



# Bachelor of Science in Nursing (BScN)

STUDENT HANDBOOK  
SEPTEMBER 2026

As we complete the transition of the BScN program and associated student resources to Yorkville University, some existing Beal University Canada materials will remain available temporarily to ensure students continue to have access to important academic and student information. The **Beal University Canada Student Handbook, dated May 11, 2026**, is being provided as an interim resource. While it continues to contain important information relevant to students in the program, references to Beal University Canada should be understood within the context of the program's transition to Yorkville University.

Yorkville University is currently updating the Student Handbook to reflect Yorkville University policies, processes, terminology and student resources. A new version will replace this handbook in the months ahead.

Until the updated handbook is published, students should continue to refer to the May 11, 2026 handbook, together with any subsequent communications or updated policies issued by Yorkville University.

## Questions?

Students who have questions about the transition or about information contained in the handbook are encouraged to contact their Yorkville University student experience representative.



**Beal**  
UNIVERSITY | CANADA

**2026/2027**

# Student Handbook

**Sackville Campus  
Miramichi Satellite Location  
Phone: (800) 660-7351**

**[www.bealuniversity.ca](http://www.bealuniversity.ca)**

**Effective Date: May 11, 2026**

## ***Welcome to Beal University Canada***

We are delighted to welcome you to Beal University Canada (BUC)—a community where your passion, energy, and curiosity contribute to a dynamic and supportive learning environment. No matter where you are on your educational journey, we are excited to learn, grow, and succeed together.

At BUC, our mission is to foster academic excellence through innovative, accessible, and student-centered learning experiences. We strive to prepare our students to become competent, compassionate professionals ready to make meaningful contributions to their communities. In line with our vision, we are committed to shaping a future where graduates are empowered to lead with integrity, think critically, and respond to the evolving needs of society.

You are now part of a strong, diverse academic community that values collaboration, inquiry, and inclusion. Our campus culture encourages the pursuit of knowledge through curiosity and critical thinking, offering you the tools and support needed to thrive in your chosen field.

Central to our academic mission is a deep commitment to equity, diversity, inclusion, and accessibility (EDIA). We celebrate the unique identities, experiences, and perspectives that each member of our community brings. Together, we cultivate a respectful and inclusive environment—one where everyone feels valued, heard, and empowered to reach their full potential.

At Beal University Canada, we believe in your potential and are invested in your future. As you embark on this chapter of personal and academic growth, know that you are not alone—we are here to support, inspire, and challenge you every step of the way.

We look forward to a successful and enriching journey together.

Welcome to BUC—where your future begins.

A handwritten signature in black ink, reading "Mark Riddy". The signature is fluid and cursive, with the first name "Mark" and last name "Riddy" clearly distinguishable.

Vice President of Operations

### ***Traditional Land Acknowledgement***

*We respectfully acknowledge that Beal University Canada stands within the territory of Mi'kma'ki, the unceded, ancestral territory of the Mi'kmaq.*

## Table of Contents

|                                                  |    |
|--------------------------------------------------|----|
| 1. University Mission, Vision, and History ..... | 6  |
| 1.1 Mission.....                                 | 6  |
| 1.2 Vision .....                                 | 6  |
| 1.3 History .....                                | 6  |
| 2. University Policies.....                      | 6  |
| 3. Financial Information.....                    | 8  |
| 3.1 Student Financial Services .....             | 8  |
| 3.2 Financial Assistance Programs.....           | 8  |
| 3.3 Institutional Funding Option .....           | 9  |
| 3.4 Students Using Third-Party Funding .....     | 9  |
| 3.5 Leave of Absence.....                        | 9  |
| 3.6 Tuition and Fees .....                       | 10 |
| 3.7 Add/Drop Policy.....                         | 10 |
| 3.8 Withdrawal and Refunds .....                 | 10 |
| 3.9 Involuntary Withdrawal or Dismissal .....    | 12 |
| 4. Academics.....                                | 12 |
| 4.1 Academic Freedom .....                       | 13 |
| 4.2 Attendance .....                             | 13 |
| 4.3 Homework .....                               | 14 |
| 4.4 Class Size.....                              | 14 |
| 4.5 Course Schedules and Registration .....      | 14 |
| 4.6 Course cancellations.....                    | 15 |
| 4.7 Auditing of Classes.....                     | 15 |
| 4.8 Advanced Academic Standing .....             | 15 |
| 4.9 Mature Student Status .....                  | 16 |
| 4.10 Satisfactory Scholastic Standards .....     | 16 |
| 4.10.1 Academic Warning.....                     | 16 |
| 4.10.2 Academic Probation .....                  | 16 |
| 4.10.3 Academic Advising.....                    | 17 |
| 4.10.4 Dismissal .....                           | 17 |
| 4.11 Change of Grade .....                       | 17 |
| 4.12 Changing Program .....                      | 17 |
| 4.13 Grading Scale .....                         | 18 |
| 4.14 Incomplete.....                             | 20 |

|                                                   |    |
|---------------------------------------------------|----|
| 4.15 Failure .....                                | 20 |
| 4.16 Withdrawal / Course Drop.....                | 20 |
| 4.17 Repeating a Course.....                      | 20 |
| 4.18 Transfer Credit.....                         | 20 |
| 4.19 Grade Point Average.....                     | 21 |
| 4.20 Graduation Requirements .....                | 21 |
| 4.21 Levels of Distinction.....                   | 21 |
| 4.22 Transcripts .....                            | 21 |
| 5. Student Access to Accommodations .....         | 22 |
| 6. Student Services .....                         | 22 |
| 6.1 Student Advising and Academic Services .....  | 22 |
| 6.2 Library Services .....                        | 23 |
| 6.3 Centre for Teaching and Learning .....        | 23 |
| 6.4 Information Technology .....                  | 23 |
| 6.5 Non-Academic Services .....                   | 23 |
| 6.6 Career Services .....                         | 24 |
| 6.7 Mental Health and Counselling Services .....  | 24 |
| 6.8 Mindfulness Space.....                        | 25 |
| 6.9 Cafeteria .....                               | 25 |
| 7. Student Complaint, Grievance, and Appeals..... | 25 |
| 8. Campus Dress Code .....                        | 25 |
| 9. Academic Calendar .....                        | 26 |
| 9.1 Academic Year and Schedule.....               | 26 |
| 9.2 Program Intake Dates.....                     | 26 |
| 9.3 Student Holidays.....                         | 27 |
| 9.4 Holidays and Weather Closures .....           | 27 |
| 10. Nursing Program.....                          | 27 |
| 10.1 Mission .....                                | 27 |
| 10.2 Philosophy and Organizing Framework.....     | 28 |
| 10.3 Faculty Member Credentials .....             | 28 |
| 11. Bachelor of Science in Nursing (BScN).....    | 30 |
| 11.1 Program Outcomes.....                        | 30 |
| 11.2 Course Sequence .....                        | 31 |
| 11.3 Course Descriptions.....                     | 31 |
| 12. Clinical Placement (Nursing).....             | 32 |

|                                                                      |    |
|----------------------------------------------------------------------|----|
| 12.1 Clinical Placement Sites .....                                  | 32 |
| 12.2 Student Responsibilities .....                                  | 32 |
| 12.3 Clinical Information .....                                      | 33 |
| 12.4 Clinical Dress Code.....                                        | 34 |
| 12.5 Electronic Devices in Clinical Practice and Social Media .....  | 34 |
| 12.6 Clinical/Preceptorship Problems, Emergencies, or Incidents..... | 35 |

## 1. University Mission, Vision, and History

### 1.1 Mission

Beal University Canada strives to provide students with an opportunity to become highly skilled, creative, critical thinkers to meet the demands of career-related and professional education required to serve workplace needs within Canada. As an institution who values equity, diversity, and inclusion, our goal is to foster education, research, and scholarship within our academic milieu to contribute to local and global communities as engaged citizens.

### 1.2 Vision

The University's Vision Statement builds upon the concept of "teaching universities" in the University's own language, adding statements of purpose, core values, a visionary goal, educational philosophy, and specific objectives to guide the work of the institution.

The University's vision is to become one of the region's sought-after institutions by providing exceptional academic degree programs, in a student-centric environment, with community engagement and associated scholarship through pursuit of knowledge and theory concurrent with development of skills and competencies to empower our graduates to excel in their chosen career field, both locally and beyond.

### 1.3 History

The University is a new post-secondary educational institution that received approval under the authority of the New Brunswick Degree Granting Act (2001, c468) on December 21, 2023. In July 2025, Beal University Canada received confirmation that the approved Bachelor of Science in Nursing program will now be available to be offered at our new satellite location in Miramichi, New Brunswick.

## 2. University Policies

The University supports a respectful, discrimination, and harassment-free learning environment, through the promotion of equity, diversity and inclusion. The University is committed to fostering a learning environment where individuals from all backgrounds have equal opportunities to pursue an education. The University acknowledges that equal access to opportunities and services may require treating individuals and groups differently through the removal of barriers that marginalized equity-seeking groups experience in trying to obtain this access. This could include attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, marital status, family status, Indigenous identity, nationality, race, creed/religion, gender, sexual orientation and gender identity, gender expression, etc. The University is committed to removing barriers to opportunity by promoting equity, diversity, and inclusion and creating more inclusive learning environments. The University provides accommodations and accessibility pursuant to the applicable provincial human rights legislation. Accommodations enable students to demonstrate their knowledge and skills and meet the essential requirements of the program. Accommodations do not reduce academic standards or alter essential requirements; they provide equitable access to participation.

The University provides individualized accommodations and accessibility support for students with permanent, episodic, or temporary disabilities and medical conditions, helping to create a learning environment in which disabilities are not a barrier to completion of courses and programs. We do this, in part, by removing barriers to access, deploying technologies that facilitate access for students with disabilities, and providing support and other resources.

