



DALHOUSIE
UNIVERSITY

DAL.CA/SHS

SCHOOL OF HEALTH SCIENCES

STUDENT HANDBOOK

2022-2023

For a Bachelor of Health Sciences in:

Diagnostic Medical Ultrasound
Magnetic Resonance Imaging (Undergraduate Certificate)
Nuclear Medicine Technology
Radiological Technology
Respiratory Therapy

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INTRODUCTION

Welcome to the Dalhousie School of Health Sciences!

This Student Handbook 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 handbook 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 in the Bethune Building, which at the VG Site located in the Central Zone of Nova Scotia Health (NS Health). You will also frequent various clinical areas in 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](#)

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.

Disclaimer

Dalhousie has safely welcomed students, faculty, and staff back to campus this past fall. 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 are asked to keep an eye on their **@dal.ca** email for updates from the School.

In addition, students may seek updates from the university on the [COVID-19 hub](#). The hub is a valuable source for students to find [Campus Service Updates](#).

An important note regarding campus safety

On-campus learning is aligned with NS Health and the Province of Nova Scotia's public health measures.

Vaccination and PPE: You will be required to follow safety protocols as defined the Nova Scotia Health Authority. Dalhousie's vaccine mandate has been suspended at this time, and

employees no longer need to provide proof of full vaccination. However, enhanced health and safety requirements (**including masks, and full vaccination**) continue to apply, in alignment with the health-care sector in general. This includes students, faculty and staff in Faculties that intersect with health-care settings. In addition, health and safety risks to our community will continue to be monitored and a vaccine mandate may be reinstated if necessary. Students who have **not been vaccinated** (partially or fully) prior to arriving at Dalhousie can do so in Nova Scotia.

Health and safety requirements: While we won't have a full picture of requirements until closer to the fall, you can likely expect:

- physical distancing is encouraged (at a reduced level)
- enhanced cleaning of common campus spaces
- Masks will be required in all indoor classrooms and instructional spaces.

Shared responsibility: All of us have a part to play in keeping one another safe. We're in this together: be aware, be safe, and be considerate. Check the University's [Student Health & Wellness page](#) for the latest information.

An important note regarding NS Health property (Bethune Building included) & COVID-19
Nova Scotia Health's health and safety protocols for staff, learners, doctors, patients, and visitors is in effect.

As of July 2021, all employees, learners, and physicians working in both clinical and non-clinical areas are required to wear a non-medical mask when they enter the building until they arrive at their office or workstation—at that point, those in clinical areas should switch to appropriate PPE. As mentioned above, masks in indoor classrooms and instructional spaces are mandatory.

All clinical and non-clinical staff, visitors, and learners are to wear masks in public areas such as elevators, lobbies, and cafeterias.

An important note regarding COVID-19 and Public Health

Public Health measures are in place to help contain the spread of COVID-19. Please follow [public health guidelines](#) as set out by the Government of Nova Scotia, in particular those dealing with gatherings and social distancing.

IMPORTANT DATES FOR THE SCHOOL OF HEALTH SCIENCES

2022 - 2023

September 2022

September 6 th	Orientation Day
September 30 th	4 th Year RSPT Students must provide proof of passing national exams to be exempt from Clinical Skills Maintenance.
	All students must provide proof of certification in Standard First Aid and CPR at a health care provider level, valid until July 15, 2023.

December 2022

December 1 st	Deadline to apply to graduate in May 2023. See Dalhousie's convocation webpages for details.
December 9 th	4 th Year DMUT Students must provide proof of passing national exams to be exempt from Clinical Skills Maintenance.
December 16 th	Deadline for Fall Term Clinical Skills Maintenance forms.

March 2023

March 1 st	Deadline to apply for the MRI Certificate Program.
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April 2023

April 30 th	Deadline for Winter Term Clinical Skills Maintenance forms.
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May 2023

May 1 st	Deadline to apply for a specialty practice.
May 1 st	Clinical Practicum begins (8-week duration).

July 2023

July 1 st	Deadline to apply to graduate in October.
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Other Important Dates

Both the current Calendar and the Dalhousie University Guide to Student Services contain important academic dates. Students are advised to note these dates, especially for deadlines relating to course withdrawals, late registrations, submission of intent to graduate, etc. Missing deadlines can often have significant financial and academic penalties.

For other important university dates, please visit: dal.ca/academics/important_dates.html

WELCOME TO THE SCHOOL OF HEALTH SCIENCES

Congratulations on your admission to the School of Health Sciences (SHS). On behalf of faculty, staff, and students, it is my pleasure to welcome you to the School. Regardless of the profession that you have chosen to pursue, I am confident that you will find your educational years at Dalhousie University both exciting and challenging.

The Bachelor of Health Science degree program is a unique interprofessional and collaborative program where you will not only learn about your own health discipline, but you will also learn about many others. The School remains unique in Canada for the way discipline-specific learning is integrated with other academic and clinical courses, as well as the way core subjects are coordinated and offered for professional disciplines, including: Diagnostic Medical Ultrasound (DMUT); Nuclear Medicine Technology (NUMT); Radiological Technology (RADT); Respiratory Therapy (RSPT); and Magnetic Resonance Imaging Technology (MRIT).

You will find yourself at the SHS surrounded by competent, caring, and dedicated professionals, who are here to guide you in becoming excellent health care professionals. There are many resources and programs at Dalhousie University to support your academic life and work. I urge you to take advantage of these resources and seek out opportunities that this university-based education provides.

The Students' Association of Health Sciences (SAHS) is an integral part of the School. I meet regularly with the President of the Association to discuss student issues and to ensure students have a voice in school committees. Your experience will be greatly enhanced by a well-functioning student society, and I encourage you to participate.

Familiarize yourself with the information, policies, procedures, and expectations outlined in this handbook. We have worked hard to make it as inclusive and helpful as possible. However, if you have unanswered questions after a careful reading of the handbook, please contact your admissions & program officer or academic advisor.

Your efforts and dedication to your chosen programs of study will create positive experiences and successes as you grow and excel both academically and professionally in becoming our future health science professionals. We look forward to welcoming everyone back to campus this fall!

Sincerely,

Catherine Gunn, BSc. RTR, MBA
Director, School of Health Sciences

Introduction to the School of Health Sciences, Dalhousie University

The SHS is an academic unit in the Faculty of Health at Dalhousie University, located in the Bethune Building, QEII Health Sciences Centre. Founded in 1818, Dalhousie is a government and privately funded university with a student enrolment of over 200,000 full and part-time students.

Dalhousie has a long-standing commitment to research and teaching at the graduate and undergraduate level, as well as a strong record of public and community service. The mission statement of the university commits it to serve Nova Scotia, Atlantic Canada, the nation, and the global communities through activities that integrate research, scholarship, teaching, and service.

At Dalhousie, students are encouraged and assisted to develop necessary skills, and to master the specialized skills, information, and theories of their chosen discipline (Aims of Undergraduate Education at Dalhousie, 1990).

In 1989, the Senate and Board of Governors of Dalhousie University designated Health Studies as one of two areas of Special Emphasis and recognized Health Studies as the largest and most extensive area of academic activity at Dalhousie (Discussion Paper, Task Force on Health Studies, 1991).

