StFX Online Learning & Professional Studies

LPN to BScN STUDENT HANDBOOK

Distance Nursing Programs
St. Francis Xavier University
PO Box 5000
MacDonald Hall, 2175 Varsity Drive
Antigonish, Nova Scotia, B2G 2W5

Local: (902) 867-4941
Fax: (902) 867-5154

Email: distance.lpn@stfx.ca

Last updated: May 9, 2024

Table of Contents

Welcome

We are delighted that you have chosen St. Francis Xavier University as the provider of your undergraduate nursing education! StFX not only offers exceptional educational opportunities but also a unique sense of family among students and the institution.

You have made a significant decision which will have a tremendous impact on both your personal and professional lives. While the pursuit of a university education is challenging, it is also an incredibly rewarding experience.

Like all families, we are committed to helping each other as much as possible. You will learn, as you read through this handbook, about the networks of resources that have been established to promote your development and success. You will also learn about the many forms of assistance available to you as you progress through your program of study.

The StFX Online Learning & Professional Development (formerly Continuing & Distance Education) is committed to student-centred education in a social environment that respects the value and worth of everyone. Generating a challenging and fulfilling learning experience is our central role in your educational experience. All Distance Nursing Programs are currently structured under the StFX Online Learning & Professional Development or StFX Online, which is responsible for administering all credit and non-credit schedules for part-time and online study at StFX. In addition, the Distance Nursing Programs are governed by the StFX Rankin School of Nursing.

Welcome to our Xaverian family and Distance Nursing studies!

How to Reach Us

Distance Nursing Program Office
StFX Online Learning & Professional Studies
St. Francis Xavier University
PO Box 5000
MacDonald Hall, 2175 Varsity Drive
Antigonish, Nova Scotia   B2G 2W5 Canada
Tel: 1.902-867-4941
Fax: 1-902-867-5154
Email: distance.lpn@stfx.ca

Office Hours:
8:00 a.m. - 4:00 p.m. Monday to Friday

Program Staff:
Fred Allen, Program Manager, Distance Nursing & Professional Studies (Room 308)
Marie Kopf, Program Assistant (Room 211)
Debbie Coughlin, Program Assistant (Room 203)
Heather MacAdam, Program Assistant (Room 202)

As one of the programs of the StFX Rankin School of Nursing, the LPN-BScN Program is managed and operated by StFX Online Distance Nursing.

General Telephone & Email List

Most inquiries can be handled by the Distance Nursing Program Office; in some cases, you may be referred to another University office.

University Switchboard..(902) 863-3300

Academic Offices/Departments
Admissions Office... (902) 867-2219 / admissions@stfx.ca
Registrar's Office .... (902) 867-5118 / registrar.office@stfx.ca

Other Offices
Student Accounts Office .... (902) 867-2123 / studentaccounts@stfx.ca

Technical Services
Information Technology (IT) ....1-888-860-2356 / itservices@stfx.ca

Moodle Support
StFX Online Support……………………………………………………………………… stfxonlinesupport@stfx.ca

PHOTO CREDIT: Brendan Riley

St. Francis Xavier University

A Historical Perspective to the Rankin School of Nursing

The St. Francis Xavier University Rankin School of Nursing is one of the major legacies of the Sisters of Saint Martha who founded hospitals and nursing education in eastern Nova Scotia and elsewhere in the early 20th Century. The StFX School of Nursing began as a Department of Nursing, established in the 1920s, which gave Registered Nurses the opportunity to complete courses towards a Bachelor of Science in Nursing. The integrated BScN program began admitting high school graduates to a 4-year program in the 1960s. Many of the early faculty members were Sisters of Saint Martha. The Sisters contributed immensely to a foundation for nursing education at StFX based on a philosophy of service to society grounded in compassion and humanitarian ethics, appreciation of the dignity of the human person, respect for life in all its stages, and principles of inquiry based on a search for truth.

Sister Simone Roach, who led the BScN program in the 1960s and 1970s, was the original author of the Canadian Nursing Association Code of Ethics (Storch, 2007) and a recipient of the Order of Canada in 2010 for her work in ethics in health care.

When Sister Simone died in 2016 at the age of 93, she left a powerful legacy through her contributions to the CNA Code of Ethics, her many publications about the nature of caring in health care, and in the many people touched by her work. The imprint of Sister Simone's philosophical scholarship and wisdom continues to be a 'blueprint' (Roach, 2002) to inform our curriculum, indeed "enduring values in changing times" (Storch, 2007).

In September 2016, the StFX School of Nursing was renamed the Elizabeth and Thomas Rankin School of Nursing. The Rankin School of Nursing was named in honour of Tom and Elizabeth's long legacy of giving back, and their support of health care.

Philosophy Statement

The Rankin School of Nursing (SON) strives to provide the highest quality nursing educational experience in Canada in an environment where the student comes first.

In its commitment to excellence, the SON desires to enhance the intellectual, social, spiritual, cultural, and personal development of its constituents by integrating innovative teaching, rigorous research, holistic practice, and creative community outreach programs.

The SON endeavors to search for truth through the processes of professional caring, critical inquiry, reflection, and life-long learning.

