Academic Handbook

Baccalaureate Program for Registered Nurses
College of Nursing

2017 – 2018
Academic Year
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WELCOME TO THE COLLEGE OF NURSING

BACCALAUREATE PROGRAM FOR REGISTERED NURSES (BPRN)

DEAN’S MESSAGE

“We prepare and educate nursing students to lead and make a difference to the quality of health care, world-wide.”

The College of Nursing, part of the Rady Faculty of Health Sciences, continues to grow and prepare the next generation of nurses and nurse leaders. We have implemented a cutting-edge Bachelor of Nursing program. The critical elements of this program are:

- Innovative and contemporary content;
- The curriculum is delivered using a learner-centered approach where the focus is on student learning;
- The courses are delivered using innovative, interactive approaches to teaching; and
- Our state-of-the-art simulation laboratories offer our students opportunities to practice in a safe and controlled environment.

The College continues to offer a supportive learning environment with a specific pathway for indigenous students.

Our graduate programs continue to grow at the Masters level (including Nurse Practitioner) and at the PhD level. We will be admitting our fourth group of PhD students this fall.

We are nationally and internationally recognized as a research-intensive College. We work collaboratively with other health care professionals to advance evidence-informed health care and the patient experience.

We look forward to connecting with you on our great journey ahead and thank you for all your support.

Kind Regards,

Beverly O’Connell, BN, MSc, PhD, FACN
Dean
Administration & Support Staff
BPRN

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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.

Graduate Programs
The graduate programs in the College of Nursing will prepare nurses with advanced or specialized knowledge for leadership in diverse areas of nursing practice. The College offers a Masters of Nursing Program, Nurse Practitioner Program and PhD in Nursing.

Undergraduate Programs
The College of Nursing has offered the Baccalaureate Program for Registered Nurses (BPRN) for several years. This 45 credit hour program is intended for graduates of diploma nursing programs. Students can take courses online, face-to-face or in a blended delivery format.

The College of Nursing’s largest program is the Bachelor of Nursing (BN). The 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).

College of Nursing
Undergraduate Programs Teaching Philosophy

The College of Nursing’s undergraduate programs have a learning-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 or their continued professional development as experienced Registered Nurses.

The learning centred philosophy means that faculty members facilitate learning, rather than telling students what to memorize for the test. Students are expected to prepare for each class by reviewing assigned readings and learning other learning resources prior to engaging in the learning activities provided by the course instructor. Students who don’t prepare will find it difficult to keep up with the pace of learning and put themselves at academic risk.

Overview of the BPRN

The BPRN consists of the equivalent of 1.5 years of university study. Students complete 45 credit hours in the program. Further information about admission criteria can be found at: http://umanitoba.ca/faculties/nursing/prospective/undergrad/entrance_bprn.html
Upon admission into the College of Nursing, students will be provided with a copy of their academic summary. The Academic Summary shows students eligible courses that have been transferred into the College and serves as a guide for students to track their own progress in the program.

**BPRN Curriculum**

The framework for the BPRN curriculum is based on the Primary Health Care Model. Concepts from this model and other selected teaching/learning models are reflected in threads that are woven through the nursing courses. Information about this model can be accessed at:

# COURSE SCHEDULE - BPRN PROGRAM

**Accurate as of May 2017**

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall Term 2017</th>
<th>Winter Term 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 3430 Seminar in Professional Nursing Foundations</td>
<td>Web</td>
<td></td>
</tr>
<tr>
<td>NURS 3220 Community Nursing 1</td>
<td>Web</td>
<td></td>
</tr>
<tr>
<td>STATS 1000 Basic Statistical Analysis</td>
<td>Web/OS</td>
<td>Web/OS</td>
</tr>
<tr>
<td>NURS 3520 Professional Foundations 2: Health Education (replaces NURS 4200 Teaching &amp; Learning Process in Nursing)</td>
<td>OS</td>
<td>OS</td>
</tr>
<tr>
<td>NURS 3550 Professional Foundations 3: Evidence Informed Practice (replaces NURS 3210 Nursing Research Methods)</td>
<td>OS</td>
<td>OS</td>
</tr>
<tr>
<td>NURS 3560 Professional Foundations 4: Law &amp; Ethics in Nursing Practice (replaces NURS 4220 Law &amp; Ethics)</td>
<td>OS</td>
<td>OS</td>
</tr>
<tr>
<td>NURS 4550 Professional Foundations 6: Leadership &amp; Change Management (replaces NURS 4310 Nursing Leadership: Issues and Practices)</td>
<td></td>
<td>OS</td>
</tr>
<tr>
<td>NURS 4210 Independent Study in Nursing Practice</td>
<td>IND</td>
<td>IND</td>
</tr>
<tr>
<td><strong>Courses with Clinical Assignment (4 cr) student selects 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 3230 Perspectives on Mental Health Nursing</td>
<td>Web</td>
<td></td>
</tr>
<tr>
<td>NURS 4160 Community Health Nursing II</td>
<td>Web was originally for winter term</td>
<td></td>
</tr>
<tr>
<td><strong>Nursing Electives (3 cr)</strong></td>
<td>Student Selects 2</td>
<td></td>
</tr>
<tr>
<td>NURS 3330 Women &amp; Health</td>
<td>Web</td>
<td></td>
</tr>
</tbody>
</table>
ACHIEVING SUCCESS AT THE COLLEGE OF NURSING

