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OVERVIEW OF THE COLLEGE OF NURSING

Mission Statement: We are leaders in nursing education, research, and outreach. Our goal is to advance nursing knowledge, practice, and health care locally, nationally, and internationally.

Vision Statement: To create an innovative learning environment that fosters personal and professional development, appreciation for diversity, mentorship, critical thinking, and reflection, development of collaborative partnerships in education, research, health care delivery, and service.

The College of Nursing’s largest program is the Bachelor of Nursing (BN) Program. The BN program has two intake dates: 120 students are admitted in September and 120 are admitted in January each year. Our program is also offered at University College of the North (UCN) in the Pas and Thompson.

Teaching Philosophy of the Bachelor of Nursing Program

The Bachelor of Nursing Program has a learner-centred philosophy. This philosophy assumes that each learner brings different levels of knowledge to the learning experience. Learners take responsibility for their learning and actively develop new attitudes, knowledge, and skills that support their progression to entry-level practice.

The learner-centred philosophy means that faculty members facilitate learning. Students are expected to prepare for each class using the class preparation instructions provided by the course leader.

Overview of the Bachelor of Nursing Program

The Bachelor of Nursing program consists of four years of university study. Students complete 30 credit hours prior to applying to the program. The remaining course work is within the nursing program.

Bachelor of Nursing Curriculum

The Bachelor of Nursing Program is based on concepts, which organize knowledge into related groups. The focus is on learning to make connections between ideas, so students can apply knowledge to a variety of situations. Students will work through exemplars in many courses. An exemplar is a health-related condition (e.g., pneumonia) or a situation frequently encountered in nursing practice (e.g., discharge teaching). Please go to Curriculum Concepts Handbook 2016 for the full document.
Courses are named according to curriculum theme and main focus. For example, the introductory course on the role of the nurse within the health care system is named Professional Foundations 1: Development of Professional Identity.
**Year Two Courses** provide foundational knowledge of pathophysiology, pharmacology, and health assessment. Students also study growth and development, caring for the older client, and explore the concepts of human diversity and professional identity. Clinical practice focuses on personal care homes and long-term care. Students will also participate in the Simulation Laboratory.

**Year Three Courses** build on the previous year, exploring acute and chronic illness, mental health, and palliative and supportive care. The focus is on learning to think like a nurse, incorporating knowledge of health education, evidence-informed practice, and law and ethics. Clinical practice takes place in acute care settings, as well as the Simulation Laboratory.

**Year Four Courses** challenge the student to apply previous knowledge to family nursing, gender and reproductive health, and population and community health. Clinical practice enables students to build on knowledge from year two and three as well as explore community and family nursing. The program culminates in a three-month senior practicum, where students are mentored by a registered nurse in the practice setting.

