



School of Health Sciences  
Post Diploma Student Handbook

Bethune Building  
1276 South Park Street, Room 641

[www.dal.ca/shs](http://www.dal.ca/shs)

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## Welcome and Introductions

### **DISCLAIMER**

***Where there are discrepancies between this Student Handbook and the CURRENT Calendar, the Calendar will take precedence.***

We hope you will find this Handbook useful.

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

Dalhousie University Academic Calendar: Architecture and Planning, Arts & Social Sciences, Computer Science, Engineering, Health, Management, and Science (throughout this Handbook, referred to as the **Current Calendar**).

<http://academiccalendar.dal.ca/catalog/viewcatalog.aspx>

Dalhousie University, Guide to Student Services (on line)

[http://www.dal.ca/campus\\_life.html](http://www.dal.ca/campus_life.html)

### **Welcome and Introductions**

Welcome to the School of Health Sciences. We have created this student handbook to help you navigate through your degree. We encourage you to read this handbook thoroughly and to refer back to it when you have questions.

Embarking on studying by distance can be daunting, and we want to make your journey through your degree as enriching and meaningful as possible. This means we want to help you to transition smoothly through the administrative and technological processes to allow you to focus on your academic work.

## BHSc Post Diploma Program Information

### Degree Requirements

10 Required half credit (3 credit hour) courses = 30 credit hours

10 Elective half credit (3 credit hour) courses = 30 credit hours

Total requirements = 60 credit hours

### *BHSc Post Diploma Schedule Options:*

<b>Full-time Schedule - 24 months</b>		
<b><i>Fall term</i></b>	<b><i>Winter term</i></b>	<b><i>Summer term</i></b>
Year 1		
HSCE 1000 (R) **	HSCE 3000 (R)	HSCE 2000 (R)
HSCE 3010 (R)	Elective (E)	STAT 1060 (R)
HLTH 4040 (R)	HSCE 4220 (R)	
HSCE 4200 (R)	Elective (E)	
Year 2		
HSCE 4030 (R)	Elective (E)	Elective (E)
HESA 4000 (R)	Elective (E)	Elective (E)
Elective (E)	Elective (E)	
*Elective (E)	Elective (E)	
<b>Full-time Reduced Workload Schedule - 33 months</b>		
<b><i>Fall term</i></b>	<b><i>Winter Term</i></b>	<b><i>Summer Term</i></b>
Year 1		
HSCE 1000 (R) **	HSCE 4200 (R)	HSCE 2000 (R)
HSCE 3010 (R)	HSCE 3000 (R)	STAT 1060 (R)
HLTH 4040 (R)	HSCE 4220 (R)	
Year 2		
HSCE 4030 (R)	Elective (E)	Elective (E)
HESA 4000 (R)	Elective (E)	Elective (E)
Elective (E)	Elective (E)	
Year 3		
Elective (E)	Elective (E)	
Elective (E)		
Elective (E)		
<b>Part-time Schedule Option 1 – approximately 36 months</b>		
<b><i>Fall term</i></b>	<b><i>Winter term</i></b>	<b><i>Summer term</i></b>
Year 1		
HSCE 1000 (R)**	HSCE 3000 (R)	HSCE 2000 (R)
HSCE 3010 (R)	Elective (E)	STAT 1060 (R)
Year 2		
HESA 4000 (R)	HSCE 4200 (R)	Elective (E)
HLTH 4040 (R)	HSCE 4220 (R)	Elective (E)
*Elective (E)		

Year 3		
HSCE 4030 (R)	Elective (E)	Elective (E)
Elective (E)	Elective (E)	Elective (E)
*Elective (E)		

\*In the part-time option the elective noted with\* could be taken in any one of the 3 terms.

\*\* Please contact the Post Diploma advisor at [rgilbert@dal.ca](mailto:rgilbert@dal.ca) for information and assistance on registering in this course.

Electives currently available by distance (for the term in which each course is offered is the academic timetable [https://dalonline.dal.ca/PROD/fysktime.P\\_DisplaySchedule](https://dalonline.dal.ca/PROD/fysktime.P_DisplaySchedule):

- **HSCE 2050.03** Cross Sectional Anatomy
- **HESA 4001.03** Management Roles and Competencies
- **HESA 4002.03** Health Human Resource Management
- **HESA 4003.03** Quality Management
- **HESA 4004.03** Health Care Planning
- **HESA 4005.03** Health Care Financial Management
- **HESA 4200.03** Epidemiology for Managers
- **HESA 4400.03** Introduction to Health Care Economics
- **DISM 3010.03** Introduction to Disability and Disability Management
- **DISM 4010.03** Case Management and Return-to-Work
- **DISM 4040.03** Understanding the Relationship between Health and Work
- **DISM 4050.03** Communication and Professional Relationships in Disability Management
- **MICI 1100.03** Health Science Microbiology (not for MDLT Post Diploma Students)
- **IPHE 2201.03** Introduction to Aboriginal Peoples' Health and Healing

**\*Please note that students cannot take a course that is similar in content to a course they have already taken and has been applied to their BHSc degree. Please consult the post diploma advisor if you have any questions on elective choices.**

Additional Electives open to BHSc PD students:

- **NURS 3310.03** - Health Informatics (may not be available this year due to changes within Nursing)
- **NURS 4091** - Breastfeeding: (may not be available this year due to changes within Nursing)
- **ECON 1101** – Microeconomics
- **SOSA 3147** – Aging Cross Culturally
- **PSYO 1031** – Introduction to Psychology and Neuroscience I
- **PHIL 2080** – Ethics in the World of Business

