

# COLLEGE OF NURSING

## General Office

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## Professional Designation

Degree/Diploma	Years to Completion	Total Credit Hours	Has Co-op Option
Baccalaureate Program for Registered Nurses (BPRN)+ ( <a href="https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/nursing/baccalaureate-program-registered-nurses/">https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/nursing/baccalaureate-program-registered-nurses/</a> )	2	45	
Midwifery, B.Mid. ( <a href="https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/nursing/midwifery-bmid/">https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/nursing/midwifery-bmid/</a> )	4	130	
Nursing, B.N. ( <a href="https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/nursing/nursing-bn/">https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/nursing/nursing-bn/</a> )	4	127	

+ Intake has been suspended

## Faculty Academic Regulations

### Admission Requirements

#### Bachelor of Nursing Program

The following is a summary of the admission requirements for each program in the College of Nursing. All admission requirements, application deadline dates and forms, are included in the Applicant Information Bulletin that is available from the Admissions Office website (<http://umanitoba.ca/admissions/>).

Applicants have the option of applying to study at the Fort Garry campus in Winnipeg or at Thompson or The Pas as part of the University of Manitoba Bachelor of Nursing Program Collaborative University College of the North Cohort.

Non-Nursing courses must be assessed as exact equivalents in order to meet the specific course requirements for admission. Only courses completed within 10 years prior to the date of admission to the College of Nursing will be considered for transfer credit.

Nursing courses will be considered for evaluation and credit only if completed within 5 years prior to application/admission.

See "Advanced Standing/Transfer Credit (p. 2)".

Students who fail the same Nursing course twice, prior to applying to the College of Nursing, are ineligible for admission to the College of Nursing.

## Professional Designation - Bachelor of Nursing

A graduate of the Bachelor of Nursing Program will be eligible to apply for registration with the College of Registered Nurses of Manitoba and to write the registration exam. Information can be obtained from the College of Registered Nurses of Manitoba CRNM website (<https://www.crnmb.ca/>).

## Professional Designation - Bachelor of Midwifery

A graduate of the Bachelor of Midwifery Program will be eligible to apply for registration with the College of Midwives of Manitoba and to write the Canadian Midwifery Registration Exam. Information can be obtained from the Canadian Midwifery Regulators Council (CMRC) website (<https://cmrc-ccosf.ca/registration-exam/>).

## Programs

### Course Requirements for Admission

All applicants must complete a minimum of 30 credit hours in the following identified courses (or their equivalent) with a minimum grade of "C" in each course. All of the following pre-requisite courses used to meet the admission requirements for the Bachelor of Nursing program must be transferrable for credit into the Bachelor of Nursing program. Non-nursing courses must be completed within 10 years and Nursing courses must be completed within 5 years of admission to the College of Nursing in order to be eligible for admission and advanced standing (transfer credit).

Course	Title	Hours
<b>Required Courses</b>		
BIOL 1410	Anatomy of the Human Body	3
Select one of the following:		3
BIOL 1412	Physiology of the Human Body	
BIOL 2410 & BIOL 2420	Human Physiology 1 and Human Physiology 2 <sup>1</sup>	
MBIO 1220 or MBIO 3010	Essentials of Microbiology or Mechanisms of Microbial Disease	3
<b>Science Electives</b>		
Select 9 credit hours		9
<b>Electives</b>		
Select 12 credit hours		12
<b>Total Hours</b>		<b>30</b>

## Electives

Any combination of the following courses/subjects for a total of 12 credits may be taken.

Course	Title	Hours
Social Sciences		
Humanities		
NURS 1500	Preparing for Professional Nursing Education	3
NURS/KIN 2610	Health and Physical Aspects of Aging	3
FMLY 2650	The Social Aspects of Aging	3
or REC 2650	The Social Aspects of Aging	
or SWRK 2650	The Social Aspects of Aging	

<sup>1</sup> For students admitted with BIOL 2410 and BIOL 2420, the additional 3 credit hours can be used toward the requirement for 9 credit hours of Science Electives for the requirement for 12 credit hours of Electives.

**Applicants require a minimum of "C" in Math and Written English course requirements prior to admission.**

**All applicants to nursing must meet the University Written English and University Math requirements at a 1000 level or higher, a grade of "C" and completed within the last ten years.**

The AGPA will be calculated on the most recent 45 credit hours (including repeated courses) of university level course work. If an applicant has less than 45 credit hours, the AGPA will reflect all credit hours completed (i.e. a minimum of 30 credit hours to a maximum of 45 credit hours). The AGPA is limited to course work taken within the 10 years prior to admission.

The minimum Adjusted GPA for admission to the College of Nursing is 2.5.

An AGPA higher than the minimum is recommended as admission may be competitive.

For more information see College of Nursing Applicant Information Bulletin (<https://umanitoba.ca/explore/programs-of-study/nursing-bn/#how-to-apply>).

### Applicants with Previous Bachelor of Nursing Degree

Applicants who have previously completed a Bachelor of Nursing or equivalent program in Canada or the United States are not eligible for admission to the Bachelor of Nursing program in the College of Nursing at the University of Manitoba. In exceptional circumstances, students may be considered on a case-by-case basis.

### Applicants from Diploma and Degree Nursing Programs Category

Applicants who have attended but have not completed a nursing diploma or degree program, the completion of which would result in the graduate's eligibility to write the NCLEX in order to qualify for registration to practice as a Registered Nurse, must meet admission requirements including the competitive AGPA in the year of application, apply for admission by the application deadline, and provide supplementary information, including the name of the Dean, Director, Head, or Coordinator of the Nursing Program in which the student was previously registered, and who will be contacted by the College of Nursing.

The Admissions and Advanced Standing Committee reserves the right to deny admission to the University of Manitoba Nursing program based on any of the supplementary information. Applicants who would be eligible

to register in third or fourth year courses will be considered for admission only if space is available.

Appeals of decision are limited to the question of procedural regularity only. The merits of the decision are not subject to review.

### Canadian Indigenous Category

The Canadian Indigenous Category will consider applicants who are Indigenous People of Canada only, including individuals of First Nations, Metis, and Inuit heritage. Applicants in this category must meet the minimum entrance requirements including a minimum AGPA of 2.5. Applicants must apply by the application deadline and also complete a supplementary application form that is available with the online application. The Supplementary Application and information are due no later than May 1.

Appeals of decisions are limited to the question of procedural regularity only. The merits of the decision are not subject to review.

### Provisional Admission

#### Non-Academic Admission Requirements

All successful applicants are admitted provisionally pending compliance with the non-academic admission requirements of the College of Nursing. Failure to meet the requirements by July 15 for Fall admission or November 15 for Winter admission may result in the offer of admission being revoked. Contact the College of Nursing (<https://www.umanitoba.ca/nursing/student-experience/resources-undergraduate-students/#incoming-students>) to find further information about the Non-Academic Admission Requirements.

Applicants are advised to carefully check the recommended start dates in the above document before beginning the process of complying with these admission requirements. Any costs associated with the non-academic admission requirements are the responsibility of the applicant.

#### Advanced Standing/Transfer Credit

Advanced standing will be considered for non-nursing courses completed at any university, including the University of Manitoba, if completed within 10 years of admission to the Bachelor of Nursing program.

Nursing courses from any university, including the University of Manitoba, will be considered for advanced standing/transfer credit only if they have been completed within five years prior to admission to the College of Nursing.

See "Courses Completed at Recognized Universities other than the University of Manitoba" (p. 1) and course requirements for admission.

#### Advanced Standing: Licensed Practical Nurse (LPN)

Applicants who graduated from the Licensed Practical Nursing (LPN) Program from Assiniboine Community College or the Diploma in the Practical Nursing Program at University College of the North within five years of admission to the College of Nursing may be eligible for transfer credit. Applicants must meet admission requirements.

#### Criminal Record Check

Following their provisional admission to the program, applicants must provide a Criminal Record Check, including Vulnerable Sector Check, by July 15 or November 15. Apply for the Criminal Record Check after April 1 and allow 4-8 weeks for processing.

A criminal conviction will not necessarily result in denial of admission to the College of Nursing. Criminal offences will be reviewed by a sub-committee of the Nursing Advance Standing and Admissions Committee

for the implications of the conviction in view of the professional mandate to protect the public. Failure to disclose any criminal record will invalidate an applicant's application and shall result in automatic expulsion from the College of Nursing if the applicant has been admitted.