### Bachelor of Nursing Program – Course Titles and Credit Hours

<table>
<thead>
<tr>
<th>Year</th>
<th>Number</th>
<th>Credit Hours</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Pre-nursing</td>
<td>30 credit hours (minimum)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Please consult the Applicant Information Bulletin: <a href="https://umanitoba.ca/student/admissions/application/programs/nursing-application.html">https://umanitoba.ca/student/admissions/application/programs/nursing-application.html</a></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>NURS 2500</td>
<td>6</td>
<td>Health and Illness 1: Pathophysiology/Pharmacology/Assessment</td>
</tr>
<tr>
<td></td>
<td>NURS 2518</td>
<td>3</td>
<td>Health and Illness 2: The Older Client</td>
</tr>
<tr>
<td></td>
<td>NURS 2510</td>
<td>2</td>
<td>Client and Context 1: Human Growth and Development</td>
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<tr>
<td></td>
<td>NURS 2520</td>
<td>2</td>
<td>Professional Foundations 1: Development of Professional Identity</td>
</tr>
<tr>
<td></td>
<td>NURS 2530</td>
<td>1</td>
<td>Nursing Skills 1</td>
</tr>
<tr>
<td></td>
<td>NURS 2540</td>
<td>2</td>
<td>Nursing Practice 1</td>
</tr>
<tr>
<td></td>
<td>NURS 2514</td>
<td>6</td>
<td>Health and Illness 3: Pathophysiology/Pharmacology/Assessment</td>
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<tr>
<td></td>
<td>NURS 2522</td>
<td>3</td>
<td>Client and Context 2: Human Diversity</td>
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<td>NURS 2532</td>
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<td>Nursing Skills 2</td>
</tr>
<tr>
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<td>HNSC 2170</td>
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<td>Nutrition for Health Professionals</td>
</tr>
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<td>Year 3</td>
<td>NURS 3512</td>
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<td>Health and Illness 4: Acute and Chronic Illness</td>
</tr>
<tr>
<td>Course Code</td>
<td>Credits</td>
<td>Course Title</td>
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<tr>
<td>NURS 3510</td>
<td>3</td>
<td>Client and Context 3: Supportive and Palliative Care</td>
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<tr>
<td>NURS 3520</td>
<td>2</td>
<td>Professional Foundations 2: Health Education</td>
<td></td>
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<tr>
<td>NURS 3530</td>
<td>1</td>
<td>Nursing Skills 3</td>
<td></td>
</tr>
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<td>NURS 3540</td>
<td>4</td>
<td>Nursing Practice 3</td>
<td></td>
</tr>
<tr>
<td>NURS 3514</td>
<td>3</td>
<td>Health and Illness 5: Mental Health and Illness</td>
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</tr>
<tr>
<td>NURS 3550</td>
<td>4</td>
<td>Professional Foundations 3: Evidence Informed Practice in the Health Sciences</td>
<td></td>
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<tr>
<td>NURS 3560</td>
<td>3</td>
<td>Professional Foundations 4: Law and Ethics in Nursing Practice</td>
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</tr>
<tr>
<td>NURS 3532</td>
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<td>Nursing Skills 4 (initial offering Winter Term 2019)</td>
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<tr>
<td>NURS 3542</td>
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<td>Nursing Practice 4</td>
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**Year 4**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Course Title</th>
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<tbody>
<tr>
<td>NURS 4500</td>
<td>3</td>
<td>Health and Illness 6: Gender and Reproductive Health</td>
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<tr>
<td>NURS 4510</td>
<td>3</td>
<td>Client &amp; Context 4: Family Health</td>
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<tr>
<td>NURS 4520</td>
<td>3</td>
<td>Professional Foundations 5: Interprofessional and Collaborative Practice</td>
</tr>
<tr>
<td>NURS 4530</td>
<td>4</td>
<td>Nursing Practice 5</td>
</tr>
<tr>
<td>NURS 4540</td>
<td>5</td>
<td>Health and Illness 7: Community and Population Health</td>
</tr>
<tr>
<td>NURS 4550</td>
<td>4</td>
<td>Professional Foundations 6: Leadership and Change Management</td>
</tr>
<tr>
<td>NURS 4560</td>
<td>1</td>
<td>Professional Foundations 7: Preparation for Nursing Practice 7</td>
</tr>
<tr>
<td>NURS 4570</td>
<td>4</td>
<td>Nursing Practice 6</td>
</tr>
<tr>
<td>NURS 4580</td>
<td>9</td>
<td>Nursing Practice 7</td>
</tr>
</tbody>
</table>

**Course Descriptions**

**Year Two Courses**

**NURS 2500 Health & Illness 1: Pathophysiology/Pharmacology/Assessment**
This course provides students with a comprehensive survey of selected pathophysiological processes that produce alterations in human health, and the related pharmacological and health assessment techniques.

**NURS 2510 Client & Context 1: Human Growth & Development**
This course provides students with knowledge of normal human growth and development across the lifespan.
NURS 2518 Health & Illness 2: The Older Client
This course provides students with knowledge of the age-related changes that occur in older adults; the interaction between age-related changes and illness; the functional consequences of these interactions and the presentation of specific health problems commonly observed in this group. Nursing strategies to encourage, maintain, and enhance independence in the older adult are discussed.

NURS 2514 Health & Illness 3: Pathophysiology/Pharmacology/Assessment
This course provides students with a comprehensive survey of selected pathophysiological processes that produce alterations in human health, and the related pharmacological and health assessment techniques.

NURS 2522 Client & Context 2: Human Diversity
This course provides students with knowledge of the social factors that enhance or diminish the health of individuals, families, and communities. Students will also analyze the concept of client-centred care and its relevance in professional nursing practice.

NURS 2520 Professional Foundations 1: Development of Professional Identity
This course provides students with an introduction to the conduct, knowledge, and values that characterize a professional registered nurse.

NURS 2530 Nursing Skills 1
This course introduces students to the basic health assessment and psychomotor skills necessary to provide novice level nursing care in the practice setting.

NURS 2532 Nursing Skills 2
This course introduces students to the basic health assessment and psychomotor skills necessary to provide novice level nursing care in the practice setting.
**NURS 2540 Nursing Practice 1**
This course enables students to demonstrate clinical competence by applying the theoretical knowledge, psychomotor skills, and health assessment skills covered in Year 1 Term 1 courses in the practice setting.

**NURS 2542 Nursing Practice 2**
This course enables students to demonstrate clinical competence by applying the theoretical knowledge, psychomotor skills, and health assessment skills covered in Year 1 Term 2 courses in the practice setting.

**Year Three Courses**

**NURS 3510 Client & Context 3: Supportive and Palliative Care**
This course provides students with the knowledge and critical thinking skills to provide supportive and palliative nursing care to individuals and families experiencing a variety of life-threatening illnesses, including end of life.