It is essential for students to read and understand the following University policies. You can find these policies in our Beal University Canada [Policy Repository](#)

To find the [Policy Repository](https://bealuniversity.ca/) on the Beal University Canada website, follow these steps:

1. **Visit the Beal University Canada Homepage:** Start by navigating to the university's main website at <https://bealuniversity.ca/>
2. **Locate the Resources Menu:** On the homepage, look for the menu at the top right of the page.
3. **Select "Resources":** Click on the "Resources" tab to open a dropdown menu.
4. **Click on "Policy Repository":** From the dropdown options, select "Policy Repository."
5. **Explore the Policies:** Once you're in the Policy Repository, you can browse through the available documents and policies.

- *Academic Freedom Policy*
- *Academic Integrity and Honesty Policy*
- *Acceptable Use of Electronic Information Resources Policy*
- *Accommodations for Religious and Cultural Observances*
- *Add/Drop, Withdrawals, Dismissals, and Refund Policy*
- *Attendance and Enrollment Policy*
- *Clinical Placement (Nursing) Policy*
- *Copyright Administration Policy*
- *Student Corrective Action Policy*
- *Course Descriptions*
- *Developing Teach Out Plan Policy*
- *Equity, Diversity, and Inclusion Policy*
- *Gender Inclusion*
- *Grading and Scholastic Requirements Policy*
- *Harassment and Discrimination Policy*
- *Health and Safety Policy*
- *Intellectual Property Ownership and Use*
- *Personal Information Protection Policy*
- *Reappraisal of Grades Policy*
- *Reporting Incident/Accident Policy*
- *Student Access to Accommodations Policy*
- *Student Attendance for BScN Program Policy*
- *Student Code of Conduct Policy*
- *Student Dress Code for Nursing Policy*
- *Student Success Initiative Policy*
- *Transcript Protection Policy*
- *Usage of Electronic Technologies in Clinical Setting (Nursing) Policy*

### 3. Financial Information

#### 3.1 Student Financial Services

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Beal University Canada assists the student and their family in developing a payment plan to enable the student to complete their program. Students may apply for loans, grants, and bursaries through the Government of Canada and your provincial government. Students seeking financial assistance must first complete the Master Student Financial Assistance Agreement (MSFAA) with the National Student Loans Service Centre (NSLSC). The financial aid office can assist students with questions when filling out the MSFAA. The Financial aid office will submit the Request for Program Information (RPI) and the Confirmation of Enrollment (COE) when required.

Students who receive federal and/or provincial financial assistance must maintain satisfactory scholastic standards. See 4.10 Satisfactory Scholastic Standards section for details.

#### 3.2 Financial Assistance Programs

Loans, grants, and bursaries are available to help students access and pay for post-secondary education. The Government of Canada and your provincial government work together to provide student financial assistance. Beal University Canada is designated for student financial assistance under the New Brunswick Financial Assistance program. All students receiving financial assistance under the New Brunswick Financial Assistance program are required to meet various eligibility requirements prior to the disbursement of funds.

Beal University Canada's New Brunswick Student Financial Assistance code is **GPDY**.

**Further information on loans, grants, and bursaries is available through these links:**

##### **New Brunswick Student Financial Services**

Phone: 1-800-667-5626 or 1-506-453-2577

Website: [studentaid.gnb.ca](http://studentaid.gnb.ca)

Mailing Address: Student Financial Services  
Post-Secondary Education, Training and Labour  
Beaverbrook Building, P.O. Box 6000  
Fredericton, New Brunswick E3B 5H1

##### **National Student Loans Service Centre (NSLSC)**

Phone: 1-888-815-4514 or 800-2-225-2501 (outside North America plus country code)

Website: [nslsc.ca](http://nslsc.ca)

Mailing Address: NSLSC  
P.O. Box 4030  
Mississauga, Ontario L5A 4M4

##### **Nova Scotia Student Assistance**

Website: [Student Assistance - | novascotia.ca](http://Student Assistance - | novascotia.ca)

##### **Ontario Student Assistance Program (OSAP)**

Phone: 1-877-672-7411 or 1-807-343-7260

Website: <https://www.ontario.ca/page/osap-ontario-student-assistance-program>

## **Other Provinces**

Students from other provinces may qualify for financial assistance.

For a list of provincial offices, please visit the Government of Canada's CanLearn Website at <https://www.canada.ca/en/services/benefits/education.html>

## **Veterans Well-being Act**

Please go to the [Veterans Well-being Act \(justice.gc.ca\)](https://www.justice.gc.ca/eng/veterans/well-being-act/index-eng.php) for more information to determine eligibility for Veterans Well-being Act benefits.

## **3.3 Institutional Funding Option**

Beal University Canada offers many federal, provincial, and alternative financial aid options for students to pay their educational expenses. Many of these options require credit worthiness and not all those who apply will be approved. For students who have exhausted these options, the University offers an institutional financing option called a Payment Plan where the student will make payments to the school. A Payment Plan without credit worthiness is available.

## **3.4 Students Using Third-Party Funding**

Prior to attending classes, Beal University Canada must receive verbal authorization from an official of the organization to sponsor students. Within two weeks after the verbal authorization, the University must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization.

## **3.5 Leave of Absence**

In the event that circumstances beyond the control of the student prevent them from continuing their program, the student may apply for a leave of absence. If granted, a leave of absence is a period of time during which the student is not required to register, no fees are assessed, and the time granted is not counted toward the maximum time period permitted for degree completion. A leave of absence must meet eligibility criteria. The request for leave is first made to Student Services at [ss@bealuniversity.ca](mailto:ss@bealuniversity.ca). Student Services will then forward the request to the Dean who will decide if leave is to be granted. A student may normally apply for only one leave of absence during a degree program. Normally a leave of absence will not exceed 12 months.

A student requesting a leave of absence must complete a Leave of Absence Form prior to the start of the module (mod). Approved leaves of absence must be requested in writing. Forms to declare a leave of absence are available through the Financial Aid Office. On this form, the student must indicate the future return date and the reason for leaving. A student returning from a Leave of Absence must resume training at the same point in the academic program that he or she began the Leave of Absence. Please refer to the Financial Aid Office for further information.

Since some courses are offered at Beal University Canada in a particular sequence or only one time per year, a leave of absence (approved or unapproved) may delay a student's expected graduation date and may impact their financial aid package.

Refer to the [Attendance and Enrollment Policy](#).

### 3.6 Tuition and Fees

The tuition and fees cover costs for instruction, supervised laboratory and clinical practicum placements however, it does not cover the costs of books, uniforms and supplies. All tuition is to be paid in Canadian currency CAD. The University reserves the right to change tuition. Any future change in tuition or fee rates will be posted by the University at least one month prior to implementation and will apply to future modules. Semester payments are due at or before the start of each semester, unless other payment arrangements have been made. Students are only charged tuition for the full and partial semesters that they attend. Prepaid tuition for a semester beyond that in which a student withdraws is fully refundable.

If a student is attending part-time (during the online General Sciences sequence of the program only), financial aid will be adjusted based on actual credits attended.

If a student withdraws and subsequently re-enrolls, the University's Financial Aid office will inform the student of any updated tuition charges when a new Enrollment Agreement is signed.

The undergraduate tuition and fees are as follows:

| BACHELOR PROGRAM |                           |         |                       |                    |                           |          |
|------------------|---------------------------|---------|-----------------------|--------------------|---------------------------|----------|
| Program          | Location                  | Credits | Length<br>(in months) | Estimated<br>Fees* | Book Costs<br>(Estimated) | Tuition  |
| Nursing          | Sackville or<br>Miramichi | 120     | 30                    | \$3,195            | \$7,600                   | \$75,000 |

\*Estimated fees include a \$30 Application fee; \$100 program specific required testing such as Entrance Exam for the Bachelor of Science in Nursing program; \$65 plus tax for Placement Pass (medical and non-medical portal) and a \$25 per credit Technology fee for all programs. The Technology fee will be billed based on credits enrolled each semester.

### 3.7 Add/Drop Policy

Students may add a course before the start of the module by contacting the office of the Registrar. No classes may be added after the first week of the module start.

Students requesting to drop a class must do so within the first five (5) days of the module. Students must meet with the Student Services Department to determine the effect of the dropped class(es) on the student's academic scheduling, tuition adjustment, and potential financial obligations.

The Financial Aid Department will contact the student to discuss tuition changes to ensure the student is informed of the costs related to adding or dropping courses.

### 3.8 Withdrawal and Refunds

Students may request to withdraw from a program of instruction at any time subject to the process below. If a student officially withdraws, is involuntarily withdrawn, or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and any applicable equipment costs. If a student wishes to withdraw from a course, program, or from the University, the following process must be adhered to.

Students requesting to withdraw from individual courses, program, or the University must meet with the Student Services Department to review the impact of withdrawal on academic scheduling, tuition adjustments, and financial obligations. Failure to do so will result in receiving the grade earned at the end of the module and will prevent enrollment in future classes.

#### Refund Schedule (based on Effective Start Date)

1. Withdrawal from a course within the first five (5) days from the effective course start date\*:
  - Will result in the course being deleted from your academic record.
  - You will be eligible for a 100% refund of tuition.\*\*
2. Withdrawal from a course from Day 6 – Day 12 the effective course start date\*:
  - Will result in the course being deleted from your academic record.
  - You will be eligible for an 80% refund of tuition.\*\*
3. Withdrawal from a course between Day 13 - Day 30 from the effective course start date\*:
  - Will result in the course being shown as “W” (withdrawal) on the transcript and will carry no academic penalty.
  - You will not be eligible for a refund.
4. Withdrawal from a course on or after Day 31 from the effective course start date\*:
  - If the student is failing at this time, the course being recorded as “WF (withdrawal fail)” on the transcript and a grade of zero (0) will be carried into the calculation of the GPA.
  - Passing at this time, will result in the course being recorded as “WP (withdrawal passing)” on the transcript and no grade will be carried into the calculation of the GPA.
  - Communication from the student to the Registrar must be submitted at least ten (10) business days before the official course end date. If not received, the grade earned will be recorded on the transcript. You will not be eligible for a refund.

