discipline and year have selected the same first preference, the assignment is determined by random draw. The process will repeat for each subsequent rank and with all remaining clinical sites until all students have a clinical placement assignment.
9. In the event that a clinical site is forced to withdraw an offer of a clinical placement due to unforeseen circumstances, the Clinical Coordinator will arrange for an alternate placement for any impacted student(s). No student may 'bump' another because of a change in circumstance at a clinical site.
10. No student will be given their clinical placement assignment until all required preclinical documentation has been submitted.
11. Students must maintain current certification in Standard First-Aid and CPR-HCP/BLS throughout the program.
12. 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.
13. In accordance with the Dalhousie Statement of Support for Student Reservists, a student in good standing may make a special request to be placed in a location suitable for accommodation of their military service for **one placement only**. This request must be accompanied by a letter from your superior officer confirming the necessity of your request and must be submitted by the deadline indicated on the Request for Clinical Placement form.
14. Students may be required to complete additional training, interviews and/or submit specific documentation to a clinical site as a condition of their clinical placement. This information might include a criminal record check, N95 certification, immunization records and/or an application form and resume. Any additional costs related to specific clinical site requirements are the responsibility of the student.

Any student who requires, or thinks they may require, an accommodation for their clinical placement should contact the Clinical Coordinator and the Student Accessibility Centre (<http://www.dal.ca/access>) **as soon as possible**. Please review the website for more information and to book your appointment with an advisor. This should be completed no later than Thanksgiving weekend for returning students and no later than the Remembrance Day holiday for 1st year students.



## **GRADUATION: DEGREES, DIPLOMA EXITS, & CERTIFICATES**

Students must apply to graduate whether it is for their degree, diploma, or to have a completed certificate confirmed on their transcripts.

Please see the University's [convocation site](#) on convocation ceremonies. The procedure for applying to graduate with a degree, a diploma, or for certificate completion is via [DalOnline](#). Check the [important dates deadlines](#).

The Diploma Exit is an option currently available to students in the professional programs of Diagnostic Medical Ultrasound Technology and Respiratory Therapy. The University may confer a diploma after the student has successfully completed all requirements of the first three years of the program.

The parchment (the document the student receives at convocation) for the diploma clearly indicates that the document is a diploma; there is no mention of a degree.

Students in the professional programs of Diagnostic Medical Ultrasound Technology and Respiratory Therapy are eligible for certification/registry exams once they have completed requirements for a diploma exit. They are eligible regardless of if they exercise the diploma exit option. Students must be prepared to pay the examination fee for writing the professional association registration examinations.

Nuclear Medicine Technology and Radiological Technology are baccalaureate programs with no option for diploma exit.

### **How to Take a Diploma Exit**

Students who wish to exit the program with a diploma at the end of Year 3 must complete an Intent to Graduate form and submit it to the Registrar's Office. The deadline for submission of the Intent to Graduate form is July 1st for those planning to graduate at the October convocation. The forms are available at the Registrar's office and online. Students who opt for the diploma exit are not eligible for distinction.

The diploma exit is a full exit. Declaring an Intent to Graduate signals that the student intends to leave the program. To register for any 4th year courses, a student who has taken the Diploma Exit must apply for re-admission to the BHSc program.

### **Re-Admission for Students Who Have Taken the Diploma Exit**

Students who have taken a Diploma Exit and who wish to apply for re-admission to complete degree requirements must complete a Dalhousie application form and submit it to the Registrar's Office with the appropriate fee. The Admissions Committee for SHS will make admissions decisions.

# REGULATIONS POLICIES



## Smoke-&-Scent Free Policy

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 Building). Students who do not comply with this policy may be sent home to remove the scent.

## Policy & Regulations of the University

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

The current online Undergraduate Calendar provides comprehensive information on all policies and regulations of the University and its programs: The calendar can also be downloaded as a PDF file. 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.

Begin with a thorough understanding of the below 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 below [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](#).

There are approximately 100 documents in the repository and are viewable in an alphabetical listing by scrolling down the main page or category.

## 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
- 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
- Clinical Placements - Immunization Forms
- Faculty of Health Immunization Forms
- 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.

Students should also be aware that some professional regulatory bodies may require a satisfactory record check as a condition of professional licensure.

## 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 & 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. Student records include the record of admission;

records of pre-clinical requirements; evaluation records from clinical education courses, lab skills competencies, and

clinical practice. Student records may also include completed tests and exams.

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:

- 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+ A A-	90-100 85-90 80-84	4.30 4.00 3.70	Excellent	Considerable evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; outstanding grasp of subject matter; evidence of extensive knowledge base.
B+ B B-	77-79 73-76 70-72	3.30 3.00 2.70	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.
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

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.

## Guidelines for Providing Student Marks

Marks will be given to students in a manner that protects their privacy. To this end, several methods may be used for providing marks for courses with SHS-specific course numbers.