The task force identified the need for a higher level of activity in areas that include health economics, women's health issues, health ethics, rural health issues, poverty and health, health of the disadvantaged, and various aspects of disabilities. The task force described the education of health professionals in appropriate numbers for the Maritime region as a responsibility of Dalhousie. Moreover, it recommended more interprofessional educational experiences for students of health studies as a way of generating cohesion and a sense of common purpose in an integrated health delivery system.

The Bachelor of Health Science program was formally created and approved by the Dalhousie Senate in 1999 and is offered through a partnership of Dalhousie University and Nova Scotia Health. Its professional programs of Diagnostic Medical Ultrasound, Magnetic Resonance Imaging Technology, Nuclear Medicine Technology, Radiological Technology, and Respiratory Therapy are accredited by Accreditation Canada.

Under the leadership of Dean Brenda Merritt, PhD, the mission of the Faculty of Health is:

To lead integrated health research and education through collaborative partnerships in our local, national, and global communities.

STUDENT SERVICES

A guide to Student Services at Dalhousie University is available online at [dal.ca/campus life](http://dal.ca/campus_life).

It contains a wealth of useful information and phone numbers of services on campus.

At the School of Health Sciences

There are several student services and facilities provided in the Bethune Building, Central Zone NSH VG Site through the main office in room 641.

NOTE: The School of Health Sciences follows public health and occupational health and safety guidelines. Due to COVID-19, access to some student facilities may change.

Office Hours

The administrative offices of the SHS, located on the 6th floor of the Bethune Building, are open Monday to Friday from 8:00 am – 4:00 pm. Student Services and reception are in Room 641; here you'll find support, information, and resources for our students.

Phone: (902) 473-5510 **Fax:** (902) 473-5115 **Email:** health.sciences@dal.ca
Toll-free: 1-800-370-4421 **Fax to Email:** (902) 425-6706

NOTE: Due to COVID-19, in-person access to Student Services may change. Students can always reach us by email.

Borrowing School Equipment & Reference Material

During the school term, specific items and texts are available on loan to students. It's important that students accept full responsibility for return of these items to the School.

Access to some equipment is through individual professional programs and the permission of the instructor is usually required. Audiovisual equipment must be signed in/out directly by an instructor.

NOTE: The School of Health Sciences follows public health and occupational health and safety guidelines. Due to COVID-19, some student facilities at the Bethune Building may change.

Rooms for Student Use at the Central Zone NSH

The Central Zone Libraries (<https://library.NS Health.ca/home>) are accessible with a valid NS Health ID. Online resources remain available 24/7. Please refer to their website for updates.

[The Dalhousie Kellogg Library Learning Commons](#) is available for students to use for studying. Hours of operation may vary depending on COVID-19 restrictions. Please verify hours of operation by consulting their website. Health Sciences resources can also be found at the [W.K. Kellogg Health Sciences Library](#).

The 6th Floor Bethune building has two computer labs in Rooms 649 and 650, and three study rooms in Rooms 647,648, and 677.

Lounge/Kitchenette

A student lounge/lunchroom is located on the 6th Floor of the Bethune Building at Room 611. This is a place for students to relax between classes or to have lunch. This is entirely your space as students, so please keep it clean, and as there are classrooms nearby, be mindful of the noise level.

NOTE: Due to occupational health and safety guidelines, access to these spaces may be limited.

Lockers

Lockers are in the basement of the Dickson Building, Room 1004B (signage is in place). The locker room is shared by Medical Students, Affiliate Placement Students, and Health Sciences Students. Health Sciences student lockers are located to the far right against the wall (signage provided). Students are responsible for providing their own locks.

NOTE: Students cannot access the locker room without specific permissions granted on their NS Health ID by Security. Please contact Student Services via email at health.sciences@dal.ca or phone at 902-473-5510 to request a locker and have your ID permissions granted.

Mailboxes

The School of Health Sciences student mailboxes are located in Bethune room 649. As we increasingly move ahead toward a digital world, these aren't necessarily used this term.

Email & Telephone

It is vital to your success at the SHS for Student Services to have your current mailing address and telephone number.

Your Dalhousie @dal.ca email address is the only address the School and Dalhousie will use to communicate via email. Important notices and information are sent throughout the year to this email. Contact the Admissions & Program Officer immediately at (902) 473-6681 with any changes to your contact information.

You are also responsible for keeping your Banner contact information current.

Bulletin Boards

Various bulletin boards with current information relevant to students are located on the 6th Floor, Bethune Building.

Each professional program has a bulletin board in their primary classroom for school-specific notices. Some programs also have a board in the clinical area for student notices; if this applies to your program, you will be advised of the location.

NOTE: Due to occupational health and safety guidelines, students are encouraged to check the SHS Online Community Space in Brightspace and their Dalhousie email accounts for information and notices.

Telephone Use

Please be courteous of other students and staff when using your mobile phone.

A pay phone is located on the main floor of the Bethune Building, to the right of the central desk.

Photocopier Access

The SHS offices are not able to provide photocopies for students. There is a pay-operated photocopier in the Central Zone Library, 5th Floor Dickson Building. Photocopy cards are also available at the Kellogg Library, which can be used in all Dalhousie libraries.

Website

The School of Health Sciences is online at www.dal.ca/shs.

Brightspace is a web-based LMS (learning management system) designed to complement in-class learning and activities, as well as a space to collaborate and provide opportunities for online/distance learning. For help in navigating Brightspace, see <https://libraries.dal.ca/help/brightspace.html>.

Confirmation of Enrollment

Students can print their Confirmation of Enrollment through Dal Online. Please go to Dal Online → Web for Students → Student Records → Confirmation of Enrollment. This letter can be used for financial institutions (i.e., line of credit, RESPs), health insurance plans, employers, etc.

Please note this letter will **not** be **accepted** for **Government Student Loan** purposes. Students can obtain the required Schedule 2 signature at the below locations.

- Registrar's Office, Level 1 Henry Hicks Building, Studley Campus
- Student Accounts, Level 0 Henry Hicks Building, Studley Campus
- Sexton Service Centre

If you require a more detailed confirmation letter, please contact the Registrar's Office at the above location, via phone at (902) 494-2450, [further details can be found here](#).

Degree Requirements/Audit (DARS)

Students are expected to track their own progress by running an audit to ensure they meet graduation and certificate requirements. **The Degree Audit Reporting System (DARS)**, available through Dal Online, gives students a personalized and current snapshot of where they stand in meeting requirements.

Further information is available online at [Dalhousie Academic Support](#).

Academic Advising

The role of the Admissions & Program Officer is to assist students with:

- Transfer credits
- Verifying degree requirements for graduation
- Overrides
- Guidance on who to go to for specific advising issues
- Forwarding requests and waiver forms to the Academic Regulations Officer

Please contact the Admissions & Program Officer via phone or email first; an in-person appointment will be scheduled if necessary. The office hours are from Monday to Friday, 8:00 am to 4:00 pm.

Phone: (902) 473-6681

Email: colleen.flemming@dal.ca

Academic Regulations Officer (ARO)

The Academic Regulations Officer, under the authority of the Director, will interpret and apply the Academic Regulations of the SHS and will be responsible for decisions on routine matters (waivers, letters of permission, requests for transfer credit, etc.)