\*All dates are based on the Effective Start Date.

\*\*Refunds are based on tuition minus any non-refundable fees.

The refund policy is followed to determine if there is a refund due to the student or a remaining balance owed to the University.

If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the University the outstanding balance. Student balances that remain unpaid for a period of ninety (90) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the student's withdrawal, or applicable agency's return of funds requirements.

Prior Learning Assessment fees and Auditing class fees are non-refundable.

Beal University Canada follows the requirements of the Government of Canada and Government of New Brunswick financial aid refunds. The Beal University Canada Add/Drop, Withdrawal, Dismissal, and Refund Policy is used to determine the reduction, if any, in the student's tuition. If the student's charges are less than the amount of aid earned, and a refund is due, the student may be able to receive those additional funds. If the student's charges are more than the amount of aid earned, the student is responsible for paying any outstanding charges to Beal University Canada.

In the unlikely event, the University folds or its status is significantly modified, the University will ensure equitable treatment of all enrolled students and a reasonable opportunity for students to complete their program of study through pre-established articulation/transfer agreements as detailed in the University's Teach Out Policy. Students will be provided sufficient advance notification of such circumstances and will be given the option to

transfer to another university to continue their studies or receive a full refund of tuition and fees paid for an incomplete program.

### **3.9 Involuntary Withdrawal or Dismissal**

A student who meets any of the following criteria will be subject to involuntary withdrawal from the University:

- Academic dismissal
- Financial dismissal
- Violation of the rules of conduct

A student who is academically dismissed and does not appeal the dismissal within five (5) calendar days will be subject to involuntary withdrawal from the University. Following an academic dismissal, a student who wishes to return to the University must appeal the academic dismissal in accordance with the University's Student Corrective Action Policy, and the principles of natural justice, which outlines the required steps, including the appeal process.

The date of withdrawal will be determined by the Academic Department using academic records. Re-admission to the University following involuntary withdrawal will be in accordance with the Grading and Scholastic Requirements Policy and the Academic Integrity and Honesty Policy.

Refer to [Grading and Scholastic Requirements Policy](#).

Refer to [Academic Integrity and Honesty Policy](#).

Refer to [Add/Drop, Withdrawals, Dismissals, and Refund Policy](#).

Refer to [Developing Teach Out Plan Policy](#).

Refer to [Student Corrective Action Policy](#)

## **4. Academics**

The following academic policies may refer to additional policies that are contained in the University's policy repository. For any questions, please contact Student Services at [ss@bealuniversity.ca](mailto:ss@bealuniversity.ca).

Academic honesty is essential in student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, self-plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Beal University Canada students are responsible for the preparation and presentation of work representing their own effort, skills, and achievements. Students will cite any quotations, materials, or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. The work of others includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises, and exams.

Cheating, including plagiarism or self-plagiarism, will result in an "F" grade for the assignment. If the offense occurs again, the student will receive an "F" for the course and may be grounds for dismissal from the University. The University's Student Code of Conduct Policy provides the requirements of academic honesty.

The University endeavors to safeguard all student information therefore it has developed the Personal Information Protection policy. The purpose of the Personal Information Protection policy is to ensure the University maintains compliance with the Personal Information Protection and Electronic Documents Act, hereinafter referred to as "PIPEDA", the Right to Information and Protection of Privacy Act (RTIPPA), and other applicable privacy legislation.

The Personal Information Protection policy applies to:

- All members of the University community involved in the collection, storage, access, use, disclosure, retention, or disposition of personal information in the conduct of their functions or activities.
- All members of the University community responsible for managing personal information in their care, custody, or control according to this policy.
- Third parties requiring access to personal information in order to perform a recognized University function or activity who shall be bound by this policy and by the terms of a written information sharing agreement.

Refer to [Student Code of Conduct Policy](#).

Refer to [Academic Integrity and Honesty Policy](#).

Refer to [Intellectual Property Ownership and Use](#).

Refer to [Personal Information Protection Policy](#).

Refer to [Student Corrective Action Policy](#)

#### **4.1 Academic Freedom**

Beal University Canada provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the University curriculum. Instructors at Beal University Canada are entitled to express professional points of view within the limits of the mission and academic policies and procedures. The University's Academic Freedom Policy provides the requirements of academic freedom. Violations of academic freedom are considered a form of academic misconduct and will be addressed through the University's Student Corrective Action Policy.

Refer to [Academic Freedom Policy](#).

Refer to [Student Corrective Action Policy](#).

#### **4.2 Attendance**

Attendance refers to active participation in academically related activities, including but not limited to the submission of assignments, examinations, interacting with instructors or academic representatives about course material or online discussions.

In online courses, attendance is gauged by the timely completion of weekly assignments. Each student's participation in the program is monitored weekly across all modules. Failure to submit weekly assignments will result in classification as absent which may impact continued eligibility for Federal/Provincial Aid. For on-campus courses, student attendance is monitored daily. Non-attendance in both instances will be communicated bi-weekly to the Dean, who will inform the Director of Bursaries/Financial Aid.

Census is used as the benchmark to confirm a student's initial participation in a course. Census occurs on the 10th calendar day from the mod-start. Each semester (two 8-week mods) includes two (2) census dates. On the census date, all student participation is reviewed. Students who have not demonstrated participation by this date will be dropped from the course.

Beal University Canada emphasizes the need for all students to participate in classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Participation is critical to proper skill building and achieving competency in the learning outcomes in each program. The guideline for class attendance states:

- Students are expected to attend all classes, laboratories, simulations, tutorials, or other class meetings.
- Students are also expected to complete all assignments.

Beal University Canada expects students to attend and arrive timely for classes (theory, laboratories, simulations, and clinical/preceptorship) as required by the course syllabi. For the Bachelor of Science in Nursing program, it is expected that there will be 100% attendance for all theory courses, laboratory courses, simulation, and clinical/preceptorship placements. Students are expected to actively participate in on-campus and distance education classes. Students at Beal University Canada are responsible for completing all course assignments. Students who know in advance that they need to be absent must inform their instructors early so that appropriate make-up work can be arranged.

For students enrolled in the *BScN program*, it is expected that there will be 100% attendance for all theory courses, laboratory courses, simulation, and clinical/preceptorship placements. Because of the compressed nature of the mod, absence from more than 10% of a course, including clinical placement time, may be considered unacceptable for course completion. A student will be required to either make-up work or drop the class. If a BScN student misses more than one (1) clinical placement time during a mod, only one (1) opportunity to make-up a missed clinical placement time will be available. This make-up may take the form of a simulation, attendance at another facility, or participation in an alternative clinical experience.

Students are advised to call the instructor of the course(s) when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 5:00 p.m. (AST), Monday through Thursday and 8:00 a.m. to 4:00 p.m. (AST) on Friday. A message may be left with anyone answering the phone.

Refer to [Attendance and Enrollment Policy](#).

Refer to [Student Attendance for BScN Program Policy](#).

Refer to [Accommodations for Religious and Cultural Observances](#).

### **4.3 Homework**

In addition to participating in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

### **4.4 Class Size**

The maximum class size is 60 students for face-to-face courses, 46 students for computer laboratory courses and 60 students for online courses. Clinical placement rotations will have a maximum ratio of 8:1 instructor and clinical lab will have a maximum ratio of 11:1 per instructor.

### **4.5 Course Schedules and Registration**

Courses may be scheduled any day of the week, Monday through Sunday, morning, afternoon, and evening. Students may be scheduled for online or on-ground course delivery. Days and times of day may vary by program and may change from mod to mod.

Students are registered for courses by the Registrar's office. The Registrar provides the student with a prospective schedule of the classes in the program upon request and identifies each mod the courses will be taken until graduation. The Registrar's office enrolls the students in the next mod's classes and students are notified four weeks in advance of the classes they are expected to take. The student confirms the schedule to the Registrar's office either in person, by phone, or email. The student can revise the schedule through notification to the

Registrar's office prior to the mod commencing. The student must do so within the first five (5) days after the mod starts to add/drop courses.

A "Course Overload" request is considered when a student is requesting to take more than the recommended number of courses per mod (course overload). Students are required to secure formal approval from the Office of the Registrar by completing an Overload Request Form. The request for the overload must be submitted 21 days prior to the start of the mod in which they are requesting the overload. For a full-time student, overloading will increase the student's semester fees, and course retake fees may apply.

To be eligible and considered for a course overload, students must meet the following criteria:

- Minimum of a cumulative grade point average (CGPA) of 3.0 or above
- Minimum of two (2) modules completed at Beal University Canada.
- No outstanding 'Incomplete' grade in any course.
- No failed (F) or withdrawals (W) earned in the previous two (2) modules.
- Not on BUC's Satisfactory Scholastic Standards (SSS).
- Meets all prerequisite requirements for any course requested.
- The requested course is already being offered in the module.

If a student has failed a required course for their degree and an overload is necessary to remain on track to graduate on time, this requirement may be waived.

Upon submission of the form, the request is reviewed by an ad hoc committee. The ad hoc committee will be composed of one member from each of the following departments: Registrar, Student Accounts, Financial Aid, and Academic Leadership. The ad hoc committee will convene and review the request and provide their recommendation to the Registrar within fourteen (14) days of submission. Overload requests are exceptional and are not recommended due to the volume of course material covered and may not be approved.

#### **4.6 Course cancellations**

Courses may be cancelled if the minimum enrollment is not met or for various other administrative problems. In the event a cancellation occurs, notice will be given to each participant as quickly as possible. A full refund will be issued to the participant, or the participant's payment will be retained by the University and the participant will be enrolled in the next offering on the same topic selected by the individual.