The College of Registered Nurses of Manitoba (CRNM) also requires that all graduates of an approved nursing education program who wish to practice nursing in this province disclose information about any conviction for an offence under the Criminal Code (Canada). The review process by the College of Nursing is independent of the review process conducted by the CRNM.

#### **Child Abuse Registry Check**

Following provisional admission to the program, applicants must provide a Child Abuse Registry Check by July 15 for Fall admission or November 15 for Winter admission. Apply for the Child Abuse Registry Check after April 1 and allow 4-8 weeks for processing.

Note: Any applicant on the Child Abuse Registry will be denied admission.

#### **Adult Abuse Registry Check**

Following provisional admission to the program, applicants must provide an Adult Abuse Registry check by July 15 for Fall admission or November 15 for Winter admission. Apply for the Adult Abuse Registry Check after April 1 and allow 4-8 weeks for processing.

#### **Immunizations**

Immunizations and tests will be provided at the College of Nursing. Students who are offered admission will be sent an Immune Status Consent Form & Student Information Form for completion due July 15 for Fall intake and November 15 for Winter intake. Previous immunization and testing records will be reviewed and students will be informed what additional items, if any, are required. Detailed information about the immunization requirements can be found on the website (<https://www.umanitoba.ca/nursing/student-experience/resources-undergraduate-students/#incoming-students>).

#### **CPR Certification**

CPR certification at the Health Care Provider (HCP) Level is a requirement for admission to the College of Nursing. Certification must be valid until the end of the academic year (i.e. April); therefore, should not be obtained before April 1st by applicants for either Fall or Winter admission.

#### **Respirator Mask Fit Testing**

Students in the Bachelor of Nursing Program may be required to complete mask fit testing as part of their clinical placement(s). Mask fit testing will occur on an as-needed basis only, should the student be placed on a unit or in a setting where an N95 mask is required for patient care, and as determined by the clinical course leader and Director of Clinical Education.

#### **Baccalaureate Program for Registered Nurses (BPRN) Effective in Fall 2019, admission intake to the BPRN has been suspended.**

All admission requirements for applicants who are already Registered Nurses are described in detail in an applicant information bulletin that includes application deadline dates and application forms. This material is available from the Admissions Office website (<http://www.umanitoba.ca/student/admissions/>).

#### **Admission Requirements**

1. Graduation from an approved diploma of nursing education program;
2. Current active practicing membership in a Canadian provincial or territorial association/college of registered nurses; and

3. A minimum of 1125 hours of nursing experience will normally be required for selection.

Applicants will be provisionally admitted pending submission, by the published deadline, of the non-academic requirements: Criminal Record Search Certificate including Vulnerable Sector Search, Child Abuse Registry Check, Adult Abuse Registry Check, Immunization, CPR Certification, Respirator Mask-Fit Testing, and PHIA training.

#### **Failures in Nursing Courses**

Students who fail the same Nursing course twice, prior to applying to the College of Nursing, are ineligible for admission to the College of Nursing.

#### **Proof of Professional Registration**

Active practicing membership must be maintained throughout the program in the Canadian jurisdiction under which the student is a practicing RN. Verification will be obtained annually from the College of Registered Nurses of Manitoba by the College for returning Manitoba students.

Students from outside of Manitoba must submit proof of registration annually from the registering body to the College of Nursing.

After admission and at any time prior to completing the program, students with any changes to their active practicing status with the College of Registered Nurses of Manitoba or other Canadian jurisdiction in which they hold membership, (e.g., conditions placed on a registration or ineligibility for active practicing status), are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. Such changes will be reviewed on a case by case basis. Failure to report a change in status may result in disciplinary action.

#### **Transfer of Credit**

University credits earned outside of nursing diploma programs or earned as part of an incomplete degree may be considered for transfer of credit. If a required course in the baccalaureate program was earned as part of a nursing diploma program or as part of another degree, an alternative course must be substituted. Transfer of credit will be considered for university level nursing courses completed within the five years prior to admission. Credit for previous nursing courses is not given if there is a lapse of five years or more from the last date of attendance in the program or if taken more than five years prior to admission. Credit for non-nursing courses taken at other universities over 10 years prior to admission will not be granted.

Graduates of the Red River College Diploma Nursing Accelerated Program (DNAP) (est. 2000) will receive 12 credit hours of advanced standing in the Baccalaureate Program for Registered Nurses (BPRN) for the following courses, provided a minimum grade of C+ was achieved in each course for transfer: NURS 3210, NURS 4220, and 6 credit hours of non-nursing electives. The Nursing courses must have been completed within five years, and the non-Nursing courses completed within 10 years, prior to admission to the College of Nursing. All remaining courses for the BPRN must be completed at the University of Manitoba in order to meet the residency requirement for the BPRN, unless the electives were completed at the University of Manitoba.

#### **Transfer of Credit for Advanced Certificate Programs**

No credit will be given for these certificates in the BPRN.

#### **Bachelor of Midwifery Program**

Applicants must meet the general admission requirements of the University of Manitoba, as well as the admission requirements of each program in the College of Nursing. All admission requirements, as well as application deadline dates and forms, are included in an applicant

information bulletin that is available from the Admissions Office website (<http://umanitoba.ca/admissions/>).

Registration in the Bachelor of Midwifery Program will be restricted to Canadian citizens and permanent residents. Preference will be given to Manitoba residents.

### Course Requirements for Admission

All applicants must complete a minimum of 30 credit hours in the following identified courses (or their equivalent) with a minimum grade of "C" in each course before entering the Bachelor of Midwifery Program. All required courses must be at a 1000 level, or higher.

Course	Title	Hours
BIOL 1410	Anatomy of the Human Body <sup>1,2</sup>	3
Select one of the following:		3-6
BIOL 1412	Physiology of the Human Body <sup>1,3</sup>	
	or BIOL 2410 Human Physiology 1 & BIOL 2420 and Human Physiology 2	
MBIO 1220	Essentials of Microbiology <sup>1</sup>	3
	or MBIO 3010 Mechanisms of Microbial Disease	
STAT 1000	Basic Statistical Analysis <sup>1,4</sup>	3
	or STAT 1150 Introduction to Statistics and Computing	
CHEM 1100	Introductory Chemistry 1: Atomic and Molecular Structure and Energetics <sup>1,5</sup>	3
CHEM 1110	Introductory Chemistry 2: Interaction, Reactivity, and Chemical Properties <sup>1</sup>	3
INDG 1200	Indigenous Peoples in Canada <sup>1</sup>	6
	or INDG 1220 Indigenous Peoples in Canada, Part 1 & INDG 1240 and Indigenous Peoples in Canada, Part 2	
Science Electives <sup>1,4</sup>		3
Social Sciences or Humanities Electives <sup>1</sup>		3
Written English and Mathematics Requirements <sup>1,6</sup>		
<b>Total Hours</b>		<b>30-33</b>

<sup>1</sup> All courses can be completed in University 1, or an equivalent program, if students do not wish to extend their program of study.

<sup>2</sup> Equivalent courses offered through the Université de Saint-Boniface may be used to satisfy program requirements.

<sup>3</sup> If students complete BIOL 2410 and BIOL 2420, the additional 3 credit hours could be used toward the requirement for 3 credit hours of Science Electives.

<sup>4</sup> Science Prerequisites. Students must meet the current Science prerequisites before registration for Science courses. See the Academic Calendar for the current prerequisites. It is recommended the above prerequisites have been completed within the last five years.

<sup>5</sup> Prerequisites for CHEM 1100: [one of Chemistry 40S (50%), CSKL 0100 (P), or the former CHEM 0900 (P)] and [one of Applied Mathematics 40S (50%), Pre-calculus Mathematics 40S (50%), the former Mathematics 40S (300) (50%), or a grade of "C" or better in MSKL 0100].

<sup>6</sup> Students must meet the University of Manitoba Written English and Mathematics Requirements (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Residence-Written-English>) with a University level course completed within the last 10 years, must be at the 1000 level (or higher) and with a minimum grade of C in each. It is strongly recommended that these courses be completed within the elective credits indicated above.