## Post Diploma - Options by Semester

3 sections to choose from:

- 1) Required – All 10 courses
- 2) Faculty of Health Electives – 5 courses
- 3) Open Electives- 5 courses

### 1) **Required: Must Take All**- 30 credit hours- 10 courses

<b><u>Course</u></b>	<b><u>Name</u></b>	<b><u>Offered</u></b>
HSCE 4030.03	Leadership in Healthcare	Fall
HSCE 4200.03 F or W	Foundations in Clinical and Professional Education	Fall & Winter
HLTH 4040.03F	Health Law for Non- Lawyers	Fall
HSCE 4220.03W	Critical Research Appraisal and Practices	Winter
HSCE 3000	Culture, Diversity & Health	Fall & Winter
HSCE 3010	Intro to Health Research	Fall
HESA 4000	Canadian Healthcare Delivery System	Fall
HSCE 2000	Health Care Ethics	Winter
STAT 1060	Introductory Statistics for Science and Health Sciences	Summer
HSCE 1000	Foundations of Health Care Practice	Fall

### 2) **Faculty of Health Electives**: Must choose 15 credit hours- (that is, 5, three-credit hour, courses from, Health Admin, Disability management, Nursing or any course in the Faculty of Health)

#### **Health Administration Courses: (May only choose up to 3 courses)**

<b><u>Course</u></b>	<b><u>Name</u></b>	<b><u>Offered</u></b>
<b>HESA 4002.03</b>	Health Human Resource Management	Fall
<b>HESA 4003.03</b>	Quality Management	Fall
<b>HESA 4004.03</b>	Health Care Planning	Fall
<b>HESA 4001.03</b>	Management Roles and Competencies	Winter
<b>HESA 4005.03</b>	Health Care Financial Management	Winter
<b>HESA 4200.03</b>	Epidemiology for Managers	Winter
<b>HESA 4400.03</b>	Introduction to Health Care Economics	Summer

**Disability Management Courses:** (You can receive a certificate in disability management as well as your degree if you take all 4 DISM courses.)

**NOTE: Students must complete DISM 3010 before all other DISM courses:**

<u>Course</u>	<u>Name</u>	<u>Offered</u>
<b>DISM 3010.03</b> (must be taken before the other DISM courses)	Introduction to Occupation and Disability Management	Fall, Winter, Summer
<b>DISM 4010.03</b>	Return to Work Planning Communication	Fall, Winter, Summer
<b>DISM 4040.03</b>	Strategies for Alternative Work & Prevention	Fall, Winter, Summer
<b>DISM 4050.03</b>	Psycho-Social Issues in Disability Management	Fall, Winter, Summer

### **Nursing**

<u>Course</u>	<u>Name</u>	<u>Offered</u>
<b>NURS 3310</b>	Health Informatics	Fall, Summer

- 3) **Open Electives- 15 Credit Hours-** (Students much choose 5 (that is, 5 courses each at 3-credit hours) open [anything offered at Dal or Kings college] electives these can include the Faculty of Health electives listed above)

<u>Course</u>	<u>Name</u>	<u>Offered</u>
<b>XXXX.03</b>		Fall, Winter, Summer
<b>XXXX.03</b>		Fall, Winter, Summer
<b>XXXX.03</b>		Fall, Winter, Summer
<b>XXXX.03</b>		Fall, Winter, Summer
<b>XXXX.03</b>		Fall, Winter, Summer

### **STUDENT SERVICES**

A guide to Student Services at Dalhousie University is available at the following website:  
[http://www.dal.ca/campus\\_life.html](http://www.dal.ca/campus_life.html)

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

### **AT THE SCHOOL OF HEALTH SCIENCES**

#### **Office Hours**

The administrative offices of the School of Health Sciences are open Monday to Friday from 8:00 am – 4:00 pm. The reception office for the School is located in Room 641, Bethune Building. This office offers support, information and resources to students. Phone: 473-5510; Fax: 473-5115; Toll Free: 1-800-370-4421; Email: Health.Sciences@dal.ca

#### **Admissions & Program Officer**

**Shawn Simamba, Room 640, 473-6681, [shawn.simamba@dal.ca](mailto:shawn.simamba@dal.ca)**

Hours: 21 hours/week, Monday-Wednesday 8am-4pm (Atlantic)

### ***Email and Telephone***

It is extremely important that the office has your current mailing address and telephone number. Your Dalhousie e-mail address will be the only address to which e-mail from the School or the University will be directed. Frequently throughout the year, it is necessary to contact students with important notices and information. The Admissions & Program Officer, (Room 640, Bethune) should be contacted at 902-473-6681 with any changes in your contact information. You are also responsible for keeping your Banner contact information current through Dal Online.

### **Website**

The School website is <http://www.dal.ca/shs>.