The role of the Academic Regulations Officer (ARO) is to render decisions of the following:

- Waiver of an academic regulation
- Retroactive withdrawal
- Retroactive registration
- Requests for advanced standing
- Concurrent registration
- Leave of absence

Requests to waive an academic regulation can be submitted through [Dal Online](#), or via the forms below.

- Permission to carry more than a normal workload ([Waiver](#))
- Letter of Permission ([Form](#))

If the waiver you need isn't available, submit your request to the ARO with a completed [Application for a Waiver of Academic Regulation](#).

Academic Advisor

The role of the academic advisor is to assist students with:

- Academic planning, concerns, and procedures, including class selection.
- University, faculty, and school policies, rules and regulations, and student responsibilities in understanding, knowing and fulfilling program requirements, and relevant regulations which may affect them.
- Resources available at Dalhousie and in the wider community for concerns which are beyond the responsibilities of the academic advisors.

A variety of issues can fall under the category of academic concerns. If you are experiencing difficulties with coursework or your overall workload, the academic advisor is a good person to reach out to. Tackling academic challenges early is key to success in your program of studies, and an academic advisor can guide you on what kind of help might be useful and where to find it.

Assigned Advisors for 2022- 2023

Diagnostic Medical Ultrasound	Magnetic Resonance Imaging Technology	Nuclear Medicine Technology
Sherry Chauder (902) 473-4141 sherry.chauder@dal.ca	Jennifer Williams (902) 473-3799 jennifer.williams@dal.ca	Nichole Bower (902) 473-6689 Nichole.bower@dal.ca
Radiological Technology	Respiratory Therapy	Post Diploma
Stephanie Lea (902) 473-5513 stephanie.lea@dal.ca	Tammy Scott (902) 473-3370 tammy.scott@dal.ca	Robert Gilbert (902) 473-2791 rgilbert@dal.ca

Academic Advising Frequently Asked Questions (FAQs)

Who do I see about program questions, transfer credits, etc.?

The Admissions & Program Officer at the SHS colleen.flemming@dal.ca.

Where do I send requests such as waivers, letters of permission, leave of absence, course overload etc.?

Meet first with your academic advisor for advice, then request the waiver via Apply for Academic Waiver link in ‘web for Students’ of DalOnline. Other completed forms can be sent for approval to the Academic Regulations Officer at the SHS (erin.lushman@dal.ca).

Where do I find an application for a waiver of an academic regulation form?

Please visit [Appealing Regulations and Grades](#) where you will find information and links to the appropriate forms.

Where do I get a letter of permission?

The [Registrar’s Office](#) has both information on and how to request a letter of permission to take courses at other universities.

How do I apply for course overload?

Please contact the Admissions & Program Officer colleen.flemming@dal.ca.

Who is my academic advisor?

The SHS has advisors in each of the disciplines (see [current advisors listed](#) on the website) and on this [page of this Handbook](#).

How early should I plan my 4th year and register?

Don't wait! It often takes time to coordinate and specialty practice requests have a deadline of May 1st (of your third year). Planning early also allows time to explore all options concerning your course of study.

It is important to register as soon as possible. Due to limited class size in many desirable electives, the sooner you register the greater the chance of you getting your first choice.

What is the deadline for applying to a Certificate program?

MRIT: March 1st (of third year).

Cardiac or Vascular Ultrasound: May 1st (of third year).

NB Enrolment in certificate programs have two components: an application to the discipline-specific advisor and, once approved, a "Declare Certificate Form" must be completed in Banner so that this becomes part of your academic record. Students may declare a certificate on Banner by logging into Dal Online.

If I exit with a diploma, may I return later and complete the degree?

Yes. Students in the streams of DMUT and RSPT have the option to exit with a diploma. If you wish to return to complete the Degree you must apply for admission to the School through the Dalhousie admission process.

Keep in mind the required timelines: the 6-year rule for BHSc degree completion and the Dalhousie 10-year rule for credits. See Dalhousie University and SHS Academic Regulations for further details or contact your advisor for assistance.

Is there an opportunity to do a special project in place of an elective?

Any elective course may require permission from the professor, below (under the next FAQ) are listed special requirements for HPRO, HESA and specialty practice courses that the SHS is aware of. Students should contact the specific School/College within the Faculty of Health in which the desired course is offered to inquire about permission.

Can I register for the 4th year Faculty of Health electives or do I need permission from the professor?

Students may require an override to register for Health Promotion (HPRO) courses. Contact the School of Health and Human Performance to arrange this.

There are a limited number of seats reserved for Health Sciences students in the Health Administration (HESA) courses; if you are unable to register, contact the [School of Health Administration](#) and inquire regarding an override.

Specialty practice courses are not available for registration until they are approved and arrangements are made. The advisor or designate will give you an override to register on Banner. This is also true for HSCE 4040.03.

How is the *Clinical Skills Maintenance* component arranged?

The fourth year of the BSc program includes a mechanism to promote the maintenance of clinical skills. The requirement of each of the streams varies; students are accountable for ensuring this component of the 4th year is completed if it is required. Students who must complete Clinical Skills Maintenance are responsible for arranging their clinical experiences in consultation with the appropriate manager.

Record of Clinical Practice for Year 4 forms may be picked up in Student Services. The completed forms must be returned to the Admissions & Program Officer in Student Services at the completion of each term, by December 16th and April 30th.

Do returning/degree completion students have to complete the clinical skills maintenance component?

No, they do not.

How many electives are required for the program?

Students are required to complete a certain number of electives over their program of study. This number is variable dependent on their discipline. Of these elective courses, some are considered “open electives” and some are required to be Faculty of Health electives. Faculty of Health electives can be any Faculty of Health course, at any level. In the event that the student is having difficulty selecting a course, a “Suggested Faculty of Health Electives” list can be provided to the student by their academic advisor. Open electives may be any Dalhousie course at any level (including those on the Suggested Faculty of Health Electives list), or any course that Dalhousie accepts as Transfer Credit. Please note, through the course of study, a student can take no more than 3 HESA elective courses, as per HESA guidelines. Students who have questions regarding electives should schedule a meeting with their academic advisor who will guide them through the requirements.

NB ANAT 1010, ANAT 1020, PHYL 1001, PHYL 1002, and PHYL 1011, and HAHP 1000 **are not** eligible electives for SHS students.

How can I find out if previous courses I have taken may qualify for electives?

Firstly, check for [course equivalence](https://dalonline.dal.ca/PROD/fyskequiv.P_TransEquiv) (https://dalonline.dal.ca/PROD/fyskequiv.P_TransEquiv). Then, make an appointment to see the [Admissions & Program Officer](#).

How will I receive relevant information and updates on advising?

Updates and relevant information are distributed electronically to students. Your official Dalhousie email address will be used. Check the Student Handbook located on the SHS website or within the Online Community SHS on Brightspace.

Is a 3- or 9-credit hour specialty practice available?

No, specialty practice is either 6- or 12-credit hours.

If I am interested in pursuing a specialty practice, what should I do?