Students must complete the University Written English requirement and the University Mathematics requirement to be eligible for admission. According to University policy, students who have a completed undergraduate degree are exempt from the Written English and Math requirements. Please refer to the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Residence-Written-English>)

**Effective Fall 2022:** Addition of CASPer™ situational judgement testing to the eligibility requirements.

Selection criteria: 70% AGPA, 30% CASPer®

CASPer® (the Computer-based Assessment for Sampling Personal characteristics) is an eligibility requirement for all applicants. The Bachelor of Midwifery program requires the English CASPer® test.

Note: CASPer® shall not be used in the selection of registrants from the Canadian Indigenous applicant pool. However, all Indigenous students will be required to take the CASPer® test, but only those who want to be considered in the general applicant pool will the test score be used as part of the admissions calculation.

For more information about CASPer® please visit [CASPer.com](https://takecasper.com/) (<https://takecasper.com/>).

Any inquires on the test should be directed to [support@takecasper.com](mailto:support@takecasper.com).

An adjusted Grade Point Average (AGPA) of at least 2.5 is required.

The AGPA will be calculated as follows: (0.3 x the core course average) **plus** (0.7 x the average of the most recent 45 credit hours).

The core course average will be calculated on the most recent attempts of the following courses:

Course	Title	Hours
BIOL 1410	Anatomy of the Human Body	3
Select one of the following:		3-6
BIOL 1412	Physiology of the Human Body	
	or BIOL 2410 Human Physiology 1 & BIOL 2420 and Human Physiology 2	
MBIO 1220	Essentials of Microbiology	3
	or MBIO 3010 Mechanisms of Microbial Disease	
INDG 1200	Indigenous Peoples in Canada	6
	or INDG 1220 Indigenous Peoples in Canada, Part 1 & INDG 1240 and Indigenous Peoples in Canada, Part 2	

The AGPA will be calculated on the most recent 45 credit hours (including repeated courses) of university level course work. If an applicant has less than 45 credit hours, the AGPA will reflect all credit hours completed (i.e. a minimum of 30 credit hours to a maximum of 45 credit hours). The AGPA is limited to course work taken within the 10 years prior to admission.

An AGPA higher than the minimum is recommended as admission may be competitive.

#### **Courses Completed at Recognized Universities Other Than the U of M**

Non-Midwifery and non-Nursing courses must be assessed as exact equivalents in order to meet the specific course requirements for admission. Only courses completed within 10 years prior to the date of admission to the program will be considered for transfer credit.

Midwifery and nursing courses will be considered for evaluation and credit only if completed within 5 years prior to admission.

#### **Failures in Required Courses**

Students who fail the same required midwifery or nursing course twice, prior to applying to the Bachelor of Midwifery Program, are ineligible for admission to the program.

#### **Applicants from Diploma and Degree Midwifery Programs Category**

Applicants who have attended but have not completed a midwifery program, the completion of which would result in the graduate's eligibility to write the Canadian Midwifery Registration Examination (or equivalent) in order to qualify for registration to practice as a Registered Midwife, must meet admission requirements including the competitive AGPA in the year of application, apply for admission by the application deadline, and provide supplementary information, including the name of the Dean, Director, Head, or Coordinator of the Midwifery Program in which the student was previously registered. This individual will be contacted for further information.

The Advanced Standing and Admissions Committee reserves the right to deny admission to the Bachelor of Midwifery Program based on any of the supplementary information. Applicants who would be eligible to register in third or fourth year courses will be considered for admission only if space is available.

Appeals of decision are limited to the question of procedural regularity only. The merits of the decision are not subject to review.

#### **Canadian Indigenous Category**

The Canadian Indigenous Category will consider applicants who are Indigenous People of Canada only, including individuals of First Nations, Metis, and Inuit heritage. Applicants in this category must meet the minimum entrance requirements including a minimum AGPA of 2.5. Applicants must apply by the application deadline and also complete a supplementary application form that is available with the online application. The Supplementary Application and information are due no later than May 1.

Appeals of decisions are limited to the question of procedural regularity only. The merits of the decision are not subject to review.

#### **Provisional Admission - Non-Academic Admission Requirements**

All successful applicants are admitted provisionally pending compliance with the non-academic admission requirements of the Bachelor of Midwifery Program. Failure to meet the requirements by July 15 will result in the offer of admission being revoked. Please refer to the following document for further information about the Non-Academic Admission Requirements (<https://www.umanitoba.ca/nursing/student-experience/resources-undergraduate-students/#incoming-students>).

#### **Advanced Standing/Transfer Credit**

Advanced standing will be considered for non-midwifery and non-nursing courses completed at any university, including the University of Manitoba

and University College of the North, if completed within 10 years of admission to the Bachelor of Midwifery program.

Midwifery and nursing courses from any university, including the University of Manitoba and University College of the North, will be considered for advanced standing/transfer credit only if they have been completed within five years prior to admission to the Bachelor of Midwifery Program.

See also section on "Courses Completed at Recognized Universities other than the University of Manitoba."

#### **Criminal Record Search Certificate**

Following their provisional admission to the Bachelor of Midwifery Program, applicants must provide a Criminal Record Search Certificate, including Vulnerable Sector Search, by July 15. As it can take up to 120 days to obtain these documents, it is recommended that applicants apply for the Criminal Record Search certificate and Vulnerable Sector Search between April 1 and April 15 in the year of application.

A criminal conviction will not necessarily result in denial of admission to the Bachelor of Midwifery Program. Criminal offences will be reviewed by a sub-committee of the Advance Standing and Admissions Committee for the implications of the conviction in view of the professional mandate to protect the public. Failure to disclose any criminal record will invalidate an applicant's application and shall result in automatic expulsion from the Bachelor of Midwifery Program if the applicant has been admitted.

The College of Midwives of Manitoba may also require that all graduates of an approved midwifery education program who wish to practice midwifery in this province disclose information about any conviction for an offence under the Criminal Code (Canada). The review process by the Bachelor of Midwifery Program is independent of the review process conducted by the CMM.

#### **Child Abuse Registry Check**

Following provisional admission to the Bachelor of Midwifery Program, applicants must provide a Child Abuse Registry check by July 15 for fall admission. Apply for the Child Abuse Registry check after April 1 and allow 4-8 weeks for processing.

Note any applicant on the Child Abuse Registry will be denied admission.

#### **Adult Abuse Registry Check**

Following provisional admission to the Bachelor of Midwifery Program, applicants must provide an Adult Abuse Registry check by July 15 for fall admission. Apply for the Adult Abuse Registry check between after April 1 and allow 4-8 weeks for processing.

#### **Immunization**

Immunizations and tests will be provided at the College of Nursing. Students who are offered admission will be sent an Immune Status Consent Form & Student Information Form for completion due July 15 for Fall intake. Previous immunization and testing records will be reviewed and students will be informed what additional items, if any, are required. Detailed information about the immunization requirements can be found on the website (<https://www.umanitoba.ca/nursing/student-experience/resources-undergraduate-students/#incoming-students>).

#### **CPR Certification**

CPR certification at the Health Care Provider Level is a requirement for admission to the Bachelor of Midwifery Program. Certification must be valid until the end of the academic year (i.e., April); therefore, should

not be obtained before April 1st of Year 2 of the Bachelor of Midwifery Program.

### Respirator Mask Fit Testing

Students in the Bachelor of Midwifery Program may be required to complete mask fit testing as part of their clinical placement(s). Mask fit testing will occur on an as-needed basis only, should the student be placed on a unit or in a setting where an N95 mask is required for patient care, and as determined by the clinical course leader and Director of Midwifery.

## Academic Regulations

**Limited Access (see University Policy and Procedures-Limited Access section 2.5 (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/repeated-course-policy/#Limited%20Access>) will not affect registration for the 2022-2023 (including Summer Term 2023).**

The provisions of the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>), and the University Policies and Procedures (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/>), apply to all students. In addition, the College of Nursing has regulations and requirements, published below, that apply specifically to its students.

Following the regulations for all students, please see the regulations that are specific to each program.

### Regulations for the Bachelor of Nursing Program

Students are obligated to be familiar with all regulations governing their continued progress in the program.

