School of Health Sciences

STUDENT HANDBOOK

FOR A BHSc IN:

Diagnostic Medical Ultrasound
Magnetic Resonance Imaging
Nuclear Medicine Technology
Radiological Technology
Respiratory Therapy

Updated June 2018

www.dal.ca/shs
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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, Guide to Student Services (online) [studentservices.dal.ca/](studentservices.dal.ca/)

The Bethune building in which the School is located is part of the Central Zone Nova Scotia Health Authority (NSHA), and you will frequently be in various clinical areas. Therefore, relevant Nova Scotia Health Authority policies and information are also included.

**DISCLAIMER**

WHERE THERE ARE DISCREPANCIES BETWEEN THIS STUDENT HANDBOOK AND THE CURRENT CALENDAR, THE CALENDAR WILL TAKE PRECEDENCE.
## IMPORTANT DATES FOR THE SCHOOL OF HEALTH SCIENCES
### 2018/2019

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<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>September</strong></td>
<td></td>
<td>Orientation Day</td>
</tr>
<tr>
<td></td>
<td>September 4th</td>
<td>Orientation Day</td>
</tr>
<tr>
<td></td>
<td>September 10th</td>
<td>4th 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, 2019.</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td></td>
<td>Deadline to apply to graduate in May dal.ca/academics/convocation/convocation_dates.html</td>
</tr>
<tr>
<td></td>
<td>December 1st</td>
<td>Deadline to apply to graduate in May dal.ca/academics/convocation/convocation_dates.html</td>
</tr>
<tr>
<td></td>
<td>December 12th</td>
<td>4th Year DMUT Students must provide proof of passing national exams to be exempt from Clinical Skills Maintenance.</td>
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<td></td>
<td>December 20th</td>
<td>Deadline for Fall Term Clinical Skills Maintenance Forms</td>
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<td><strong>March</strong></td>
<td></td>
<td>Deadline to apply for the MRI Certificate Program</td>
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<tr>
<td><strong>April</strong></td>
<td></td>
<td>Deadline for Winter Term Clinical Skills Maintenance Forms</td>
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<tr>
<td><strong>May</strong></td>
<td></td>
<td>Deadline to apply for a specialty practice</td>
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<tr>
<td></td>
<td>May 1st</td>
<td>Clinical Practicum begins (8 weeks)</td>
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<tr>
<td><strong>July</strong></td>
<td></td>
<td>Deadline to apply for Cardiac or Vascular Certificate program (DMUT only)</td>
</tr>
<tr>
<td></td>
<td>July 1st</td>
<td>Deadline to apply to graduate in October dal.ca/academics/convocation/convocation_dates.html</td>
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</tbody>
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### 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. 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 School of Health Sciences 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 working committees etc. 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 Student Handbook. We have worked hard to make it as inclusive and helpful as possible. However, if after reading the handbook carefully, you still have questions; please contact your admissions 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.

Sincerely,

Carol Gillis, RTR, CRGS, CRVS, CRCS, BHSc, MA Ed
Director, School of Health Sciences
Assistant Dean, Faculty of Health
INTRODUCTION TO THE SCHOOL OF HEALTH SCIENCES, DALHOUSIE UNIVERSITY

The School of Health Sciences is an academic unit in the Faculty of Health at Dalhousie University and is 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 18,200 full and part-time students. Dalhousie has a long standing commitment to research and teaching at the graduate and undergraduate levels 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 the 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 the Nova Scotia Health Authority. Its programs are accredited by two national associations. The professional programs of Diagnostic Medical Ultrasound, Magnetic Resonance Imaging Technology, Nuclear Medicine Technology and Radiological Technology are accredited by the Accreditation Canadian, EQual. The professional program of Respiratory Therapy is accredited by the Council on Accreditation for Respiratory Therapy Education (CoARTE). Under the leadership of (Acting) Dean Cheryl Kozey, 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 at the following website: [dal.ca/campus_life.html](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
There are also a number of student services and facilities provided in the Bethune Building, Central Zone NSHA VG site through the main office in room 641.

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; Fax to Email: 902-425-6706; Toll Free: 1-800-370-4421; Email: Health.Sciences@dal.ca

Borrowing School Equipment and Reference Material
During the school term specific items and texts are available on loan to students. It is important that students accept full responsibility for return of these items to the School. Access to some equipment is through the individual professional programs and the permission of the instructor is usually required. Audiovisual equipment must be signed in/out directly by instructor.

Compendium of Pharmaceuticals and Specialties (CPS) books and Writing References are available for students to sign out in the main office (room 641).

Rooms for Student Use at the Central Zone NSHA
The Central Zone libraries are available during regular hours. [library.nshealth.ca/Home](library.nshealth.ca/Home)
The Kellogg Library Learning Commons is available for students to use for studying [dal.ca/faculty/interprofessional-education/facilities/learning-commons.html](dal.ca/faculty/interprofessional-education/facilities/learning-commons.html)
The 6th floor Bethune building has a kitchenette/lounge (Room 611) for students as well as 2 computer labs (Rooms 649 and 650) and three study rooms (Rooms 647, 648, and 677)

Lounge/ Kitchenette
A student lounge/lunch room is located on the 6th Floor of the Bethune Building (Room 611). This is a place for students to relax between classes or to have lunch.
Please keep it clean, and as there are classrooms nearby, please keep noise level to a minimum.