You can review the specialty practice descriptions and discuss with your advisor. See important dates on page 2 for deadlines.

How is a specialty practice scheduled in the academic year?

A 6-credit hour or 12-credit hour specialty practice is scheduled over one term. The specific day-to-day schedule will be arranged with the professor of record and the specific specialty practice supervisor. This is subject to many factors, including workload.

Am I able to be paid while I do my specialty practice?

Not usually, however it depends on the specific specialty practice, the objectives, and the associated details. The student must receive an appropriate educational experience to meet the objectives and have adequate supervision. The professor of record and/or the specialty practice supervisor will determine this.

OTHER SUPPORT SERVICES

- Academic Advising – General
dal.ca/campus_life/academic-support/advising.html
- Study Skills Program & Tutoring Services
dal.ca/campus_life/academic-support/study-skills-and-tutoring.html
- Writing Resource Centre
dal.ca/campus_life/academic-support/writing-and-study-skills.html
- Health and Wellness Services
dal.ca/campus_life/health-and-wellness.html
- Student Employment Centre & Career Advising
dal.ca/campus_life/career-and-leadership/job-resources-services/career-exploration.html
- Student Accessibility Office
dal.ca/campus_life/academic-support/accessibility.html
- Registrar’s Office
dal.ca/admissions/registrars_office.html

ASSOCIATIONS

Students’ Association of Health Sciences

The Students’ Association of Health Sciences (SAHS) is the academic, political, and social voice of students in the SHS. Working together with students, the SAHS Executive provides liaison with the School’s Administration and ensures appropriate student representation on a variety of School and Faculty level academic committees.

SAHS Executive

For the current executive, please refer to the School of Health Science’s Online Community, “For Current Students” tab at dal.ca/shs.

Dalhousie Health Sciences Students’ Association (DalHSSA)

The DalHSSA advocates for interprofessional education among disciplines dedicated to the various aspects of health care at Dalhousie University. Currently, their Facebook at facebook.com/dalhssa/ has information on how to get involved.

Student Participation on SHS Committees

Student input on School committees is essential in taking a comprehensive and balanced approach to the work of the School. Student representatives are valued for their individual thoughts and opinions, their impressions of collective student opinion, and their ability to bring student issues and concerns to the Committee's attention.

The role of a student representative on School committees includes:

- Providing a student perspective on the issues under discussion.
- Funneling student feedback to the Committee.
- Communicating with students about issues under discussion while respecting need for confidentiality.

Please contact SAHS if you are interested in membership in any of the Committees outlined below.

School of Health Sciences Committees

Admissions Committee

This committee sets admissions policies and procedures for all the professional programs of the SHS. The committee also organizes recruiting events, reviews applications and makes decisions about who is admitted to the BHSc program.

Time commitment: One (1) meeting per month; additional meetings as needed.

Awards Committee

This committee receives, assesses, and selects student applications for awards, prizes, bursaries, and scholarships, as well as oversees and plans the Fall Recognition Reception and the Spring Pre-convocation Reception. The committee also develops and maintains criteria, policies, procedures, and guidelines regarding the awards process, along with maintaining and enhancing funding for awards, prizes, scholarships, and bursaries.

Time commitment: One (1) meeting per month during Fall and Winter semesters. The student representative is also the Master of Ceremonies (MC) for the Fall Recognition Reception.

Curriculum Committee (CC)

This committee oversees the design, development, monitoring, and evaluation of the undergraduate BHSc curriculum.

Time commitment: Two (2) scheduled meetings per academic term; additional meetings as required.

Clinical Education Committees (CEC) – 1 Per Program

These five committees—1 each for DMUT, NUMT, RADT, RSPT, MRIT—examine the clinical curriculum within the BHSc program, including clinical courses, clinical practica, and specialty practice. Each committee is a liaison between the SHS and clinical sites.

Time commitment: One to two (1 to 2) meetings per year; additional meetings as

required.

Equity, Diversity, and Inclusion Committee (EDI)

This committee is responsible for developing and enhancing equitable and inclusive practices to promote diversity in the School of Health Sciences.

Time commitment: One to two (1 to 2) meetings per year; additional meetings as required.

Detailed **Terms of Reference** (the collection of policies and procedures that define the purpose and structures of University Committees) for these committees are available upon request from the SHS Administrative Manager.

Irene Fitzgerald Email: irene.fitzgerald@dal.ca

PROFESSIONAL ASSOCIATIONS AND PROVINCIAL REGULATORY BODIES

It's important for students to understand the distinct roles played by the University and the professional associations and provincial regulatory bodies which regulate professional practice, as this directly impacts student studies and future careers.

Professional associations and provincial regulatory bodies are accountable for the safety of the public in relation to the professions they govern. They control entry to the profession to ensure that practitioners are competent and ethical.

Entry-to-practice requirements generally include a specified educational qualification and a passing mark on a certification/registry exam. These exams are set by the professional association or by an associated body to which the responsibility has been delegated. The professional association determines the eligibility criteria of candidates to write the exam. In general, candidates are eligible to write once they have successfully completed an accredited program.

Dalhousie University confers both a Diploma in Health Science and a Bachelor of Health Science (Specific Discipline) degree. The programs leading to these credentials are accredited. The University **does not** determine eligibility for certification/registry exams. Rather, through accreditation, the University ensures that graduates of its programs meet eligibility criteria set by professional associations.

Certification/Registry Exam Timelines

Students in Diagnostic Medical Ultrasound (DMUT) and Respiratory Therapy (RSPT) are eligible to write certification/registry exams when all requirements for diploma exit (typically at the conclusion of year 3) are met.

Students in Nuclear Medicine Technology (NUMT) and Radiological Technology (RADT) are eligible to write registry exams when all requirements for their respective BSc degrees are

met.

Magnetic Resonance Imaging Technology (MRIT) students are eligible to write certification exam when all requirements for a Certificate in Magnetic Resonance Imaging are met.

Diagnostic Medical ultrasound (DMUT) students are eligible to write certification/registry exams in cardiac or vascular sonography when all requirements for a Certificate in Cardiac Ultrasound or Vascular Ultrasound are met.

Contact Information for Professional Organizations

Diagnostic Medical Ultrasound (DMUT)

The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP) is the provincial regulatory body accountable for protection of the public. It governs the scope of practice, standards of practice, and licensing criteria for all actively practicing medical radiation technologists (MRTs) and diagnostic medical sonographers (DMSs) in Nova Scotia. The mandate of the NSCMIRTP is to serve and protect the public interest.

Website: nscmirtp.ca

Sonography Canada (sonographycanada.ca) is the national professional body for the Sonography profession and supports the profession through providing national credentials and entry-to-practice credentialing exams.

Website: sonographycanada.ca

Nuclear Medicine, Radiological, & Magnetic Resonance Imaging Technology (NUMT, RADT, MRIT)

The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP) is the provincial regulatory body accountable for protection of the public. It governs the scope of practice, standards of practice, and licensing criteria for all actively practicing medical radiation technologists (MRTs) and diagnostic medical sonographers (DMSs) in Nova Scotia. The mandate of the NSCMIRTP is to serve and protect the public interest.