The SON develops, advances, and disseminates nursing knowledge as well as proactively influences public policy that impacts on the health and wellbeing of individuals, families, groups/populations, and communities, including the global community.

The SON actualizes the values of academic freedom, academic honesty, and academic integrity while cultivating a culture of scholarship that includes the scholarship of discovery, teaching, application, and integration.

The SON aspires to uphold those spiritual values and principles that are integral to the dignity and worth of every human being. The SON recognizes students, faculty, nurse educators, and staff from diverse backgrounds and respects the ideals of social justice, inclusivity, and equity.

Students, faculty, nurse educators, staff, alumni, and partners in the community and health care sector collaborate to support the mission and values of the school.

The call for ethical care and the primacy of caring has evolved towards greater inclusion in the curriculum about the importance of health care based on an appreciation of human rights. The school is guided by a philosophical focus on individuals, families, groups, and communities and within the last decade there has been an emphasis on population health and cultural diversity.

Mission

A mission is an organization's reason for being, its purpose. The mission of the Rankin School of Nursing follows:

The St. Francis Xavier University Elizabeth and Thomas Rankin School of Nursing offers an innovative and responsive program that educates competent, safe, caring, evidence-informed, critical thinking baccalaureate-prepared nurses dedicated to promoting health, social justice, cultural safety, and equity.

Vision

A vision statement provides an inspiring description of what an organization hopes to be in the future. The 2021 vision for the Rankin School of Nursing appears below:

The St. Francis Xavier University Elizabeth and Thomas Rankin School of Nursing is an innovative leader in nursing education, research, community engagement, and collaborative partnerships locally, provincially, nationally, and globally. The vision provides the Rankin School of Nursing with direction over the next five years.

Values

As articulated in the StFX Strategic Plan 2017 – 2022: The Way University is Meant to Be, the Rankin School of Nursing is committed to excellence, equity, service, and dignity. As part of the StFX Faculty of Science, we believe in:

1. Interdisciplinary teaching, research, and collaboration that enriches academic learning, and,
2. High-quality interactions between students and all members of the Faculty of Science.

The Rankin School of Nursing is dedicated to participating in and supporting all StFX initiatives designed to embrace and foster diversity. As a professional school, the Rankin School of Nursing also values:

3. Building collaborative partnerships among the School of Nursing and practice and research environments to enhance research and the teaching-learning process.
4. Education that prepares safe and competent baccalaureate-prepared nurses to provide leadership related to current and future health care trends.
5. Baccalaureate education that embodies best practices, College of Registered Nurses of Nova Scotia entry level competencies, standards of practice for registered nurses, and the Canadian Nurses Association Code of Ethics.

LPN to BScN Pathway

Admission Requirements

All applications and documents for the LPN to BScN Pathway must be sent to the StFX Admissions Office. Go to StFX Admissions website for additional details and contact information.

Requirements for LPN to BScN Pathway:

- Must have completed an LPN Diploma Program within Canada.
- The Admissions Office requires your official LPN transcript and CASPer test scores (takecasper.com), a copy of your current Nova Scotia LPN license, and confirmation of 1800 hours worked as an LPN (letter from employer).
- Students who have completed post-secondary studies, in addition to the LPN Diploma Program, **must** disclose and submit all post-secondary academic history to Admissions.

Pathway Structure

Courses in the LPN to BScN Pathway Program begin in May. The first year (Semesters 1, 2, 3) will be made up of the five pathway courses:

- English (undergrad course)
- Statistics (undergrad course)
- Microbiology (undergrad course)
- NURS 264 (nursing pathway course)
- NURS 265 (nursing pathway course)

Funding

Funding options may be available to you while completing the LPN to BScN Pathway. The pathway is fundable through Nova Scotia Student Assistance (NSSA); you may also wish to explore a student line of credit through a banking institution; and you may also qualify within the StFX bursary programs for supplemental support. More information on funding options will be sent to you once you have been accepted into the program.

Transfer Credits

Upon acceptance to the university, students may be assessed for transfer credits for courses applicable to the Pathway Program (BIOL, ENGL & STATS), based on official transcripts submitted with the application.

Transfer credits will not be accessed if the transcript was not included with the initial application.

Transfer credits must be less than 10 years old to be considered. All transfer credits are granted through Academic Advising.

LPN to BScN Program

Progression Requirements

Students must successfully complete all courses in Semesters 1, 2, and 3 before progressing to the LPN to BScN Program. **An overall average of 65 is required in the mandatory non-nursing courses: BIOL 115, ENGL 111 and STAT 101. A 65 is required for Nursing courses: NURS 264 & NURS 265.**

For more information, refer to section 9.28 Nursing (NURS) in the current StFX Academic Calendar.