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

**Note:** Each student wishing to use the locker room will now have to have their NSHA ID activated through Security. Please contact the Student Services reception office to request a locker and to have your ID activated.

**Mailboxes**
Each BHSc student has a mail folder in the file cabinet located in room 649. Check these regularly for general notices, returned assignments, etc.

**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 473-6681 with any changes in your contact information. You are also responsible for keeping your Banner contact information current.

**Bulletin Boards**
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. In some programs there is a bulletin board in the clinical areas for student notices. If this applies to your program you will be advised of the location.

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

**Photocopier Access**
The main office is not able to provide photocopies for students. There is a coin operated photocopier in the Central Zone Library (5th Floor Dickson Building). Photocopy cards are also available at the Kellogg Library for use in all Dalhousie Libraries.

**Website**
The School website is [www.dal.ca/shs](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, RESP), 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.

**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 – Room 640, 473-6681, (health.sciences@dal.ca) 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

**Note:** The Admissions & Program Officer hours are three days per week, with days/hours TBA.

**Academic Regulations Officer (ARO)**

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

Requests should be submitted to the ARO, they will be processed within five business days.

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
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 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 ADVISORS FOR 2018/2019:

<table>
<thead>
<tr>
<th>Diagnostic Medical Ultrasound</th>
<th>Magnetic Resonance Imaging Technology</th>
<th>Nuclear Medicine Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan Gilby (Yrs 1&amp;3) 473-4148 <a href="mailto:Jan.gilby@dal.ca">Jan.gilby@dal.ca</a></td>
<td>Sherry Chauder (Yrs 2&amp;4) 473-4141 <a href="mailto:Sherry.Chauder@dal.ca">Sherry.Chauder@dal.ca</a></td>
<td>Jennifer Williams 473-3799 <a href="mailto:jennifer.williams@dal.ca">jennifer.williams@dal.ca</a> Karren Fader 473-6689 <a href="mailto:Karren.fader@dal.ca">Karren.fader@dal.ca</a></td>
</tr>
</tbody>
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<thead>
<tr>
<th>Radiological Technology</th>
<th>Respiratory Therapy</th>
<th>Post Diploma</th>
</tr>
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<tbody>
<tr>
<td>Catherine Gunn 473-5435 <a href="mailto:Catherine.gunn@dal.ca">Catherine.gunn@dal.ca</a></td>
<td>Tammy Scott 473-3370 <a href="mailto:Tammy.scott@dal.ca">Tammy.scott@dal.ca</a></td>
<td>Robert Gilbert 473-2791 <a href="mailto:rgilbert@dal.ca">rgilbert@dal.ca</a></td>
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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 [https://www.dal.ca/campus_life/health-and-wellness/services-support.html]
- Student Employment Centre (part time)/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 (File Course Add/Drop, Letter of Permission, Apply...
Advising – Frequently Asked Questions (FAQs)

Who do I see re: questions, transfer credits etc.?  
The Admissions & Program Officer at the School of Health Sciences (shawn.simamba@dal.ca).

Who do I see re: 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?  
Please visit the “Appealing Regulations and Grades” page at https://www.dal.ca/campus_life/academic-support/grades-and-student-records/appealing-a-grade.html where you will find information and links to the appropriate forms.

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 dal.ca/admissions/registrars_office.html dal.ca/lop

How do I apply for course overload?  
Please contact the Admissions & Program Officer (health.sciences@dal.ca)

Who is my academic advisor?  
The School of Health Sciences has advisors in each of the disciplines. (See current advisors listed on the website) dal.ca/shs and on page 10 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 ASAP; 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: July 1st (of third year).
Please note that 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 School of Health Sciences 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 Faculty of Health School in which the desired course is offered to inquire about permission if applicable.

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 BHSc 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 20th and April 30th.

**Do returning/degree completion students have to complete the clinical skills maintenance component?**
No, they do not.

**Electives?**
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 will 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.

**How can I find out if previous courses I have taken may qualify for electives?**
Firstly, check for course equivalence on the Registrar’s Office website at [dalonline dal.ca/PROD/fyskeqiv_P_Transequiv](http://dalonline.dal.ca/PROD/fyskeqiv_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 is distributed electronically to students. Your official Dalhousie e-mail address will be used. Check the Student Handbook located on the SHS website or within the Online Community~School of Health Sciences 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 4 for deadlines.

**How is a specialty practice scheduled in the academic year?**
A 6 credit hour specialty practice is scheduled over one term. The 12 credit hour specialty practice may be completed in one term, or divided over two. 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.

ASSOCIATIONS

Students’ Association of Health Sciences
The Students’ Association of Health Sciences (SAHS) is the academic, political and social voice of students in the School of Health Sciences. 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 website (see “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. Please see their website (dalhssa.com/) for more information on how to get involved.