### **Confirmation of Enrollment**

Students can print off their own 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 will still need the required Schedule 2 signed at one of the following locations:

- Registrar's Office, Level 1 Henry Hicks Building, Studley Campus
- Student Accounts, Level 0 Henry Hicks Building, Studley Campus (temporarily located in room 217)
- Sexton Service Centre

For a more detailed confirmation letter, please contact the Registrar's Office 902-494-2540 or [studentonline@dal.ca](mailto:studentonline@dal.ca)

### **Degree Requirements/Audit (DARS)**

Students can 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 on [Dalhousie's Academic Support webpage](#)

## **ACADEMIC ADVISING**

The role of the Admissions & Program Officer – Shawn Simamba (Room 640, 473-6681, [shawn.simamba@dal.ca](mailto:shawn.simamba@dal.ca)) is to assist students with:

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



The role of the Academic Regulations Officer (ARO) – Erin Lushman (Room 617, 473-3874, erin.lushman@dal.ca) is to assist students with:

- Waiver of an academic regulation
- Letter of Permission
- Retroactive withdrawal
- Retroactive registration
- Requests for advanced standing
- Concurrent registration
- Leave of absence
- Permission to carry more than a normal workload

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 their 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 approach for suggestions about what kind of help may be useful and where you can find it. Tackling academic challenges early is key to success in your program of studies.

#### **ASSIGNED ADVISOR FOR 2018/2019:**

<b>Post Diploma</b>
Robert Gilbert 473-2791 rgilbert@dal.ca

#### **Other Support Services**

- First year advising  
[http://www.dal.ca/campus\\_life/orientation/first-year-advising.html](http://www.dal.ca/campus_life/orientation/first-year-advising.html)
- Academic Advising (general)  
[http://www.dal.ca/campus\\_life/academic-support/advising.html](http://www.dal.ca/campus_life/academic-support/advising.html)
- Study Skills Program/Tutoring Services  
[http://www.dal.ca/campus\\_life/academic-support/study-skills-and-tutoring.html](http://www.dal.ca/campus_life/academic-support/study-skills-and-tutoring.html)
- Writing Resource Centre  
[http://www.dal.ca/campus\\_life/academic-support/writing-and-study-skills.html](http://www.dal.ca/campus_life/academic-support/writing-and-study-skills.html)
- Health and Wellness (including counselling) Services  
[https://www.dal.ca/campus\\_life/health-and-wellness.html](https://www.dal.ca/campus_life/health-and-wellness.html)

- Student Employment Centre (part time)/Career Advising  
<http://www.dal.ca/faculty/management/management-career-services.html>
- Student Accessibility Office  
[http://www.dal.ca/campus\\_life/academic-support/accessibility.html](http://www.dal.ca/campus_life/academic-support/accessibility.html)
- Registrar's Office (File Course Add/Drop, Letter of Permission, Apply to Graduate)  
[https://www.dal.ca/admissions/registrar\\_office.html](https://www.dal.ca/admissions/registrar_office.html)

## **Advising – Frequently Asked Questions (FAQs)**

### **Who do I contact regarding questions, transfer credits etc.?**

The Admissions & Program Officer at the School of Health Sciences  
(shawn.simamba@dal.ca).

### **Who do I contact regarding waivers, letters of permission, leave of absence, course overload etc.?**

The Academic Regulations Officer at the School of Health Sciences  
(erin.lushman@dal.ca).

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

You will find this form linked at the following page:

[https://www.dal.ca/campus\\_life/academic-support/grades-and-student-records/appealing-a-grade.html](https://www.dal.ca/campus_life/academic-support/grades-and-student-records/appealing-a-grade.html)

### **Where do I get a letter of permission?**

The Registrar's Office has "information" and "how to" request a letter of permission to take a course at another institution on their website

[https://www.dal.ca/campus\\_life/academic-support/selecting-your-classes/choosing-your-classes/classes-at-other-universities.html](https://www.dal.ca/campus_life/academic-support/selecting-your-classes/choosing-your-classes/classes-at-other-universities.html)

### **How do I apply for course overload?**

Please contact the Admissions & Program Officer ([health.sciences@dal.ca](mailto:health.sciences@dal.ca))

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

Firstly, check for course equivalence on the Registrar's Office website. Then, contact the Admissions and Program Officer at 473-6681 [health.sciences@dal.ca](mailto:health.sciences@dal.ca)

### **How long do I have in which to complete the BHSc?**

You will have six years to complete the BHSc from the time you start. If you are unable to complete the program in the 6 years, you may apply for a waiver of the six-year rule.

**Do I have to take courses every term?**

If for some reason you cannot take courses in a particular term, that is fine. If you miss more than two consecutive terms, you will need to reapply before you can register in courses. There is no application fee for reapplying.

**What happens if I need to take a pause or break from my studies?**

If you need to take a pause or break from your studies, you should request a Leave of Absence. Requests for a Leave of Absence should be forwarded to the Academic Regulations Officer – Erin Lushman (erin.lushman@dal.ca).

**Can I take courses at another university while a student in the BHSc program and have it count?**

You can take courses on a Letter of Permission from another university and have it count towards your BHSc degree if you have completed the appropriate paperwork and it has been approved by the Registrar's Office and the Academic Regulations Officer. You can take up to 5 half credit courses on a Letter of Permission for the Post Diploma program.

**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. It is important to start the process of obtaining permission very early. It must be stressed that it is the student's responsibility to obtain the necessary permission from whatever Dalhousie department is assessing the requested course. The student must obtain a course outline of the course they wish to register for and take it to the appropriate Dalhousie department for assessment and approval. Some courses have already been assessed and appear on the Transfer Credit Equivalencies page of the Registrar's Office website, but even these courses require departmental approval. Once the departmental approvals for the course or courses are obtained, the Letter of Permission must be signed by the Academic Regulations Officer.

Please note: Courses which are taken at another educational institution and are not approved by the Academic Regulations Officer on a letter of permission will not be counted towards the degree.