The undergraduate programs in the College of Nursing are based on a learning-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 learning-centred philosophy means that faculty members facilitate learning, rather than telling students what to memorize for the test. Students are expected to prepare for each class using the class preparation instructions provided by the course leader. Students who don’t prepare will find it difficult to keep up with the pace of learning and put themselves at academic risk.

Success in the BPRN 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

- Prepare for each class as directed by the Course Leader. Check UM Learn for prep guides and other instructions.
- 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 tests 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.
- 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 BPRN, and for answering questions about courses/program planning, advice re: 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.

Toll-Free in Manitoba 1-800-432-1960 Ext. 6217, 6734, 6733, 9955, 6655
Toll-Free in Canada 1-888-216-7011 Ext. 6217, 6734, 6733, 9955, 6655

Karla Blackwell, Student Advisor
Karla.Blackwell@umanitoba.ca

Stephanie Kozar, College of Nursing Registrar
Stephanie.Kozar@umanitoba.ca

Terri Tauffenbach, Student Advisor
Terri.Tauffenbach@umanitoba.ca

Audrey Richard, Student Advisor and Personal Counsellor
Audrey.Richard@umanitoba.ca
**Student Counselling**
Tim Osachuk, PhD, Clinical Psychologist is in the Helen Glass Centre for Nursing (room 269) twice a week for individual counselling. He is also at the Student Counselling Centre at University Centre. Appointments for both locations can be made by calling (204) 474-8592. Tim holds Mid-Day Mindfulness sessions and Managing Exam Stress workshops throughout the term. Watch for posters and emails for dates and location.

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: Lisa Demczuk**
As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, and location appropriate resources.
Lisa can be reached at:
Tel: 204-474-6846 or Room, 389 Helen Class Centre for Nursing (limited hours)
Tel: 204-480-1053 or at Elizabeth Dafoe Library
[http://libguides.lib.umanitoba.ca/collegeofnursing](http://libguides.lib.umanitoba.ca/collegeofnursing)

**Academic Learning Centre**
Tel: 204-480-1481  [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

Student Accessibility Services (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/academiclearning/) are found on the SAS website.

Once a student books a test/exam, instructors will receive an automated email notification before the test/exam date with a reminder to log into the SAS portal in JUMP to verify/edit test details to make sure SAS has the correct information for proctoring the test/exam (for example, if other students are allowed to bring a textbook into the exam, SAS students are as well). For more information about the accommodation process, please refer to the [Student Accessibility Services Handbook For Faculty And Staff](http://umanitoba.ca/student/academiclearning/), available on the SAS website. Tutorials about the [SAS Scheduler](http://umanitoba.ca/student/academiclearning/) (JUMP portal) can be found on the SAS website as well.

**University Health Service**
104 University Centre
Fax: 204-474-7573
Student Advocacy
519 University Centre
Tel: 204-474-7423  Fax: 204 474-7567  Email: student_advocacy@umanitoba.ca
The Student Advocacy Office provides confidential centralized services for students 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 via appeals. Where appropriate, a referral will be made to other campus resources.

English Language Centre
520 University Centre
Tel: 204474-9251
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
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 and Awards
Room 422, University Centre
Tel: 204-474-9531
Information and applications re Canada Students Loans, bursaries, Awards, Scholarship information.

Registrar’s Office
Room 400, University Centre
Tel: 204-474-9420
The University of Manitoba Registrar’s office manages student ID cards, General Calendar, holds due to fees, fee assessment, 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 such as work and family. 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 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.**

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).