Website: nscmirtp.ca

The Canadian Association of Medical Radiation Technologists (CAMRT) is the national professional body for the MRT profession. It supports the profession through providing national credentials and entry-to-practice credentialing exams for nuclear medicine, magnetic resonance imaging and radiological technologists.

Website: camrt.ca

Respiratory Therapy (RSPT)

The **Nova Scotia College of Respiratory Therapists (NSCRT)** is the provincial regulatory body

accountable for protection of the public. It governs the scope of practice, standards of practice, and licensing criteria for all actively practicing Respiratory Therapists in Nova Scotia.

Website: nscrt.com

The **Canadian Society of Respiratory Therapists (CSRT)** is the national professional association for RTs. Students in the RSPT program are encouraged to become members of the CSRT at the start of their studies by visiting the membership page at csrt.com/join or via email request sent to membership@csrt.com.

Website: csrt.com

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 video linked below so you're aware of how LockDown 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!

NB 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

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.

Email Etiquette

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],; Dear Mr/Ms/Mrs/Dr [last name],; Good morning/afternoon/evening,.
4. **Closing email salutations:** Best,; All the best,; Regards,; Kind regards,; Thank you,; Looking forward to hearing from you,; With appreciation,.
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 timeframe 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

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 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 and 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.

AWARDS

Students in the SHS are encouraged to apply for general University scholarships and awards; these are listed in the Calendar. This section of your handbook is dedicated to the awards specific to and administer by the SHS.

The Awards Committee is responsible for all aspects of administration of the awards process. Information on awards is posted on the SHS Community Page on Brightspace.

University Medal in Health Sciences

This medal is awarded annually at Spring Convocation to a graduating student who demonstrates outstanding academic performance. The medal is only awarded if the following criteria have been met:

- The candidate has successfully completed the equivalent of three full time years in their respective baccalaureate program (90 credit hours) at Dalhousie;
- has met the Faculty of Health cumulative GPA requirement or better on courses taken at Dalhousie towards the degree;
- of those eligible, has the highest GPA.

All credits taken towards the degree at Dalhousie will be used in the calculations. Transfer credits, or other courses taken within the Faculty of Health, taken prior to entry into the program are not counted towards either the 90 credit hours criterion, or towards the cumulative GPA requirement.

Courses taken on Letters of Permission while registered in the program are included in the 90 credit hours eligibility criterion and calculated as part of the cumulative GPA requirement.

Students graduating in the Fall Convocation are eligible for the University Medal consideration in the following Spring Convocation.

Spring Awards

The following awards are presented at the Spring Pre-Convocation Celebration in May.

BHSc Faculty Award This award is presented to the degree graduate with the highest cumulative GPA (minimum GPA 4.0).

Krista MacQuarrie-Ward Memorial Prize Award This award is sponsored by friends, family and colleagues of Krista MacQuarrie-Ward and is presented to a graduating student of Respiratory Therapy, following the four years of the degree program, who exemplifies qualities in academic and professional practice including perseverance and positivity, strong work ethic, dedication and caring approach to patient care and evidence of significant academic improvement. This award will be selected by the Respiratory Therapy Faculty.

Radiologist's Awards Three awards are presented to students graduating in each of Nuclear Medicine Technology, Diagnostic Medical Ultrasound, and Radiological Technology with the highest cumulative GPAs of 3.7 or higher following the four years of the degree program.

Radiologist's Award (MRIT) This award is sponsored by the QEII Health Science Radiologist Group and is awarded to a graduating student of the Magnetic Resonance Imaging Certificate Program with the highest cumulative GPA of 3.3 or higher based on MRIT courses.

Dr. Robert H. Martin Award This award is given to a full-time Nuclear Medicine Technology student with the highest combined evaluation in clinical and academic performance over the four years of the

program. Qualified applicants will be selected based on their GPA (minimum GPA 3.7) and their clinical competence through a rank order selection by all faculty, instructors, and preceptors working with the students during the degree.

Fall Awards

These awards are presented during the Fall Recognition Reception.

Ali Cameron Memorial Award Awarded to a second-year Respiratory Therapy student for excellence in Clinical Practicum II (RSPT 2500). Qualified applicants must apply demonstrating the ways in which they meet the following criteria:

- Community involvement, volunteerism, and a demonstrated commitment to helping others.
- A passion for the arts.
- Involvement with the Dalhousie SHS Student's Association or FTHOI.
- A minimum GPA of 3.3.

Qualified students are to submit an application to Room 640, Bethune Building, or to health.sciences@dal.ca by April 24th of each year. The family of Ali Cameron will present the award recipient with a plaque.

CSRT Award for Student Excellence This award is sponsored by the Canadian Society of Respiratory Therapists, selected by faculty, and presented to a graduating student of Respiratory Therapy for achievements while in the program.

Dorothy Archibald Award This award is presented one per discipline to full-time students in Nuclear Medicine Technology and Radiological Technology who have successfully completed Clinical Practicum II. The successful candidate is chosen by the SHS Awards Committee.

Suitable candidates are asked to apply outlining their professional stream and experience in the following areas:

- Professional attributes and accountability, motivation, initiative, regular attendance, and a team player;
- involvement in the Student Association or BHSc Committees;
- GPA greater than 3.3.

Qualified students are to submit an application to Room 640, Bethune Building, or to health.sciences@dal.ca by 4:30pm on the last Friday of Clinical Practicum III.

The Elsevier Canada Book Award This award is awarded to one each of full-time students in Respiratory Therapy and Diagnostic Imaging (DMUT, RADT, or NUMT) who have completed their first year and is based on highest cumulative GPA and completion of Clinical Practicum I.

Note that the Diagnostic Imaging award rotates annually between the three included disciplines of NUMT (2022), DMUT (2023), RADT (2024).

Heather Mattice Memorial Award This award is given to a student completing year three and entering year four in Nuclear Medicine Technology. Award selection is based on financial need (30%), academic standing with a minimum GPA of 3.3 (30%), community and campus involvement (20%), and recommendation of Nuclear Medicine Technology Faculty (20%).

Qualified students are to submit an application to Room 640, Bethune Building, or to health.sciences@dal.ca by 4:30pm on the last Friday of Clinical Practicum III.

Ian Collins Memorial Pediatric Award This award is presented to a student completing the third year of a BHSc degree in Respiratory Therapy. The successful candidate is chosen by the IWK Health Centre Respiratory Therapy staff based on the following criteria:

- A cumulative GPA of a minimum of 3.7 and a minimum grade of “B+” in RSPT 3010;
- demonstration of outstanding neonatal and pediatric care;
- demonstration of outstanding academic, laboratory, and clinical achievement throughout the program;
- contribution to the care of CF patients and their families.

Margaret Barrett-Banks Memorial Award This award is presented to a BHSc student entering their fourth year. The successful candidate is chosen based on the following criteria:

- minimum cumulative GPA of 3.3;
- demonstration of financial need;
- demonstration of contribution to the community, university, and/or health system through leadership and voluntary activities.

Qualified students are to submit an application to Room 640, Bethune Building, or to health.sciences@dal.ca by 4:30pm on the last Friday of Clinical Practicum III.