**Can I transfer any credits from a previous program?**

To be compliant with Dalhousie's regulations associated with minimum credit hours, transfer credits from outside Dalhousie University are not eligible to be included for this program.

**Requests for Advanced Standing**

Students seeking advanced standing should apply to the Academic Regulations Officer for a Waiver of Academic Regulation.

### **How do I graduate with distinction?**

Post Diploma students typically work very hard at their studies and maintain a high GPA. If the possibility of the designation of distinction is important to you, plan from the outset to take all of your courses at Dalhousie. To graduate with distinction, all 60 credit hours (20 @3 credit-hour courses) must be taken at Dalhousie. A degree GPA of 3.70, as calculated in the Earned Credit Hours section of your Degree Audit is required for placement on the Distinction list.

### **How will I receive relevant information and updates on advising?**

Updates and relevant information is distributed electronically to students. Your official Dalhousie e-mail address will be used. Check the Student Handbook located on the SHS website.

## *School of Health Sciences Information*

### **Professionalism**

#### **The School of Health Sciences Model of Professionalism**

The School of Health Sciences Model of Professionalism includes values and behaviours 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 below can be found at <https://www.dal.ca/faculty/health/health-sciences/about/professionalism.html>

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

### **E-mail**

Your Dalhousie e-mail account is the primary means of communication for academic and administrative purposes within Dalhousie University. Effective e-mail messages communicate clearly and reflect a professional image.

### **E-mail Etiquette**

Faculty and students are expected to observe the standards of courtesy and professionalism that apply to all university communications.

Please adhere to the following guidelines when communicating via e-mail:

1. E-mail is not to be used to criticize. Contentious issues should be resolved in person or by phone.

2. E-mails should be written with professionalism and courtesy. Professional salutations (e.g. Dear \_\_\_) and closings (e.g. “Sincerely”, “Regards”, etc) communications should always be used. Students are asked to include their Banner ID numbers in their signature lines on all communications to all faculty, departments, and/or staff.
3. When corresponding, use proper composition and carefully proofread emails before sending (checking for proper spelling and grammar). Avoid using emoticons and abbreviations (LOL, BTW, etc.) as their use is generally considered to be too informal for university correspondence.
4. Use “**reply all**” appropriately when responding to an email. The “**reply all**” function in e-mails should only be used when it’s necessary for the original sender and all others in the “To” and “Cc” fields to know your response or if the information you are sharing directly involves **ALL** of the recipients.

**Do not “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, do a normal reply and add the select other recipients manually;

Your message is simple like “Thanks!” or “Me too!” While the gesture is nice, only the original sender needs to be aware of how you feel about the message.

No matter what the situation, always take a minute to think it through before you hit “Send”.

5. Faculty, staff and students are encouraged to respond to emails as promptly as their schedule reasonably allows within regular business hours. Answer emails within a reasonable timeframe (generally within 3 business days).

Students are encouraged to consult with Dalhousie’s Writing Centre for tips and additional resources on professional writing.

### **Grading Scheme**

The School of Health Sciences 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.

A+	90 – 100	B-	70– 72
A	85 – 90	C+	65 – 69
A-	80 - 84	*FM	55 – 64

B+	77 – 79	F	Below 55
B	73 - 76		

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

**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 School of Health Sciences has adopted a procedure for conducting reassessments. The procedure is available by request from the Schools Administrative Office.

**CONTACT INFORMATION  
BHSc FACULTY AND STAFF**

<b>Administration</b>	<b>Phone (473-)</b>	<b>Room</b>	<b>Email</b>
Carol Gillis, Director and Assistant Dean Faculty of Health	8439	630	carol.gillis@dal.ca
Irene Fitzgerald, Administrative Manager	7939	629	irene.fitzgerald@dal.ca
Anne Mahalik, Clinical Coordinator	8400	631	anne.mahalik@dal.ca
Colleen Flemming, Student Services	5510	641	colleen.flemming@nshealth.ca
Shawn Simamba, Admissions & Program Officer	6681	640	shawn.simamba@dal.ca
Amy Cranley, Faculty Support Secretary	6674	636	amy.cranley@nshealth.ca
<b>Diagnostic Medical Ultrasound</b>			
Sherry Chauder	4141	634	sherry.chauder@dal.ca
Jan Gilby	4148	616	jan.gilby@dal.ca
Erin Lushman	3874	617	erin.lushman@dal.ca
<b>Nuclear Medicine Technology</b>			
Karren Fader	6689	652	karren.fader@dal.ca
Melissa Sponagle	6474	655	melissa.sponagle@dal.ca
Nichole Smith	3461	635	nichole.smith@dal.ca

**Magnetic Resonance Imaging  
(MRI)**

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Jennifer William	3799	651	JenniferL.Williams@nshealth.ca
Steven Beyea	1868	Offsite	steven.beyea@dal.ca

**Radiological Technology**

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Catherine Gunn	5435	657	catherine.gunn@dal.ca
Stephanie Lea	5513	659	stephanie.lea@dal.ca
Rachel MacLeod	5434	656	rachel.macleod@nshealth.ca
Amy Munroe	4129	633	amyd.munroe@dal.ca

**Respiratory Therapy**

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Louanna Bethune	5436	627	louanna.bethune@nshealth.ca
Noel Pendergast	4172	622	noel.pendergast@dal.ca
Tammy Scott	3370	628	tammy.scott@dal.ca
Kathy Spurr	2382	668	kfspurr@dal.ca
Meaghan Mamyé	6552	632	meaghan.mamyé@dal.ca
Ian Ayles (Sessional Instructor)		633	ian.ayles@dal.ca
Jamie Murphy		626	jm521838@dal.ca

**Health Sciences**

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Rob Gilbert	661	2791	rgilbert@dal.ca
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## Getting Started

### **Important Dates:**

All students should make themselves aware of important dates throughout the year. The link below takes students to the list of dates for the 2018-2019 academic year. Students should pay close attention to the dates for the start and end of terms and the dates to register for courses and to drop courses, as these have academic and financial consequences.