Following the Pathway year, the LPN to BScN Program is made up of 15 required Nursing courses. The LPN to BScN Program (Distance) should be completed in 3 years, following the Pathway year.

a) In all subsequent semesters (after Semesters 1, 2, 3), students must complete all mandatory nursing courses in a semester to progress to the next semester of the program. Progression in the program requires a minimum grade of 65 in each nursing course.

b) Students must be prepared to participate in nursing practice rotations in sites other than their location of residence.

c) Students will be expected to participate in nursing practice rotations scheduled at various times, including evenings, nights, and weekends.

d) Students with two course failures will be suspended from the program for a minimum of 2 semesters. Students on suspension are then required to reapply to the program. Re-admission to the program is not guaranteed. Re-admission for the next academic year will be at the discretion of the Dean of Science in consultation with the Associate Director and/or Director of the School of Nursing and seat availability. If the student is re-admitted, subsequent failure in any course (including non-nursing and nursing courses) will result in dismissal from the program. BSc Nursing students who have been dismissed will not be permitted to reapply for admission.

e) Performance in nursing clinical courses will be evaluated based on a combination of assignments, the development of plans of care, and an evaluation of clinical practice performance. Students must successfully complete the clinical practice in order to receive credit for the course.

f) Students should expect to make up any missed nursing practice time. Extended absences for nursing practice are evaluated by the Associate Director, School of Nursing in consultation with the Program Manager, Distance Nursing Programs. Missed clinical hours are evaluated on a case-by-case basis.

g) Current certification in standard first aid and HCP or BLS (CPR) is required. Students in the nursing program are responsible for re-certification yearly as required.

h) All students must be screened through the child abuse registry of Nova Scotia. Documentation is required. Students are required to disclose to the Program Manager, Distance Nursing Programs, any criminal record, including child abuse, that has occurred following admission. This information will be shared with the Associate Director, School of Nursing,

LPN to BScN Program Structure

Refer to the current [StFX Academic Calendar](#) for course descriptions:

Dates	May to July	August	September to December	January to April
May to April **Pathway Year** (Year 1)	BIOL 115, STATS 101, ENGL 111, NURS 264, NURS 265 (15 credits) (Semester 1, 2, 3)			
	Once a student successfully completes the Pathway Year (Year 1), they will progress into the LPN-BScN Program (Year 2)			
May to April **LPN-BScN** (Year 2)	**Semester 4a** **NURS 232*** (3 credits) NURS 233 (6 credits)	No classes	**Semester 4b** NURS 231 (3 credits) **NURS 234*** **Clinical** (3 credits)	**Semester 5a** **NURS 307*** (3 credits) NURS 308 (6 credits)
May to April **LPN-BScN** (Year 3)	**Semester 5b** NURS 306 (3 credits) **NURS 309*** **Clinical + SIM Days** (3 credits)	No classes	**Semester 6a** NURS 332 (3 credits)	**Semester 6b** NURS 333 (6 credits)
May to April **LPN-BScN** (Year 4)	**Semester 7a** **NURS 334*** **Clinical + SIM Days** (3 credits) NURS 406 (3 credits)	NURS 406 (Ends in August)	**Semester 7b** NURS 408 (3 credits) **NURS 409*** **Clinical – no SIM Days** (6 credits)	**Semester 8** **NURS 440*** **Clinical Work Term** (15 credits)

* Clinical course + SIM Days
* In-Person Lab

SIM Lab Requirements:
There are on-campus SIM Lab requirements. **This will require you to be in Antigonish.** The purpose of the SIM Lab is to practice hands-on assessments and skills in a controlled setting. Dates will be communicated to you in advance of the SIM Lab.

Curriculum Checklist: See Appendix A (Pages 25, 26)

Clinicals

There is a clinical component to several courses throughout the program. <mark>All the clinical placements must take place within Nova Scotia, Canada.</mark> You will be required to travel to clinical placements within Nova Scotia as it is not a guarantee that your clinical placement will be in or near your preferred location. There are group clinical placements (NURS 309, NURS 334) and preceptored clinical placements (NURS 409, NURS 440).

I.   Group clinical placements work in groups of 7-8 with a designated Nurse Educator.
II.   In a preceptored clinical placement, students work 1:1 with a designated RN (Preceptor).
III. NURS 440 is the final consolidation of your clinical placements. 440 working hours are required to complete this clinical placement within the academic term specified, therefore, you may require a leave of absence from your employer as you will have to work the schedule of your preceptor for approximately 2-3 months to complete the LPN-BScN Program's final clinical placement/course.

**Note: Nurse Educators and Preceptors are trained and employed by StFX for this role. You cannot appoint your own Nurse Educator or Preceptor, nor can you request an individual clinical rotation in place of a group clinical.

Clinical Placements:

There are a few variables concerning how placements are assigned.

I.   Nurse Educators: There are a limited number of nurse educators across the province who work in various departments in the Nova Scotia Health Authority (NSHA) hospitals. These educators work with groups of 7-8 students for their clinical group placements.

II.   Placement Coordination: The placement coordinator uses HSPNet, a database program for arranging student clinical placements. HSPNet facilitates the placements of all students for all nursing schools across all Canadian provinces (except for New Brunswick and Prince Edward Island). Placement coordinators at each institution work to confirm placements for their respective groups of students. As you can appreciate, this can be challenging, particularly when schools are vying for similar hospital wards (i.e., surgical, medical, obstetrical, etc.) during similar times of year.