STUDENT PARTICIPATION ON SCHOOL OF HEALTH SCIENCES 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 the 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 the issues under discussion while at the same time respecting need for confidentiality

Contact SAHS if you are interested in membership in any of the following School of Health Sciences committees:

Admissions Committee
This committee sets admissions policies and procedures for all the professional programs of the School of Health Sciences. The Committee also organizes recruiting events, reviews applications and makes decisions about who is admitted to the BHSc program.
Time commitment: one meeting per month or 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 as well as maintaining and enhancing funding for awards, prizes, scholarships and bursaries. Time commitment: one 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
This committee oversees the design, development, monitoring and evaluation of the undergraduate BHSc curriculum.
Time commitment: two scheduled meetings per academic term and additional meetings as required

Clinical Education Committees (one for each professional program)
These committees examine the clinical curriculum within the BHSc program, including clinical courses, clinical practica and specialty practice. The committees provide liaison between the School of Health Sciences and the clinical sites.
Time commitment: one- two meetings per year, with additional meetings scheduled when required.

More detailed Terms of Reference for these committees are available on request (See the School’s Administrative Manager).

PROFESSIONAL ASSOCIATIONS AND/OR PROVINCIAL REGULATORY BODIES
It is important to understand the distinct roles played by the University and the professional associations and/or provincial regulatory bodies which regulate professional practice.

The professional associations and/or provincial regulatory bodies are accountable for the safety of the public in relation to the professions they govern. They control entry to the profession in order to ensure that practitioners are competent and ethical. Entry-to-practice requirements usually 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 that enable candidates to write the exam. In general, candidates are eligible to write once they have successfully completed an accredited program.

Dalhousie University confers 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 the eligibility criteria set by the professional
Students in Diagnostic Medical Ultrasound and Respiratory Therapy are eligible to write the certification/registry exams when all the requirements for the diploma exit (end of year 3) have been met. Students in Nuclear Medicine Technology and Radiological Technology are eligible to write the registry exams when all requirements for the BHSc have been met. Magnetic Resonance Imaging Technology students are eligible to write the certification exam when all requirements for the certificate in Magnetic Resonance Imaging are met.

**Contact Information for the Professional Associations:**

**Diagnostic Medical Ultrasound**
Sonography Canada is the national professional body for the Sonography profession and supports the profession through providing national credentials and entry-to-practice credentialing exams.
sonographycanada.ca

**Nuclear Medicine Technology, Radiological Technology, and Magnetic Resonance Imaging Technology**
The Canadian Association of Medical Radiation Technologists (CAMRT) is the national professional body for nuclear medicine, magnetic resonance imaging and radiological technologists. The Nova Scotia Association of Medical Radiation Technologists (NSAMRT) regulates the practice within the province. In order to participate in clinical practice, students are required to obtain membership in NSAMRT, and thereby also become CAMRT members.
nsamrt.ca and camrt.ca

**Respiratory Therapy**
The national professional association for respiratory therapists is the Canadian Society of Respiratory Therapists (CSRT). Students are encouraged to become members of the CSRT at www.csrt.com or membership@csrt.com .

The Nova Scotia College of Respiratory Therapists (NSCRT) is the provincial regulatory body that is accountable for protection of the public and governs the scope of practice, and licensing criteria for all actively practicing respiratory therapists in Nova Scotia.
ns.crt.com

**DALHOUSIE 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
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 an air of 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 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.

ACADEMIC INTEGRITY

Please visit the Academic Integrity Website for the Faculty of Health–dal.ca/faculty/health/faculty-and-staff/academic-integrity.html. The site provides an overview of the academic integrity process in the faculty, as well as, academic integrity resources for students.

SYLLABUS 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 of 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?
At university we advance knowledge by building on the work of other people. Academic integrity means that we are honest and accurate in creating and communicating all academic products. Acknowledgement of other people’s work must be done in a way that does not leave the reader in any doubt as to whose work it is. Academic integrity means trustworthy conduct such as not cheating on examinations and not misrepresenting information. It is the student’s responsibility to seek assistance to ensure that these standards are met. Dalhousie University expects all students to be responsible learners, which means that you will complete assignments yourself and acknowledge sources of information and ideas when they are not your own, among other things.

HOW CAN YOU ACHIEVE ACADEMIC INTEGRITY?
We must all work together to prevent academic dishonesty because it is unfair to honest students. The following are some ways that you can achieve academic integrity; some may not be applicable in all circumstances.

- make sure you understand Dalhousie’s policies on academic integrity (see dal.ca/dept/university_secretariat/academic-integrity/academic-policies.html)
- do not cheat in examinations or write an exam or test for someone else
- do not falsify data or lab results

Be sure not to **plagiarize**, intentionally or unintentionally, for example…
- Clearly indicate the sources used in your written or oral work. This includes computer codes/programs, artistic or architectural works, scientific projects, performances, web page designs, graphical representations, diagrams, videos, and images
- do not use the work of another from the Internet or any other source and submit it as your own
- when you use the ideas of other people (paraphrasing), make sure to acknowledge the source
- Do not submit work that has been completed through collaboration or previously submitted for another assignment without permission from your instructor (These examples should be considered only as a guide and not an exhaustive list.)