[http://www.dal.ca/academics/important\\_dates.html](http://www.dal.ca/academics/important_dates.html)

### **Activate NETID, Set up email**

- **NETID:** the user name that is used to access most systems at Dalhousie
- **My Dal:** which links you to the **Dal email** and other information
- **Dal Online:** where you register for courses and access your academic record
- **OWL:** the online learning management system where your online courses are accessed
- **Library:** where you will access online articles, e-books and materials for document delivery

You will activate your NetID at <https://wa.its.dal.ca/newuser/>. Click on the button **Activate my NETID** and follow the instructions.

All correspondence from the university will be sent to your Dal email address only. It is important that you activate your **NetID** as soon as possible, so you can access and check your Dalhousie email regularly. All further correspondence will be sent to this email address. You access your Dal email through the Dal homepage at <https://www.dal.ca/> then click on **My Dal** login button at the top right of the page.

It is essential not to miss important messages from the University. Your Dalhousie email address has a mail forwarding option for those who wish to receive messages at an existing email address. Once you have activated your net ID, you can access mail management options within Office365 Outlook accessible through MyDal. Please contact [IT Support](#) if you need assistance.

## **COURSE REGISTRATION INFORMATION**

**The first day of classes for the fall term is September 4, 2018**

The Academic Timetable is currently available for viewing at

[http://www.dal.ca/academics/academic\\_timetable.html](http://www.dal.ca/academics/academic_timetable.html)

Registration is now open. All registration can be completed online.

**Distance courses can be selected under Location: in the Academic Timetable.**



**Dropping a class:**

For information on dropping a class:

[http://www.dal.ca/campus\\_life/academic-support/grades-and-student-records/dropping-classes.html](http://www.dal.ca/campus_life/academic-support/grades-and-student-records/dropping-classes.html)

The date that you drop a course will affect the amount of tuition that is refunded to you. Please see the following link for details, or call Student Accounts at (902) 494-3998.

[http://www.dal.ca/campus\\_life/orientation/important-dates.html](http://www.dal.ca/campus_life/orientation/important-dates.html)

*Note: non-participation and attendance in online classes does not constitute a withdrawal from a course. You must officially drop a course in order to no longer be registered.*

**Ordering textbooks:**

You can order your textbooks from the Dalhousie Bookstore Student Union site, and they will be shipped to you. Students are not obliged to purchase textbooks from the Dalhousie Bookstore. There are other online retailers that carry textbooks. Please ensure that you order the correct edition of any textbook that you order from alternative sources.

**Instructions to Order Textbooks for Distance Courses**

Go to the bookstore website for students:

<http://www.bookstore.dal.ca/Course/campus>

- Click on the Button: "Order Textbooks Online"
- Click your Campus:
- Now choose the correct term
- From the Textbook Search window choose your course by scrolling down to view the courses.
- Then click "SEARCH" to bring you to your Shopping Cart. Select the books you require and continue on from here to make your payment. If you have any problems with your order please call the bookstore at: (902)494-2460

**Student ID Card:**

Distance students can obtain their Dalhousie Student ID (without a photo) by mail. To do so, fill out the form at the link below and request a Dal Card:

[https://www.dal.ca/campus\\_life/Dalcard/get-your-dalcard/distance-education-students-renew-online-form.html](https://www.dal.ca/campus_life/Dalcard/get-your-dalcard/distance-education-students-renew-online-form.html)

If you plan to be on campus at any time, you can stop by the Dal Card office at 6230 Coburg Road and obtain a Dal Card with a photo. Bring a government-issued photo ID with you. Dal Card office hours are 8:30am-5pm Monday-Wednesday & Friday, and 8:30am-7:00pm Thursday.

For more information on the Dal Card, visit this link:

[http://www.dal.ca/campus\\_life/Dalcard.html](http://www.dal.ca/campus_life/Dalcard.html)

**Tuition and Fees:**

Tuition for courses in the Post Diploma program is charged per billing hour (a half-credit course is 3 billing hours). Fees are subject to change each academic year.

For more information on tuition and fees, contact Student Accounts by phone at (902) 494-3998 or by email at

<http://www.dal.ca/dept/financial-services/contact-us/student-accounts.html>

**Incidental fees:**

For more information on incidental fees, visit this link:

[http://www.dal.ca/admissions/money\\_matters/tuition\\_fees\\_costs/incidental\\_fees.html](http://www.dal.ca/admissions/money_matters/tuition_fees_costs/incidental_fees.html)

**Health Plan Information:**

Distance students are NOT automatically billed or enrolled for the DSU

Health and Dental Plan and must opt in. Opt in can be done in office or online

via [http://www.dal.ca/campus\\_life/health-and-wellness/health-plans-and-coverage.html](http://www.dal.ca/campus_life/health-and-wellness/health-plans-and-coverage.html)

**Student loan information:**

Student loans are a provincial matter. Students need to check with their provincial loan program to see if they qualify for student loans as a distance student. Students should also check the qualification for full and part-time status in their respective province.