#### **4.7 Auditing of Classes**

A student may audit any course if space is available. The Audit Fee of \$150.00 per credit and any applicable lab fees must be paid in full prior to the start of the class and are non-refundable. Financial aid is not available for audits. Since the student is enrolled in the course solely for experience, participation in quizzes, tests, and examinations is not required. As a result, no grade will be assigned, and no credit will be granted for the audited class.

In certain instances where a student has previously received credit for a course at least one (1) year prior, the student may be interested in auditing the course before continuing to the next level. If a student wishes to convert a class that has previously been audited to credit, they may take a proficiency exam in the course.

#### **4.8 Advanced Academic Standing**

Course credit may be awarded by prior learning assessment examination and transfer of credit. The Registrar department is responsible for approving all transfer of credits and the Academic Department is responsible for approving transfer credits by examination. Advanced standing credit is assigned a grade of "TC". Advanced academic standing counts toward meeting graduation requirements, however, these credits could not count

toward satisfactory scholastic standards (see the Satisfactory Scholastic Standards section). Tuition will be adjusted accordingly for course credit.

No more than 50% of the credit hours in any program may be awarded either by transfer of credit and/or by examination from an external institution. Transfer credit evaluation must be completed prior to a student starting a course. A student cannot receive transfer credit for a course they are currently attending.

Students currently enrolled at Beal University Canada may take courses at other academic institutions and transfer the earned credits to their program under the following conditions:

1. A course description must be provided to the Beal University Canada Registrar.
2. The Registrar's approval must be obtained prior to taking the course in question.
3. Arrangements must be made to have an official transcript of the course grade sent from the other institution to the Beal University Canada Registrar's Office.
4. In some cases, a syllabus may be required for evaluation of course content to determine applicability.

#### **4.9 Mature Student Status**

A mature student is one who has been out of full-time high school education for at least four years. A mature student must hold a high school diploma from the province or an equivalent diploma from an accredited provincial government institution e.g. GED or CAEC. As a mature student you must meet eligibility requirements such as English Language equivalency and any degree specific requirements necessary to gain entry into the program.

#### **4.10 Satisfactory Scholastic Standards**

In order to graduate, a student in a bachelor's degree program must have a cumulative grade point average of 2.0. Students in the Bachelor of Science in Nursing program must have a cumulative grade point average of 2.5 to graduate. All students must complete all courses and requirements for graduation within 150% of the total program length. To help students meet these requirements the University checks periodically that students are making Satisfactory Scholastic Standards (SSS). SSS is measured in two ways: Cumulative Grade Point Average (CGPA) and Rate of Progress. Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, number of completed credit hours divided by attempted credit hours times 100.

SSS is measured at evaluation points that occur every eight (8) weeks (i.e., every mod). The SSS table indicates what CGPA and rate of progress benchmarks a student must have at the evaluation points to be meeting SSS.

| Degree                                   | Evaluation Point               | Benchmarks<br>CGPA and % Rate of Progress |
|------------------------------------------|--------------------------------|-------------------------------------------|
| Bachelor of Science<br>Degree in Nursing | 1 <sup>st</sup>                | Minimum of 2.0 and 50%                    |
|                                          | 2 <sup>nd</sup> and thereafter | Minimum of 2.5 and 60%                    |

##### **4.10.1 Academic Warning**

Students who do not meet these benchmarks are not making SSS. The first time a student is not making SSS, the student is placed on academic warning. Students on academic warning will be notified via the student portal and contacted by their Dean or the Academic Department (see the Academic Advising section).

##### **4.10.2 Academic Probation**

At the next evaluation point if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not make SSS, the student is placed on academic probation. Students on academic probation will be notified via the student portal.

Students on academic probation have until the next evaluation point to meet or exceed the SSS benchmark. If they do so, they are taken off academic probation.

#### **4.10.3 Academic Advising**

Students not making SSS must meet with the Academic Department or a Dean for academic advising, within seven (7) days of the SSS notification, to develop an academic improvement plan. Further, weekly meetings must occur with the students and academic department during the SSS period. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with the Academic Department or their Dean to determine progress toward completing the plan.

#### **4.10.4 Dismissal**

If a student does not make SSS, the student is dismissed from the University. A dismissed student is notified via the student portal and contacted by the Academic Department. A dismissed student may appeal the dismissal. (Refer to Student Corrective Action Policy). If a student's appeal is approved, the student is placed on academic probation until the next evaluation point. If a student's appeal is denied, the student may appeal to reapply to the program after one (1) year, as long as the student meets all admission requirements

Refer to [Student Corrective Action Policy](#).

#### **4.11 Change of Grade**

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student can request a reappraisal of grade following the process in the Reappraisal of Grades Policy.

Refer to [Reappraisal of Grades Policy](#).

#### **4.12 Changing Program**

Students may change educational programs at Beal University Canada during their enrollment. Students must contact the Student Services Department to determine if the admissions requirements can be met for the new program. Because the program requirements differ, not all of the course credits may transfer. A student's current Satisfactory Scholastic Standards (SSS) status may carry over to the new program of study. Students who do not make SSS may transfer programs of study.

### 4.13 Grading Scale

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each module. Students who wish to have a grade reappraised must submit a request within ten (10) business days of being notified of the mark or of the item's return. (see Section 4.11 Change of Grade) All grades are considered final thirty (30) days after the end of a module.

| Letter Grade | %         | Quality                | Quality Points | Effect on CGPA |
|--------------|-----------|------------------------|----------------|----------------|
| A            | 95.0-100  |                        | 4.00           | Y              |
| A-           | 90.0-94.9 |                        | 3.67           | Y              |
| B+           | 87.0-89.9 |                        | 3.33           | Y              |
| B            | 84.0-86.9 |                        | 3.00           | Y              |
| B-           | 80.0-83.9 |                        | 2.67           | Y              |
| C+           | 77.0-79.9 |                        | 2.33           | Y              |
| C            | 74.0-76.9 |                        | 2.00           | Y              |
| C-           | 70.0-73.9 |                        | 1.67           | Y              |
| D+           | 67.0-69.9 |                        | 1.33           | Y              |
| D            | 64.0-66.9 |                        | 1.00           | Y              |
| D-           | 60.0-63.9 | Minimum Passing Score* | 0.67           | Y              |
| F            | Below 60  | Fail                   | 0.0            | Y              |
| AU           | N/A       | Audit                  | 0.0            | N              |
| CR           | N/A       | Credit                 | 0.0            | N/A            |
| IC           | N/A       | Incomplete             | 0.0            | N/A            |
| P            | N/A       | Pass                   | 0.0            | N              |
| PR           | N/A       | Proficiency            | 0.0            | N              |
| R            | N/A       | Repeat                 | 0.0            | N              |
| TC           | N/A       | Transfer Credit        | 0.0            | N              |
| W            | N/A       | Withdrawal             | 0.0            | N              |
| WF           | N/A       | Withdrawal Fail        | 0.0            | Y              |
| WP           | N/A       | Withdrawal Pass        | 0.0            | N              |

A minimum passing score of 60% is required to pass all courses, with the exception of the following programs/courses:

#### Nursing Programs

- All nursing courses must earn a 77% (C+) for each course listed in the "Core Concentration Requirements"
- A 77% (C+) for ZO115 & ZO116; and
- A 74% (C) in the "General Sciences Requirements".

Each course uses a Final Percentage Calculation converted to a letter grade. Evaluative components will receive numerical scores converted based on the weight of the assignment. The numerical scores are added to achieve a total percentage score out of 100. This percentage is then converted to a letter grade for the course (see above Grading Scale). *Sample: midterm exam is 20%, paper 30%, in-class activities 20%, and final exam 30%. The student scored 15/20; 25/30; 20/20; and 28/30 for a final course total score of 88/100, which is a final course grade of "A-".* All labs/simulations/clinical placements and math calculation exams are graded as a pass or fail, there is no letter grade attached to the final mark.

All nursing students must successfully complete the theory, laboratory, and clinical components in each of the courses in the nursing program to pass the course and progress in the curriculum. Nursing students must pass all theory courses in the curriculum with a minimum grade of 77% and theory/lab courses with a minimum passing score of 77%. Please refer to each course syllabus for specific course requirements. Students in the nursing program are not permitted to fail the same nursing core course more than once. Two (2) failures of the same core nursing course will result in dismissal from the nursing program.

For nursing students, a failing grade in the clinical/lab component of a course will result in failure of the entire course. Additionally, failure of a lab test-out will be considered a failure of the clinical/lab component. Students who do not achieve a minimum grade of 77% on the theory component and achieve a "Pass" on the clinical/lab component will not pass the course. Students who achieve a grade of 77% or above on the theory component of a course and "Fail" the clinical/lab component will not pass the course.

A credit is considered attempted but not earned if the student is enrolled beyond the add/drop period and receives a grade of F or a W (withdrawal), WP (withdrawal pass), WF (withdrawal fail), IC (incomplete), or R (repeat). Transfer (TC) and professional learning assessment credits (CR) applied to a student's program are considered both attempted and earned.

Students withdrawing from a course within the first 12 days from the effective course start date will result in the course being deleted from your academic record.

Students withdrawing from a course between Day 13 - Day 30 from the effective course start date will result in the course being shown as "W" on the transcript and will carry no academic penalty.

Students withdrawing from a course on or after Day 31 from the effective course start date, who are failing, will result in the course being recorded as "WF (withdrawal fail)" on the transcript and a grade of zero (0) will be carried into the calculation of the GPA.

Students withdrawing from a course on or after Day 31 from the effective course start date, who are passing, will result in the course being recorded as "WP (withdrawal passing)" on the transcript and no grade will be carried into the calculation of the GPA.