**Where Can You Turn For Help?**
If you are ever unsure about any aspect of your academic work, contact me (or the TA):
- **Faculty of Health Academic Integrity Website**
  - Overview of academic integrity process, with resources for faculty and students
- **Academic Integrity Website**
  - Links to policies, definitions, online tutorials, tips on citing and paraphrasing
- **Writing Centre**
  - Assistance with learning to write academic documents, reviewing papers for discipline-specific writing standards, organization, argument, transitions, writing styles and citations
- **Dalhousie Libraries**
  - Workshops, online tutorials, citation guides, Assignment Calculator, RefWorks
- **Dalhousie Student Advocacy Service**
  - Assists students with academic appeals and student discipline procedures
- **Senate Office**
  - List of Academic Integrity Officers, discipline flowchart, Senate Discipline Committee

**What Will Happen If An Allegation Of An Academic Offence Is Made Against You?**
Your instructor is required to report every suspected offence. The full process is outlined in the **Faculty Discipline Flow Chart** and includes the following:
- Each Faculty has an Academic Integrity Officer (AIO) who receives allegations from instructors
- Based on the evidence provided, the AIO decides if there is evidence to proceed with the allegation and you will be notified of the process
• If the case proceeds, you will receive a PENDING grade until the matter is resolved
• If you are found guilty of an offence, a penalty will be assigned ranging from a warning, to failure of the assignment or failure of the class, to expulsion from the University. Penalties may also include a notation on your transcript that indicates that you have committed an academic offence.

AWARDS

Students in the School of Health Sciences are encouraged to apply for general University scholarships and awards for which they may qualify. They are listed in the Calendar. The School of Health Sciences also has a number of awards:

University Medal in Health Sciences

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

a) The candidate has successfully completed the equivalent of three full time years in his/her respective baccalaureate program (90 credit hours) at Dalhousie.
b) Has met the Faculty of Health cumulative GPA requirement or better on courses taken at Dalhousie towards the degree.
c) 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 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. In addition, several awards, both graduation and in-course awards, are made to students in the School. An Awards Committee is responsible for all aspects of administration of this School awards process. Information on awards is posted on the awards bulletin board found just outside room 641 on the 6th floor, Bethune Building.

An annual School of Health Sciences Recognition Reception is held in the fall. It is organized by the School’s Awards Committee and several awards, bursaries and scholarships are presented during the event. It gives faculty, staff, award sponsors and fellow students the opportunity to celebrate the achievements of the award recipients.
**SHS Graduation Awards**

**BHSc Faculty Award:** This award is presented to the degree graduate with the highest cumulative GPA (minimum GPA 4.0). This Award will be presented at the spring convocation in May.

**Dr. Robert H. Martin:** This award will be 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 over the four years of study (min. 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. This Award will be presented at the spring convocation in May.

**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. This Award will be presented at the spring convocation in May.

**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.

**BRACCO Imaging Canada Award:** This award is sponsored by BRACCO Imaging Canada and is awarded to a graduating student of the Magnetic Resonance Imaging Certificate Program. This award is intended for a student who has demonstrated exceptional clinical skills during Specialty Practice in MRI based on clinical evaluations.

**Tim MacKenzie Memorial Award:** This gift is awarded to a student graduating in Radiological Technology, based on respect of patient's rights and needs as individuals and high standards of clinical practice. Qualified applicants will be selected based on a rank order selection by the Radiological Technology Faculty. This Award will be presented at the spring convocation in May.

**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. This award will be presented during fall awards ceremony.

**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 and presented at the spring convocation in May.

**VitalAire Award of Excellence:** This award is sponsored by VitalAire and is awarded to the graduating student of Respiratory Therapy with the highest cumulative following four full time years of the degree program. This award will be presented during the May awards ceremony.

**SHS In-Course Awards**

**Margaret Barrett-Banks Memorial Award (to be chosen from student applications):** This award is presented to a Bachelor of health Sciences student entering the fourth year of the BHSc degree program. The successful candidate is chosen based on the following criteria: Minimum cumulative GPA of 3.3, demonstration of financial need, and demonstration of contribution to the community, university and/or health system through leadership and voluntary activities. Qualified candidates will complete the application form by the last Friday during Clinical Practicum III at 4:30pm. Please send application to Room 640 Bethune Building or health.sciences@dal.ca. The School of Health Sciences Awards committee will process the applications. This award will be presented through an awards ceremony in November following fall convocation.

**Heather Mattice Memorial Award (to be chosen from student applications):** 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 (30%) {Min. GPA 3.3}, community and campus involvement (20%) and recommendation of Nuclear Medicine Technology Faculty (20%). Qualified candidates will complete the application form by the last Friday during Clinical Practicum III at 4:30pm. Please submit the application to Room 640 Bethune Building or health.sciences@dal.ca. The School of Health Sciences Awards committee will process the applications. This award will be presented through an awards ceremony in November following fall convocation.

**Dorothy Archibald Award (to be chosen from student applications):** These awards are presented to two students, one to a full-time student in Nuclear Medicine Technology and one to a full-time student in Radiological Technology; who have successfully completed clinical practicum II (Year 2). The successful candidate is chosen by the School of Health Sciences Awards Committee. Suitable candidates are asked to submit an application form outlining their professional stream and experience in the following areas: professional attributes and accountability, motivation, initiative, regular attendance, team player, involvement in the student association or BHSc Committees, GPA >3.3. Please submit the application to Room 640 Bethune Building or health.sciences@dal.ca by 4:30pm on the last Friday of Clinical Practicum II. This award will be presented through an awards ceremony in November following fall convocation.