### Security of Academic Records

The University's policies regarding the security of student academic records are found in the University Policy and Procedures. (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/disclosure-security-student-academic-records/>)

### Registration Status in the Program

Students admitted to the Program must complete a minimum of 7 credit hours of course work in the College of Nursing in the Fall, Winter, or Summer term of their admission year.

Students at the Fort Garry campus in Winnipeg are expected to maintain contact with the program by registering in at least one nursing course during each consecutive Fall, Winter, or Summer term while they are enrolled in the Program.

Students who wish to interrupt their studies must apply in writing to the Associate Dean, Undergraduate Programs, for a Leave of Absence.

Once admitted to the College of Nursing, students must complete the final seven (7) terms of the Bachelor of Nursing Program within six (6) years. Extensions for program completion for students in good standing may be considered on a case by case basis by the Associate Dean, Undergraduate Programs.

### Leave of Absence

Students wishing to interrupt their studies must submit a written request for a Leave of Absence, normally by June 1 for Fall Term, October 1 for Winter Term, or February 1 for Summer Term to the Associate Dean, Undergraduate Programs, College of Nursing. Later requests may be considered in exceptional circumstances. A Leave of Absence may normally be granted for a maximum period of one year. Requests for an extension to the Leave of Absence or for a subsequent Leave of Absence

must be made in writing and will be subject to approval by the Associate Dean, Undergraduate Programs.

In order to return to the College of Nursing, students must submit a written request for reinstatement to the Associate Dean, Undergraduate Programs, no later than June 1 for Fall Term, October 1 for Winter Term, or February 1 for Summer Term. Requests for reinstatement will not normally be considered after June 1, October 1, or February 1 respectively. Students who do not apply for reinstatement by June 1, October 1, or February 1 will normally be considered as having left the Nursing program, and will be withdrawn from the College of Nursing.

Decisions made in response to requests for leaves of absence or reinstatement can be appealed to the College of Nursing Student Appeals Committee.

Leave of Absence status does not extend the program time limit outlined in the College of Nursing regulations. To maintain Leave of Absence status, and not be discontinued from the College of Nursing, students may not attend any other faculty or institution during the period in which the Leave of Absence is in effect. Students on a Leave of Absence will be subject to the same criminal record, Child Abuse Registry, and Adult Abuse Registry policies as students taking courses. At the time of requesting a return to studies, students may be required to provide a current self-declaration of a criminal record or a Criminal Record Check, Child Abuse Registry, and Adult Abuse Registry check.

Students who attend another faculty or institution while on leave, or who have been withdrawn from the College of Nursing because they were not granted a Leave of Absence and did not take at least one Nursing course in Fall, Winter, or Summer Term, must re-apply through Admissions should they wish to return.

### Residence Requirements

See the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Residence-Written-English>) .

### Transfer to Alternate Delivery Site within the Bachelor of Nursing Program

Students in the Program may apply for transfer to an alternate delivery site within the Program. The following minimum requirements must be met prior to consideration of transfer.

1. there is an open position, as well as clinical placement availability, in the courses to which the student wishes to transfer; and
2. the student is in good standing in the Program.

Should the above requirements be met, requests for transfer will only be considered based on compassionate grounds, such as extraordinary personal or family circumstances that would be alleviated by transfer. Such grounds may include illness of a close family member, or personal illness of significant magnitude requiring a move either to obtain treatment or to be near to a close family member. Requests for transfer based solely on financial hardship will not be considered.

Letters of request to transfer must be received by the Associate Dean, Undergraduate Programs, College of Nursing. The letter of request must outline the reason(s) for requesting the transfer.

Any costs associated with transfer are the responsibility of the student.

Requests for transfer should normally be submitted by:

- June 1<sup>st</sup> for requests for transfer for Fall term;
- October 1<sup>st</sup> for requests for transfer for Winter term; and
- February 1<sup>st</sup> for requests for transfer for Summer term.

<sup>1</sup> Amended June 1, 2022

### Coursework and Evaluation

#### “0900” Level Courses

Credit will not be given for “0900” courses.

#### University Mathematics and Written English Requirement

Students must satisfy the Written English requirement and Mathematics requirement prior to admission.

#### Prerequisite Deficiency

Students who enroll in courses provisionally pending satisfactory completion of pre- or co-requisites must, if unsuccessful, withdraw or amend their registration accordingly. The College of Nursing reserves the right to not send reminders of the requirement to withdraw.

#### Challenge for Credit

Students wishing to challenge a course for credit should contact a student advisor.

#### Supplemental Examinations or Tests

The College of Nursing does not permit supplemental examinations or tests.

### Academic Progression

Students are required to obtain a minimum of “C” grade in every letter grade course, a “Pass” in every Pass/Fail course, and a Degree GPA of 2.5 to graduate. A final grade of “D” or “F” in a letter grade course or “Fail” in a Pass/Fail course taken to complete the degree requirement is considered a failure.

Academic assessments will be based on student performance in letter grade courses. The Term Grade Point Average (TGPA) will be calculated at the conclusion of each academic term in which the student has completed a minimum of 6 credit hours. Students who do not complete the minimum credit hours in one term will be assessed as “too few credit hours to assess.” These students will be assessed over two terms or more at the end of the term in which they reach the threshold of 6 credit hours.

The final term of the program (NURS 4580) will be excluded from assessment providing the student meets graduation requirements. Students are required to have a minimum Degree GPA of 2.5 to be eligible for graduation. Please refer to the website ([http://umanitoba.ca/faculties/nursing/undergrad/assessment\\_policy.html](http://umanitoba.ca/faculties/nursing/undergrad/assessment_policy.html)) for details and procedures.

#### Good Academic Standing

A student with a TGPA of 2.5 or higher will be assessed “Faculty Minimum Met.”

#### Academic Warning

The first time a student’s TGPA drops below 2.5, OR the student receives a final grade of “Fail” in a Clinical or Skills course a first time, the student will be placed on Academic Warning.

#### Academic Probation

A formal remediation plan will be mandatory when: The Student’s TGPA is below 2.5 the second time OR, the student received a grade of “Fail” in a Clinical or Skills course and the student has previously had a TGPA below

2.5 in one previous term, OR the student’s TGPA drops below 2.5 and the student has a “Fail” in a Clinical or Skills course a previous term.

#### Academic Suspension

A student will be placed on Suspension if: The student’s TGPA drops below 2.5 a third time OR, the student receives a grade of “Fail” in a Clinical or Skills course and has previously had a TGPA below 2.5 in 2 previous terms, OR the student’s TGPA drops below 2.5 for a second time and the student has a “Fail” in a Clinical or Skills course an additional previous term. The third time that a student’s TGPA drops below 2.5, the student will be placed on Suspension.

Students who are suspended shall be ineligible to take any courses at the University of Manitoba or on a letter of permission for a minimum of eight and a maximum of 15 calendar months.

A student may apply for reinstatement on academic probation after the term of suspension has been completed.

#### Required to Withdraw

Students who have been permitted to return from Suspension and whose TGPA drops below 2.5 or receives a Grade of Fail in a Clinical or Skills course a fourth time will be Required to Withdraw. Students who are Required to Withdraw are ineligible for re-admission to the College of Nursing.

#### Dean’s Honour List

The Dean’s Honour list will be determined after each term of study. Students who achieve a minimum Term GPA of 3.75, and who are registered for a minimum of 12 credit hours will be placed on the Dean’s Honour List. Students who complete a course on a Letter of Permission may request to have these courses included in the assessment for Dean’s Honour List. Students with a grade of D, F, or “Fail” in that term will not be eligible for Dean’s Honour List.

#### Degree with Distinction

Students who achieve a Degree GPA of 3.8 and above based on the last 68 credit hours of course work, including Pass/Fail courses, will be eligible for a Degree with Distinction. Students with a grade of D, F, or “Fail” in the last 68 credit hours will not be eligible.

#### Voluntary Withdrawal

Students are allowed only one voluntary withdrawal per Nursing course in the College of Nursing.

Students who voluntarily withdraw from a Nursing course a subsequent time will have their withdrawal reversed and will be expected to complete the course. Students planning to withdraw from any course are advised to speak with a student advisor regarding the implications of this decision. Any financial implications will be the responsibility of the student.

#### Attendance

Regular attendance at class is expected of all students in all courses. Attendance in on-line courses will be interpreted as regular and consistent participation in the course.