III. Available Placements: The NS Health Authority/hospitals/wards indicate to HSPNet if they can accommodate students, how many students, and the staff they have to support students. This can change without warning given the complexities within hospital administration and while maintaining safe staff to patient care levels. Some hospital wards cannot accommodate certain clinical groups due to size (i.e., less patients/staff to students), thus further limiting clinical availability.

Your Clinical Placement Details:

While the Program Manager of the Distance Nursing Programs can provide you with a general timeline for your clinicals, the exact dates (including shift time) and locations <mark>may not be confirmed until a week or two before your anticipated start date</mark>. This is due to the noted challenges of coordinating and securing nurse educators, preceptors, and placements.

Depending on several variables outside of StFX's control, which impede our receipt of information for all clinical placements, please know that we are aware of your competing family and professional responsibilities, and we work to secure placements as soon as we can.

You are responsible for incurring the cost of travel and potential short-term accommodations for your clinical placement. If you are scheduled to complete your placement in the Antigonish/New Glasgow area during the Spring term (May-July), we have been able to secure a special rate to stay on campus. Please contact the Program Office at distance.lpn@stfx.ca for more information.

How to Get Ready for Clinicals:

The School of Nursing Policy on Professional Appearance is found on the [Rankin School of Nursing Policies website](#).

Section 1.1.1 states:
- Uniforms will consist of a **solid white scrub top** and **navy scrub pants**.
- Pants must be hemmed above the heel line.
- The **StFX University crest must be placed on the left sleeve** and the student's name bar on the left upper chest.
- A white lab jacket worn over the uniform, or a solid white, non-patterned undershirt (either short or long sleeve) is acceptable.
- Uniforms are to be clean, wrinkle free, and fit appropriately.

Please take care to note sections 1.1.2 and 1.1.3 as well, followed by section 1.2 on Footwear.

Regarding equipment (Section 1.3), you must have:
- watch that displays seconds
- stethoscope
- bandage scissors
- black pen

There are a couple of options to acquire these items, some of which you may already have including white tops, navy pants, and lab coat(s). The Distance Nursing Program will provide you with the StFX University crest badge and name tag prior to your first hospital-based clinical.

Learning at a Distance

All of our courses (except for Clinicals and Lab components) are offered in an online asynchronous delivery format. Taking courses online provides a flexible and convenient opportunity for you as a student. We use Moodle as the learning management system (LMS) to deliver our online courses, providing students with the flexibility of choosing the time of day or night they wish to participate in their courses.

Home-based study has many rewards and challenges. However, the degree of success largely depends on several factors: (1) a student's level of motivation, commitment, and self-discipline, (2) the quality of course materials, (3) the available support systems, and (4) organization.

Rewards

Studies have shown that students in professional, online programs perform as well or better than students who attend classes in a traditional setting.

Student success in any distance education course is often the result of an individual's organizational and time management skills. Armed with these attributes, a student can take full advantage of the flexibility and freedom offered through distance learning.

- **Flexible Schedule.** Students can create a weekly schedule for tackling course requirements that does not seriously conflict with work and family schedules.
- **Financial/Time Savings.** Commuting to and from campus to attend traditional lectures is not required (except for SIM Labs).
- **Criterion-Based Learning.** Students know in advance and in detail what is expected as course materials are provided at the beginning of the course. This is a tremendous advantage in terms of time management and exam preparation.
- **Personal Development.** All distance nursing program courses are compressed and greatly accelerated in comparison with many other correspondence-style programs. As a result, students develop and enhance time-management skills, personal and intellectual resourcefulness, and independence.

Challenges

Although self-paced study at home is a convenient way to learn, it is not inherently easy. It is equally important to recognize that most of the learning takes place outside of the usual/daytime lecture hours. Thus, the online student needs to invest the equivalent 'lecture' time, as well as time for reading, studying, doing research and preparing assignments - generally estimated at 10-12 hours per week. The amount of time required to invest in each course is an especially important consideration, especially when taking more than one course simultaneously.

Students often report that home study is challenging because of the amount of reading involved, but such is the nature of this method of study. It is highly likely that students in an online course will spend approximately 60 to 70 percent of the course time on required and supplemental readings and completing self-tests, practice questions and exercises; about 15 to 20 percent on writing assignments; and the remainder in discussions with the professor and other students and writing exams.

- **Managing Time.** Efficient time management is a key to success in learning at a distance. It is also important that students discover a balance between work, family, and education. Recognizing and implementing this balance will help sustain you over the next few years.

- **Meeting Specified Deadlines.** Each course has a set time frame with specified dates for assignments, quizzes, and exams. The structured schedule for each course allows students to complete prerequisite courses before moving on to the next course.

- **Studying Independently.** Students sometimes miss the face-to-face intellectual stimulation and feedback that on-site students experience from regular contact with each other and the professor. As home-based study can sometimes be a lonely intellectual experience, StFX has established a support system of resources and contacts. These are explained later in this handbook.

Asynchronous Learning

The majority of the courses in the LPN to BScN Program are *asynchronous.* Asynchronous learning is a student-centred form of distance learning that is not bound by time and geography. Throughout the term, students and instructors interact with each other and weekly topic materials via Moodle and course-based discussion forums, wikis, blogs, videos, etc. — anytime, anywhere. There is no scheduled weekly class time, and your professor will be available via email.