**Cynthia Johnson Evans Award:** This award is presented to the student who has consistently demonstrated high standards of clinical practice upon
completion of year three in Diagnostic Medical Ultrasound. The successful candidate is nominated by their preceptor upon completion of third year clinical education courses. Preceptors are encouraged to nominate a student who exhibits a high level of clinical competence and patient care. Nomination letters will be reviewed by faculty and the successful candidate will be presented with the award at the awards ceremony in November following fall convocation.

**Ian Collin's Memorial Pediatric Award:** This award is presented to a student completing the third year of the 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, 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 three years and contribution to the care of CF patients and their families. This award will be presented through an awards ceremony in November following fall convocation.

**The Trudell Medical Marketing Limited Award:** This award is sponsored by Trudell Medical Marketing Limited, 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. This award will be presented through an awards ceremony in November following fall convocation.

**Ali Cameron Memorial Award:** Awarded to a second year respiratory therapy student in May during clinical practicum II (RSPT 2500). The successful candidate is chosen by the School of Health Sciences Awards Committee. Qualified applicants must submit an application form demonstrating the ways in which he or she meets the following criteria: Community Involvement, volunteerism and demonstrated commitment to helping others, A passion for the arts, and involvement with the Dalhousie School of Health Sciences (Student’s Association or FTHOI) Academic standing-min GPA of 3.3 based on a 4.3 scale. Applications must be submitted to Room 640, Bethune Building or health sciences@dal.ca before March 31st of any year. This award will be presented with a plaque at the annual SHS recognition reception in the Fall Term by the family of Ali Cameron.

**The Elsevier Canada Book Award:** This award is awarded to two full time students. A Respiratory Therapy student who has completed first year (based on highest cumulative GPA and completion of Clinical Practicum I) and a Diagnostic Imaging student (DMUT, RADT or NUMT) who has completed first year (based on highest cumulative GPA and completion of Clinical Practicum I). Note: this award will rotate each year between the three disciplines (RADT (2018), NUMT (2019) and DMUT (2017). This award will be presented annually to the successful candidate at the recognition reception in November.
CLINICAL EDUCATION

Successful completion of all clinical components of the program is mandatory. Clinical practica 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 School of Health Sciences.

Attendance during clinical practica 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 practica, 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 requiring extra time in the 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; will most likely take place within the 2 weeks immediately following clinical practicum, but may also take place at a later time.

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 and will be based on site availability. Otherwise, students may not pass or complete the clinical education course.**

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.

**Coordination of Clinical Placements**

**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. We have tried 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 their
Academic Coordinator of Clinical Education 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. Please note: The occupational disability insurance coverage does not apply to international placements.

Grade Reassessment and Appeals of Practical Fieldwork Experiences

Guidelines for Direction of Student Fieldwork Performance

Guidelines for Personal Safety in Fieldwork Placements

Health Insurance

Students must be aware that they will 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. studentvip.ca/

Practicum/fieldwork Placement Outside of Halifax

Statement regarding Criminal Record Check

Student Disclosure of Health Information

Students Travelling in Vehicles during Clinical Placements

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

Immunization Record

Tuberculin Skin Test (TST)

https://www.dal.ca/faculty/health/health-sciences/current-students/clinical-education.html

HEALTH & SAFETY

All students must be fit tested for an N95 particulate respirator prior to clinical practicum each year. Clinics for 1st and 3rd year students 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. 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 annual recertification of CPR-HCP 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 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 Authority 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.

Incident Reporting Policy and Procedure

POLICY
All safety-related incidents regarding students must be reported.
- Examples of such incidents include loss of consciousness, needle stick, radiation contamination, exposure to blood or bodily fluids, etc.
- Further examples include patient-related mistakes, such as the administration of wrong therapy to the wrong patient.
PROCEDURE

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

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

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

4. 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 attached 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 attached Dalhousie University Accident/Incident report form.

5. The clinical coordinator will forward copies of the Dalhousie report form to the appropriate people.

APPROVED by Full Faculty November 2, 2010

Policy regarding interruption of clinical placement due to illness or injury

The School of Health Sciences is committed to maintaining patient and student safety at all times. 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 at a later time. Students must be able to complete all required tasks in a safe and proficient manner in order to meet the learning objectives.

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

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

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

In the event that 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.

Approved by Full Faculty September 23, 2013

GUIDELINES FOR ASSIGNING STUDENTS TO CLINICAL LEARNING EXPERIENCES
June 2018

The Clinical Coordinator is responsible for arranging all clinical experiences. No student or faculty may undertake to make 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.

3. 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.

4. 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 the Nova Scotia Health Authority and throughout the Atlantic Region. Clinical placements beyond the Atlantic Region may be considered on an individual basis, but will be limited due to time and resource constraints.

5. 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, and performance standards) and take responsibility for meeting these objectives.
6. 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. Individual “special requests” for clinical placement at sites that are not on the list of approved placements must be submitted in writing to the Clinical Coordinator as soon as possible (preferably before the first week of classes). Only ONE special request will be entertained per student, and must be submitted by the deadline indicated on the Request for Clinical Placement form. Please note: 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 last day of classes of Fall Term, the student will be placed at an alternate site, thereby forgoing the privilege of “first choice” afforded by a higher GPA.