Attendance in the clinical practice/laboratory portions of Nursing courses is mandatory to enable the student to satisfy the evaluative criteria of the theoretical and practical components of courses. Students absent from class or practice due to illness may be required to present a certificate of illness. This certificate must be signed by a recognized health care provider. Absence for compassionate reasons is considered

on an individual basis. Where absence is involved, make-up time may be required.

A course leader may initiate procedures to debar a student from attending classes and from final examinations and/or from receiving credit where unexcused absences exceed those permitted by faculty regulations.

### Debarment Policy

A student may be debarred from class, clinical practice, laboratories, and examinations by action of the Associate Dean, Undergraduate Programs for persistent non-attendance, unsafe clinical practice, and/or failure to produce assignments to the satisfaction of the instructor. Once the debarment process has been initiated, the student will not be able to voluntarily withdraw from the course that is presently under investigation. Students so debarred will have failed that course.

### Failures in Nursing Courses

Students will be permitted to repeat a nursing course only once following a failure. Withdrawal from the program will be required following a second failure in the same nursing course or any two clinical courses. Students who fail a Nursing course twice and are required to withdraw from the College of Nursing are ineligible for re-admission to the College of Nursing.

### Clinical Absence

Bachelor of Nursing Program students returning following one year or more absence from clinical courses must complete a mandatory demonstration of psychomotor skills competency in the skills lab. Competency must be demonstrated prior to clinical attendance. Students should consult with a student advisor for instructions. Testing must be completed prior to July 1 (Fall Term), December 1 (Winter Term), or April 1 (Summer Term).

### Failures in Clinical (Pass/Fail) Courses

Students who fail a clinical course will be required to accept a supportive learning contract prior to being given permission to register in another clinical course.

### Failures in Clinical Course Rotations

Students who fail a rotation of a clinical course in which there are multiple rotations will be debarred from the course immediately following that rotation and will receive a final grade of "Fail". These students will not be permitted to voluntarily withdraw from the course following receipt of the failed grade.

### Unsafe Clinical Practice Policy

The debarment policy will be invoked when the student demonstrated unsafe clinical practice. Unsafe clinical practice involves actions or behaviours which result in adverse effects or the risk of adverse effects to the health and well-being (psychological or physical) of the client, family, staff, faculty, or other students. Unsafe clinical practice is an occurrence, or a pattern of behaviour involving unacceptable risk.

### Clinical Practice

Students enrolled in nursing courses with clinical practice components may not register for any other course during those designated clinical days. Nursing clinical practice may be scheduled during the morning, afternoon or evening. Weekends are also used for some sections in clinical courses.

All students must be registered in all clinical courses for both terms by the specified deadline. Failure to register by this date may prevent accommodation in a clinical course.

Transportation costs to clinical practice settings are the responsibility of the student.

Every effort will be made to accommodate eligible students who register for clinical courses during the initial registration period. However, spaces in clinical courses are dependent upon the availability of clinical sites, which are determined by health care agencies and the availability of clinical teachers. Therefore, the College cannot guarantee that all students who registered for the course can be accommodated.

### Clinical Agency Requirements

The College of Nursing has contractual arrangements with the agencies in which students are placed for clinical practice. The contracts set out specific expectations regarding the preparation of students prior to their placement in any clinical site and their fitness to practice.

The College of Nursing assists the student to complete the following requirements and further information about how these requirements are met will be provided during Year 2 orientation or during NURS 0500.

#### 1. *The Personal Health Information Act (PHIA) Training*

PHIA cards are required for clinical practice and will be checked at clinical sites

#### 2. *Electronic Patient Record Training*

The following requirements are the responsibility of the student and must be completed independently, according to deadlines established by the College of Nursing. For newly admitted students, instructions about how to fulfill these requirements is set out in Admission Requirements.

#### 3. *Immunizations*

Once admitted to the College of Nursing, students are required to maintain an up-to-date immunization status. Deadlines for completion of required vaccines will be established for individual students as needed. Students should keep a copy of their immunization records and retrieve their immunization records from their files upon graduation.

#### *Penalty for Non-Compliance with Immunization Policy*

Returning students who do not comply with the deadlines for completion of their immunizations, will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register after all documentation has been received, but may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar's Office, attending clinical practice, and graduation.

#### 4. *Mandatory Annual Influenza Vaccination*

All undergraduate students in the College of Nursing are required to obtain an annual influenza vaccination and submit documentation confirming the vaccination by the published deadline.

Students who do not submit documentation of influenza vaccination by the published deadline may not participate in clinical practice courses.

#### 5. *Criminal Record Check*

Some clinical practice sites require that students complete a current or additional Criminal Record Check prior to the first clinical practice day.



Prior to starting Year 4 Term 2 of the Bachelor of Nursing Program, all students must complete a current Criminal Record Check (deadline of July 15 for Fall Term, November 15 for Winter Term, and March 15 for Summer Term).

Students charged with or convicted of a criminal offence are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. Failure to report a criminal offence may result in dismissal from the program. Criminal offences will be reviewed by the College of Nursing Professional Unsuitability Committee for the implications of the conviction in view of the professional mandate to protect the public.

#### 6. Child Abuse Registry

Some clinical practice sites require that students complete a current or additional Child Abuse Registry check prior to the first clinical practice day.

Prior to starting Year 4 Term 2 of the Bachelor of Nursing Program, all students must complete a current Child Abuse Registry check (deadline of July 15 for Fall Term, November 15 for Winter Term, and March 15 for Summer Term).

Students listed on the Child Abuse Registry are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. A listing on the Child Abuse Registry or failure to report the listing will result in dismissal from the program.

#### 7. Adult Abuse Registry

Some clinical practice sites require that students complete a current or additional Adult Abuse Registry check prior to the first clinical practice day.

Prior to starting Year 4 Term 2 of the Bachelor of Nursing Program, all students must complete a current Adult Abuse Registry check (deadline of July 15 for Fall Term, November 15 for Winter Term, and March 15 for Summer Term).

Students listed on the Adult Abuse Registry are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing.

#### 8. Cardiopulmonary Resuscitation Certification (CPR)

All students are required to obtain certification in CPR at the Health Care Provider Level (Basic Life Support or BLS). Certification is to be done no earlier than April 1st and must be submitted by June 1st. Returning students, including those certified at the Instructor level, must recertify each year to ensure that their certification is valid for the entire year. Proof of re-certification must be submitted by June 1st annually to the Student Services Assistant or designate according to a deadline established by the College of Nursing.

##### *Penalty for Non-Compliance with CPR Policy*

Returning students who do not comply with the deadlines for submission of the CPR re-certification, will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register after all documentation has been received, but may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar's Office, attending clinical practice and graduation.

#### 9. Respirator Mask Fit Testing

Students in the Bachelor of Nursing Program may be required to complete mask fit testing as part of their clinical placement(s). Mask fit testing will occur on an as-needed basis only, should the student be placed on a unit or in a setting where an N95 mask is required for patient care, and as determined by the clinical course leader and Director of Clinical Education.

##### **Attire for Clinical Practice**

All students are required to wear uniforms, name tags and crests during clinical courses, unless given specific instructions not to do so by the agency in which they are placed for clinical practice.

##### **Professional Unsuitability By-Law**

The Senate of the University has approved a by-law granting authority to the College to require a student to withdraw for reasons of professional unsuitability. A student may be required to withdraw from the College when, at any time, the College Council, through the Professional Unsuitability By-Law, believes the student to be unsuited for the profession of nursing, on general considerations of scholarship, professional fitness or professional conduct.

Copies of this by-law may be obtained from the website. (<https://umanitoba.ca/faculties/nursing/media/Professional-Unsuitability-By-Law.pdf>)

##### **Disciplinary Appeal**

Until the final disposition of a disciplinary appeal, students in the Bachelor of Nursing Program will not be permitted to attend clinical practice or the nursing skills laboratory. At the discretion of the Associate Dean, Undergraduate Programs, College of Nursing, students may be granted permission to attend the lecture component only of a nursing course(s) while awaiting a final disposition of an appeal currently in progress.

The changes identifies above are contingent on the President's approval of the increase to the Admission Target.

##### **Regulations for the Baccalaureate Program for Registered Nurses (BPRN)**

Students are obligated to be familiar with all regulations governing their continued progress in the program.