To ensure that you are prepared to be an online learner and to help you prepare for a positive and successful online experience, here are a few tips and suggestions:

- You must have access to a computer and the Internet on a regular basis (see Technology Guidelines on Page 13). You will need to check your course frequently to participate in group discussions and to get course materials and updates. **Also, keep your StFX email inbox active, as it is StFX's method of communicating with you.**

- Time management skills are important in an online course. **Check your course daily** for new postings, announcements, assignment deadlines, etc. The Schedule at a Glance is provided to help you stay on track.

- Moodle and Collaborate tutorials and other helpful resources are available. Participate in a tutorial before the course begins to ensure that you are prepared for the first class/lesson. These tutorials will help your understanding of the transition from the traditional classroom into an online classroom. Help files and links to technical support are available in your course's Moodle site.

- You will be expected to participate and share in discussions by responding to questions posted by the instructor, as well as responding to postings by others in your class. This is done in an open, constructive, and friendly manner. Posting your thoughts/comments provides you the opportunity and time to prepare and reflect on your answers before posting them.

Technology Guidelines & Support for Students

IT Services: For help with StFX email, Office 365, or system passwords
(902) 867-2356 or 1-866-860-2356
itservices@stfx.ca

Online Support: For help with Moodle
stfxonlinesupport@stfx.ca

Contact StFX Online Support by email to arrange a Moodle tutorial, if you have questions regarding the Moodle site, or if you require technical support for Moodle.

Before your course is scheduled to begin, you will receive an email from StFX Online Support with instructions on how to access your specific Moodle course. The web address for StFX's Moodle site is https://moodle.stfx.ca

Technology Guidelines for Computer-Based Distance Courses

Please refer to the StFX Online webpage for detailed Technology Guidelines
https://www.mystfx.ca/continuingeducation/computer-requirements

Your Student Account Access

After you have been accepted **and** confirmed into the program, you will receive a confirmation letter from the Admissions Office which will include your login information for accessing your StFX email, as well as University databases, such as myData and Banner Self-Service.

Your StFX student email account is used for all communication between you and StFX. All information coming from the Program Office, as well as other University offices, will be sent to your StFX email account only. It is vital that you check and maintain your account regularly.

Activating your StFX email account:

1. Go to the StFX website, www.stfx.ca, then click on **MyCampus** (at the top of the screen).

2. Select the **Microsoft 365** link and enter your **StFX Username**, **be sure to include @stfx.ca** (example: x2015abc@stfx.ca) and your applicable password as outlined on your acceptance letter.

Changing or Recovering your Password:

1. Go to the IT Services homepage: https://stfx.teamdynamix.com/TDClient/1768/Portal/Home/
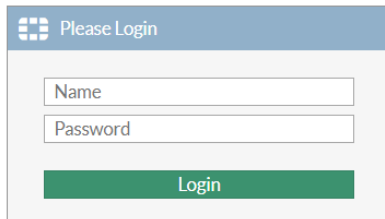
2. Click on Password Reset and follow instructions.

If you are unable to access your StFX email account, please contact the Information Technology Services at itservices@stfx.ca or phone (902) 867-2356 or toll free at 1-888-860-2356.

Accessing MyData & Banner Self-Service

MyData and Banner Self-Service are databases in which you can check your grades, your course registrations, and your financial account.

1. Go to the StFX Portal website,

2. Log in using your StFX Username (example: X2000abc) and Password
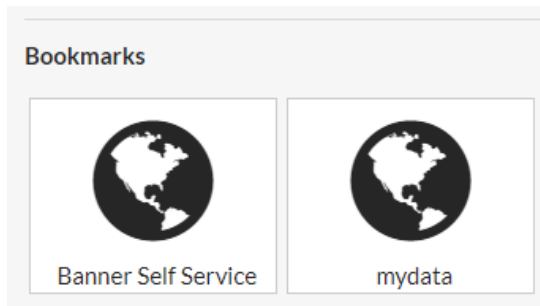
3. For **Banner Self-Service** - log in using your <mark>StFX Student Number and 6 Digit PIN</mark> **–** this is where you can verify/view your registration dates/times and grades.

4. For **MyData** - log in using your <mark>StFX Username and Password</mark> **–** this is where you can view your financial account.

Registration & Withdrawal

Course Calendars are posted to the [StFX Online Learning & Professional Studies website](#) (Fall/Winter and Spring/Summer) and contain all the information needed for course registration.

The Program Office registers LPN-BScN students into <u>all</u> their courses.

Course Withdrawals and Refunds

It is important to observe the formalities of withdrawing from a course to avoid academic penalty. Without proper notification, a student remains on the official class and program lists. Thus, absence from exams and other requirements will result in a failure on the student's university transcript. [StFX Online Refund Policy Link](#).

Deferrals

If you have been accepted into the LPN to BScN Pathway Program, you **will not** be able to defer your acceptance. You will need to reapply for the next admission cycle.

Pausing Your Studies

If you need to request a pause in studies, **after starting the program**, you must contact the Program Office, distance.lpn@stfx.ca.