The Trudell Healthcare Solutions Award This award is sponsored by Trudell Healthcare Solutions, selected by faculty. It is presented to a full-time student who has completed third year of the Respiratory Therapy program and has demonstrated a commitment to clinical excellence during the three years of study while maintaining a minimum cumulative GPA of 3.3.

REGISTRATION

Students are responsible for registering for courses and ensuring timetable conflicts do not occur. The SHS has organized class scheduling by degree program to accommodate at least one of the available selections of non-School courses/electives.

FEES & EXTRA COSTS

Fee schedules for tuition, miscellaneous student fees, and health insurance are available at [Student Accounts](#).

Important Note: Student Accounts will provide a monthly statement of the amount owing on your account via your @dal.ca email address. This is a very good reason to check this email account regularly. Extra fees for late payment, etc., can quickly add up.

Students in the SHS will also have received an **Additional Expense Sheet** with their admission packages. This was provided to assist you in your financial planning so that these additional anticipated costs would not be unexpected. These expenses are subject to change.

CURRICULUM

Curriculum tables for each professional program summarize all required courses for completion of a BHSc in that program. It is important to keep a copy of the table in your records, as the curriculum table in place in your first year of study is the one which applies for the duration of your program. If you need another copy of the table, consult your Academic Advisor or the School website under Academic Programs.

Students may choose **Electives** from any course offered in the University which fits their timetable and for which they meet the necessary prerequisites. Please note, however, the following exceptions: ANAT 1010, PHYL 1001, PHAYL 1002, PHYL 1011 and HAHP 1000 are **not permitted** as electives in the BHSc program.

IPHE 4900 (Interprofessional Health Education)

IPHE 4900 is a non-credit/ 0-credit hour course that every student in the Faculty of Health, Faculty of Dentistry, and Faculty of Medicine must register for each term, including spring term, in addition to registering for the individual program credit course requirements.

Successful completion of IPHE 4900 with a grade of PASS is a requirement for graduation in all programs, and will be recognized further with the awarding of a special [Certificate in Interprofessional Collaboration](#) to be presented by the Faculty of Health.

The IPHE 4900 faculty representative for each discipline will be following up with students early in the fall term.

"Interprofessional education or Interprofessional learning is all about students in different professions learning about, from, and with one another to enable effective collaboration and improve health outcomes."

- World Health Organization.

NB If you haven't done so already, please register for IPHE 4900 Section 03 as soon as possible. Health Sciences students are required to register for IPHE 4900 Section 3 each term without exception, including during the summer clinical practicum.

Successful completion of all clinical components of the program is mandatory. Clinical practicum and clinical education courses are required courses in the program of study, and it is not possible to exercise the diploma exit option or to receive a BHSc degree without successfully completing these courses.

In addition, each of the clinical experiences is a prerequisite for further progress in the program. A clinical practicum course is graded on a Pass/Fail basis and course outlines provide specific information about the criteria for successful completion and opportunities for remediation. For further information, contact your course professor or the Clinical Coordinator in the SHS.

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.**

The opportunity may exist for students who require extra time in a clinical setting to meet learning objectives to complete a remedial learning experience, on the discretion of Faculty. This experience may take place at the same clinical site or an alternate site, based on availability of the site and faculty. It will most likely take place within the two (2) weeks immediately following clinical practicum but may also take place at a later time.

The **Faculty of Health** has developed several policies and guidelines relating to students while they are in the clinical areas. Links to the relevant policies on the Faculty of Health website follow.

[Grade Reassessment and Appeals of Practical Fieldwork Experiences Guidelines for Direction of Student Fieldwork Performance](#)

Disability Insurance

Dalhousie has purchased occupational accident coverage for all students in all faculties that participate in unpaid placements, except placements in those provinces that have mandatory workers compensation coverage. All effort has been made to align this coverage with worker's compensation coverage as closely as possible.

If a student is injured while participating in an unpaid placement, the student should follow the normal placement site protocol but also contact the Clinical Coordinator at the earliest

opportunity so the insurer can be notified. Students still need to maintain their DSU Health Insurance or equivalent health plan coverage, as the disability insurance does not include health insurance.

NB Occupational disability insurance coverage does not apply to international placements.

[Guidelines for Personal Safety in Fieldwork Placements](#)

Health Insurance

Students require health insurance for HIV post-exposure prophylaxis in the event of a needle-stick or other similar exposure. Health insurance provided by the Dalhousie Student Union provides this coverage. Students opting out of the DSU insurance should check with their own insurance company to ensure they have such coverage.

For more information, please see the links below.

studentvip.ca

[Practicum / Fieldwork Placement Outside of Halifax](#)

[Student Disclosure of Health Information](#)

Automobile Policy

Students or clinical educators who use their own vehicle while travelling to or from a clinical education activity or event should be aware that there is no automobile coverage provided under Dalhousie's automobile policy.

If a clinical educator or student were driving a student or clinical educator somewhere while on a clinical placement, the driver's automobile insurance policy would be the policy that would respond to an accident claim. They should notify their broker/insurer to make sure they have adequate coverage. Dalhousie University recommends that anyone using their own vehicle for University business/study carry a minimum liability of \$2 million on their automobile policy.

It should be noted that the occupational disability insurance would not apply if a student was injured while commuting to or from his or her clinical placement. The occupational disability insurance would only apply in a motor vehicle accident where the student was travelling as part of their clinical placement experience.

Immunization Requirements

Please see the required forms linked below. For more information on requirements specific to the current year, please refer to your Pre-orientation Package.

[Immunization Record](#)

[Tuberculosis Skin Test \(TST\)](#)

Health & Safety

All students must be fit tested for an N95 particulate respirator prior to Clinical Practicum each year. 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 throughout the program. Students in Respiratory Therapy must be certified in Basic Life Support (BLS) by the Heart & Stroke Foundation.

Incomplete records will result in a student being ineligible for any clinical experiences throughout the year, including Clinical Practicum. No student will be given their clinical placement assignment until all required documentation has been submitted. This includes recertification of CPR-HCP every other year and proof that SFA certification will not expire prior to July 15th of that academic year.

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 any clinical experiences in Nova Scotia Health and IWK. Original documentation must be provided to Student Services by June 30th. 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.

Provision of these documents to Nova Scotia Health does not preclude the possibility that you may need to obtain an additional check as a requirement for clinical placement at another site. Do not request an additional CRC until instructed to do so.

[Statement Regarding Criminal Record Check](#)

Incident Reporting Policy and Procedure¹

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](#). 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.

¹Approved by Full Faculty November 2, 2010; reviewed June 2016

Interruption to Clinical Placement due to Medical Illness or Injury²

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. An example of such a note is attached to this policy. This may be submitted to the Clinical Coordinator or Professor of Record.

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.

²Approved by Full Faculty September 23, 2013

Guidelines for Assigning Students to Clinical Learning Experiences

The Clinical Coordinator is responsible for arranging all clinical experiences. No student or faculty may undertake their own arrangements with clinical facilities (unless arranged in consultation with the Clinical Coordinator). The Clinical Coordinator will assign students to clinical education sites according to the following guidelines.