If a student is absent without official notification incurring an unofficial withdrawal, a grade of F will be entered on the student's academic record regardless of when the withdrawal occurred.

A grade of WF carries grade points and is included in the calculation of both the grade point average and the pace of completion. Grades of W, WP, TC, PR, and IC carry no points and are not calculated in the cumulative grade point average. They are, however, counted as attempted and/or earned in the calculation of pace of completion.

#### **4.14 Incomplete**

Once enrolled in a course, students should make the effort to complete all course assignments during the mod in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the mod. In those cases, an incomplete grade (IC) may be granted to a student who has completed 75% of the assignments required by the course. Students must petition their instructor, in writing, to receive an incomplete in the course with the approval of the instructor and the Dean.

Students who are granted an incomplete will receive a grade of "IC". Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the mod. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the incomplete will be changed to a letter grade. If a student would like to challenge an academic grade, the student would need to review the "Change of Grade" section of the BUC Student Handbook. Students officially enrolled in an externship may receive an extension to complete externship hours. Extensions for externship courses are equal to one length of the mod and expire at the end of the mod (e.g., Externship courses registered in an eight (8) week academic mod, a student will have an additional eight (8) weeks to complete missing requirements).

#### **4.15 Failure**

Any course in a study program that is failed must be repeated and passed (See Repeating a Course Section). Students in the nursing program are not permitted to fail the same nursing core course more than once. Two (2) failures of the same core nursing course will result in dismissal from the nursing program. Students are not permitted to fail the same general science course three (3) times. Three (3) failures of the same general science course will result in dismissal from their program. Students who have been dismissed for failure may appeal to reapply to the program after one (1) year, as long as the student meets all admission requirements.

#### **4.16 Withdrawal / Course Drop**

A course is assigned a withdrawal grade of "W" when a student officially withdraws or is withdrawn by the University. A course withdrawal prior to week six (6) of a module is not included in the calculation of a grade point average, however, it does negatively impact the rate of progress by increasing the number of credit hours attempted.

#### **4.17 Repeating a Course**

A student who has received a failing grade or a withdrawal in a course must repeat the course to meet the requirements of the student's program.

When a course is repeated the higher grade will be counted for purposes of calculating the student's Cumulative Grade Point Average (CGPA). If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program.

A course in which a student has received a "W" or a non-passing grade may be attempted only three (3) times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the University and may appeal to reapply to the program after one (1) year, as long as the student meets all admission requirements. A student will be charged for all repeats.

#### **4.18 Transfer Credit**

When a student receives advanced academic standing, a grade of "TC" is assigned for the course. When a student receives transfer credit (advanced academic standing), the transferred credit hours do not carry grade points and therefore do not impact the student's cumulative grade point average. Advanced academic standing counts toward meeting graduation requirements.

Degree recognition and credit transfers are matters for individual institutions and associations to determine. As with any post-secondary education or training, it is the prospective students who are responsible for satisfying for themselves that the program, the degree and the institution will be appropriate to their needs and be acceptable to potential employers, professional licensing bodies, and other post-secondary educational institutions.

The transferability of credits you earn at Beal University Canada is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in a program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Beal University Canada to determine if your credits or degree will transfer.

#### **4.19 Grade Point Average**

To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide them by the total number of Credit hours.

#### **4.20 Graduation Requirements**

To be eligible for graduation, students must:

1. Complete a degree audit (emailed from the Student Services Department).
2. Complete all required courses in Bachelor's degree program with a Cumulative Grade Point Average of at least 2.0;
  - a. Students in the Bachelor of Science in Nursing program must graduate with a 2.5 Cumulative Grade Point Average;
3. All accounts must be paid in full including tuition, textbooks, and fees. All library books and other Beal University Canada materials must be returned.

#### **4.21 Levels of Distinction**

Graduates will receive honours for their degree with one of the following levels of distinction:

- A student will be awarded an "Honours" standing if they achieve a graduating GPA of 3.6 to 3.9.
- A student will be awarded a "High Honours" standing if they achieve a graduating GPA of 4.0.

These honours categories are based on a student's cumulative grade point average at the end of the graduation semester. The official graduation honours category will appear on the student's diploma and final transcript.

#### **4.22 Transcripts**

Beal University Canada will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy could be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their student account, a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on their student account. A student will not receive a diploma or official transcript if the student is placed with an outside collection agency for their student account balance. The University archives academic transcripts indefinitely.

Refer to [Grading and Scholastic Requirements Policy](#).

Refer to [Student Success Initiative Policy](#).

## 5. Student Access to Accommodations

In accordance with the New Brunswick Human Rights Act, the University will promote and protect the rights and dignity of all students and will create a safe, respectful, and supportive environment for all members of the University community. The University will provide reasonable accommodations for students who self-identify as having a disability and/or other needs related to Protected Grounds and who provide the Student Services Accessibility Representative with the documentation required to understand the nature of the disability and/or other human rights protected need and identify the types of accommodations that are appropriate. Accommodations appropriate to the mode of study will be provided to serve students studying on campus and those studying online. For more information, please contact the Student Services Accessibility Representative at [accessibility@bealuniversity.ca](mailto:accessibility@bealuniversity.ca) or by calling 1-800-660-7351, ext. 505.

Initial accommodation requests should be made at least fourteen (14) days prior to the start of class so that the student has the necessary resources in place prior to attending class.

Refer to [Student Access to Accommodations Policy](#).

## 6. Student Services

Student services at the University are designed to support both the educational and emotional needs of students, promoting retention and persistence as they progress toward program completion. We focus our efforts in helping students to overcome the many barriers present in their lives that can impact their ability to attend the University.

### 6.1 Student Advising and Academic Services

The Student Services department provides performance monitoring, tutoring, and other support services to assist the students' completion and success in their classes.

The Student Services department coordinates resources for students to address their specific needs. For students' academic needs, the Student Services department works with the academic department to include communicating with Deans, Associate Deans, and faculty team members. The University has comprehensive academic advising available for students, on-campus and online, to enhance the quality of the education at the University. The academic department provides academic support through advising, tutoring and individual support for students who request additional help. Faculty and Deans are available for academic advisement, clarification of degree requirements, registration and academic program assistance as well as course content support.

Additionally, the Student Services department also provides a list of peer tutors for the students who request tutoring beyond the faculty support. These tutors are paid for by the University and connect separately with the student to coordinate schedules of availability. The Student Services department also provides coordination of services for the student between departments within the University such as registering for classes, add/drop classes, transferring programs, additional training in utilizing the learning management system and student portal to access classes and student informational records. Additionally, The Student Services staff monitors, on a weekly basis, the academic activity of all students enrolled in classes through the Learning Management system, CANVAS. This includes all students enrolled in classes on campus, hybrid, and fully online. If students are noted as having difficulties, the Student Services staff contacts the instructor and student proactively. The Student Services staff specifically review each student's academic activity to identify problems arising such as assignments being missed, late, etc. The Student Services staff will contact students via phone, email and text to discuss their academic performance, identify their problems and offer support services. The Student Services staff will offer to meet live or through virtual meetings to assist students. The staff will coordinate with other departments to provide the support services that are needed and connect the students with those departments directly.

## 6.2 Library Services

The library will provide students with a quiet place to study and write papers, perform research, and complete homework assignments. Its computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up. The Library Staff supports students with the process of searching for evidence based and grey materials through the use of databases. The librarian also provides students with resources and guidance on proper referencing style and APA 7<sup>th</sup> ed.

## 6.3 Centre for Teaching and Learning

The University's Centre for Teaching and Learning ("CTL") staff support students in utilizing the learning management system, Canvas, effectively and efficiently. CTL provides support for students who have questions about coursework, educational technology, study skills, and has the ability to generate additional training in Canvas, as needed. The University provides support processes that contribute to student success and are integrated with all aspects of the educational experience and consistently reinforced throughout the tenure of the student.

## 6.4 Information Technology

The University's Information Technology ("IT") staff provides assistance to students virtually with problems in technology usage, email, username, passwords, and access to university student information system and learning management system portals.

Our IT staff recommend choosing a computer that fits your budget and one you're familiar and comfortable using. A standard laptop or desktop computer, either a Windows PC or MacBook, is required for your coursework. Please note that tablets and mobile devices aren't sufficient or acceptable for completing assignments, though they can be great tools for note-taking and staying organized.

### Technical Requirements

Here are some general hardware recommendations to help you decide which computer setup will best meet your needs.

- Processor Options
  - Intel or ADM processor, 2GHz or faster
- Hard Drive Capacity
  - 250GB SSD minimum or 500GB HDD for more space and speed
- Minimum of 8GB of RAM (the greater the GB, the faster the processing speed)
- Wi-Fi card with WiFi 6, with 802.11AX capabilities

### Software Suggestions

- Microsoft Office 365 Online
  - Access to this will be provided with current student login credentials
- Adobe Reader (or similar PDF reader)
- Google Chrome or Microsoft Edge
  - Google Chrome is the ideal browser to get full functionality with our Learning Management System.

## 6.5 Non-Academic Services

The Student Services department provides non-academic and personal support for all of the students. For students' non-academic needs, the Student Services department provides resources such as housing referrals, childcare, food bank and ride sharing services. For students who need additional assistance in their studies, contact the Student Services department and they can help locate a tutor. If special academic consideration or

services, in relation to learning and/or physical impairment, are requested by the student the University procedures are followed in compliance with the Student Access to Accommodations policy.

## **6.6 Career Services**

Student/Career Services aids student and graduate placement by educating the local community of program outcomes; actively seeking open employment needs through hosting career fairs, business to business (B2B) marketing (in person and on the telephone), website searches, and through professional networking associations. Prior to a student's graduation, Student/Career Services schedules an Exit Interview to discuss student needs and to verify the student is prepared for their job search. This process may include coaching and/or distributing information and scheduling follow-up appointments in the areas of:

1. Resume preparation.
2. Job search techniques, including how to navigate popular websites and how to network in the community.
3. Completing online applications.
4. Mock interviewing / interview tips / interview follow-up.
5. Arranging a plan of contact to maintain a working relationship with Student/Career Services after graduation for assistance in securing work in their field of study.