**NURS 3512 Health & Illness 4: Acute and Chronic Illness**
This course provides students with the knowledge and critical thinking skills necessary to provide nursing care to individuals and families experiencing acute and chronic illness.

**NURS 3514 Health & Illness 5: Mental Health & Illness**
This course provides students with the knowledge and critical thinking skills necessary to provide nursing care to individuals and families experiencing acute and chronic mental illness and/or mental health problems.

**NURS 3520 Professional Foundations 2: Health Education**
This course provides students with the knowledge and critical thinking skills necessary to provide health information to clients across the lifespan in a variety of settings in both planned and spontaneous situations. Emphasis will be placed on client assessment and the appropriate use of existing health information resources.

**NURS 3530 Nursing Skills 3**
This course introduces students to the basic health assessment and psychomotor skills necessary to provide intermediate level nursing care in the practice setting.

**NURS 3532 Nursing Skills 4 (initial offering Winter Term 2019)**
This course provides students with the opportunity to consolidate the communication, health assessment, and psychomotor skills necessary to attain proficiency in the provision of complex nursing care.

**NURS 3540 Nursing Practice 3**
This course enables students to demonstrate clinical competence by applying the theoretical knowledge, psychomotor skills, and health assessment skills covered in Year 3 Term 1 courses in the practice setting.

**NURS 3542 Nursing Practice 4**
This course enables students to demonstrate clinical competence by applying the theoretical knowledge, psychomotor skills, and health assessment skills covered in Year 3 Term 2 courses in the practice setting.
NURS 3550 Professional Foundations 3: Evidence Informed Practice in the Health Sciences
This course provides students with the knowledge and skills to locate and critically appraise health care literature and to make decisions about how research knowledge can be transferred into nursing and health care practice.

NURS 3560 Professional Foundations 4: Law and Ethics in Nursing Practice
This course provides students with knowledge regarding the legal and ethical foundations that guide nursing practice.

Year Four Courses

NURS 4500 Health and Illness 6: Gender and Reproductive Health
This course provides students with the knowledge and critical thinking skills to provide nursing care in response to the social construction of gender; gender-related health care needs; and the reproductive health needs of individuals and families.

NURS 4510 Client and Context 4: Family Health
This course provides students with the knowledge and critical thinking skills to support the health promotion of families across the lifespan.

NURS 4530 Nursing Practice 5
This course enables students to demonstrate clinical competence by applying the knowledge and skills covered in Year 4, Term 1 courses and courses from Years 2 and 3, in the clinical setting.

NURS 4520 Professional Foundations 5: Interprofessional and Collaborative Practice
This course provides students with the knowledge, attitudes, and skills necessary to collaborate with other care providers, including those from other health care disciplines, to problem solve and make decisions to enhance client care and client outcomes.

NURS 4540 Health and Illness 7: Community and Population Health
This course provides students with the knowledge and critical thinking skills to work with groups and communities to support population-based health promotion and disease prevention.

NURS 4570 Nursing Practice 6
This course enables students to demonstrate clinical competence by applying the knowledge and skills covered in Years 2, 3, and 4 courses in the clinical setting.

NURS 4550 Professional Foundations 6: Leadership and Change Management
This course provides the student with knowledge regarding contemporary issues in nursing and health care, and the forces that shape contemporary and future nursing practice. Emphasis is placed on leadership development, change theory, and critical inquiry.

NURS 4560 Professional Foundations 7: Preparation for Nursing Practice 7
This course will enable students, in collaboration with the course leader, to assess their readiness for NURS 4560: Nursing Practice 7 and to remediate any knowledge or skill deficits identified during the assessment process. Students will also complete all the requirements necessary for the selection and confirmation of the clinical setting in which they will complete NURS 4580: Nursing Practice 7.

NURS 4580 Nursing Practice 7
This course enables students to consolidate the knowledge, skills, and attitudes included in the Bachelor of Nursing Program and achieve the College of Registered Nurses of Manitoba entry-level competencies.
Inter-Faculty Option in Aging - Choosing the Option in Aging provides you with the opportunity to expand your area of study into other faculties and gain special expertise in age-related fields. See Nursing Sections of the Academic Calendar & Catalog for more details.

Consult a Nursing Student Advisor as you complete each Option in Aging course to ensure you meet the requirements of the option.

ACHIEVING SUCCESS AT THE COLLEGE OF NURSING

Success in the Bachelor of Nursing Program requires more than studying. The most successful students work to find a balance between academic life, paid employment, and home life. It is common for students to experience increased stress and anxiety in a professional program. Students are encouraged to learn to recognize increased stress and anxiety and develop strategies to address these symptoms. Resources for addressing increased stress and anxiety include physical activity, counseling, and strong academic skills.