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**I can’t make it to my test**

At the University of Manitoba a **test** takes place during the course, on or between the first and last day of classes. This is different from a final examination (exam) which takes place after the last day of classes and is booked by the UM Registrar’s Office.

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. Call or email your course leader if you are unable to attend due to extenuating circumstances. The inability to write a test or the exam must be communicated with the Course Leader prior to the start of the test/exam. Official documentation from a health care professional is required if a test is missed for health reasons. Each test and the final exam may be written only once. There are no make-up/supplemental tests/exams. All tests and the final exam must be completed in order to complete the course.

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**I can’t make it to my final exam**

**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. 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 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. Call or email your course leader if you are unable to attend due to extenuating circumstances. The inability to write a test or the exam must be communicated to the Course Leader prior to the start of the test/exam. Official documentation from a health care professional is required if a test is missed for health reasons. Each test and the final exam may be written only once. There are no make-up/supplemental tests/exams. All tests and the final exams must be completed in order to complete the course. Students must apply to write a deferred exam within 48 hours of the schedule 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 be granted to a student who files an application after the 48 hour period has lapsed.

The full policy is available at:

I want to appeal my grade

Term Work Grade Appeals Policy can be found at
http://umanitoba.ca/faculties/nursing/current/undergrad/policies/Term_Work_Grade_Appeals.html

Final Grade Appeals Policy can be found at
http://umanitoba.ca/faculties/nursing/current/undergrad/policies/Final_Grade_Appeals.html

I want to appeal a decision by my course leader or the Associate Dean

Student Appeals Guidelines can be found at
http://umanitoba.ca/faculties/nursing/current/undergrad/media/Student_Appeals_Guidelines.pdf
ACADEMIC INTEGRITY

Academic integrity means honesty and responsibility in learning and research. The office of Student Advocacy has developed a number of short audio-visual tutorials designed to help all University of Manitoba students to better understand their rights and responsibilities. The tutorials are found at: http://umanitoba.ca/student/resource/student_advocacy/AI-and-Student-Conduct-Tutorials.html

IMPORTANT NOTE: University of Manitoba polices are revised on a regular basis. The most up to date polices 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

Policies related to the students’ academic progress at the University of Manitoba are set out in the Academic Calendar (AC). The AC 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:

Plagiarism and Cheating
AC, General Academic Regulations, Section 8: Academic Integrity

Copyright Office
http://umanitoba.ca/copyright/about_us.html
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.

Debarment Policy
AC, Faculty of Nursing, Section 3.1: Regulations for the Four-Year Baccalaureate Nursing Program

University of Manitoba Student Discipline By-law
AC, University Policies, Section 8
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 students, you are expected to display professional values in the educational 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 AC and the College of Nursing Community Principles. Students need to be familiar with these policies.

University of Manitoba Policy on Respectful Work and Learning Environment
AC, University Policies, Section 2

Inappropriate and Disruptive Student Behaviour
AC, University Policies, Section 9

College of Nursing Professional Unsuitability By-Law
AC, Faculty of Nursing, Section 3.1: Regulations for the Four-Year Baccalaureate Nursing Program

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
AC, University Policies, Section 2

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 at:
http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html.

Writing a professional email to communicate with faculty members or clients is different for writing to your friends. Helpful hints can be found at:
http://umanitoba.ca/faculties/nursing/students/professional_email.pdf

SOCIAL MEDIA

Social media and the use of social media within the practice of registered nurses is an emerging field. As a student, you need to be aware of both 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

http://umanitoba.ca/admin/mco/socialmedia_guidelines.html
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 & 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 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 (CRNM 1450hrs). Students absent from class or practice due to illness may be required to present a Certificate of Illness. This certificate must be signed by recognized health care provider. 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.

The attendance policy is found in AC, Faculty of Nursing, Section 3.1: Regulations for the Four-Year Baccalaureate Nursing Program.

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

Grade Conversion Method

<table>
<thead>
<tr>
<th>Mark (%)</th>
<th>Posted Grade Value</th>
<th>Range</th>
<th>Description</th>
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</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>
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<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 weighed 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 \( \geq 0.50 \) will round up. A percentage grade value of \(< 0.50\) 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, found at Academic Calendar (AC), Faculty of Nursing, Section 3.1: Regulations for All Students.

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 Nursing Student Advisor if you wish to apply for an AW.