## **6.7 Mental Health and Counselling Services**

The University has contracted a third-party vendor, [Homewood Health Student Counselling](#), to provide a virtual Counselling Centre through a Student Assistance Program. This program is paid for by the University and provides counselling, support, and coaching to students and their immediate family members. The virtual Counselling Centre provides a safe, confidential, non-judgmental space where students can talk about issues that impact mental wellbeing.

The virtual Counselling Centre provides support and guidance to students on any problems that may arise including but is not limited to:

- Adjusting to life as a university student
- Balancing family responsibilities and academic studies
- Academic challenges (e.g., managing workload, insufficient study skills)
- Managing stress
- Interpersonal difficulties and conflicts
- Making important life decisions
- Feelings of sadness, anger, or fear
- Life-threatening illness or death of a loved one
- Dealing with the death or illness of patients in the clinical practice

The students can contact the virtual Counselling Centre directly to book an appointment with a counselor.

Additionally, all currently enrolled BUC students can access the student counselling library through the Homewood Health portal. It is an online self-help Library with links to many helpful sources. The topics currently available are all related to health, wellness and the success of our students. There are videos, articles, podcasts, apps and much more. Topics include time management, stress, relationships, conflicts, exams, study skills, procrastination, sleeping, food issues, inspiration etc. So, in the privacy of their own home and at a time that suits the students best, information is easily accessible and readily available. It is important to stress that the online self-help Library is not in lieu of counselling, but as an extra resource and a facilitation to contact directly one on one with counsellors at Homewood Health. Questions regarding the Online Self-Help Library can be answered directly by contacting the counsellors. The Student Services department serves as the liaison to the virtual Counselling Centre and students.

## 6.8 Mindfulness Space

Beal University Canada's main campus is located within Sackville Memorial Hospital and offers access to a 3,000-square-foot Atrium Nature Wellness Space. This peaceful area is available to all BUC students as a quiet place to relax, recharge, and step away from the busyness of campus life. The space is designed to promote mindfulness, encouraging students to pause, be present, and reflect. It offers a calm environment where students can engage in a variety of wellness and mindfulness activities.

In addition, the hospital has an exterior garden that is available as a place to connect with nature in a peaceful setting. The interior atrium and exterior garden are open to all students, staff, and faculty to utilize at the Sackville Campus.

## 6.9 Cafeteria

The main campus is located within the Sackville Memorial Hospital that features a full-service cafeteria on site. The cafeteria is open to all BUC students, faculty, and staff, providing a convenient and accessible option for a healthy meal while on campus.

## 7. Student Complaint, Grievance, and Appeals

Occasionally, a concern may arise between a student and another party, or with some aspect of the University. Students are encouraged to initially communicate their concerns verbally to the appropriate person. The Student Corrective Action Policy provides the detailed process of addressing allegations, reviewing an inquiry of misconduct, and completing the appeals process to which the University adheres, under the principles of natural justice.

Student complaints and grievances may include, but are not limited to, the following:

- Academic problem resolution (e.g., contested grades and other student/instructor conflicts)
- Appeals for academic action taken (e.g., probation suspension)
- Auditing of laboratory classes
- Cheating and plagiarism offenses
- Course substitution
- Credit transfer approval
- Exceptions to change of program policy
- Prerequisite waiver requests
- Suspension reinstatement requests
- Misconduct under student code of conduct
- Misconduct under faculty/staff code of conduct
- Non-academic misconduct involving students, faculty, or staff

Students may contact the Student Services department ([ss@bealuniversity.ca](mailto:ss@bealuniversity.ca)) for the University's appeal process.

Refer to [Student Corrective Action Policy](#).

## 8. Campus Dress Code

Beal University Canada does not have a formal dress code for on campus. However, BUC is a university whose purpose is to train business professionals and part of business professionalism is looking presentable. Students are encouraged to wear attire that will be acceptable in a professional, business and/or academic environment. The wearing of attire that may be offensive to another individual or cause embarrassment is unacceptable and will be handled appropriately. For students enrolled in nursing program, please refer to the Student Dress Code for Nursing Policy.

## 9. Academic Calendar

### 9.1 Academic Year and Schedule

Beal University Canada schedules six (6) modules (mod) in a twelve (12) month period for its programs. Each program mod lasts for eight (8) weeks. Full-time students take a minimum of six (6) semester credit hours per mod. An academic year in credits is thirty (30) credits for the Bachelor of Science in Nursing degree program. An academic year is thirty-two (32) weeks in length.

### 9.2 Program Intake Dates

Beal University Canada schedules six modules in a calendar year with each module having an eight-week duration. The intakes for the calendar years 2025, 2026, and 2027 are as follows:

| 2026   |                           |                           |
|--------|---------------------------|---------------------------|
| Module | Start                     | End                       |
| Mod 3  | January 5 <sup>th</sup>   | February 27 <sup>th</sup> |
| Mod 4  | March 2 <sup>nd</sup>     | April 24 <sup>th</sup>    |
| Mod 5  | May 4 <sup>th</sup>       | June 26 <sup>th</sup>     |
| Mod 6  | July 6 <sup>th</sup>      | August 28 <sup>th</sup>   |
| Mod 1  | September 8 <sup>th</sup> | October 30 <sup>th</sup>  |
| Mod 2  | November 2 <sup>nd</sup>  | December 24 <sup>th</sup> |

| 2027   |                           |                           |
|--------|---------------------------|---------------------------|
| Module | Start                     | End                       |
| MOD 3  | January 4 <sup>th</sup>   | February 26 <sup>th</sup> |
| MOD 4  | March 1 <sup>st</sup>     | April 23 <sup>rd</sup>    |
| MOD 5  | May 3 <sup>rd</sup>       | June 25 <sup>th</sup>     |
| MOD 6  | July 5 <sup>th</sup>      | August 27 <sup>th</sup>   |
| MOD 1  | September 7 <sup>th</sup> | October 29 <sup>th</sup>  |
| MOD 2  | November 1 <sup>st</sup>  | December 24 <sup>th</sup> |

| 2028   |                           |                           |
|--------|---------------------------|---------------------------|
| Module | Start                     | End                       |
| MOD 3  | January 4 <sup>th</sup>   | February 25 <sup>th</sup> |
| MOD 4  | February 28 <sup>th</sup> | April 21 <sup>st</sup>    |
| MOD 5  | May 1 <sup>st</sup>       | June 23 <sup>rd</sup>     |
| MOD 6  | July 4 <sup>th</sup>      | August 25 <sup>th</sup>   |
| MOD 1  | September 5 <sup>th</sup> | October 27 <sup>th</sup>  |
| MOD 2  | October 30 <sup>th</sup>  | December 22 <sup>nd</sup> |

Note: The Effective start date of a course is the same as the program intake date.

### 9.3 Student Holidays

The dates below are when the campus(es) will be closed to students.

| Holiday                                   | 2026                                | 2027                                | 2028                                |
|-------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| New Year's Day                            | January 1, 2026                     | January 1, 2027                     | January 1, 2028                     |
| Family Day                                | February 16, 2026                   | February 15, 2027                   | February 21, 2028                   |
| Good Friday                               | April 3, 2026                       | March 26, 2027                      | April 14, 2028                      |
| Easter Monday                             | April 6, 2026                       | March 29, 2027                      | April 17, 2028                      |
| Spring Break                              | April 27 -May 1, 2026               | April 26-April 30th, 2027           | April 24 - April 28, 2028           |
| Victoria Day                              | May 18, 2026                        | May 24, 2027                        | May 22, 2028                        |
| Summer Break                              | June 29- July 3, 2026               | June 28-July 2, 2027                | June 26 - June30, 2028              |
| Canada Day                                | July 1, 2026                        | July 1, 2027                        | July 1, 2028                        |
| New Brunswick Day                         | August 3, 2026                      | August 2, 2027                      | August 7, 2028                      |
| Fall Break                                | August 31 - September 4, 2026       | August 30-September 3, 2027         | August 28 - September 1, 2028       |
| Labour Day                                | September 7, 2026                   | September 6, 2027                   | September 4, 2028                   |
| National Day for Truth and Reconciliation | September 30, 2026                  | September 30, 2027                  | September 30, 2028                  |
| Thanksgiving                              | October 12, 2026                    | October 11, 2027                    | October 9, 2028                     |
| Remembrance Day                           | November 11, 2026                   | November 11, 2027                   | November 11, 2028                   |
| Winter Break                              | December 25, 2026 - January 3, 2027 | December 25, 2027 - January 1, 2028 | December 25, 2028 - January 1, 2029 |

### 9.4 Holidays and Weather Closures

Occasionally the University will close due to holidays, bad weather, or other natural phenomena. If the University closes for more than one (1) day, classes will meet on an unscheduled day. In the event of an unexpected closure, if possible, students will be given notice at least one (1) week in advance so that arrangements can be made to attend classes. When the University closes unexpectedly, students should anticipate making up the time before the end of the mod. Online courses will not be impacted by holidays and/or weather closures.

## 10. Nursing Program

### 10.1 Mission

The Nursing program supports the mission and vision of the University by offering a Bachelor of Science in Nursing degree program.

The mission of the Nursing Program at Beal University Canada (hereinafter referred to as “BUC” or “University”) is to prepare each student to become a competent, compassionate, and well-respected registered nurse (RN). As professional nurses, BUC graduates are prepared to provide holistic nursing care to individuals and communities across the lifespan.