Tips for Academic Success

- Students are expected to prepare for each class. Course Leaders will usually post student preparation guides on UM Learn. The prep guide will tell you what needs to be done before coming to class. In some cases students will be required to submit work prior to class or at the beginning of class.
- Students will often have to spend several hours preparing for each class. Your schedule has been created to include self-study time to facilitate your learning. Use this time wisely.
- Put the due dates of all assignments and test on your calendar. Plan your study time.
- Study with a buddy or a small group.
- Contact your Course Leader if you earn a low mark on a test or assignment. Ask for suggestions regarding how to prepare for tests and how to improve your writing abilities.
- Keep copies of all your course materials (readings, slides, notes, etc.) until you have finished the program and written your NCLEX-RN exam. Course Leaders will expect you to review material from previous courses or bring these notes to class.
- Please talk to your Course Leaders if you are going through a difficult time in your life (e.g., depression, anxiety, family member dying, sick children, divorce). They care about your academic progress and will direct you to supports available at the University.

COLLEGE AND UNIVERSITY RESOURCES

Student Services Group:
200 Level, Helen Glass Centre for Nursing

Students Advisors are responsible for advising and overseeing the admission and registration of students in the undergraduate Nursing program and answering questions about courses/program planning, college and university policies, procedures, and regulations, registration problems, and program completion.

Note: It is not the responsibility of the Student Advisors to notify you if you have outstanding degree requirements.
Advisors are available for consultation by appointment. Please book appointments at Reception (204) 474-7452 or (204) 474-6655.

Terri Tauffenbach  
Student Advisor  
204-474-6734  
Terri.Tauffenbach@umanitoba.ca

Karla Blackwell  
Student Advisor  
204-474-6733  
Karla.Blackwell@umanitoba.ca

Stephanie Kozar  
Registrar  
204-474-9955  
Stephanie.Kozar@umanitoba.ca

Audrey Richard  
Student Advisor and Personal Counsellor  
204-474-6217  
Audrey.Richard@umanitoba.ca
**Student Counselling**
Tim Osachuk and Cyndi Kirupakaran, from the Student Counselling Centre, are in the Helen Glass Centre for Nursing (Room 269) twice a week for individual counselling. They are also available at the Student Counselling Centre at University Centre. Appointments for both locations can be made by calling (204) 474-8592.

The Student Counselling Centre offers individual, couple, and family counselling in individual and group formats. Visit [http://umanitoba.ca/student/counselling/](http://umanitoba.ca/student/counselling/) for more information.

**Nursing Librarian:**
As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Librarians can answer questions about managing citations and locating appropriate resources. Laurie Blanchard is the College of Nursing librarian. For additional information, please consult the following: [http://libguides.lib.umanitoba.ca/collegeofnursing](http://libguides.lib.umanitoba.ca/collegeofnursing)

**Academic Learning Centre**
Tel: 204-480-1481  
Web: [http://umanitoba.ca/student/academiclearning/](http://umanitoba.ca/student/academiclearning/)

The Academic Learning Centre (ALC) serves graduate and undergraduate, full and part-time students at the University of Manitoba. Students are invited to access the resources available on the ALC web page, drop by the ALC to meet the learning skills instructors, and/or attend workshops in order to further develop academic strengths and skills in writing, learning, and researching.

**Student Accessibility Services**
Tel: 204-474-7423  
Web: [http://umanitoba.ca/student/saa/accessibility/](http://umanitoba.ca/student/saa/accessibility/)

SAS creates equal access for students with disabilities at the University of Manitoba. A range of services are offered including campus, classroom, and test/exam accommodations, as well as Individualized Accommodation Plans (IAPs) for students in clinical placements.

Students who write their tests and exams at Accessibility Services are responsible for scheduling each test/exam with the SAS Exam Centre a minimum of 14 days prior to the test/exam date. Students can access the SAS Scheduler through JUMP. [Test booking tutorials](http://umanitoba.ca/student/saa/accessibility/media/SAS-Handbook.pdf) are found on the SAS website.

For more information about the accommodation process, please refer to the [Student Accessibility Services Handbook for Faculty and Staff](http://umanitoba.ca/student/saa/accessibility/media/SAS-Handbook.pdf).

**University Health Service**
104 University Centre  
Tel: (204) 474-8411  
Web: [http://umanitoba.ca/student/health/](http://umanitoba.ca/student/health/)

**Student Advocacy**
519 University Centre  
Tel: 204-474-7423  
Web: [https://umanitoba.ca/student/advocacy/](https://umanitoba.ca/student/advocacy/)

The Student Advocacy Office provides confidential centralized services for student complaints and grievances. This centre serves as a general information source for students regarding their rights and responsibilities. Students are assisted in the resolution of any problems or concerns resulting from
academic and/or discipline decisions. Students are advised of the policies and procedures to follow, both informally and formally, for appeals. Where appropriate, a referral will be made to other campus resources.