As distance students you will need to consult with Student Accounts about how to have your loan processed since you are not on campus to take care of this in person.

Students should advise the front desk at the Registrar's Office that they are a distance student and need to have documents mailed to them once they are processed and ready for pick up.

[https://www.dal.ca/admissions/money\\_matters/funding\\_sources/student\\_loans.html](https://www.dal.ca/admissions/money_matters/funding_sources/student_loans.html)

Students should consult the Money Matters website page on Government Student Loans for more information:

[http://www.dal.ca/admissions/money\\_matters/funding\\_sources/student\\_loans/government\\_studentloans.html](http://www.dal.ca/admissions/money_matters/funding_sources/student_loans/government_studentloans.html)

Contact Student Accounts by phone at (902) 494-3998 or by email at

[http://www.dal.ca/admissions/money\\_matters/contact\\_us.html](http://www.dal.ca/admissions/money_matters/contact_us.html)

Full-time distance students should check with their provincial loan program and verify if a new application is required for spring/summer terms.

**Scholarships, bursaries, and awards:****External Scholarship Information:**

Dalhousie University and other funding agencies offer student funding opportunities for undergraduate and graduate students. We suggest that students start by looking at this link:

[https://www.dal.ca/admissions/money\\_matters/funding\\_sources/external\\_scholarships\\_bursaries.html](https://www.dal.ca/admissions/money_matters/funding_sources/external_scholarships_bursaries.html)

Please note that some of these funding opportunities require students to be registered on a full-time basis.

### **Tax forms**

All students will receive a **T2202A** tax form before the end of February for the previous year. Details on how to access this form are available at this link.

[http://www.dal.ca/admissions/money\\_matters/payment\\_due\\_dates/receipts.html](http://www.dal.ca/admissions/money_matters/payment_due_dates/receipts.html)

Students who receive scholarships, bursaries, and awards will be mailed a **T4** to their home address.

### Learning Online

#### **TIPS FOR DISTANCE STUDENTS:**

##### Set aside time

Distance-learning requires a personal student-driven commitment. You have to be committed to your own success—to do that, make time for yourself, and for the course work. A traditional classroom environment carries with it a certain level of social pressure: the teacher and other classmates expect each student to come to class every week, complete the assignments, answer the teacher's questions and actively participate in group projects. Don't think for a second that these are not required of distance learning – because they are! The difference is that in distance learning we tend to feel less accountable because there is less social pressure from our peers or teaching staff – that face-to-face encounter that we cannot avoid in person is nonexistent in distance learning. Be self-disciplined! Don't wait and do it all one day. It's not conducive to the ongoing discussions and communication that is needed to really engage in the course work. Create a schedule. Stick to it. Create a study space. Stick to it.

##### Ask Questions

Read your course syllabus, the handbook, and ask all the questions you have. After all, there are likely many other students with the same question who may also want to know the answer – be that person. Unlike face-to-face interactions, the professors can't tell if you are struggling by your expression or lack of note taking – you have to tell them when you are confused or frustrated.

##### Reach out for help

If you are struggling, contact your professor. They can help and it's their job. If you can't get hold of them or you're struggling with something bigger than course material, check out the communication chain in this handbook for a guide to whom you should contact for what help.

### Keep in touch

Stay connected to those in your class and do not isolate yourself. Use the student communication site located on brightspace but also seek out informal spaces to connect with your classmates – Skype, email, and other social formats. You are not in this alone.

### Stay up-to-date

The biggest pitfall with online courses is falling behind. It's the easiest thing in the world to put off that reading, or plan to write the paper the next weekend.

We've all procrastinated but in distance learning it's a lot easier! Stay accountable to yourself and if you adhere to the other tips here of staying connected to others – it's an added accountability.

## **EXPECTATIONS FOR LEARNING ONLINE:**

### Active engagement:

Teaching and learning by distance education evolved since the initial days of correspondence courses and minimal interaction with students working independently on course content. At the School of Health Sciences, we promote active engagement with each other and with the course content so that we have ample opportunity to develop our engagement, critical reflection and analysis skills both independently and with each other, teaching and learning in an interactive cycle.

This orientation means thinking of engagement differently than in a traditional, face-to-face classroom. While some of the learning activities are the same (for example small group discussion, small group work, quizzes, assignments, practice skills activities), distance delivery methods may require greater time for logistical arrangements for live conversations, group work, and meeting course expectations. It can mean challenges to timely communication. We ask that you accept these challenges and remain open to the thoughtful planning and leadership in distance education that the School of Health Sciences has established at Dalhousie.

### Expected time commitment:

Teaching faculty and students should expect to spend **2.5 to 3 hours** minimum per week per course engaged in teaching and learning activities online. For students these **include**: watching or reading online lecture notes or feedback, posting and responding to discussion forums and blogs, participating in synchronous (real time) sessions with the instructor, TA or small group. Online learning activities **do not include**: reading required readings, completing assignments, small group meetings, emailing the instructor, TA or fellow students.

*Note: We recommend that students spend about 6 hours per week per course outside of online learning to complete readings, assignments, group projects, etc.*

For faculty, activities which support teaching but **not considered 'teaching time'** include: sending and responding to email, preparing course materials, marking

assignments, answering phone call and holding online office hours. Please be mindful of [professional e-mail/communication](#) etiquette as described above.

### Course Communication:

It is essential to have regular communication in an online course.