- Marks may be available for pick-up at a designated location, in a sealed envelope
- Marks may be written on a test that is returned to the student
- Marks may be given to the student in person
- Marks may be sent to a student by email, at their request
- Marks may be posted on Brightspace
- Marks may be 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 whatever reason) will be required to make up missed time within the two (2) weeks immediately following the regularly scheduled practicum. Students unable to complete attendance requirements will not receive a passing grade.

Attendance at clinical education courses is compulsory. Students who miss clinical time may be required to make up this time 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 & 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 credit grants credit for a class and does not require substitution. 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](mailto:transfercredits@dal.ca)

Courses not previously assessed are brought to the Academic Regulations Officer. The student is responsible for providing all the materials necessary to determine if the requirements of the Dalhousie course have been met.

If a course is determined to meet all the requirements of the Dalhousie course, it is deemed a Transfer Credit and the student does not need to complete the Dalhousie course. The ARO will notify the Registrar’s office that the Transfer Credit has been approved.

Students are responsible for ensuring their academic record accurately reflects all successfully completed courses, including transfer credits.

## 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 Registration

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.

## 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](#).

## Getting Permission

If you incorporate someone else's work  
you will need the permission of the person  
that material

## Permission to Carry an Excessive 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.

## 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
- and by the Senate Academic Appeals Committee.

The process to appeal must be initiated by the student.

A student may appeal to the Faculty of Health Student Appeals Committee when the informal process has not resolved the issue and when they feel that there has been an irregularity or unfairness regarding the application of a regulation concerning academic matters, i.e., evaluation, academic or clinical work, waiver of regulations, other regulations, and policies of the school.

The Committee hears appeals pertaining to the application of regulations of the Faculty and the School. The Committee does not hear appeals of a grade, assessment, penalty of an academic integrity allegation, or a student discipline outcome. For regulations pertaining to reassessment of a grade or processes for academic integrity allegations, refer to the relevant section of this Handbook or the [Academic Calendar](#).

## Formal & Information 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 for further information (Cheryl Brown, Office of the Dean, [cheryl.brown@dal.ca](mailto:cheryl.brown@dal.ca)).

Refer to the Academic Regulations - Appeals section of the Undergraduate Calendar for more information concerning further appeals.



## School of Health Sciences

### Fenwick Building 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.





# CONTACT INFORMATION

(BHSC FACULTY & STAFF)



**DALHOUSIE**  
UNIVERSITY

SCHOOL OF  
HEALTH SCIENCES

## Administration



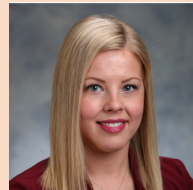
Name : [Catherine Gunn](#),  
(she/her)  
**DIRECTOR**  
Phone : 902-225-5935  
Room : 200D



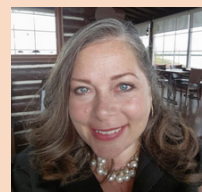
Name : [Irene Fitzgerald](#),  
**ADMINISTRATIVE MANAGER**  
Phone : 902-473-7939  
Room : 200E



Name : [Megan Chisholm](#),  
(she/her)  
**CLINICAL COORDINATOR**  
Phone : 902-225-4821  
Room : 200F



Name : [Colleen Flemming](#),  
(she/her)  
**ADMISSIONS & PROGRAM OFFICER**  
Phone : 902-473-6681  
Room : 200B



Name : [Tracy Greene](#),  
(she/her)  
**STUDENT SERVICES RECEPTIONIST**  
Phone : 902-473-5510  
Room : 200C



Name : [Renée Hillier](#), B.F.A.  
(she/her)  
**STUDENT ADVISOR**  
Phone : 902-719.9092  
Room : 200M



Name : [Jaclyn Kempton](#),  
(she/her)  
**ASSISTANT TO THE DIRECTOR**  
Phone : 902-473-6674  
Room : 200G



Name : TBA  
**FACULTY SUPPORT SECRETARY**

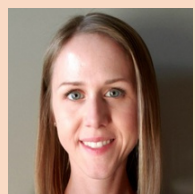
## Diagnostic Medical Ultrasound Technology Team (DMUT)



Name : [Sherry Chauder](#),  
**MEd, BSc, DMS, CRGS, RDMS**  
(she/her), **FACULTY/PROGRAM**  
**ADVISOR**  
Phone : 902-473-4141  
Room : 201H



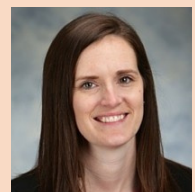
Name : [Pam Goulden](#),  
**BhSc, CRGC, CRCS, CRVS**  
(she/her) **FACULTY**  
Phone : 902-818-4007  
Room : 201G