**English Language Centre**
520 University Centre  
Tel: 204-474-9251  
Web: [http://umanitoba.ca/student/elc/](http://umanitoba.ca/student/elc/)

The mission of the English Language Centre is to enhance success for students as well as potential students whose first language is not English by providing courses, tests, homestay, and individual support in order that they may achieve their academic goals and participate with confidence in the University of Manitoba community.

**International Centre for Students**
541 University Centre  
Tel: 204-474-8501  
Web: [http://umanitoba.ca/international/](http://umanitoba.ca/international/)

The International Centre for Students offers programs and services to help international students before and after their arrival to ease their transition to Canada and ensure their experience is enjoyable, safe, and successful.

**Financial Aid & Awards**
Room 422, University Centre  
Tel: 204-474-9531  
Web: [http://umanitoba.ca/student/fin_awards/](http://umanitoba.ca/student/fin_awards/)

Information and applications re: Canada Students Loans, bursaries, awards, and scholarships.

**Registrar’s Office**
Room 400, University Centre  
Tel: 204-474-9420  
Web: [http://umanitoba.ca/student/records/](http://umanitoba.ca/student/records/)

The University of Manitoba Registrar’s Office manages student ID cards, General Calendar, holds due to fees, fee assessments, admission, and graduation.

**I HAVE AN ISSUE - WHAT DO I DO?**

Students may experience a high level of stress related to course work and the demands of school. It is important to seek help before stress becomes overwhelming. This section outlines what to do if you have a concern about course work, health, and/or learning.

**IMPORTANT NOTE:** University of Manitoba policies are revised on a regular basis. The most up-to-date policies are located in the University of Manitoba Academic Calendar. Policies and links to policies in this handbook are included for information purposes. However, current policies in the Academic Calendar will supersede a policy in this academic handbook. **Students are responsible for familiarizing themselves with the most current policies relevant to their situation.**
Student with a Theory Course Concern in the Undergraduate Programs

1. The general guideline is to discuss the issue and seek a resolution with the individual closest to the situation/issue.

2. At any time students may discuss the issue with and/or seek advice from a College of Nursing Student Advisor (204-474-7452) or Student Advocacy (204-474-7423).

Tests

Illness or other disruptive life circumstances can happen at any time. If you miss classes, skills lab, simulation, clinical, a test, an exam, or term work because of these circumstances, you need to make arrangements to deal with the academic responsibilities that you have missed. Absence from a test or the final exam without prior arrangements with the Course Leader may result in an F/failing grade for that component of the course. Each test and the final exam may be written only once. There are no make-up/supplemental tests/exams. All assignments, tests, and the final exam must be completed in order to complete the course.

- Call or email your Course Leader if you are unable to attend your midterm test or an exam due to extenuating circumstances. The inability to write a test or exam must be communicated with the Course Leader prior to the start of the test/exam. If you need a deferral for a final exam you must see a Student Advisor. The Student Advisor will start the paperwork for your request.

- Call or email your Course Leader if you are unable to submit term work or assignments by the due date. The inability to submit term work on the due date must be communicated to the Course Leader before the due date.

- Call or email your Course Leader if you are unable to attend class, skills lab, or simulation. The inability to attend should be communicated prior to the learning session.

- Your Course Leader may request supporting documentation regarding your absence, deferral, or late submission of term work. It is not necessary to get a note from a health care provider unless the Course Leader specifies. In most cases, students in the Bachelor of Nursing Program should make a Declaration. The Declaration is a formal statement that attests to the reasons for your absence.

- The decision regarding granting extensions or deferrals is up to your Course Leader and/or the Associate Dean Undergraduate Programs. Your request is not automatically granted even when you provide documentation.

What is a Declaration?

A Declaration is an alternative way of providing documentation in situations where a doctor’s note is not available or not appropriate to the circumstances.
Why do I Need a Declaration?

The university has policies in place to preserve the integrity of its academic programs and evaluation procedures. The university also recognizes that illness or other disruptive circumstances can occur at any time. In cases where a student is absent or unable to meet their academic commitments due to these circumstances, the university will consider a declaration in lieu of a doctor’s note.

How do I Make a Declaration?

- The first step is always to contact the Course Leader to request an extension or to discuss a missed test. Your Course Leader will ask you to complete a declaration form. The forms for making a Declaration are in 262 HGCN. The form asks you to indicate what course is involved and if you need an extension or deferral. It will take less than five minutes to complete the form. The form will be witnessed by the Student Services Assistant, 262 HGCN. The form will be reviewed by the Associate Dean Undergraduate Programs Office and will be confidentially stored in a locked filing cabinet.