Instructor presence in a course will set the tone for how the course will run and how much students will be engaged in the learning. Your instructor will set clear guidelines for communication. Teaching faculty will use a blend of **asynchronous** (occurring at different times) tools including announcements, threaded discussion boards, blogs, wikis, chat and **synchronous** (real time) tools such as Bb Collaborate, an online meeting tool. Students are encouraged to fully engage and participate in all communication venues in a course. The model is for active engagement on the part of the instructor and student in a multitude of ways to bring the material to life and relevance.

### Individual Student/Instructor Communication:

Office hours will be set and posted in the course syllabus, with detailed contact information on how to reach the instructor (email, phone, IM systems, video chat, etc.). Email within a course can become overwhelming for students and teaching faculty. Instructors will use the announcement tools to respond to multiple email on the same topic.

### Feedback:

Students are expected to respect deadlines and submit work by the due dates established. Students should expect regular and timely feedback from instructors. It is important to remember that instantaneous response to email or for assignment grading is unrealistic.

### **Off-campus library services:**

Distance students will enjoy a full range of access and services through the Dalhousie University library system.

Services available to off-campus students include:

- E-journal access
- Database access
- Document delivery

Information on distance services at the library, visit this link:

<https://libraries.dal.ca/services/distance-services.html>

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### INAPPROPRIATE USE OF COMPUTERS

If you access a Dalhousie campus in order to complete work on a computer, students are bound by the regulations outlined in the “Guide to Responsible Computing”, found in University Regulations section of the Current Calendar, and may be subject to disciplinary action where it is found that the basic principles of the Guide have been violated. Students should be aware that all Internet activity is closely monitored by IT

Security. Accessing pornographic Internet sites is strictly prohibited and disciplinary action will be taken against violators of this policy.

Please note that computers are for the use of Dalhousie students only.

Please refer to the best practices regarding Facebook, Twitter and the guidelines for responding to online discussion.

<http://www.dal.ca/dept/communicationsandmarketing/tools-and-resources/guidelines/social-media-guidelines.html>

### University Policies and Resources

University Policies - <http://dal.ca/policies>

### **POLICIES RELATING TO STUDENTS – UNIVERSITY AND SCHOOL**

The current online Undergraduate Calendar provides comprehensive information on all policies and regulations of the University and its programs:

- University Regulations (pp 55)
- Academic Regulations (pp 90)
- Faculty of Health Policies (pp 1180)
- School of Health Sciences Policies (pp 1250)

These regulations are very important and it is the responsibility of students to familiarize themselves with them. The School of Health Sciences urges each student to read through these regulations and policies so that they will be aware of them and any concerns can be dealt with appropriately.

#### **University Regulations include:**

- 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 Programme on the Grounds of Professional Unsuitability – Faculty of Health
- Guide to Responsible Computing
- Student Accommodation Policy  
([http://www.dal.ca/dept/university\\_secretariat/policies/academic/student-accommodation-policy-wef-sep--1--2014.html](http://www.dal.ca/dept/university_secretariat/policies/academic/student-accommodation-policy-wef-sep--1--2014.html))

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 considered to be an academic offence.

**Academic Regulations include, but are not limited to:**

- 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

**Faculty of Health policies include:**

- 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, or co-op placements or experiences related to an academic course assignment, which, in some instances may be a requirement for graduation. Students should also be aware that some professional regulatory bodies may require a satisfactory record check as a condition of professional licensure.

**Policies and Procedures of the School of Health Sciences include:**

- 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

In many cases, these policies mirror those found in the Academic Regulations but some additional information, relevant to the particular program, is provided in the School section.

**Policy on Student Records: Privacy, Maintenance and Archiving**

The School of Health Sciences fulfils the requirements of University Regulations: “Freedom of Information and the Protection of Privacy” and “Release of Information About Students” with regard to student records. Student records include the record of admission; records of pre-clinical requirements; evaluation records from clinical education courses, lab skills competencies, clinical practica. Student records may also include students 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 School of Health Sciences is committed to providing students the opportunity for success in the program. Although the responsibility lies with the student, processes are in place at the School to identify, and assist students at risk.

The School of Health Sciences 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

### **Other School of Health Sciences Policies**

#### **Guidelines for Providing Student Marks**

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

- Marks may be available for pick-up at a designated location, in a sealed envelope
- Marks may be given to students over the phone
- 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 e-mail, at their request
- Marks may be posted to their BLS grade book

Marks may be posted by student number if the following conditions are met:

- All students agree to this method
- The order of the student numbers is shuffled each time

## **Re-Assessment of a Final Grade:**

Please refer to Academic Regulation 16.7 in the University Calendar which describes the process for requesting a formal grade reassessment. The School of Health Sciences has adopted a procedure for conducting reassessments. The procedure is available by request from the Schools Administrative Office.

## **Attendance**

1. Class attendance is subject to the University Regulations outlined in the Undergraduate Calendar (General Regulation # 11), and each professor will discuss expectations regarding regular attendance at classes.

“When the work of a student becomes unsatisfactory, or a student’s attendance is irregular without sufficient reason, the faculty concerned may require withdrawal from one or more classes, or withdrawal from the Faculty”.

2. Attendance during clinical practica 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 practica. Students unable to complete attendance requirements will not receive a passing grade.
3. Attendance at clinical education courses is compulsory. Students who miss clinical time may be required to make up this time in order to meet the specific objectives. This will only be possible if opportunities exist in the regularly scheduled clinical arrangements. Otherwise students may not pass or complete the clinical education course.