Program Withdrawal Process

If you decide to withdraw from the program and the university, you must submit a Student Withdrawal Request. See the [Registrar's Office website](#) for details and instructions. Portal - [Student Withdraw Request website](#).

Course Fees & Receipts

The course fees are set on an annual basis by the StFX Board of Governors.

Tuition Fees for Part-time Nursing Students

See the Financial Services, Student Accounts website for the fee schedule.

Payment Methods

See the Financial Services, Student Accounts website for details about the available methods of payment.

Checking Your Student Account Balance

1. Open the StFX Portal website page.
2. Enter your username (x2000abc) and password.
3. Click on myData.
4. Enter your Student ID and Password.
5. Click on "Account Activity".

If you have questions about your Student Account, please contact the Student Accounts Office, studentaccounts@stfx.ca.

Income Tax Receipts

You can request a tuition tax receipt, T2202A, for income tax purposes online through Banner Self-Service.

Grades & Transcripts

Grades

1. Open the StFX Portal website page.
2. Enter your username (x2000abc) and password.
3. Click on Banner Self-Service.
4. Enter your Student ID and 6 Digit PIN.
5. Click on "myGrades".

Transcripts

You can print a copy of your unofficial transcript (Student Academic Summary Report) online, anytime by logging into Banner Self-Service and selecting "Services & Links".

To request an official transcript from the Registrar's Office, please access the Transcript Request form located on the Registrar's Office website.

Academic Regulations

Academic regulations outlined in this handbook briefly introduce information contained in the StFX Academic Calendar. For more detailed information, refer to the [current Academic Calendar](#).

In some areas, regulations have been adapted to meet the needs, requirements, and circumstances of the distance learning experience. In the case of dispute or misunderstanding, the Academic Calendar serves as the official reference.

Academic Standing

Students in the LPN to BScN Program **must** receive a grade of **at least 65%** for successful completion of each nursing course.

The passing grade for non-nursing courses in the LPN-BScN Program is **50%**.

Advancement & Graduation Requirements

Degree	Admission	End of Second Year	Advancement End of Third to Fourth Year	Graduation and Fourth-Year Requirements
BSc Nursing	Successful completion of all mandatory courses in Pathway Program (first year), overall average of **65 in non-nursing courses (BIOL 115, ENGL 111, STAT 101)**; and minimum grade of 65 in each nursing course, N264 and N265.	Successful completion of all mandatory courses; minimum grade of 65 in nursing courses; and pass for all clinical practice portions of courses.	Successful completion of all mandatory courses; minimum grade of 65 in nursing courses; and pass for all clinical practice portions of courses.	Successful completion of all mandatory courses; minimum grade of 65 in nursing courses; and pass for all clinical practice portions of courses.

Course Failure

Any course failure, most particularly a failure in any of the required nursing courses, greatly jeopardizes a student's chance for successfully completing the program of study. A failure results in the student being placed on academic probation. Two failures, academic suspension. Additional failures will result in the student's dismissal from the program.

It may be possible for a student to repeat a failed course pending approval from the Program Manager. In this case, the repeated course would be taken in conjunction with the next course on the schedule. Credit for the next course would be granted only if a minimum grade of 65% is achieved in the repeated course.

There is no guarantee that repeat courses will be approved/provided in any program of study. However, depending upon the individual circumstance, the Program Office will make every effort to provide an opportunity for the student to repeat the course in a following session but at the student's expense.

Students are not eligible to write supplementary exams for any course.

Grade Disagreement

If a student disagrees with a grade on an assignment or exam, they may contact the course instructor to discuss. If there remains disagreement with the grade, a student can submit concerns in writing to the Program Office along with a copy of the original assignment (exams are not returned to the student). The concern will be addressed by the Program Manager in consultation with the course professor and the Director of the School of Nursing. If the assignment is reviewed and re-graded, students need to be aware that the new grade may be lower than the original.

Appeals

Please read the section on appeals for assignments and final grades through the most current edition of the Academic Calendar.

Academic Misconduct

All StFX students are expected to maintain the highest academic integrity. It is important to be aware of the penalties for plagiarism and the use of unauthorized aids in assignments or examinations as outlined in the Academic Calendar.

Students are expected to be familiar with university policies regarding academic dishonesty. If you are unsure as to whether or not you need to cite a reference in a written paper, post, etc., please cite it! Material taken from others for responses, presentations, and papers must be acknowledged. **Failure to follow this practice may result in a grade of 0.**

Please review the StFX Academic Integrity Policy and Procedures and the Offences Against Academic Integrity, if required. StFX Academic Integrity weblink.

Examinations

Major examinations normally occur at the middle and end of each course (i.e., midterm and final exam, respectively) and vary in format and length depending on the course. Most final exams are scheduled to be written on the last **Tuesday, Wednesday, and Thursday** of the course – please verify your date options by reviewing the course Schedule at a Glance/Moodle page. The student is responsible for making the necessary arrangements for a proctor, as outlined in the course Syllabus and Moodle page (see below). Please check your course Schedule for exam dates. **Students must make an appointment in advance to write their exam on one of the scheduled exam dates.**

Deferred Examination

If there are documented medical or compassionate grounds, you may submit a request for an alternative date/time to write your midterm/final exam. **All requests for an alternate date/time must be submitted in advance to the Distance Nursing Program Manager, with accompanying documentation.** The Program Manager will communicate with the Dean of Science in deciding whether to approve the request.