7. 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 Access Advisor with Student Accessibility Services www.dal.ca/access well in advance of submitting their request for clinical placement.

8. Students in years 2 and 3 must submit a Request for Clinical Placement form to the Clinical Coordinator in the fall term. Students in year 1 will be required to submit their request form early in January. 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.

9. Second and third 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 making a special request will receive notification of their clinical placement by the last day of classes of Fall Term. First year students will receive written notification of clinical placement assignment prior to spring break.

10. Clinical Practicum is set for the 8-10 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.

11. There are a limited number of French-speaking placements available. Students must self-identify a willingness to accept a francophone placement and will be required to contact the site to determine level of fluency.
12. Students requesting a placement at any international facility (including United States) must understand that they will be responsible for any and all travel documents.

13. In order to accommodate advanced skills and course requirements, students in Year 3 will be assigned a clinical placement first, followed by Year 2, and finally students in Year 1. Students in Year 4 completing a Specialty Practice will be placed in consultation with their Academic Advisor.

14. **Most sites can accommodate only one student. 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.

15. 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, regardless of GPA.

16. 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. Students in year 1 may not change their clinical placement assignment after the first day of classes following spring break.

17. Students will be required to sign a Student Placement Agreement specific to their clinical placement site before Clinical Practicum commences.

18. 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.

19. 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 annual recertification of CPR and proof that SFA will not expire prior to July 15th of that academic year.

20. 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.
21. 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.

22. Students are responsible for providing student services with current contact information prior to summer break.

23. 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 make arrangements for an alternate placement. No student may 'bump' another because of a change in circumstance of a clinical site.

24. In an effort 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.

25. 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.

26. 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.

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.

REGISTRATION

Students are responsible for the registration of their own courses and for ensuring that timetable conflicts do not occur. Scheduling of School courses has been organized so that student schedules can accommodate at least one of the available sections of non-School courses.

CURRICULUM

Curriculum tables for each professional program summarize all required courses for completion of BHSc in that program. It is important to keep a copy of the table in your records, as the curriculum table in place in the first year 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 1000, PHYL 1010 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.

“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. IPHE 4900 provides the means for students in different professions to collaborate through approved meaningful experiences and receive credit towards completion.

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. [dal.ca/faculty/interprofessional-education.html](http://dal.ca/faculty/interprofessional-education.html)

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

If you haven’t done so please register for IPHE 4900 as soon as possible!! For further information please follow the link below.

[dal.ca/faculty/interprofessional-education.html](http://dal.ca/faculty/interprofessional-education.html)

Health Sciences students are required to register for IPHE 4900, section 03 each term. If completing IPHE activities during a clinical practicum and/or over the summer months, students must also register for the summer term’s IPHE 4900, section 03.

**COMPUTERS**

In addition to student computer services provided on Dalhousie campus, the School of Health Sciences provides computers for students in Rooms 649 and 650 of the Bethune Building. All computers are connected to the Internet and a network printer. The computers are available any time during regular school hours with support available from the main office (Rm. 641). Students must provide their own computer paper and disks/data sticks.
Each student will sign in to the computer labs using his/her own Nova Scotia Health User ID and password. Note: Nova Scotia Health User ID and password is for each student’s use only. Never share your user ID or password.

If you do not have a Nova Scotia Health User ID you will need to complete a form called: Nova Scotia Health Authority User ID Authorization Application Form and sign a pledge of confidentiality. A copy of these forms are available from the Receptionist in room 641.

Student use of computers both at the School and clinical sites operate under the guidelines of the Nova Scotia Health Computer End-User Acceptable Use Policy. This policy ensures that Nova Scotia Health computer systems are used for business purposes in serving the interests of the organization, and of our patients, families, caregivers and staff in the course of normal operations. Please refer to policy number CH-50-020.

After-hours access is available through the Security Office in the lobby of the Dickson Building.

INAPPROPRIATE USE OF COMPUTERS

Whether working on a computer on the Dalhousie Campus or here at the School, 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 at the CENTRAL ZONE NSHA. 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.

ENVIRONMENT

Dalhousie University and Nova Scotia 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.

FEES AND EXTRA COSTS

Fee schedules for tuition, miscellaneous student fees, and health insurance are available on the Student Accounts website. dal.ca/studentaccounts
Important Note: Student Accounts will provide a monthly statement of the amount owing on your account via your @dal.ca e-mail address. This is a very good reason to check this email account regularly. Extra fees for late payment, etc., can add up.

Students in the School of Health Sciences 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.

GRADUATION, Degrees, Diploma Exits, and 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 checklist on convocation ceremonies. The procedure for applying to graduate with a degree, a diploma, or for certificate completion via DalOnline. Check the important dates table for 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 whether or not 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 1 for those planning to graduate at the October convocation. The forms are available at the Registrar’s office, or online. Students who opt for the diploma exit are not eligible for distinction.

N.B. The diploma exit is an exit. Completing an Intent to Graduate form signals that the student intends to leave the program. In order to register for any Fourth Year courses, a student who has taken the Diploma Exit
must apply for re-admission to the BHSc program. See the Section on Re-admission for Students Who Have Taken a Diploma Exit.

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 in order 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.