The Nursing Program, based on the vision and values of the University, accomplishes its mission by:

- Promoting excellence in both didactic and clinical teaching;
- Sharing responsibilities with students for their individual learning;
- Encouraging student use of support services for academic success;
- Partnering with community resources to ensure a current curriculum, and
- Respecting the uniqueness of each individual student.

## 10.2 Philosophy and Organizing Framework

The Nursing program philosophy complements the mission and vision of Beal University Canada. Nursing faculty strive to create a student-centered environment grounded in collaboration, lifelong learning, and mutual respect with the goal of promoting academic excellence and compassionate nursing care.

The nursing faculty believe that individuals are complex beings with biophysical, psychosocial, emotional, spiritual, and cultural needs. As members of humanity, all people deserve respect for their uniqueness and have the autonomy to contribute to their own health and well-being. Nursing and other healthcare services are available when people are incapable of continuous self-care.

The faculty view nursing as both an art and science based on biological, physical, behavioural, and nursing sciences. The faculty believes nursing is a holistic profession, supporting patients in achieving an independent state of well-being and self-care based on individual differences and respect for human dignity.

The nursing faculty supports an educational philosophy that fosters both theoretical knowledge and clinical competence, using a simple-to-complex learning approach. Since students are adult learners, faculty acknowledge that they are self-directed and take responsibility for their practice of nursing. Students learn experientially, approaching learning as a problem-solving opportunity. Faculty focuses on the learning process and less on the content, adopting the role of facilitator rather than lecturer. Strategies such as case studies, role playing, simulations, and self-evaluation are utilized throughout the curriculum. The faculty fosters learning by encouraging the utilization of current technology and all available support systems. (Knowles, 1984).

Our nursing program faculty and students work together to understand and respect the diversity and sacredness of cultures in nursing practice. Our program is enhanced by building respectful relationships based on trust, and co-creating opportunities to share Indigenous Knowledge, teachings and guidance in a culturally appropriate way. We aspire to increase recruitment and retention of Indigenous students and to facilitate a positive and equitable education experience for everyone. We aim to provide culturally safe personal and academic support throughout the educational journey, offering a wide variety of support and resources.

## 10.3 Faculty Member Credentials

Current Academic Faculty:

|                                         |                       |
|-----------------------------------------|-----------------------|
| Vice President of Academics             | TBD                   |
| Dean of Nursing:                        | Jessie Johnson, PhD   |
| Clinical Placement and Lab Coordinator: | Melanie L'Anglais, RN |

Beal University Canada instructors will have the following degree preferences:

- PhD
- Master's Degree or higher
- Bachelor's Degree

Below are the requirements by course:

| Course Name                                              | Instructor's Highest Qualifications Earned and Discipline of Study (PhD) |
|----------------------------------------------------------|--------------------------------------------------------------------------|
| Human Anatomy and Physiology of the Structural Systems   | Nursing - MN or PhD or Biology MSc or PhD                                |
| English Composition                                      | Nursing - MN or PhD or Education MeD or PhD                              |
| Human Anatomy and Physiology of the Organ Systems        | Nursing - MN or PhD or Biology MSc or PhD                                |
| College Algebra                                          | Math - Masters or PhD                                                    |
| Statistics                                               | Math - Masters or PhD                                                    |
| Introduction to Sociology                                | Sociology - Masters or PhD                                               |
| Electives                                                | Science - MSc or PhD                                                     |
| Lifespan Development                                     | Nursing - MN or PhD or Sociology-Masters-PhD                             |
| Microbiology                                             | Nursing - MN or PhD or Biology -MSc or PhD                               |
| Advanced Written Communication                           | English - Masters or PhD                                                 |
| History of Canada                                        | History - Masters or PhD                                                 |
| Introduction to Foundational Nursing Concepts I          | Nursing - MN or PhD                                                      |
| Genetics                                                 | Science - MSc or PhD                                                     |
| Foundational Nursing Concepts II                         | Nursing - MN or PhD                                                      |
| Pharmacology                                             | Nursing - MN or PhD                                                      |
| Nursing Concepts Across the Lifespan I                   | Nursing - MN or PhD                                                      |
| Professional Nursing                                     | Nursing - MN or PhD                                                      |
| Nursing Concepts Across the Lifespan II                  | Nursing - MN or PhD                                                      |
| Pathophysiology                                          | Nursing - MN or PhD                                                      |
| Nursing Specialty-Obstetrics and Mental Health           | Nursing - MN or PhD                                                      |
| Evidence Based Practice in Healthcare                    | Nursing - MN or PhD                                                      |
| Bioinformatics and Communication                         | Nursing - MN or PhD                                                      |
| Community and Population Health Nursing                  | Nursing - MN or PhD                                                      |
| Nursing Concepts Across the Lifespan III                 | Nursing - MN or PhD                                                      |
| Multicultural Perspectives in Healthcare                 | Nursing - MN or PhD                                                      |
| Nursing Concepts Across the Lifespan IV                  | Nursing - MN or PhD                                                      |
| Holistic Approaches to Healthcare                        | Nursing - MN or PhD                                                      |
| Leadership Trends in the Changing Healthcare Environment | Nursing - MN or PhD                                                      |
| Transition to Nursing Practice Clinical                  | Nursing - MN or PhD                                                      |

## 11. Bachelor of Science in Nursing (BScN)

Length: **30 Months**

Credential: **Bachelor of Science**

The Bachelor of Science in Nursing degree program (BScN) educates professional nurses in order to meet the demands on nursing in today's complex healthcare environment. The BScN graduates are valued for their abilities to think critically, demonstrate leadership, contribute to case management, engage in health promotion, and practice across a variety of healthcare settings. This program develops nurses in the generalist role in alignment with the entry-to-practice competencies for Registered Nurses (CNNB). Upon successful completion of the program, students can seek employment as a Nurse or clinical practice, administration, nursing education, and nursing leadership in a Nursing related field.

### 11.1 Program Outcomes

Upon successful completion of this program, students will be able to:

- Integrate theoretical knowledge, skills, judgment, and professional values from nursing and other relevant and diverse sources into practice.
- Use a variety of strategies and relevant technologies to create and maintain professional relationships, share information, and foster therapeutic environments.
- Advocate for health equity and social justice while providing safe, competent, ethical, compassionate, and evidence-informed care across the lifespan in response to client needs.
- Perform an integral role in interprofessional practice while coordinating point-of-care health service delivery with clients (including community as client), the interprofessional healthcare team, and other local, national, and global sectors to ensure high-quality continuous, safe care.
- Uphold the profession's practice standards and ethics and be accountable to the public and the profession by the application of knowledge, skills and personal attributes.
- Identify current nursing research that can be used to inform evidenced based learning needed to support clients to optimize health outcomes in keeping with the values of client well-being, client choice, privacy and confidentiality, respect for life, maintaining commitment, truthfulness, and fairness.
- Demonstrate the ability to distinguish between original research and evidence-informed practice by critically appraising primary research studies and applying synthesized evidence to inform professional decision-making and improve outcomes.
- Demonstrate leadership skills along with a lifelong commitment to excellence in practice through critical inquiry, continuous learning, application of evidence to practice, support of research activities, and development of emotional intelligence.

## 11.2 Course Sequence

| Course Code   | Course Name                                               | Delivery | Credit Hours |
|---------------|-----------------------------------------------------------|----------|--------------|
| EH111         | English Composition                                       | online   | 3            |
| EL            | Elective                                                  | online   | 3            |
| EL            | Science Elective                                          | online   | 4            |
| GEN305        | Advanced Written Communication                            | online   | 3            |
| HY113         | History of Canada                                         | online   | 3            |
| IDS325*       | Pathophysiology                                           | online   | 4            |
| MS110         | College Algebra                                           | online   | 3            |
| MS315         | Statistics                                                | online   | 4            |
| NU110*        | Introduction to Foundational Nursing Concepts I           | ground   | 4            |
| NU135*        | Foundational Nursing Concepts II                          | ground   | 5            |
| NU145*        | Pharmacology                                              | online   | 3            |
| NU180*        | Nursing Concepts Across the Lifespan I                    | ground   | 6            |
| NU210*        | Nursing Concepts Across the Lifespan II                   | ground   | 5            |
| NU220*        | Professional Nursing                                      | online   | 3            |
| NU300*        | Bioinformatics and Communication                          | online   | 4            |
| NU315*        | Community and Population Health Nursing                   | ground   | 5            |
| NU320*        | Multicultural Perspectives in Healthcare                  | online   | 4            |
| NU330*        | Nursing Concepts Across the Lifespan III                  | ground   | 6            |
| NU340*        | Nursing Specialty-Obstetrics and Mental Health            | ground   | 4            |
| NU350*        | Evidence Based Practice in Healthcare                     | online   | 4            |
| NU360*        | Nursing Concepts Across the Lifespan IV                   | ground   | 6            |
| NU410*        | Holistic Approaches to Healthcare                         | online   | 4            |
| NU460*        | Leadership: Trends in the Changing Healthcare Environment | hybrid   | 4            |
| NU480*        | Transition to Nursing Practice Clinical                   | hybrid   | 4            |
| PY203         | Lifespan Development                                      | online   | 3            |
| SC102         | Introduction to Sociology                                 | online   | 3            |
| ZO115         | Human Anatomy and Physiology of the Structural Systems    | online   | 4            |
| ZO116         | Human Anatomy and Physiology of the Organ Systems         | online   | 4            |
| ZO211         | Microbiology                                              | online   | 4            |
| ZU310         | Genetics                                                  | online   | 4            |
| Total Credits |                                                           |          | 120          |

\*Denote Bachelor of Science in Nursing (BScN) core concentration course.

## 11.3 Course Descriptions

The BScN course descriptions include a brief description of the course topics, number of semester credit hours, and prerequisites, if applicable.