##### **Security of Academic Records**

The University's policies regarding the security of student academic records are found in "University Policies and Procedures (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/>)" (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/>).

##### **Registration Status in the Program**

Students admitted to the BPRN must complete a minimum of 3 credit hours of course work in the Fall or Winter term following admission. Admission will be revoked for students who do not complete at least 3 credit hours in their first or second term of study following admission.

Students are expected to maintain contact with the program by registering in at least one nursing course during each consecutive Fall and Winter term while they are enrolled in the Program.

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

**Program Planning**

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

**Leave of Absence**

BPRN students wishing to interrupt their studies must have completed a minimum of 3 credit hours of course work in the College of Nursing in the Fall or Winter term of their admission year. Students must submit a written Leave of Absence request to the Associate Dean, Undergraduate Programs, College of Nursing. Leave of Absence status does not extend the program time limit outlined in the College of Nursing regulations. To maintain a Leave of Absence status at the University of Manitoba, students may not attend any other post-secondary institution during the period in which the Leave of Absence is in effect. See Transfer of Credit (p. 3).

**Maximum Years for Completion**

BPRN students have five (5) years to complete the program.

**Reinstatement**

Students who have withdrawn from the College of Nursing (interrupted their studies without requesting a Leave of Absence) must submit a written request for reinstatement to the Associate Dean, Undergraduate Programs. The student advisor will inform the student of the appropriate procedure and advanced standing, if any, that the student may receive.

Note:

1. the student who does not attend another faculty or institution and requests, within five years of voluntary withdrawal, to re-enter the College of Nursing will be advised to forward such a request to the Associate Dean, Undergraduate Programs;
2. the student who requests to return to the College of Nursing more than five years after withdrawal must re-apply;
3. the student who has attended another faculty or an institution following withdrawal from Nursing must re-apply.

See Advanced Standing/Transfer of Credit (p. 2). **Note that the BPRN must be completed within five years, including time on a Leave of Absence.**

**Residence Requirements**

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

**Course Work and Evaluation****Supplemental Examinations or Tests**

The College of Nursing does not permit supplemental examinations or tests.

**"0900" Level Courses**

Credit will not be given for "0900" courses.

**Prerequisite Deficiency**

Students who enrol in courses provisionally pending satisfactory completion of pre- or co-requisites must, if unsuccessful, withdraw or amend their registration accordingly. The College of Nursing reserves the right to not send reminders of the requirement to withdraw.

**Challenge for Credit**

Students wishing to challenge a course for credit should contact a student advisor.

**Proof of Professional Registration**

Verification of registration of returning students will be obtained by the College of Nursing annually from the College of Registered Nurses of Manitoba (CRNM). Students not registered with the College of Registered Nurses of Manitoba and continuing in the program must submit proof annually of active practicing status in the Canadian jurisdiction in which they hold membership.

After admission and at any time prior to completing the program, students with any changes to their active practicing status with the CRNM, or other Canadian jurisdiction in which they hold membership (e.g., conditions placed on a registration or ineligibility for active practicing status), are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. Such changes will be reviewed on a case by case basis. Failure to report a change in status may result in disciplinary action.

**Academic Progression**

Students will be required to obtain a minimum of "C" grade (2.0) in every course, and a minimum Program GPA of 2.5 in order to graduate. A final grade of "D" in any course taken to complete the degree requirement is considered a failure and is not accepted by the College.

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

**Dean's Honour List**

Students who achieve a minimum Term GPA of 3.5, including courses taken on a Letter of Permission, and who are registered for a minimum of 12 credit hours, will be placed on the Dean's Honour list. The Dean's Honour list will be determined after each term of study.

**Degree with Distinction**

Students who obtain a Degree GPA of 3.8 and above in their program of studies will be eligible for a Degree with Distinction.

**Academic Probation**

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

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

**Academic Suspension**

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

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

**Voluntary Withdrawal**

Students are allowed only one voluntary withdrawal per nursing course in the College of Nursing.

Students who voluntarily withdraw from a nursing course a subsequent time will have their withdrawal reversed and will be expected to complete the course. Students planning to withdraw from any course are advised to speak with a student advisor regarding the implications of this decision. Any financial implications will be the responsibility of the student.

### Attendance

Regular attendance at class is expected of all students in all courses. Attendance in on-line courses will be interpreted as regular and consistent participation in the course. Attendance in the clinical practice/laboratory portions of nursing courses is mandatory to enable the student to satisfy the evaluative criteria of the theoretical and practical components of courses. Students absent from class or practice due to illness may be required to present a certificate of illness. This certificate must be signed by a recognized health care provider. Absence for compassionate reasons is considered on an individual basis. Where absence is involved, make-up time may be required.

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

### Debarment Policy

A student may be debarred from class, clinical practice, laboratories, and examinations by action of the Associate Dean, Undergraduate Programs for persistent non-attendance, unsafe clinical practice, and/or failure to produce assignments to the satisfaction of the instructor. Once the debarment process has been initiated, the student will not be able to voluntarily withdraw from the course that is presently under investigation. Students so debarred will have failed that course.

### Failures in Nursing Courses

Students will be permitted to repeat a nursing course only once following a failure. Withdrawal from the program will be required following a second failure in the same nursing course. Students who fail the same Nursing course twice and are required to withdraw from the College of Nursing are ineligible for re-admission to the College of Nursing.

### Professional Unsuitability By-Law

The Senate of the University has approved a by-law granting authority to the College to require a student to withdraw for reasons of professional unsuitability. A student may be required to withdraw from the College when, at any time, the College Council, through the Professional Unsuitability By-Law, believes the student to be unsuited for the profession of nursing, on general considerations of scholarship, professional fitness or professional conduct.

Copies of this by-law may be obtained from the College of Nursing website. (<https://umanitoba.ca/faculties/nursing/media/Professional-Unsuitability-By-Law.pdf>)

### Clinical Agency Requirements

#### Immunizations

Immunizations are a requirement mandated by the Regional Health Authorities.

New students enrolling in the BPRN must provide proof of current immunization by July 15. Once admitted to the College of Nursing, students are required to maintain an up-to-date immunization status. See Penalty for Non-Compliance (p. 11) of Immunization and CPR section. Students should keep a copy of their immunization records and retrieve their immunization records from their files upon graduation.

### Cardiopulmonary Resuscitation Certification (CPR)

All students must be certified at the Health Care Provider (HCP) Level. Newly admitted students must submit proof of certification to the Student Services Assistant or designate by July 15. Thereafter, registered nurses are to maintain current certification at the required level.

#### Penalty for Non-Compliance of Immunization and CPR

Students who do not comply with the deadlines for proof of current CPR and/or immunizations will be placed on hold status, which blocks the student from the registration system. Students on hold status will be permitted to register after all documentation has been received. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar's Office, attending clinical practice and graduation. Students who register after the initial registration period may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program.

### Criminal Record Check/Child Abuse Registry Check/Adult Abuse Registry Check

Students are required to hold active registration with the CRNM which further requires a yearly self-declaration of any criminal charges or convictions. In addition, at any time prior to completing the BPRN (regardless of admission date), students charged with, or convicted of, a criminal offence or listed on the Child Abuse Registry or the Adult Abuse Registry are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. Failure to report a criminal offence may result in dismissal from the program. Criminal offences will be reviewed by the College of Nursing for the implications of the conviction in view of the professional mandate to protect the public. A listing on the Child Abuse Registry or failure to report the listing will result in dismissal. In addition, please note that some clinical practice sites require that students complete a current or additional Criminal Record Check and/or a Child or Adult Abuse Registry check.

### Name Tags

Students are required to wear a University of Manitoba, College of Nursing name tag during clinical/project courses when meeting with patients or clients.

### Regulations for the Bachelor of Midwifery Program

Students are obligated to be familiar with all regulations governing their continued progress in the program.

### Security of Academic Records

The University's policies regarding the security of student academic records are found in the University Policy and Procedures. (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/disclosure-security-student-academic-records/>)

### Registration Status in the Program

Students admitted to the Bachelor of Midwifery Program are required to register for a 100% course load in each term of the program. Students who fail to complete course work in the year of admission must reapply.

Students must complete the BMP within 6 years from the time of commencement in the Program. Leaves of absence from the Program will not extend the program completion date for the student. Exceptions to this regulation may be considered on a case by case basis.