I.D. CARDS

All students must obtain a DalCard I.D. available from the Dal Card Office, 6230 Coburg Road. This is the official University I.D. which allows access to many university facilities.

In addition, Nova Scotia Health Authority I.D. cards are issued during registration week and must be worn (visible) at all times when on Nova Scotia Health Authority property and during clinical learning experiences scheduled in other health care institutions. (These I.D.’s do not need to be worn when attending classes on the Dalhousie campus.) Nova Scotia Health Authority Security does random checks and if I.D. is not produced you may be denied access to hospital grounds/building. Students leaving the program will be required to return their Nova Scotia Health Authority I.D. to the Admissions & Program Officer in Room 640 Bethune Building.

One additional I.D. card will be issued– it is a Dalhousie University I.D. which will identify you as a Student Learner when you are in the clinical area. These cards will be produced from the photo on file at the DalCard office and distributed to you by Student Services in the School.

Brightspace

Brightspace application is a web-based collection of tools designed to complement in-class activities or provide a way to learn online. Most Dalhousie instructors use Brightspace in their courses to communicate with students, provide course materials, assign course grades and provide numerous 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.

LIBRARIES

Dalhousie has four main libraries:
- Killam Memorial Library- sciences, social sciences, humanities, business administration
- Sexton Design & Technology Library- architecture and urban & rural planning, computer science, engineering
- Sir James Dunn Law Library (Administered by the Faculty of Law.)
W.K. Kellogg Health Sciences Library- medicine, dentistry, health professions

The Kellogg Library has a Learning Commons space on the second floor of the Collaborative Health Education Building (CHEB) and a renovated space on the main floor in the Tupper Building.

Staff at the Information Desk is happy to help with information queries and in the use of library search tools, including Novanet and the CD-ROM databases. The subject specialist for health sciences at the Kellogg Library is Shelley McKibbon (494-3750 or shelley.mckibbon@dal.ca), Information Services Librarian. Part of her role is to provide assistance to students from our School in general use of the library, searching for a particular resource, or any other aspect of library use.

Central Zone Health Sciences Libraries

Students in the School of Health Sciences may also access 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. Hours are Monday to Friday from 9:00 am until 4:30 pm. There are coin-operated photocopiers in these libraries.

1796 Summer Street 5820 University Avenue
Halifax Infirmary Bldg., 2nd Floor Dickson Bldg., 5th Floor
Halifax, NS B3H 3A7 Halifax, NS B3H 2Y9
902-473-8497 902-473-8497
Fax: 902-473-7168 Fax: 902-473-7456

POLICIES RELATING TO STUDENTS – UNIVERSITY AND SCHOOL

The current online Undergraduate Calendar (academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog) 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 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 considered to be an academic offence.

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

- Workload
- Registration
- Class Change andWithdrawals
- 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
An online University Policy Repository is available on the University Secretariat website. This repository is intended to collect together 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.ca/policies or via “University Policies” Tab on the University Secretariat website dal.ca/dept/university_secretariat.html. There are currently close to 100 documents in the repository. These can be viewed in an “A-Z” listing (by scrolling down the main page or by category.)

**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 fulfills 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
Other School of Health Sciences Policies

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.

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<thead>
<tr>
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<tr>
<td>A+</td>
<td>90 – 100</td>
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<tr>
<td>A</td>
<td>85 – 90</td>
</tr>
<tr>
<td>A-</td>
<td>80 - 84</td>
</tr>
<tr>
<td>B+</td>
<td>77 – 79</td>
</tr>
<tr>
<td>B</td>
<td>73 - 76</td>
</tr>
<tr>
<td>B-</td>
<td>70 – 72</td>
</tr>
<tr>
<td>C+</td>
<td>65 – 69</td>
</tr>
<tr>
<td>*FM</td>
<td>55 – 64</td>
</tr>
<tr>
<td>F</td>
<td>Below 55</td>
</tr>
</tbody>
</table>

* 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.

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 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 on Brightspace

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

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

Re-Assessment of a Final Grade:

Please refer to Academic Regulation 16.7 in the University Calendar which describes the process for requesting a formal grade reassessment. The 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 Academic Regulations Officer, 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 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.

A 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, 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, 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.

NOTE: 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 advised that it is their responsibility to ensure 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 advised that it is their responsibility to ensure their academic record accurately reflects all successfully completed courses, including transfer credits.

**Letter of Permission**

A Letter of Permission is required for any course taken at another institution. 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). 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 Officer 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 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: ug.cal.dal.ca/UREG.htm and also 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 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).

