



## School of Health and Human Services

# Bachelor of Science in Nursing (BSN) Program Policies

<b>DATE(S):</b>		
1.	Next Policy Review:	2023/05/01
2.	Admissions & Standards Committee Approval:	2017/11/28
3.	Education Council Approval:	2017/12/05
4.	Effective:	2018/09/01
5.	Previous Revision(s):	

  

<b>CREDENTIAL(S):</b>	<b>Bachelor of Science in Nursing (University of Victoria)</b>
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## PROGRAM OUTCOMES

Graduates of the Bachelor of Science in Nursing (BSN) Program will:

- Practice nursing within a framework of promoting health and healing through the integration of the art and science of nursing within a variety of contexts and with diverse client populations.
- Be accountable practitioners providing care and making decisions based on relationships with others, nursing knowledge, and different ways of knowing.
- Influence the current reality and future of nursing practice and health care at the economic, political, social, environmental and professional levels by anticipating and responding to the changing needs of society.
- Be critically reflective, independent and motivated practitioners with an inquiry approach to lifelong learning.
- Be prepared to meet the professional requirements, at the entry level, of the College of Registered Nurses of British Columbia (CRNBC).

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Students in the BSN Program are subject to the overall policies affecting all students at Selkirk College and the University of Victoria's Undergraduate Academic Regulations during semesters 6 – 8. College policies may be viewed on-line at the College website ([policies.selkirk.ca](http://policies.selkirk.ca)) and the University website <https://web.uvic.ca/calendar2017-09/undergrad/info/regulations/index.html>. Students are also subject to the BSN Program Practice Policies, and relevant policies of government and non-government practice partners (e.g. Interior Health Authority Policy AU1100).

## PART I: ADMISSIONS

### A. ADMISSION REQUIREMENTS

1. Individuals applying for admission to the Bachelor of Science in Nursing Program must apply during the application period; exact dates are posted on the Nursing webpage. To be considered for the

program, applicants must meet all prerequisites and submit their completed application and supporting documents by the end of the application period.

2. Academic Prerequisites

- a) B.C. high school graduation and completion of the following BC Provincial Curriculum courses (or equivalents) with minimum marks as indicated: (will BC Adult Graduation Diploma be accepted)
  - (i) English 12 (73%)
  - (ii) Biology 12 (73%)
  - (iii) Chemistry 11 (67%)
  - (iv) Foundations of Math 12 or Pre-Calculus 11(67%)

B. APPLICATION PROCESS

1. Before an application is considered complete, the following must be received by the Admissions Office:
  - a) Selkirk College Application Form;
  - b) Official transcripts of high school grades (an interim statement of grades is acceptable if applicant is still attending school);
  - c) Official transcripts for all post-secondary education studies in which the applicant has enrolled;
  - d) BC Ministry of Justice Criminal Record Check;
  - e) Applicant Personal Resume;
  - f) College Readiness Tool (CRT) Assessment;
  - g) Computer-based Assessment for Sampling Personal Characteristics (CASPer Test).
2. Applicants are responsible for registering for the CASPer Test. A limited number of testing dates and times are available. Results are sent directly to the College Admissions Office.
3. Admission to the BSN program is through a selective admission process. Successful applicants are identified through the combined evaluation of GPA (based on program prerequisites) and a portfolio. The portfolio includes the CASPer screening tool designed to assess non-cognitive personal characteristics. Applicants will be ranked using a metric which incorporates academic and non-academic portfolio information.
4. Written offers will be sent to the highest ranked applicants. Receipt of a \$500.00 non-refundable seat deposit by the offer-acceptance deadline is required otherwise the offer will be considered declined.
5. Once the seats have been filled, a waitlist will be created for the current intake. Applicants on the waitlist will be offered seats which remain or become vacant after the offer-acceptance deadline.
6. Applicants who are not accepted in to the program will receive notification.
7. Applicants who are not admitted or do not take a seat in a given year are required to reapply to be considered in a subsequent year; waitlists are not carried over.

C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

1. A student who has successfully completed any of the following college/university courses (or equivalent) may be given advance credit:
  - a) English 110 and up to two University Transfer electives in which a grade of "C" or better was achieved within the last ten years. Each course must be transferable to the University of Victoria for 1.5 units.
  - b) Biology 164/165, or equivalent, if completed within the last three years with a grade of "C" or better.
  - c) Students are responsible for completing the application for advance or transfer credit prior to entry into the BSN Program.
2. A student who applies for advanced standing from another Nursing Program will be considered on an individual basis.