Student Clinical Learning Experiences

1. Students will only be assigned to clinical education sites that have met the School's Clinical Education Site Criteria. Adherence to criteria promotes consistency and excellence in education. All criteria are equally important and essential.
2. Clinical education sites must have signed the standard Faculty of Health Profession's Clinical Fieldwork/Education Agreement or submit a similar document to be signed in its place.

Each clinical site may require that additional information be sent as a condition of their clinical placement. This information might include a criminal record check, N95 certification, immunization records, or application form and resume. Any additional costs are the responsibility of the student.

3. The BHSc curriculum is designed to provide all students with the opportunity to develop the knowledge, skills, and professional attitudes necessary to function as competent entry-level health care practitioners within a variety of settings and with a broad range of patients. Students will be assigned to clinical education sites located within Nova Scotia Health and throughout the Atlantic Region. Clinical placements beyond the Atlantic Region may be included when required to accommodate learners or considered on an individual basis but will be limited.
4. Students will be assigned to clinical education sites that are able to provide students with the opportunity to meet the course objectives as described in the course outline. It is very important that students carefully review specific course outlines for detailed information (i.e., the purpose/goals of the course, learning objectives, performance standards) and take responsibility for meeting these objectives.

5. Students are encouraged to return to hometown community hospitals for clinical placements, provided the hospital can provide a clinical experience which allows the student to meet required course objectives.
 - a. Individual special requests for clinical placement at sites that are not in the list of approved placements must be submitted **via email** to the Clinical Coordinator as soon as possible (at the latest by Thanksgiving weekend).
 - b. Only **ONE** special request will be entertained per student, per year, and must be submitted by the deadline indicated on the Request for Clinical Placement form.
 - c. **Please note that efforts to place students at these sites may result in delays in arranging suitable placement. If the availability/suitability of such a site cannot be determined by the later of the last day of classes of Fall Term or the date of selection for the cohort, the student will be placed at an alternate site, available after all classmates have made their selection.**
6. Any student who requires (or thinks they may require) accommodation for clinical placement due to a permanent disability, religious obligation, or specific learning need should contact the Clinical Coordinator or the Student Accessibility Centre (www.dal.ca/access.ca) well in advance of submitting their request for clinical placement. This should be completed no later than Thanksgiving weekend for returning students and no later than the Remembrance Day break for 1st year students.
7. 2nd and 3rd year students must submit a Placement Request Form to the Clinical Coordinator in the Fall Term. 1st year students will be required to submit their request form early in January.
 - 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.**
8. 2nd and 3rd year students who have requested a clinical placement site from the approved list will receive written notification that their clinical placement has been conditionally approved during Fall Term. All students with special request will receive notification of their clinical placement by the last day of classes of Fall Term. 1st year students will receive written notification of clinical placement assignment prior to spring break.
9. Clinical Practicum is set for the 8-to-10-week period beginning the first day of the Summer Term. **Requests for extensions or changes to this schedule will not be considered.** Please consult the Clinical Education Board for notification of the exact start date.
10. There are a limited number of French-speaking placements available. Students must self-identify a willingness to accept a francophone placement and may be required to contact the site to determine level of fluency. If a student wishes to be considered for a francophone placement, they must self-identify to the Clinical Coordinator.
11. Students requesting a placement at any international facility (including United States) must understand that they will be responsible for all travel documents.

12. To accommodate advanced skills and course requirements, 3rd year students will be assigned a clinical placement first, followed by 2nd year, and finally students in 1st year. 4th year students completing a Specialty Practice will be placed in consultation with their Academic Advisor.
13. **Most sites can accommodate only one student.**
 - a. **For the 2020 incoming class and earlier**

If two students in the same year request the same site, the student with highest overall academic standing (determined by cumulative GPA) will receive first choice. If two students with equivalent GPA request the same site, clinical site assignment will be determined by random draw.
 - b. **For the 2021 incoming class and later**

All students are assigned their first choice 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 choice, the assignment is determined by random draw. The same process will repeat with any student who did not receive their first choice for each subsequent rank choice with all remaining clinical sites until all students have a placement assignment.
14. 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.
15. No 2nd or 3rd year student will be permitted to change their clinical placement after the first day of classes of Winter Term. Any such request must be submitted to the Clinical Coordinator **in writing** prior to this date. 1st year students may not change their clinical placement assignment after the first day of classes following spring break.
16. Students will be required to sign a Student Placement Agreement specific to their clinical placement site before Clinical Practicum commences.
17. Students are responsible for providing evidence that they have completed all required immunizations **prior to entering the program**. No student will be given their clinical placement assignment until all required documentation has been submitted. Incomplete records will result in a student being ineligible for all clinical experiences.
18. Students must maintain current certification in Standard First-Aid and CPR-HCP throughout the program. Incomplete records will result in a student being ineligible for Clinical Practicum. No student will be given their clinical placement assignment until all required documentation has been submitted. This includes recertification of CPR every other year and proof that SFA will not expire prior to July 15th of that academic year.
19. 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.
20. All expenses and arrangements relating to accommodations and travel during clinical learning experiences are the responsibility of the student. Limited information regarding

accommodations is available from the Clinical Coordinator.

21. Students are responsible for providing Student Services with current contact information prior to summer break.
22. On occasion, due to unforeseen circumstances, clinical sites may be forced to withdraw an offer of a clinical placement at the last minute. Should this happen, the Clinical Coordinator will arrange for an alternate placement. No student may 'bump' another because of a change in circumstance of a clinical site.
23. To facilitate students being aware of other students placed at a clinical site, a list of all placements will be posted on the Clinical Education Bulletin Board following Spring Break.
24. Clinical Practicum is a 3-credit hour course, and as such requires registration and payment of separate tuition fees. A student failing to do so will be ineligible for clinical practicum.
25. 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.
26. All students are required to participate in a **practicum preparation workshop** prior to clinical practicum each year. This workshop has a focus on professionalism and typically takes place during the week following Spring Break.

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 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 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.

SHS MATERIALS, EQUIPMENT, & FACILITIES

ID Cards

All students must obtain a [DalCard](#). This is the official University ID which allows access to many university facilities.

Please check their site for any changes to the policy and procedure for obtaining your DalCard.

Additionally, for SHS students, NS Health IDs are issued during registration week and must be worn (visible) at all times when on the property and during clinical learning experiences scheduled in other health care institutions. They do not need to be worn when attending classes on the Dalhousie campus.

NS Health Security regularly performs random checks and if a valid ID is not produced, you may be denied access to hospital grounds/building. Students leaving the program will be required to return their NS Health ID to the Admissions & Program Officer in Room 640, Bethune Building.

Brightspace

Brightspace is a web-based application designed to complement in-class activities and provide alternative learning methods. Dalhousie instructors use Brightspace to communicate with students, provide course materials, post, receive, and grade assignments, collate course grades, and many other services.

Student support for Brightspace is provided by the Help Desk. Phone (902) 494-2376 or 1-800-869-3931 or email helpdesk@dal.ca.

Computers

In addition to computers available on campus, the SHS has dedicated labs for students in Rooms 649 and 650 in the Bethune Building. The labs are open during regular school hours, 8:00am to 4:00pm, and support is available at Student Services in Room 641 or 636. Both internet and a networked printer are available. Students must provide their own paper and external data devices.