- An email will be sent to your Course Leader to confirm that you have completed the Declaration.

- The decision regarding granting extensions and deferrals is up to your Course Leader and/or the Associate Dean Undergraduate Programs. Your request is not automatically granted even when you provide documentation.

Final Examinations

You must be available for final examinations. Refer to examination information in the current Undergraduate Calendar. Both preliminary and final examination timetables are available at: http://umanitoba.ca/student/examination_schedules.html. Since some examinations are scheduled and/or arranged by the instructor, please ensure you obtain the correct date, time, and location from the instructor. Double check the information carefully!

A final examination (exam) takes place after the last day of classes. You must notify your course leader if you are unable to attend the exam, as per the policy below.

Absence from the final exam without prior arrangements with the Course Leader may result in an F/failing grade for that component of the course. Call or email your course leader if you are unable to attend due to extenuating circumstances. The inability to write an exam must be communicated to the Course Leader prior to the start of the exam. Each exam may be written only once. There are no make-up/supplemental exams. Students must apply to write a deferred exam within 48 hours of the scheduled exam. The Undergraduate Calendar states:

The application must normally be filed within 48 hours of the scheduled date of the missed examination or, in a case where more than one examination was missed, within 48 hours of the scheduled date of the last examination missed. The application must be accompanied by a medical certificate or otherwise appropriate documentation certifying the reason for the deferral, the inability of the student to write the examination at the regular scheduled time and, where possible, an indication of the period of incapacity. Based on the evidence, the Dean or Director shall decide whether the application is approved. Based on the student’s ongoing incapacity or other exceptional circumstances a deferral may granted to a student who files an application after the 48 hour period has lapsed.
The full policy is available in the Academic Calendar:

Appealing a Grade

Term Work Grade Appeals Policy can be found here.

Final Grade Appeals Policy can be found here.

Appealing a Decision by a Course Leader or the Associate Dean

Student Appeals Guidelines can be found here.

Academic Integrity

Academic integrity means honesty and responsibility in learning and research. The office of Student Advocacy has developed an Academic Integrity Tutorial:
http://umanitoba.ca/student/academicintegrity/tutorial/

There are also a number of other resources related to academic integrity found on the Student Advocacy website: http://umanitoba.ca/student/resource/student_advocacy/AI-and-Student-Conduct-Tutorials.html

IMPORTANT NOTE: University of Manitoba policies are revised on a regular basis. The most up-to-date policies are located at the University of Manitoba Undergraduate Calendar. Policies and links to policies in this handbook are included for information purposes. However, current policies in the Undergraduate Calendar will supersede a policy in this academic handbook.

Students are responsible for familiarizing themselves with the most current policies relevant to their situation.

Academic Calendar 2018-2019:

Policies related to the students’ academic progress at the University of Manitoba are set out in the Academic Calendar (AC). The Academic Calendar contains important dates, information about programs and courses, and academic regulations and requirements. Each student is responsible to be familiar with the academic regulations and requirements of the University of Manitoba in general and of the specific academic regulations and requirements of the College of Nursing. Students who have questions about these regulations and requirements should seek the advice of the college’s Student Advisors. Students are expected to familiarize themselves with regulations regarding academic integrity, including:

University of Manitoba Policies and By-laws

Please review the following policies and by-laws:


Student Discipline By-law:
http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html
Respectful Work and Learning Environment and Sexual Assault:
http://umanitoba.ca/admin/governance/governing_documents/community/230.html

Violent or Threatening Behaviour Policy:
http://umanitoba.ca/admin/governance/governing_documents/community/669.html

College of Nursing Professional Unsuitability By-law:
http://umanitoba.ca/faculties/nursing/undergrad/unsuitability-by-law.html

The Personal Health Information Act (PHIA)
PHIA applies to all records containing personal health information in the custody or under the control of the University of Manitoba. (http://umanitoba.ca/access_and_privacy/PHIA.html)

Professionalism
Being a professional nurse embodies the qualities of integrity, honesty, respect, advocacy, and accountability. Professionalism is about how nurses present themselves and about the values that they hold and enact in their clinical practice. As student nurses, you are expected to display professional values in the clinical and classroom settings and to demonstrate professionalism, for example, being prepared for class (accountability) and through active listening (respect).

Policies about professionalism and respect are found in the Academic Calendar. Students need to be familiar with these policies.

Copyright Office
Issues relating to copyright have become increasingly complex and are evolving rapidly. There have been, and will likely continue to be, changes in the law, technology, and practice which impact the University as a major creator and user of copyrighted material. The University established the Copyright Office to ensure that faculty, staff, and students have the supports they require to be successful in their teaching, research, and studies.