Proctors

Students are responsible for scheduling their upcoming online exams with **ProctorU** and covering associated costs. **ProctorU** is an online proctoring service with which the Centre for Online Learning & Professional Studies (StFX Online) has an agreement. ProctorU provides you the convenience of writing your exam within any room where you can be alone and undisturbed, as long as the room has reliable internet with adequate speed (e.g., your home office). Fees for using ProctorU are quite reasonable. Information on writing with ProctorU can be found in your course Syllabus and your course Moodle site.

Exam Preparation

1. **Begin preparing right away.** Preparing for an exam begins the first day of the course! Keep up with the work. Take notes/review on a steady schedule. There is no substitute for knowing the material. Research has demonstrated that distributing study and review of course materials over time is far more effective than last-minute cramming.
2. **Know what's expected.** Carefully read the learning objectives for each course and lesson. These basic lists of the skills/knowledge you are expected to acquire are an important feature of any course manual. Examinations relate directly to the learning objectives.
3. **Nurture a positive attitude.** In addition to understanding the course material, prepare physically and emotionally for the exam. Throughout the course, and especially just before exam day, eat well, sleep well, and allow some time for rest and relaxation. Think only about your ability to do well!
4. **Review and review again.** In the few days before an exam, reorganize your notes. Ask yourself sample questions. Discuss the exam with a colleague. Memorize essential details and definitions by using flash cards.
5. **Get settled at your computer** well before the exam is set to begin, and make sure your Internet connection is working properly.
6. **Focus on the exam itself.** Do not focus on how you're doing. Some anxiety is natural and may even help you to perform well. But too much anxiety obviously interferes with performance. Studies show that as many as one in five university students experience exam anxiety to the extent that grades suffer.
7. **For multiple choice questions,** if the answer is not obvious to you, use a process of elimination to find the best/correct answer.
8. **For short-answer/essay questions** write in a simple straight-forward format. Avoid rewriting the question or trying to provide elaborate introductory comments. It is always best to answer the question as directly as possible beginning with the first sentence. Provide support for your statements using specific points through elaboration, explanation, and the provision of factual information.
9. **Proofread your work.** Always leave a few minutes for proofreading at the end of the exam. Review to identify and correct spelling, grammar, and other technical errors.

Student Resources

Student ID Cards

Student ID cards may be obtained by visiting StFX Safety & Security Services. The office is located at 5005 Chapel Square. For information, call (902) 867-3981, email security@stfx.ca, or see the security website.

Library Resources

For information to help distance students access the appropriate library resources and get answers to their questions, please review the Angus L. MacDonald Library website.

Tramble Centre for Accessible Learning

Tutoring, note taking, academic strategy, assistive technology, and testing accommodations are just some of the supports available to students registered with the Tramble Centre. For more information visit the Tramble Centre for Accessible Learning website.

Academic Success Centre

Having trouble with a piece of work, or with the workload generally? Missing deadlines, or perhaps overstressed by their approach? Need an experienced and knowledgeable set of eyes to guide you to a better level of work? We are here for you. The Academic Success Centre (ASC) is a collection of academic resources, a place for StFX students to find free academic skills instruction/coaching, help on assignments, English language help, and a place to connect with subject tutors. For more information visit the Academic Success Centre website.

Course Related Questions

Although online course materials provide clear learning objectives and expository material, there may be occasions when students have trouble understanding a particular lesson and wish to clarify course expectations or discuss assignments.

If you have a question about any aspect of a course, the first thing you should do after reviewing the course information section on Moodle is to check the Q&A Forum. If you are unable to find the answer, you can either post your questions in the Q&A Forum (as others may have the same question) or you can email your instructor from your StFX email account.

Scholarly Work

Style Guide & Writing Resources

In a distance program of study, evaluation relies heavily on the quality of written work. Scholarly writing is developed through practice and constant analysis of one's work and is fundamental to effective communication.

The APA Manual is the official guide to editorial style required for student use in the StFX School of Nursing. It gives instruction for correct punctuation, grammar, spelling, headings, abbreviations, quotation marks, and citation of sources, as well as very useful information to guide the writing process. Students are required to purchase a personal copy of this manual and become familiar with basic APA requirements as it will be utilized and referred to throughout your courses and assignments.

American Psychological Association (2020). *Publication Manual of the American Psychological Association* (7th ed.).
https://apastyle.apa.org/products/publication-manual-7th-edition

Please review your course Moodle page for additional writing resources and support available through the StFX Student Success Centre (SSC).

Graduation

Application to Graduate

Students in their graduation year **MUST** apply to be considered a candidate for the applicable convocation ceremony, <u>even if you will not be attending the ceremony</u>. Applications to apply for convocation can be located through Banner Self-Service. There are no fees associated with this application.