D. RE-ENTRY INSTRUCTION

1. Re-entry to the BSN Program is permitted only when seats are available. Applications for re-entry must be received six months in advance of the semester the student wants to re-enter.
2. Students who fail to complete a semester successfully may apply to re-enter and repeat the incomplete semester when it is next offered. Normally, there is a waiting period of 12 months between offerings of the same course or semester.
3. Returning students will be required to write a letter outlining their plans for success in addressing the factors that were salient in their original departure from the BSN Program.
4. Returning students will be required to successfully complete a Directed Study course prior to commencing the incomplete semester. The Directed Study will be developed by the Program Coordinator, instructor, and student to address identified learning needs.
  - a) The Directed Study course is numbered according to the program year and the associated fee is determined by the Registrar's Office.
  - b) Students enrolled in the Directed Studies course are NOT enrolled in the Nursing Program.
5. Priority for re-entry will be given as follows:
  - a) Students in good standing who interrupted their program for illness or other personal reasons.
  - b) Students who failed to meet program requirements for promotion.
  - c) Students transferring from another program within B.C.
  - d) Where two or more applicants are from the same category, re-admission will be determined by the re-application date.
6. Normally, returning in two years or less will permit the student to maintain full credit for all courses successfully completed. After more than two year's absence, students may be required to update or repeat courses previously completed.
7. Students must complete the entire BSN Program within 84 calendar months (7 years) of initial entry. Re-entry applicants who cannot meet this deadline will not be readmitted.

## **PART II: ASSESSMENT, PROMOTION AND GRADUATION**

### **A. ASSESSMENT**

#### **1. Grading**

- a) Grading in semesters 1 – 5 theory and lab courses will be as per the Standard Academic and Career Grading Table as defined in Selkirk College Policy 8612 – Grading.
- b) Grading in semesters 1 – 5 practice courses will be as per the Competency Based Grades as defined in Selkirk College Policy 8612 – Grading.
- c) University of Victoria grading policy is used for semesters 6 – 8.

#### **2. Types of Assessments**

- a) Students are evaluated and graded in each theory course as indicated in the respective course outlines. This may include, but not limited to, exams, written papers, presentations, individual and group projects.
- b) Competency Appraisals are used to assess competence in relational and psychomotor skills in the Nursing Arts Centre.
- c) In nursing practice courses, assessment occurs on a continual basis. All activities in which students participate may be considered assessment. Informal verbal and/or written feedback is regularly provided by the instructor or preceptor. Students are required to contribute to the assessment process and complete self-appraisals; overall assessment and assignment of CRG/NCG is determined by the instructor.
  - (i) The Practice Appraisal Form (PAF) is used to provide formal feedback and based on performance criteria. Student performance is assessed as satisfactory, needs improvement, or unsatisfactory.

#### **3. Supplemental Assessment(s)**

- a) Requests for supplemental assessments must be received within 48 hours of the posting of marks.
- b) Supplemental assessments are offered at the discretion of the instructor in consultation with the Program Coordinator and/or School Chair.
- c) Students must have maintained an average grade of 60% or better in the course.
- d) The result of the supplemental assessment cannot exceed 60% and will be used in calculation of the final grade.
- e) Supplemental assessments must be written within seven calendar days of the final examination schedule.

### **B. PROMOTION**

#### **1. In order to progress from one semester to the next, the following requirements must be met:**

- a) Satisfactory completion of all nursing and non-nursing core courses with a minimum grade of 60%.
- b) A minimum cumulative GPA of 2.33 per semester.

c) To receive credit in the six credit courses that combine theory and psychomotor/relational skills (NURS 116, 126, 216, 226, and 316), students are required to obtain a minimum grade of 60% in competency appraisals and each section of the course.

2. The University of Victoria will convert the cumulative GPAs of Selkirk College students to the University of Victoria's 9 point scale during the application process in semester five; failed required courses are included in the GPA.

C. GRADUATION

1. Credentials: In order to qualify for graduation with a Bachelor of Science in Nursing (BSN), a student must meet the requirements as determined by the University of Victoria.

<b>Name of Program and Credentials: Bachelor of Science in Nursing Degree</b>						
<b>Semester 1</b>			<b>Semester 2</b>			
<b>Course Code</b>	<b>Course</b>	<b>Credit</b>	<b>Course Code</b>	<b>Course</b>	<b>Credit</b>	
NURS 112	Professional Practice I	3	NURS 122	Professional Practice II	3	
NURS 116	Health and Healing I	6	NURS 126	Health and Healing II	6	
NURS 117	Relational Practice I	3	NURS 129	Nursing Practice II	4	
NURS 119	Nursing Practice I	3	BIOL 165	Anatomy & Physiology II	4	
BIOL 164	Anatomy & Physiology I	4	ELECTIVE	Non-nursing elective	3	
ENGL 110	College Composition	3	NURS 130	Consolidated Practice Experience I	5	
<b>Total Semester Credits</b>		<b>22</b>	<b>Total Semester Credits</b>		<b>25</b>	
					<b>Total Year Credits</b>	<b>47</b>