ELECTRONIC COMMUNICATIONS
The University of Manitoba Electronic Communications with Students Policy states that all university communications must be sent to a student’s U of M email account – no other email address can be used to communicate about official university business. This includes student communication with a faculty member, CEF, or student advisor.

The full policy is available here.

Writing a professional email to communicate with faculty members or clients is different for writing to your friends. Helpful hints can be found here.

SOCIAL MEDIA
Social media and the use of social media within the practice of registered nurses is an emerging field. It can seem harmless to make a Facebook post about your exciting day or to tweet and Snapchat about a new experience, but it is easy to inadvertently provide information that identifies a patient or colleague. As a nursing student, you need to be aware of the guidelines for the use of social media at the University of Manitoba, the direction provided by the College of Registered Nurses of Manitoba, and potential legal ramifications as outlined by the Canadian Nurse Protective Society. Review the following links to ensure
your use of social media reflects the current guidelines of professional nurses. If in doubt, “pause before you post” (CNA, 2012, p. 13) and ask a faculty member for direction.

**College of Registered Nurses of Manitoba Social Media & Social Networking Factsheet**

**Social Media at the University of Manitoba**

An excellent Canadian Nurses Association document: *When Private becomes Public: The Ethical Challenges and Opportunities of Social Media.*

### STUDENT PROGRESSION AND EVALUATION

Attendance and completing course requirements are essential for success in the undergraduate program. Regulations regarding student progress and evaluation are found in the Undergraduate Academic Calendar.

**Attendance**

Regular attendance at class is expected of all students in all courses. Attendance in on-line courses will be interpreted as regular and consistent participation in the course. Attendance in the clinical practice/laboratory portions of nursing courses is mandatory to enable the student to satisfy the evaluation criteria of the theoretical and practical components of courses while completing the required number of hours (1450 hours). Students absent from class or practice due to illness may be required to present a Declaration. Absence for compassionate reasons is considered on an individual basis. Where absence is involved, make-up time may be required.

A Course Leader may initiate procedures to **debar** a student from attending classes and from final examinations and/or from receiving credit where unexcused absences exceed those permitted by college regulations.

**Supplemental Examinations, Tests or course work**
The College of Nursing does not permit supplemental examinations, tests, or course work.

<table>
<thead>
<tr>
<th>Mark (%)</th>
<th>Posted Grade Value</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100</td>
<td>A+</td>
<td>4.5</td>
<td>4.25-4.50</td>
</tr>
<tr>
<td>85-93</td>
<td>A</td>
<td>4.0</td>
<td>3.75-4.24</td>
</tr>
<tr>
<td>78-84</td>
<td>B+</td>
<td>3.5</td>
<td>3.25-3.74</td>
</tr>
<tr>
<td>71-77</td>
<td>B</td>
<td>3.0</td>
<td>2.75-3.24</td>
</tr>
<tr>
<td>65-70</td>
<td>C+</td>
<td>2.5</td>
<td>2.25-2.74</td>
</tr>
<tr>
<td>60-64</td>
<td>C</td>
<td>2.0</td>
<td>2.00-2.24</td>
</tr>
<tr>
<td>50-59</td>
<td>D</td>
<td>1.0</td>
<td>1.00-1.99</td>
</tr>
<tr>
<td>&lt;50</td>
<td>F</td>
<td>0</td>
<td>0.00-0.99</td>
</tr>
</tbody>
</table>

The final course grade will be determined by adding the weighted percentage value achieved by the student in each evaluative component. Percentage values will be calculated to 2 decimal points. No ‘rounding’ of the weighted percentage values will occur until the final course percentage grade is calculated and converted to the appropriate letter grade. Rounding of the final percentage grade will be conducted as follows. A percentage grade value of ≥.50 will round up. A percentage grade value of <.50 will round down. For example, a grade of 70.49% will round to 70% and the letter grade would be a C+; a grade of 70.50% will be rounded to 71% and the letter grade will be B.

In the College of Nursing, a final grade of D in any course taken to complete the degree requirement is considered a failure and is not accepted by the College.
Voluntary Course Withdrawal (VW)
Students are encouraged to discuss their plans with a Nursing Student Advisor or the Nursing Registrar before withdrawing from required courses. Students should familiarize themselves with the College of Nursing Voluntary Withdrawal policy.

Voluntary withdrawal (VW) dates vary with each course. Check the course syllabus for the VW dates.

Authorized Course Withdrawal (AW)
Students with valid and documented reasons for withdrawal, such as medical illness or compassionate circumstances may be authorized to withdraw from a course of courses without academic penalty. Students need to provide documentation such as a health care provider’s note, counselor or psychologist note, hospital note, obituary of an immediate family member, when applying for an AW. See a Nursing Student Advisor if you wish to apply for an AW.

The Office of Student Advocacy has good resources as well.