The Office of Student Advocacy has good resources as well.
http://umanitoba.ca/student/resource/student_advocacy/faq.html

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.

**Time for Completion of Degree**
Students must complete the program within 5 years of admission to the BPRN.

**Leave of Absence**
BPRN students wishing to interrupt their studies must have completed a minimum of 3 credit hours of course work in the Faculty of Nursing in the Fall or Winter term of their admission year. Students must submit a written leave of absence request to the Associate Dean, Undergraduate Programs, College of Nursing. Leave of absence status does not extend the program time limit outlined in the College of Nursing regulations. To maintain a leave of absence status at the University of Manitoba, students may not attend any other post-secondary institution during the period in which the leave of absence is in effect. See section Transfer of Credit.
AC, Faculty of Nursing, Section 3.1: Regulations for the Four-Year Baccalaureate Nursing Program.

**Registration Status in the Program**
Students admitted to the BPRN must complete a minimum of 3 credit hours of course work in the Fall or Winter term following admission. Admission will be revoked for students who do not complete at least 3 credit hours in their first or second term of study following admission.
Students are expected to maintain contact with the program by registering in at least one nursing course during each consecutive Fall and Winter term while they are enrolled in the Program.

Students who wish to interrupt their studies must apply in writing to the Associate Dean, Undergraduate Programs, for a leave of absence. Refer to section on Leave of Absence for further information.

**Program Planning**
Students are expected to meet with a Nursing Student Advisor prior to May 15 to plan their program for the upcoming year. Students who do not meet with the Nursing Student Advisor will be placed on hold status, which blocks the student from the registration system and prevents receipt of refunds or histories/transcripts from the Registrar's Office, and graduation.

**Reinstatement**
Students who have withdrawn from the College of Nursing (interrupted their studies without requesting a leave of absence) must submit a written request for reinstatement to the Associate Dean, Undergraduate Programs. The student advisor will inform the student of the appropriate procedure and advanced standing, if any, that the student may receive. Note: 1) the student who does not attend another faculty or institution and requests, within five years of voluntary withdrawal, to re-enter the College of Nursing will be advised to forward such a request to the Associate Dean, Undergraduate Programs; 2) the student who requests to return to the College of Nursing more than five years after withdrawal must re-apply; 3) the student who has attended another faculty or an institution following withdrawal from Nursing must re-apply. See section 2.1 Advanced Standing/Transfer of Credit. **Note that the BPRN must be completed within five years, including time on a leave of absence.**

**Residence Requirements**
Students are required to complete, with the minimum grade of “C” in each course, at least 32 credit hours of University of Manitoba courses. Of these courses, a minimum of 20 credit hours must be from among those offered by the College of Nursing.

**ACADEMIC PROGRESSION POLICY**

This Handbook provides an overview of the Academic Progression Policy. Students must read the entire policy for information regarding procedures.

Students will be required to obtain a minimum of “C” grade (2.0) in every course, and a minimum 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 faculty.

Students must have a minimum Degree GPA of 2.5 to proceed in the program. For further information, refer to: Academic Probation - Baccalaureate Nursing Program for Registered Nurses.

**Academic Probation**
Students will be assessed after the Winter term upon completion of a minimum of 18 credit hours. Students failing to achieve the minimum Degree GPA of 2.5 will be placed on probationary status.

Probationary students will be assessed at the end of the Winter term after completion of a minimum of 15 credit hours. Students failing to achieve the minimum Degree GPA of 2.5 will be placed on academic suspension.
**Academic Suspension**

A probationary student who does not achieve the minimum academic standing is required to withdraw from the College of Nursing with the status “academic suspension.” While suspended indefinitely, after one year's suspension the student may apply for reinstatement on academic probation.

To request reinstatement following academic suspension, the student should submit a written request before May 1 to the Chair, Student Appeals Committee, College of Nursing.

**What does this mean for me?**

For further information and procedures”, please refer to the full procedures at: [http://umanitoba.ca/faculties/nursing/current/undergrad/policies/assessment_policy.html](http://umanitoba.ca/faculties/nursing/current/undergrad/policies/assessment_policy.html)

**Annual Requirements**

**CPR** After your year of admission you will be required to recertify your CPR at the HCP (Health Care Provider) Level *every year by June 1st and every year thereafter* for the remainder of your program.

**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.**

[AC, General Academic Regulations, Graduation and Convocation](http://umanitoba.ca/student/records/convocation/2410.html)