It is important to note that **no student** will be considered a candidate for any convocation ceremony without an application. The application form is submitted electronically to the StFX Registrar's Office. The Office of the Registrar will maintain the candidacy list for both convocation ceremonies (Fall and Spring). Any questions or concerns regarding the application process can be emailed to registrar.office@stfx.ca or by phoning 902-867-2160.

X-Ring Eligibility & Ceremony

The "X" became the official symbol of the renowned StFX X-Ring in 1942. The first X-Ring ceremony took place in 1958 and today is regarded by graduating students as being one of the most remarkable events in their university experience.

The X-ring ceremony is an annual ceremony held on December 3rd to celebrate the Feast Day of St. Francis Xavier.

For information on eligibility, visit Everything X-Ring website.

References

Roach, M.S. (2002). *Caring: The human mode of being. A blueprint for the health professions.* Canadian Hospital Association.

StFX SON. (2017). *The StFX Elizabeth and Thomas Rankin School of Nursing strategic plan 2017-2021.*

StFX SON. (2022). *Rankin School of Nursing student handbook 2022-2023*.

Appendix A - LPN-BScN Program (Distance)

Pathway Year (May-April)	Credits	Offered
ENGL 111: Literature & Academic Writing	3 credits	Spring / Fall
BIOL 115: Microbes in Human Biology	3 credits	Summer / Winter
STAT 101: Introductory Statistics	3 credits	Spring / Summer / Winter
NURS 264: Transitioning to the Role of a Professional Registered Nurse (Formerly NURS 297)	3 credits	Fall
NURS 265: The Registered Nursing and Evidence-Informed Practice	3 credits	Fall
Year 2		
NURS 231: Fundamentals of Research	3 credits	Fall
NURS 232: Alterations in Health & Nursing Therapeutics I (In-Person Lab)	3 credits	Spring
NURS 233: Care of Families in Transition: Childbearing & Childrearing Years	6 credits	Spring
NURS 234: Introduction to Nursing Practice	**3 credits (Clinical)**	**Fall**
NURS 307: Alterations in Health & Nursing Therapeutics II (In Person Lab)	3 credits	Winter
NURS 308: Acute Care Nursing: Perinatal, Children, Medical-Surgical, & Psychiatric	6 credits	Winter
Year 3		
NURS 306: Advanced Nursing Leadership Management & Evidence-Informed Practice	3 credits	Spring
NURS 309: Care of Persons Experiencing Acute, Episodic & Life-Threatening Physical, Perinatal, & Mental Health Illness Across the Life Span	**3 credits (Clinical)**	**Spring**
NURS 332: Advanced Therapeutics for Care of Persons Experiencing Complex Multi-System Health Challenges	3 credits	Fall
NURS 333: Care of Persons Experiencing Acute, Episodic & Life-Threatening Illness Across the Life Span II	6 credits	Winter

Year 4		
NURS 334: Integrating Nursing Roles & Practices IV: Care of Persons Experiencing Complex Co-Morbidities & Chronic Health Challenges	**3 credits (Clinical)**	**Spring**
NURS 406: Preparing for Professional Role Transition	3 credits	Spring
NURS 408: Advanced Population & Public Health	3 credits	Fall
NURS 409: Exploratory Nursing Practice	**6 credits (Clinical)**	**Fall**
NURS 440 Transition to Nursing Practice: Consolidation	**15 credits (Clinical)**	**Winter**

Clinical Courses*

Appendix B – Additional Program Costs

There are costs associated with the nursing program beyond university tuition and fees. The following list provides general estimates for budgeting purposes as the actual costs may fluctuate depending on vendor pricing. **All estimates are in Canadian dollars unless otherwise indicated.** These additional costs are collected in various ways throughout the program depending on the item.

- **Textbooks**: Textbooks for health disciplines can be expensive as they are frequently updated due to changing knowledge. It is not wise to purchase used books until course texts are designated by each course professor.

- **Photocopy Fee ($30)***: Annual membership fee for the Canadian Student Nurses Association (CSNA) ($15) and annual student-related printing costs ($15) are combined in a single fee.

- **Nursing Uniform & Equipment**: Please review the Policy on Professional Appearance to ensure you have what is required prior to the hospital-based clinical (Spring Year 3).

- **StFX Name Tag & Nursing Badge ($20)***: Student name tag and nursing badge are to be worn on your uniform. The name tag and nursing badge are ordered through the Program Office.

- **In-program HESI package (TBD)***: Once you have graduated from the nursing program you will be required by Canadian provincial-territorial nursing regulatory organizations to pass a professional licensure examination (NCLEX-RN©). The three nursing programs in NS have integrated an online Health Education Systems Incorporated (HESI) package into our respective programs to support student learning and readiness for the NCLEX-RN© exam. This package will be available to you and used during your last year of the program.

- **Travel & Accommodations (if req'd) for Clinicals:** Due to placements occurring throughout Nova Scotia, you may incur additional travel and accommodation costs as noted earlier in this letter.

- **Health Coverage for Clinicals ($15)*:** Insurance coverage required for the hospital-based clinicals during year 3 and 4 (required by Nova Scotia Health).

* These items are charged directly to your StFX student account and are subject to change.