Name : [Robyn Jamieson](#),  
**BHSc, CRCS, CRGS** (she/her)  
**FACULTY**  
Phone : 902.473.3307  
Room : 201K



Name : [Jennifer Kressebuch](#),  
**BHSc, CRGS**  
**FACULTY**  
Room: 201K



Name : [Erin Lushman](#),  
(she/her)  
**FACULTY**  
Phone : 902-499-2884  
Room : 201J

# CONTACT INFORMATION

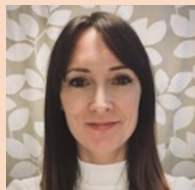
(BHSC FACULTY & STAFF)



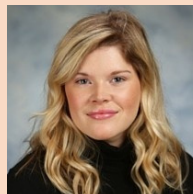
**DALHOUSIE**  
UNIVERSITY

SCHOOL OF  
HEALTH SCIENCES

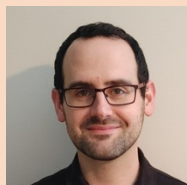
## *Nuclear Medicine Technology (NMT)*



Name : [Lisa Bonin](#), BHSc  
MRT(NM), RSO-1 (she/her)  
**FACULTY**  
Phone : 902-473-6474  
Room : 201C



Name : [Nicole Bower](#), BHSc  
MRT(NM) (she/her)  
**FACULTY/PROGRAM ADVISOR**  
Phone : 902-473-3461  
Room : 201D

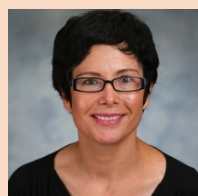


Name : [Matthew Burke](#), BHSc,  
MRT(NM) (he/him)  
**FACULTY**  
Phone : 902-473-6689  
Room : 201B

## *Magnetic Resonance Imaging Technology (MRIT)*

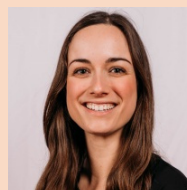


Name : [Steven Beyea](#)  
**FACULTY**  
Phone : 902-473-1850

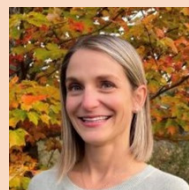


Name : [Jennifer Williams](#),  
(she/her)  
**FACULTY**  
Phone : 902-473-3799  
Room : 200N

## *Radiological Technology (RADT)*



Name : [Alison Campbell](#),  
(she/her)  
**FACULTY**  
Phone : 902-473-8406  
Room : 201N



Name : [Jamie Eliasson](#), BSc  
(she/her)  
**FACULTY**  
Phone : 902-473-8439  
Room : 201Q



Name : [Erin Halverson](#)  
**FACULTY**  
Room: 200Q



Name : [Dr. Stephanie Lea](#),  
PhD, RTR (she/her)  
**FACULTY/PROGRAM ADVISOR**  
Phone : 902-473-5513  
Room : 201V



Name : [Rachel MacLeod](#), BSc.,  
DHSA, RTR, M.Ed (she/her)  
**FACULTY**  
Phone : 902-473-5434  
Room : 201T



Name : [Amy Munroe](#), BA,  
BHSc, RTR  
**FACULTY**  
Phone : 902-473-4129  
Room : 201P

# CONTACT INFORMATION

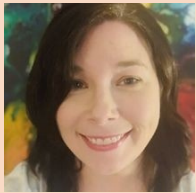
(BHSC FACULTY & STAFF)



**DALHOUSIE**  
UNIVERSITY

SCHOOL OF  
HEALTH SCIENCES

## *Respiratory Therapy (RSPT)*



Name : [Gisèle Follett](#),  
BSc, RRT  
FACULTY  
Phone : 902-473-7805  
Room : 201X



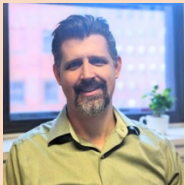
Name : [Adam Little](#)  
FACULTY  
Phone : 902-473-4172  
Room : 201Y



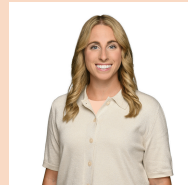
Name : [Emma Pike](#), BHSc,  
RRT, CRE (she/her)  
FACULTY  
Phone : 902-473-5436  
Room : 201Z



Name : [Tammy Scott](#), MEd,  
BSc, RRT, RCPT(p), (she/her)  
FACULTY/PROGRAM ADVISOR  
Phone : 902-473-3370  
Room : 201AA



Name : [Kyle Turner](#), RRT  
(he/him)  
FACULTY  
Room : 201U  
Phone : 902-473-6552



Name : [Joanna Feninyanos](#)  
FACULTY  
Phone : 902-473-6726  
ROOM: 201U

## *Health Sciences Education (HSCE)*



Name : [Dr. Robert Gilbert](#)  
FACULTY/POST DIPLOMA  
ADVISOR  
Phone : 902-471-3336  
Room : 201R