### Student Registration with the College of Midwives of Manitoba

Each midwifery student must be registered with the College of Midwives of Manitoba at the end of Term 2, Year 2, in order to be eligible to register

in MDY 2090 in Term 3, Year 2 of the Program. Thereafter, students must register with the College of Midwives of Manitoba annually.

Penalty for Non-Compliance with the Student Registration with the College of Midwives of Manitoba Policy: Students who do not register with the College of Midwives of Manitoba as set out in the policy will be placed on hold.

### Leave of Absence

Students wishing to interrupt their studies must submit a written request for a leave of absence, normally by June 1, to the Associate Dean, Undergraduate Programs, College of Nursing. Later requests may be considered in exceptional circumstances. A leave of absence may normally be granted for a maximum period of one year. Leaves may be granted for maternity, illness, or for compassionate/personal reasons. Poor academic standing is not a valid reason for a leave to be granted. Requests for an extension to the leave of absence or for a subsequent leave of absence must be made in writing and will be subject to approval by the Associate Dean, Undergraduate Programs.

In order to return to the Bachelor of Midwifery Program, students must submit a written request for reinstatement to the Associate Dean, Undergraduate Programs, no later than May 1 of the year of return. Requests for reinstatement will not normally be considered after May 1. Students who do not apply for reinstatement by May 1 will normally be considered as having left the Program, and will be withdrawn from the Program.

Decisions made in response to requests for leaves of absence or reinstatement can be appealed to the College of Nursing Admissions Committee.

Leave of absence status does not extend the program time limit outlined in the Bachelor of Midwifery Program regulations. To maintain leave of absence status, and not be discontinued from the Program, students may not attend any other faculty or institution during the period in which the leave of absence is in effect. Students on a leave of absence will be subject to the same criminal record, child abuse registry, and adult abuse registry policies as students taking courses. At the time of requesting a return to studies, students will be required to provide a current self-declaration of a criminal record, child abuse registry, and adult abuse registry listing.

Students who attend another faculty or institution while on leave, or who have been withdrawn from the Bachelor of Midwifery Program because they were not granted a leave of absence and did not take at least one Midwifery course in Fall or Winter term, must re-apply to the Bachelor of Midwifery Program should they wish to return.

### Residence Requirements

To qualify for graduation from the Bachelor of Midwifery Program, students must complete a minimum of 2 years of study at the University of Manitoba.

### Coursework and Evaluation "0900" Level Courses

Credit will not be given for "0900" courses.

### University of Manitoba Mathematics and Written English Requirement

All students must meet the Written English and Mathematics requirements prior to admission. Students should refer to the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Residence-Written-English>).

### Prerequisite Deficiency

Students who enroll in courses provisionally pending satisfactory completion of pre- or co-requisites must, if unsuccessful, must withdraw or amend their registration accordingly. The Bachelor of Midwifery Program reserves the right to not send reminders of the requirement to withdraw.

### Challenge for Credit

Students wishing to challenge a course for credit should contact a Student Advisor.

### Supplemental Examinations or Tests

The Bachelor of Midwifery Program does not permit supplemental examinations, tests, or assignments.

### Academic Progression

Students are required to obtain a minimum of "C" grade (2.0) in every course, and a Degree GPA of 2.5 in order to graduate. A final grade of "D" in a standard grade course or "Fail" in a Pass/Fail course taken to complete the degree requirement is considered a failure.

Students shall be evaluated at the conclusion of each academic term in which they receive a final grade in a minimum of 6 credit hours of course work. Students who do not complete the minimum credit hours in one term will be assessed on the combined course work over two terms or more when they reach the threshold of 6 credit hours.

The final term of the Bachelor of Midwifery Program will be excluded from assessment providing the student meets graduation requirements. Students are required to have a minimum Program GPA of 2.5 to be eligible for graduation.

### Good Academic Standing

A student with a TGPA of 2.5 or higher, and no failed courses, will be assessed "Faculty Minimum Met"

### Academic Warning

A student will receive an Academic Warning if:

- the student's TGPA drops below 2.5 a first time, OR
- the student receives a grade of "Fail" a first time

### Academic Probation

A student will be placed on Academic Probation if:

- The student's TGPA drops below 2.5 a second time, OR
- The student received a grade of "Fail" and the student has previously had a TGPA below 2.50 in one previous term, OR
- The student's TGPA drops below 2.50 and the student has a "Fail" in a previous term

A formal remediation plan will be mandatory for students on academic probation

### Academic Suspension

A student will be placed on Suspension if:

- The student's TGPA drops below 2.5 a third time, OR
- The student receives a grade of "Fail" and the student has previously had a TGPA below 2.50 in two previous terms, OR
- The student's TGPA drops below 2.50 for a second time and the student has a "Fail" in an additional previous term

Students who are suspended shall be ineligible to take any courses at the UM; or on a letter of permission for a minimum of eight, and a maximum of 16, calendar months.

A student may apply for reinstatement on academic probation after the term if suspension has been completed.

### Required to Withdraw

Students who have been permitted to return from Suspension and whose TGPA drops below 2.5, or receives a grade of "Fail" will be Required to Withdraw. Students who are Required to Withdraw are ineligible for re-admission to the Bachelor of Midwifery Program.

### Dean's Honour List

The Dean's Honour list will be determined after each term of study. Students who achieve a minimum Term GPA of 3.75, and who are registered for a minimum of 12 credit hours will be placed on the Dean's Honour List. Students who complete a course on a Letter of Permission may request to have these courses included in the assessment for Dean's Honour List. Students with a grade of D, F, or "Fail" in that term will not be eligible for Dean's Honour List.

### Degree with Distinction

Students who achieve a Degree GPA of 3.8 and above based on the last 68 credit hours of course work, including Pass/Fail courses, will be eligible for a Degree with Distinction. Students with a grade of D, F, or "Fail" in the last 68 credit hours will not be eligible.

### Voluntary Withdrawal

Students are permitted only one voluntary withdrawal per required course in the Bachelor of Midwifery Program. Students who voluntarily withdraw from the same course a second time will have their withdrawal reversed and will be expected to complete the course. Students planning to withdraw from any course are advised to speak with a student advisor regarding the implications of this decision. Any financial implications will be the responsibility of the student.

### Attendance

Attendance at all courses in the BMP is expected of all students. This includes online courses, where attendance will be interpreted as regular and consistent participation in the course. Students absent from class or practice due to illness or a family medical emergency must notify their course leaders and the Program Director as soon as possible.

At the discretion of the Director, Bachelor of Midwifery Program, documentation confirming the reason for the absence may be requested. In the case of an illness, the student may be required to present a certificate of illness signed by a health care provider. Absence for compassionate reasons will be considered on an individual basis by the Director, Bachelor of Midwifery Program.

Students who miss classes for any reason are responsible for taking the initiative to ensure that they have achieved the learning outcomes set out for that class. Where absence involves clinical/clerkship courses, make-up time may be required if it can be arranged.

### Debarment Policy

A student may be debarred from any course or examination in the BMP by action of the Associate Dean, Undergraduate Programs for persistent non-attendance which does not meet the exceptions set out in the attendance policy. Once the debarment process has been initiated, the student will not be able to voluntarily withdraw from the course that is under investigation. Students so debarred will have failed that course.

### Failures in Required Courses

Students in the Bachelor of Midwifery Program will be required to withdraw from the Program following a second failure in the same course (theory or clinical/clerkship) or one failure in any two clinical/clerkship courses. Students who are required to withdraw under this regulation are ineligible for re-admission to the Program

### Clinical Absence

Refer to section on attendance.

### Failures in Clinical/Clerkship Courses

Students who fail a clinical/clerkship course will be required to accept a supportive learning contract prior to being given permission to register in another clinical/clerkship course.

### Unsafe Clinical Practice Policy

Unsafe clinical practice is defined as an occurrence, or a pattern of behaviour in the clinical setting that creates unacceptable risk to others. It involves actions or behaviours which result in adverse effects or the risk of adverse effects to the psychological or physical health and well-being of the client, family, staff, faculty, or other students.