## **Assignments & Evaluations**

The method of evaluation for individual classes will be made known to students at the beginning of the term. This information will be included in the course outlines. This 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.

## **Policy on Deferral of an Academic Dismissal**

There are no circumstances under which the School of Health Sciences 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 School of Health Sciences 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 School of Health Sciences are made in consultation with the individual stream, 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 & Program Officer.
- The Academic Regulations Officer will review the recommendations and notify the student of its decision in writing.

### **Academic Regulations Officer (ARO)**

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

**Waiver form can be located on the registrar's website through the provided link:**

[https://www.dal.ca/campus\\_life/academic-support/grades-and-student-records/appealing-a-grade.html](https://www.dal.ca/campus_life/academic-support/grades-and-student-records/appealing-a-grade.html)

### **Waiver of the Six and Ten Year Rule**

In order for School of Health Sciences courses (HSCE, DMUT, MDLT, 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 School of Health Sciences courses (HSCE, DMUT, MDLT, 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.

### **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. It is important to start the process of obtaining permission very early. It must be stressed that it is the student's responsibility to obtain the necessary permission from whatever Dalhousie department is assessing the requested course. The student must obtain a course outline of the course they wish to register for and take it to the appropriate Dalhousie department for assessment and approval. Some courses have already been assessed and appear on the Transfer Credit Equivalencies page of the Registrar's Office website, but even these courses require departmental approval. Once the departmental approvals for the course or courses are obtained, the Letter of Permission must be signed by the Academic Regulations Officer.

Please note: Courses which are taken at another educational institution and are not approved by the Academic Regulations Officer on a letter of permission will not be counted towards the 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**

Please refer to Academic Class Add/Drop dates in the current Calendar.

Students who need to become registered for a course after the last date to do so has passed must complete an Academic Class Add/Drop form (available from the Registrar's Office or the Administrative Manager in the School). Students must obtain the signature of the Course Professor or the Administrative Manager in order for their form to be processed by the Registrar. Students are responsible for any late fees required by the Registrar's office.

### **Retroactive Withdrawal**

- Students requesting a retroactive withdrawal from a course should first speak to their Academic Advisor or Instructor regarding the circumstances.
- Students must obtain the signature of the Course Professor or the Administrative Manager on an Academic Class Add/Drop form.
- Students requesting Retroactive Withdrawal for a course which has commenced must do so in writing to the Academic Regulations Officer, including the reason for the request, the date they require their withdrawal to be effective, and any supporting information. Retroactive withdrawal from a course does not necessarily result in the credit of fees but it may result in the refund of partial fees based on the date the withdrawal is effective.

### **Concurrent Registration**

- Students who wish to complete another degree concurrently with their BHSc program must have the approval of both departments in order to register.
- Students requesting concurrent registration must do so in writing to the Academic Regulations Officer. Students should list their reasons for making the request and include supporting arguments and evidence, such as their academic record and any other relevant information for consideration. Students are advised that it is their responsibility to ensure their academic record accurately reflects all successfully completed courses and that they have in fact meet the requirements of both degrees.

### **Leave of Absence**

See the School of Health Sciences academic regulations. Application for leave of absence should be made to the Academic Regulations Officer.

### **Permission to carry more than a normal workload**

Normally, students can only enroll in a full time course of studies, 30 credit hours during the regular academic year and a 3 credit hour practicum in the May-June time period.

- Students who wish to take on an overload must have the approval from the Academic Regulations Officer.
- In their request, students should include their reasons for seeking an overload and include supporting arguments and evidence, such as their academic record and any other relevant considerations.
- Students must be considered to be in good academic standing (minimum GPA of 3.3 in prior semester) in order for their request to be heard.

Please note: Courses which are not approved by the Academic Regulations Officer for overload will not be counted towards the degree.

## **SCHOOL OF HEALTH SCIENCES STUDENT APPEALS**

### **Preamble**

The University has established a system that allows a student\* the opportunity to appeal an academic decision. Differences between the student and the School can often be resolved informally without the need for a formal appeal. It is expected that the student will make reasonable efforts to resolve the issue informally before proceeding to the formal process. Formal appeals are heard at two different levels within the University: at the Faculty of Health level by the Faculty of Health Undergraduate Student Appeals Committee and at the Senate level by the Senate Academic Appeals Committee.

In each case, the process of appeal is 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 s/he feels that there has been an irregularity or unfairness regarding the application of a regulation concerning academic matters. For example: 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 or 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 see the Academic Calendar <http://ug.cal.dal.ca/UREG.htm> and also [http://www.dal.ca/dept/university\\_secretariat/academic-integrity.html](http://www.dal.ca/dept/university_secretariat/academic-integrity.html)

\*A 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)

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, preceptor or clinical/fieldwork supervisor 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 an informal consultation with other School officials (Academic Regulations Officer or Director). If no resolution arises, the student may initiate a formal appeal with the Faculty of Health.

### **FORMAL PROCESS (Faculty level)**

The formal appeals process begins at the Faculty of Health level. Please contact the Faculty of Health Student Appeals Committee for further information (Cheryl Brown, Office of the Dean, [cheryl.brown@dal.ca](mailto:cheryl.brown@dal.ca)).

<https://www.dal.ca/faculty/health/current-students/student-policies-and-procedures.html>

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

IT Info - <http://www.dal.ca/dept/its.html>

Graduation - <http://dal.ca/convocation>