Receipt of an AW does not necessarily result in a tuition refund.

Failing or Withdrawing from Required Course(s)
Students’ usual progression through the program may be delayed by failing (grade of “D” or “F”) or withdrawing from a required course. **Note:** Although Aurora Student defaults to “minimum met” assessment for a grade of D, this is a failure and the course must be repeated or replaced. Students should note that if they have been given permission to “work ahead” on courses, and they withdraw from or fail a course in their current year of Nursing, the permission for the “work ahead” course(s) may be revoked.

Students who fail a course are expected to repeat that course during the next term, and are not normally permitted to proceed to the subsequent year of the program until the course has been successfully completed.

Time for Completion of Degree
Students must complete the program within 6 years of admission to the Undergraduate nursing program.

Leave of Absence
Students wishing to interrupt their studies must submit a written request for a Leave of Absence, normally by June 1, to the Associate Dean, Undergraduate Programs, College of Nursing.

**ACADEMIC PROGRESSION POLICY**

Students are required to obtain a minimum of “C” grade (2.0) in every course and a pass in a clinical course, and a program GPA of 2.5 in order to graduate. A final grade of “D” in any course taken to complete the degree requirement is considered a failure and is not accepted by the College.

Students shall be evaluated at the conclusion of each academic term in which they receive a final grade in a minimum of 6 credit hours of course work, with the assessment being based on the resulting Term Grade Point Average (TGPA) in those courses. The final term of the Bachelor of Nursing Program (NURS 4290) will be excluded from Assessment providing the student meets graduation requirements. Students are required to have a minimum Program GPA of 2.5 to be eligible for graduation.
This Handbook provides an overview of the Academic Progression Policy. Students must read the entire policy for information regarding procedures. The levels of academic standing in the College of Nursing are:

**Good Academic Standing:** A student with a TGPA of 2.5 or higher is in Good Academic Standing.

**Academic Warning:** The first time a student’s TGPA drops below 2.5, the student will receive an Academic Warning.

**Academic Probation:** The second time that a student’s TGPA drops below 2.5, the student will be placed on Academic Probation. A formal remediation plan will be mandatory for students on academic probation.

**Academic Suspension:** The third time that a student’s TGPA drops below 2.5, the student will be placed on Suspension. Students who are suspended shall be ineligible to take any courses at the University of Manitoba or on a letter of permission for a minimum of eight and a maximum of 15 calendar months.

**Required to Withdraw:** Students who have been permitted to return from Suspension and whose TGPA drops below 2.5 a fourth time will be Required to Withdraw. Students who are Required to Withdraw are ineligible for re-admission to the College of Nursing.

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**I’M ALMOST DONE! NOW WHAT?**

**Apply for Graduation**
In order to graduate, students must complete all college and program requirements. All students entering their graduation year should check with their advisors. **It is the student’s responsibility to ensure all requirements are met before graduation.**

[Applying to Graduate](#)

**Prepare for the NCLEX-RN Exam**
The College of Registered Nurses of Manitoba (CRNM) sets standards for education, registration, and practice, supports registered nurses in meeting the standards, and takes action when the standards are not met. Graduates of Canadian nursing education programs must successfully complete the computer-adaptive National Council Licensure Examination for Registered Nurses (NCLEX-RN) to be eligible for registration with the CRNM.

**What is the NCLEX-RN?**
The National Council Licensure Examination (NCLEX-RN) is a standardized exam that the Canadian Council of Registered Nurse Regulators (CCRNC) and the College of Registered Nurses of Manitoba (CRNM) have chosen to determine if a graduate is prepared for entry-level nursing practice. The NCLEX-RN is developed and managed by the National Council of State Boards of Nursing (NCSBN), an American not for profit organization.

**Components of NCLEX-RN SUCCESS**
Your nursing education program has prepared you for NCLEX-RN success. Faculty incorporate NCLEX-RN style questions into tests throughout the program. We also use NCLEX-RN style questions in lectures, discussing the logic behind selecting the correct answer. During the last months of your program, NCLEX-RN preparation intensifies.
**College of Nursing Resources**
The College of Nursing maintains a UM Learn page regarding the NCLEX-RN. Review the whole page. It contains a myriad of links and resources.

**Managing Anxiety**
Dr. Tim Osachuk, Clinical Psychologist, will discuss managing NCLEX-RN anxiety during a Senior Practicum information session. Students can also learn more about managing exam anxiety by contacting [Student Counselling](#).

**NCLEX-RN Workbooks**
Every student has a different learning style and different learning needs, making it difficult to recommend books that will work for everyone. Graduates have provided positive feedback regarding the following books:

- NCSBN resources available from [https://www.ncsbn.org/NCLEX-RN.htm](https://www.ncsbn.org/NCLEX-RN.htm)