Students are required to login using their NS Health User ID and password. Please note that these are private and intended for the sole use of the student to which they're assigned.

Be aware that NS Health passwords are on a 90-day expiry cycle and must be changed at the end of each cycle. If you do not change your password when prompted, your account will be terminated.

Computer use at the SHS is governed both by Dalhousie's Guide to Responsible Computing, found in the University Regulations section of the current Calendar, and the NS Health Computer End-user Acceptable Use Policy. The policy ensures computer systems are used for business purposes only serving the interests of the organization and staff, patients, families, and caregivers; maintains system integrity; and protects privacy. Please read the Computer End-User Acceptable Use policy thoroughly.

After-hours access may be available through the Security Office in the lobby of the Dickson Building if arranged ahead of time, and pursuant to social distancing and public health guidelines.

Inappropriate Use of Computers

Students who violate either Dalhousie's Guide to Responsible Computing or NS Health's Computer End-User Acceptable Use policy will be subject to disciplinary action. All activity and internet traffic is closely monitored by NS Health's IT Security.

Libraries

Dalhousie Campus

The **W.K. Kellogg Health Sciences Library** focuses on medicine, dentistry, and health professions. It is located on the 2nd floor of the Collaborative Health Education Building (CHEB) with additional space on the main floor of the Tupper Building. Study rooms are available.

Consult the staff at the Information Desk for help with queries and the use of library tools such as Novanet and various databases.

Shelley McKibbon, Information Services Librarian (494-2483; shelley.mckibbon@dal.ca), is our Health Sciences subject specialist. Her role includes assisting SHS students in general library use, resource searches, and all other aspects of library use.

Central Zone Health Sciences

Students in the SHS generally have access to the Health Sciences Libraries in the Central Zone. Located in the Halifax Infirmary Building on the Camp Hill site and the Dickson Building at the Victoria General site, each offers support for services provided by both operations.

Please check the [NS Health libraries website](#) to confirm current in-person accessibility. If you have any questions, please contact Library Services at asklibrary@NS Health.ca. Hours are Monday to Friday from 9:00 am until 4:30 pm. There are coin-operated photocopiers in these libraries.

1796 Summer Street
Halifax Infirmary Bldg., 2nd Floor
Halifax, NS B3H 3A7
(902) 473-8497
Fax: (902) 473-7168

5820 University Avenue
Dickson Bldg., 5th Floor
Halifax, NS B3H 2Y9
(902) 473-8497
Fax: (902) 473-7456

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 (including the Bethune Building) or at the University. 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:

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.

Spotlight: University Regulations

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](#)

Particular attention should be given to regulations relating to **Intellectual Honesty** as found in the calendar:

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. The length of time a student has attended University, the presence of a dishonest intent and other circumstances may all be relevant to the seriousness with which the matter is viewed.

Violations of intellectual honesty are offensive to the entire academic community, not just to the individual faculty member and students in whose class an offence occurs. Instructors are responsible for setting examinations and assignments as part of the learning process and for evaluating those examinations and assignments, including ensuring that any rules stated for the procedures used in an examination or assignment are followed. Any violation of such stated rules which could result in a student gaining an advantage may be an academic offence.

Spotlight: 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, supplementals, 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:

- Policy Statement in Affirmative Action
- Policy Statement in Interprofessional Learning
- Admissions and Readmission
- Affirmative Action Report & Report on Students with a Disability
- Allegation of Professional Unsuitability: Policy and Procedure
- Faculty of Health Immunization Policy
- Occupational Health and Infectious Diseases: Pre-clinical Placement Requirements for Health Care Worker Students
- Suspension or Dismissal from a Program on the Grounds of Professional Unsuitability
- Student Health Disclosure
- Policy on Grade Reassessment and Appeals of Fieldwork/Practica Experiences

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 practica. 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.

<u>A+</u>	<u>90 – 100</u>	<u>B+</u>	<u>77 – 79</u>	<u>C+</u>	<u>65 – 69</u>
<u>A</u>	<u>85 – 90</u>	<u>B</u>	<u>73 – 76</u>	<u>FM*</u>	<u>55 – 64</u>

<u>A-</u>	<u>80 – 84</u>	<u>B-</u>	<u>70 – 72</u>	<u>F</u>	<u>< 55</u>
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** 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.*

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

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. Faculty will designate specific places where assignments are to be left and will accept no responsibility for any papers left elsewhere.

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.

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.

Process for Readmission

Student Responsibilities

- Students who have been academically dismissed will not be allowed to apply for readmission for at least 12 months and are required to re-register on probation.

- Students must inform the School of their intention in writing at least 6 months prior to the proposed return. The letter shall describe the primary factors that led to dismissal with an emphasis on actions taken which have helped to strengthen academic skills during the absence.
- Students must discuss their plans with their academic advisor.
- Students must be prepared to undergo assessment to determine levels of competency, both clinically and academically.
- Students must demonstrate preparedness to return and an attitude which will contribute to success (study skills, writing, test taking workshops, laboratory skills, etc.).
- Students must be prepared to undertake remedial work that may be prescribed by their course professor(s).

Academic Regulations Officer Responsibilities

- Each case will be considered on its own merit under the supervision of the Academic Regulations Officer.
- The Academic Regulations Officer will establish, when applicable, an ad hoc committee to consult with the faculty representative, Clinical Coordinator, and where applicable, the Admissions Officer.
- The Academic Regulations Officer will review the recommendations and notify the student of the decision in writing.

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 4040, 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 4040, 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

Most transfer credits are assessed through the Registrar's Office upon the students' acceptance to the program.

Discipline specific 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. The ARO then forwards these materials to the instructor of the course for which transfer credit is being sought. The instructor reviews these materials and makes a recommendation regarding transfer credit.

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.

Alternative Courses

It is possible that a course which does not qualify as a transfer credit, because it does not meet the requirements of a specific Dalhousie Course, may still meet the requirements of the BHSc curriculum for that subject (i.e., Research Methods).

The student is responsible for providing all the materials necessary to determine if the requirements of the BHSc curriculum have been met. The request is then forwarded to the Curriculum Committee to determine if it meets the requirements of the BHSc curriculum.

If the review is successful, the student will be deemed to have met the curriculum requirements for the subject. The Curriculum Committee will notify the Registrar's office that an alternative credit has been approved.

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

Letter of Permission

A Letter of Permission is required for any course taken at another institution. 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.

Requests for Advanced Standing

Students seeking advanced standing should apply to the Academic Regulations Officer for a Waiver of Academic Regulation following a similar procedure as outlined for Transfer Credit requests.

Retroactive Registration

Students who require registration for a course after the last date to do so must first obtain permission from the specific course instructor or the SHS Administrative Manager. Students may then apply via the DalOnline waiver system; payment of late fees may be required by the Registrar's Office.

Refer to the current Academic Calendar for Class Add/Drop dates.

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.

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](#).

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 in May-June. 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.

SHS STUDENT APPEALS

Differences between the student³ 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 (hereinafter referred to as the 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](#).

³A student is defined as: “a person registered in a specific School academic program or class within the Faculty of Health.” (Approved by Faculty Council, February 1998)

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).

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

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