A student will be debarred from a clinical/clerkship by action of the Associate Dean, Undergraduate Programs if their conduct in clinical practice is assessed as being consistent with the definition of unsafe clinical practice set out in the policy. Once the debarment process has been initiated, the student will not be able to voluntarily withdraw from the course that is under investigation. Students so debarred will have failed that course.

### Clinical Practice

Students enrolled in midwifery clinical/clerkship and tutorial courses may not register for any non-required or elective courses during that term. Students will be required to be available 24 hours per day, including weekends, for clinical/clerkship courses.

Students in the Bachelor of Midwifery Program must accept clinical placements in any location in Manitoba arranged for them by the Program. All costs associated with clinical placements, including, but not limited to transportation, parking, accommodation, and meal costs are the responsibility of the student.

All students must be registered in all clinical courses for both terms by the specified deadline. Failure to register by this date may prevent accommodation in a clinical course. Current deadlines are published on the College of Nursing website.

### Clinical Agency Requirements

The Bachelor of Midwifery Program has contractual arrangements with the agencies in which students are placed for clinical practice. The contracts set out specific expectations regarding the preparation of students prior to their placement in any clinical site and their fitness to practice.

#### 1. Personal Health Information Act (PHIA) TraininG

Students are required to complete a workshop to qualify for the PHIA card prior to their first day in clinical practice. Students must have their PHIA card with them at all times while in clinical practice.

Students who fail to produce their PHIA card while in clinical practice will be required to leave the practice setting until such time as they can produce the card.

#### 2. Non-Violent Crisis Intervention Workshop (NVCI)

Students are required to complete the NVCI workshop prior to their first day of clinical practice.

Students who fail to complete the NVCI workshop will not be able to attend clinical practice.

### 3. **Electronic Patient Record (EPR) Training**

Students are required to complete EPR training prior to the first day of clinical practice.

Student who fail to complete the EPR training will not be able to attend clinical practice.

### 4. **Immunizations**

Once admitted to the Bachelor of Midwifery Program, students are required to maintain an up-to-date immunization status. Deadlines for completion of required vaccines will be established for individual students as needed. Students should keep a copy of their immunization records and retrieve their immunization records from their files upon graduation.

#### **Penalty for Non-Compliance with Immunization Policy**

Returning students who do not comply with the deadlines for completion of their immunizations will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register in mid-August after all documentation has been received. Students who register in mid-August may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar's Office, attending clinical practice, and graduation.

### 5. **Mandatory Annual Influenza Vaccination**

All Bachelor of Midwifery Program students are required to obtain an annual influenza vaccination and submit documentation confirming the vaccination by the published deadline.

Students who do not submit documentation of flu vaccination by the published deadline may not participate in clinical practice courses in Winter Term.

### 6. **Criminal Record Search Certificate**

Some clinical practice sites require that students complete a current or additional Criminal Record Search Certificate prior to the first clinical practice day.

Students charged with or convicted of a criminal offence are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. Failure to report a criminal offence may result in dismissal from the program. Criminal offences will be reviewed by the Bachelor of Midwifery Program Professional Unsuitability Committee for the implications of the conviction in view of the professional mandate to protect the public.

### 7. **Child Abuse Registry**

Students charged with or convicted of child abuse are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. Failure to report this information may result in dismissal from the Program. Child abuse charges will be reviewed by the Bachelor of Midwifery Program Professional Unsuitability Committee for the implications in view of the professional mandate to protect the public.

A listing on the Child Abuse Registry or failure to report the listing will result in dismissal from the program

### 8. **Adult Abuse Registry**

Students charged with or convicted of adult abuse are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. Failure to report this information may result in dismissal from the program. The adult abuse charge or conviction will be reviewed by the Bachelor of Midwifery Program Professional Unsuitability Committee for the implications in view of the professional mandate to protect the public

### 9. **Cardiopulmonary Resuscitation Certification (CPR)**

All students are required to obtain certification in CPR at the Health Care Provider Level. Returning students, including those certified at the Instructor level, must recertify in April/May each year to ensure that their certification is valid for the entire academic year. Proof of re-certification must be submitted annually by June 1 to the Student Services Assistant or designate.

#### **Penalty for Non-Compliance with CPR Policy**

Returning students who do not comply with the deadlines for submission of the CPR re-certification will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register in mid-August after all documentation has been received. Students who register in mid-August may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar's Office, attending clinical practice and graduation.

### 10. **Neonatal Resuscitation Certificate (NRP)**

All students are required to obtain certification in neonatal resuscitation annually. Proof of re-certification must be submitted annually by June 1 to the Student Services Assistant or designate.

#### **Penalty for Non-Compliance with the Neonatal Resuscitation Policy**

Returning students who do not comply with the deadline will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register in mid-August after all documentation has been received. Students who register in mid-August may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar's Office, attending clinical practice, and graduation.

### 11. **Respirator Mask Fit Testing**

Mask-fit test cards are required for clinical practice and will be checked at clinical sites

Students who fail to produce their mask fit card while in clinical practice will be required to leave the practice site until such time as they can produce the card

### 12. **Emergency Skills Certification**

All students are required to obtain certification in Emergency Skills prior to registration in MDFY 4100: Clerkship and Tutorial in Term 2,

Year 4 of the Program. Proof of this certification must be submitted by June 1 to the Student Services Assistant or designate.

#### Penalty for Non-Compliance with the Emergency Skills Certification Policy

Returning students who do not comply with the deadline will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register in mid-August after all documentation has been received. Students who register in mid-August may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar's Office, attending clinical practice, and graduation.

#### Attire for Clinical Practice

All students are required to wear professional attire and name tags during clinical courses unless given specific instructions not to do so by the agency in which they are placed for clinical practice.

Students may be required to leave their clinical placement at the discretion of their preceptor(s) if they do not adhere to the policy.

#### Professional Unsuitability By-Law

The Senate of the University of Manitoba has approved a by-law granting authority to the College to require a student to withdraw for reasons of professional unsuitability. A student may be required to withdraw from the Bachelor of Midwifery Program when, at any time, the College Council, through the Professional Unsuitability By-Law, believes the student to be unsuited for the profession of midwifery, on general conditions of scholarship, professional fitness or professional conduct.

Copies of this by-law may be obtained on the College of Nursing website (<https://umanitoba.ca/faculties/nursing/media/Professional-Unsuitability-By-Law.pdf>).

#### Continuance in Clinical Practice Pending the Results of a Disciplinary Appeal

At the discretion of the Associate Dean, Undergraduate Programs, College of Nursing, students may be denied permission to attend clinical/ clerkship courses in which they are registered until the final disposition of a disciplinary appeal is determined.

#### Courses Available to Students in Other Faculties

Students registered in faculties other than Nursing may take the following Nursing courses without College permission:

Course	Title	Hours
NURS 2100	Introduction to Family Caregiving Across the Lifespan	3
NURS 2200	Selected Topics in Aging and Health	3
NURS 3330	Women and Health	3
NURS 3400	Men's Health: Concerns, Issues and Myths	3
NURS 4520	Professional Foundations 5: Interprofessional and Collaborative Practice	3

#### Note:

These courses are not intended for first year students.

Inter-Faculty Option in Aging (Bachelor of Nursing only)

Inter-Faculty Option in Aging courses are offered by the following Colleges and Faculties: Agricultural and Food Science; Arts; Kinesiology and Recreation Management; Medicine; Nursing; and Social Work. To

complete the Inter-College Option in Aging, students will complete a total of 18 credit hours including each of the following:

Course	Title	Hours
FMLY 2650 or REC 2650	The Social Aspects of Aging	3
or		
SWRK 2650	The Social Aspects of Aging	
NURS 2610 or KIN 2610	Health and Physical Aspects of Aging	3
12 credit hours of Electives <sup>1,2,3</sup>		12
<b>Total Hours</b>		<b>18</b>

<sup>1</sup> At least three credit hours of professional/discipline-specific applied work on aging within the student's faculty of registration;

<sup>2</sup> An additional nine credit hours in aging electives from the participating faculties. Students can take nine credit hours from their own faculty but are encouraged to select offerings from other faculties. List of eligible elective courses are available from the student advisors.

<sup>3</sup> The Option in Aging elective is NURS 2200

Upon completion of these requirements, the "Option in Aging" comment will be recorded on the student's transcript. Information on the Inter-Faculty Option in Aging is available from a student advisor.