Refer to BScN [Course Descriptions](#)

## **12. Clinical Placement (Nursing)**

All clinical placements for BUC nursing students are arranged through the Clinical Placement and Lab Coordinator. Students will not contact agencies, their employees, or other personal contacts directly or indirectly, to discuss or try to arrange placements or preceptors for any course where clinical practice is a requirement. If any person outside of the University offers assistance to a student to arrange a clinical placement, the student is asked to politely inform that person that such assistance is not permitted under the Clinical Placement (Nursing) Policy. The processes established by the University for placement must be followed. Circumventing these processes will pose a risk to your opportunity for placement.

### **12.1 Clinical Placement Sites**

Clinical placement will take place in both Horizon Health and Vitalité Health facilities as well as approved long-term care facilities. These will include:

- Long-term care,
- Acute care on medical and surgical units,
- Obstetrics and maternity,
- Acute mental health,
- Community (extramural),
- Leadership practicum,
- Preceptorship.

Clinical placement sites are assigned throughout the province; there is an expectation that you may be travelling up to 1.5 hours to attend your clinical placement.

### **12.2 Student Responsibilities**

The main responsibilities of the student in the clinical setting are:

- to attend all clinical hours;
- to be prepared to perform to the minimum expected level (i.e., basic, intermediary, proficient);
- to be self-directed learners;
- to seize every opportunity to practice clinical and nursing skills during their clinical;
- to ask questions to enhance their learning or to clarify any uncertainties;
- to respect and adhere to policies and guidelines linked with their clinical;
- to always act in a professional manner and in accordance with the BUC policies and nursing code of conduct; and
- to ensure all the clinical requirements are met enabling them to attend clinical, by submitting all required documents.

Students will not be assigned to clinical sites or participate in lab until they have met all academic, background check, financial, health information, and immunization requirements.

### Immunizations

It is mandatory for all students to complete the required immunization PRIOR to their clinical placement. Students must submit the below required documents:

- **Tetanus and diphtheria** (Td, DTaP, etc.) - administered within the last 5 years.
- **Red measles, mumps, and rubella** (MMR) - provide two MMR vaccinations or laboratory evidence of immune antibodies to MMR.
- **Varicella** - two doses of varicella vaccine OR serological evidence of immune antibodies.
- **Hepatitis B** immunity.
- **Tuberculosis** (TB) screening - two step method tuberculin skin test completed once.
  - For those who test with positive TB, a chest X-ray is required.
- **Influenza** (flu shot) - strongly recommended yearly.
  - Those not up to date will have to follow strict risk mitigation measures.
- **Covid-19** - strongly recommended but not mandatory.
  - Those not up to date will have to follow strict risk mitigation measures.

### CPR Certification: Basic Life Support Certification

It is mandatory for all students to complete the required CPR-c and Basic First Aid Certification PRIOR to their clinical placement. The students have been informed of this requirement since their admission at BUC. Nursing faculty are also expected to keep their required certification current.

If a student has an expired CPR-c and Basic First Aid Certificate, the student will need to get it renewed BEFORE being allowed back to clinical placement. CPR classes are offered frequently in Moncton, so students can usually get the certification quickly if needed.

### Criminal Record Check and Vulnerable Sector Check

It is mandatory for all students to complete a criminal record and vulnerable sector check annually. The Criminal Record Check is considered current for one calendar year from the date obtained. Students must apply for a Criminal Record Check in their area of permanent residence. For students attending clinical placement outside the New Brunswick Province, additional checks may be required to be completed per that Province.

Students with a criminal conviction (i.e. positive result on the CRC) will be asked to disclose the reason for this result to the Dean. Students' written permission to share this information with clinical agencies to comply with agency requirements will be obtained.

### Confidentiality

During clinical placement and preceptorship, student nurses will be placed in a privileged situation regarding confidential information concerning patients, patients' families, healthcare employees, and classmates. All students have the obligation to maintain patient privacy and confidentiality regarding any acquired information in accordance with the professional standards and relevant privacy legislation, including: [CNA Code of Ethics](#), applicable provincial privacy legislation, and the Personal Information Protection and Electronic Documents Act (PIPEDA), as applicable. Students may be required to sign a confidentiality agreement.

## **12.3 Clinical Information**

It is mandatory for all students in the nursing program to complete clinical placements and preceptorships. Clinical placements and preceptorships can be scheduled for days, evenings, nights, or weekends. During your clinical placements and preceptorship, you will be expected to conduct yourself professionally and abide by the Student Dress Code for Nursing Policy.

Rotations in clinical placements are mainly twelve (12)-hour shifts, with the exception of NU135 and NU315, which are eight (8)-hour shifts, and NU460, which is tied to preceptorship shifts. Students and faculty should arrive at

the clinical placement site at least fifteen (15) minutes early to organize their clinical day and be ready for report. Breaks will vary depending on shift hours per clinical day. An eight (8)-hour shift may include a 30-45 minute break, and a twelve (12)-hour shift may include a 45-90 minute break. Breaks cannot be scheduled at the beginning or the end of a shift. Students and Instructors must be on site for the full clinical shift, unless otherwise dictated.

The preceptorship component includes 190 total hours, (45 hours + 145 hours) of preceptor-supervised clinical hours. Students are required to follow the preceptor's schedule, which may include days, evenings, nights, and weekend shifts.

#### Missing Clinical Placement

As mentioned above, attendance at all scheduled clinical placements and preceptorships is mandatory for students. At the beginning of every clinical placement, each Clinical Instructor will reinforce this message and explain the proper way to report an absence if ever needed.

As previously mentioned in Section 4.2 Attendance in this handbook, students enrolled in the *BScN program*, it is expected that there will be 100% attendance for all theory courses, laboratory courses, simulation, and clinical/preceptorship placements. Because of the compressed nature of the mod, absence from more than 10% of a course, including clinical placement time, may be considered unacceptable for course completion. A student will be required to either make-up work or drop the class. If a BScN student misses more than one (1) clinical placement time during a mod, only one (1) opportunity to make-up a missed clinical placement time will be available. This make-up may take the form of a simulation, attendance at another facility, or participation in an alternative clinical experience.

As soon as a student knows they will miss the clinical shift, the student will be required to contact the instructor. This first contact can be made by phone or email, depending on the student's situation, but an official follow-up email will be required. The email required to report their absence needs to be sent to the instructor with a copy to the Clinical Placement and Lab Coordinator, using the student's BUC email address.

Refer to [Student Attendance for BScN Program Policy](#).

### **12.4 Clinical Dress Code**

It is mandatory for faculty and students to always wear their University ID during clinical placements. ID cards should be attached to uniforms; if a lanyard is used, it should be equipped with a breakaway clip for safety. Uniforms are required for all clinical placements unless otherwise informed by Clinical Instructor. All exceptions to the uniform rule will be mentioned at the beginning of a mod.

All students will be required to buy a set of burgundy scrubs for their clinical placement. Students will be required to wear a Beal University Canada patch that will need to be sewn on their left chest.

A stethoscope shall not be worn around the neck while in clinical. They should be concealed in one of the uniform pockets and used in accordance with infection control policy.

Further details are in the [Student Dress Code for Nursing Policy](#).

### **12.5 Electronic Devices in Clinical Practice and Social Media**

The purpose of the Usage of Electronic Technologies in Clinical Setting (Nursing) Policy is to inform and guide the Bachelor of Science in Nursing ("BScN") students on the appropriate use of electronic communications and social media when enrolled as a BScN student at the University.

All communication within the BScN program should be of a respectful, professional nature. Disrespectful communication, derogatory statements, or misrepresentation can result in an allegation of professional misconduct.

#### Use of Electronic Technologies in Practice Settings:

- Cell phones, tablets, laptops, and other electronic devices may not be used during clinical practice unless the student has consent from the Clinical Instructor and when these items are necessary for work in the clinical setting. Students should discuss the appropriate use of electronic devices with the Clinical Instructor and agency policies must be followed;
- Personal responses to text and voice communications should be restricted to allocated breaks or emergencies;
- Students are not to 'friend' or accept friend requests from patients/clients;
- Students shall not share any private or confidential information about clients/patients or the placement agency on any social media format.

In the event that a complaint is received about the inappropriate use of social media and electronic technologies, a Professional Conduct review by the University may result.

### **12.6 Clinical/Preceptorship Problems, Emergencies, or Incidents**

Students should be prepared in case a problem, emergency, or adverse event occurs during clinical placement or preceptorship. Depending on the situation, students should contact the placement-specific BUC Clinical Instructor, preceptor (if applicable), and the Clinical Placement and Lab Coordinator, as needed. On site, students should also notify the nurse manager or charge nurse, as appropriate.

If any problem, emergency, or adverse event arises during clinical placement or preceptorship, it must be reported immediately to the placement-specific BUC Clinical Instructor, preceptor (if applicable), and charge nurse, in accordance with clinical placement site policy and BUC requirements. The clinical placement site's incident report form and BUC's Incident/Accident Report Form must be completed through the appropriate reporting channels.

If the incident involves a needle stick, critical exposure, or other injury, students must follow the placement site's protocol immediately, seek follow-up care without delay, and complete all required reporting.

#### Emergency Contacts:

- BUC Clinical Instructor: Placement-specific contact information will be provided prior to the start of the clinical placement.
- Preceptor: contact information will be provided prior to the start of the preceptorship.
- Clinical Placement and Lab Coordinator: [clinicalcoordinator@bealuniversity.ca](mailto:clinicalcoordinator@bealuniversity.ca)

Refer to [Clinical Placement \(Nursing\) Policy](#).

Refer to [Student Attendance for BScN Program Policy](#).

Refer to [Student Dress Code for Nursing Policy](#).

Refer to [Use of Electronic Technologies in Clinical Setting \(Nursing\) Policy](#).

Refer to [Reporting Incident/Accident Policy](#).

Refer to [Health and Safety Policy](#).