[https://www.dal.ca/faculty/health/current-students/student-policies-and-procedures.html](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.
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<th>Administration</th>
<th>Phone (473-)</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Gillis, Director</td>
<td>8439</td>
<td>630</td>
<td><a href="mailto:carol.gillis@dal.ca">carol.gillis@dal.ca</a></td>
</tr>
<tr>
<td>Irene Fitzgerald, Administrative Manager</td>
<td>7939</td>
<td>629</td>
<td><a href="mailto:irene.fitzgerald@dal.ca">irene.fitzgerald@dal.ca</a></td>
</tr>
<tr>
<td>Anne Mahalik, Clinical Coordinator</td>
<td>8400</td>
<td>631</td>
<td><a href="mailto:anne.mahalik@dal.ca">anne.mahalik@dal.ca</a></td>
</tr>
<tr>
<td>Colleen Flemming, Student Services</td>
<td>5510</td>
<td>641</td>
<td><a href="mailto:Colleen.Flemming@dal.ca">Colleen.Flemming@dal.ca</a></td>
</tr>
<tr>
<td>Shawn Simamba, Admissions &amp; Program Officer</td>
<td>6681</td>
<td>640</td>
<td><a href="mailto:Shawn.simamba@dal.ca">Shawn.simamba@dal.ca</a></td>
</tr>
<tr>
<td>Amy Cranley, Faculty Support Secretary</td>
<td>6674</td>
<td>636</td>
<td><a href="mailto:amy.cranley@dal.ca">amy.cranley@dal.ca</a></td>
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**Diagnostic Medical Ultrasound**

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<th>Phone</th>
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<tr>
<td>Sherry Chauder</td>
<td>4141</td>
<td>634</td>
<td><a href="mailto:sherry.chauder@dal.ca">sherry.chauder@dal.ca</a></td>
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<tr>
<td>Jan Gilby</td>
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<td><a href="mailto:jan.gilby@dal.ca">jan.gilby@dal.ca</a></td>
</tr>
<tr>
<td>Erin Lushman</td>
<td>3874</td>
<td>617</td>
<td><a href="mailto:erin.lushman@dal.ca">erin.lushman@dal.ca</a></td>
</tr>
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**Nuclear Medicine Technology**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Karren Fader</td>
<td>6689</td>
<td>652</td>
<td><a href="mailto:karren.fader@dal.ca">karren.fader@dal.ca</a></td>
</tr>
<tr>
<td>Melissa Sponagle</td>
<td>6474</td>
<td>655</td>
<td><a href="mailto:melissa.sponagle@dal.ca">melissa.sponagle@dal.ca</a></td>
</tr>
<tr>
<td>Nichole Smith</td>
<td>3461</td>
<td>635</td>
<td><a href="mailto:nichole.smith@dal.ca">nichole.smith@dal.ca</a></td>
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**Magnetic Resonance Imaging (MRI)**

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<th>Name</th>
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<tr>
<td>Jennifer Williams</td>
<td>3799</td>
<td>651</td>
<td><a href="mailto:jennifer.williams@dal.ca">jennifer.williams@dal.ca</a></td>
</tr>
<tr>
<td>Steven Beyea</td>
<td>1868</td>
<td>Offsite</td>
<td><a href="mailto:steven.beyea@dal.ca">steven.beyea@dal.ca</a></td>
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**Radiological Technology**

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<th>Name</th>
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<tbody>
<tr>
<td>Catherine Gunn</td>
<td>5435</td>
<td>657</td>
<td><a href="mailto:catherine.gunn@dal.ca">catherine.gunn@dal.ca</a></td>
</tr>
<tr>
<td>Stephanie Lea</td>
<td>5513</td>
<td>671</td>
<td><a href="mailto:stephanie.lea@dal.ca">stephanie.lea@dal.ca</a></td>
</tr>
<tr>
<td>Name</td>
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<tr>
<td>Rachel MacLeod</td>
<td>5434</td>
<td>656</td>
<td><a href="mailto:rachel.MacLeod@dal.ca">rachel.MacLeod@dal.ca</a></td>
</tr>
<tr>
<td>Amy Munroe</td>
<td>4129</td>
<td>654</td>
<td><a href="mailto:amyd.munroe@dal.ca">amyd.munroe@dal.ca</a></td>
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**Respiratory Therapy**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Louanna Bethune</td>
<td>5436</td>
<td>627</td>
<td><a href="mailto:lmooney@dal.ca">lmooney@dal.ca</a></td>
</tr>
<tr>
<td>Noel Pendergast</td>
<td>4172</td>
<td>622</td>
<td><a href="mailto:noel.pendergast@dal.ca">noel.pendergast@dal.ca</a></td>
</tr>
<tr>
<td>Tammy Scott</td>
<td>3370</td>
<td>628</td>
<td><a href="mailto:tammy.scott@dal.ca">tammy.scott@dal.ca</a></td>
</tr>
<tr>
<td>Kathy Spurr</td>
<td>2382</td>
<td>668</td>
<td><a href="mailto:kfspurr@dal.ca">kfspurr@dal.ca</a></td>
</tr>
<tr>
<td>Meaghan Mamye</td>
<td>6552</td>
<td>632</td>
<td><a href="mailto:meaghan.mamye@iwk.nshealth.ca">meaghan.mamye@iwk.nshealth.ca</a></td>
</tr>
<tr>
<td>Jamie Murphy</td>
<td></td>
<td>626</td>
<td><a href="mailto:jm521838@dal.ca">jm521838@dal.ca</a></td>
</tr>
<tr>
<td>Ian Ayles (Sessional Instructor)</td>
<td></td>
<td>633</td>
<td><a href="mailto:ian.ayles@dal.ca">ian.ayles@dal.ca</a></td>
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**Health Sciences**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Rob Gilbert</td>
<td>2791</td>
<td>661</td>
<td><a href="mailto:rgilbert@dal.ca">rgilbert@dal.ca</a></td>
</tr>
</tbody>
</table>