<b>Semester 3</b>			<b>Semester 4</b>			
<b>Course</b>	<b>Name</b>	<b>Credit</b>	<b>Course</b>	<b>Name</b>	<b>Credit</b>	
NURS 216	Health and Healing III	6	NURS 222	Professional Practice III	3	
NURS 217	Relational Practice II	3	NURS 226	Health and Healing IV	6	
NURS 219	Nursing Practice III	7	NURS 229	Nursing Practice IV	7	
AHSC 218	Applied Health Science I	3	NURS 230	Consolidated Practice Experience II	6	
			AHSC 228	Applied Health Science II	3	
<b>Total Semester Credits</b>		<b>19</b>	<b>Total Semester Credits</b>		<b>25</b>	
					<b>Total Year Credits</b>	<b>44</b>

Semester 5			Semester 6 (University of Victoria)		
Course	Name	Credit	Course	Name	Units
NURS 316	Health and Healing V	6	NURS 341	Professional Practice IV	1.5
NURS 317	Relational Practice III	3	NURS 342	Health and Healing VI	1.5
NURS 319	Nursing Practice V	7	NURS 350	Health and Healing VII	1.5
ELECTIVE	Non-nursing elective	3	NURS 351	Nursing Practice VI	4.5
			ELECTIVE	Non-nursing elective	1.5
			NURS 370	Consolidated Practice Experience	4.5
			NURS 470	Consolidated Practice Experience	4.5
<b>Total Semester Credits</b>		<b>19</b>	<b>Total Semester Units</b>		<b>19.5</b>
			<b>Total Year Credits and Units</b>		
			<b>19 credits plus 19.5 units</b>		

Semester 7			Semester 8		
Course	Name	Unit	Course	Name	Units
NURS 360	Professional Practice VI	1.5	NURS 475	Consolidated Practice Experience	4.5
NURS 430	Professional Practice V	1.5	NURS 491	Nursing Practice VII: Transitions to Graduation	4.5
NURS 431	Nursing Practice VII	4.5			
ELECTIVE	Nursing Elective	1.5			
<b>Total Semester Units</b>		<b>9</b>	<b>Total Semester Credits</b>		<b>9</b>
			<b>Total Year Units</b>		
			<b>18</b>		
<b>Total Program Credits</b>		<b>110</b>	<b>Total Program Units</b>		<b>37.5</b>

### PART III STUDENT CONDUCT (See also College Policy 3400: Student Code of Conduct)

#### A. ATTENDANCE

1. Attendance at all scheduled lectures, nursing skills classes, seminars, nursing practice experiences, examinations and other learning experiences is mandatory.
2. Students are responsible for the work they miss and may be required to complete make-up assignments as recommended by the instructor.
3. Absence from learning experiences may preclude the student being able to meet the learning outcomes for that course and in turn, progression to the next semester.
4. Absence for reasons that are not deemed professional (i.e. vacation, personal choice) will be noted as "unsatisfactory" or "needs improvement" in the Practice Appraisal Form.
5. Students missing more than 10% of a practice experience may be required to repeat the course or complete extra hours at an additional cost to the student.
6. Students claiming illness or extenuating circumstances for absence from any learning experience must contact the associated instructor and / or the practice agency directly at least one hour prior to the scheduled start time.

7. Students may be required to supply a doctor's certificate to substantiate claims of illness or other documentation to substantiate extenuating circumstances.

B. ASSIGNMENTS

1. Students are required to submit all written assignments, including Reflective Practice Narratives (RPNs), on the date published in the course outline and communicated by the instructor.
2. Ten percent (10%) of the total value of the assignment will be deducted for each calendar day for non-negotiated late assignments. For example, if an assignment worth 40% of the final course grade is given a mark of 32/40 and is two (2) days late, eight (8) marks will be deducted and the student will receive a mark of 24/40. Late submissions of RPNs will be noted as "Needs Improvement" under the Professional Responsibility Domain of the Practice Appraisal Form (PAF).
3. When a student is unable to meet with the published deadline for an assignment, she or he must notify the instructor prior to the published due date and request an extension.
4. Extensions are granted at the discretion of the instructor in consultation with the individual student for extenuating circumstances. Extenuating circumstances include serious illness, family crisis, or other unusual circumstances impacting completion of the assignment. The student is expected to observe the negotiated due date. Further extension of the deadline without penalty may or may not be permitted by the instructor.

C. PROFESSIONAL REQUIREMENTS *(See Nursing Practice Policies and IHA Policy AU1100).*

1. Students are required to maintain a current CPR Health Care Providers (HCP) certificate while enrolled in the program; re-certification is required every two years.

D. PROBATION *(See Policy 8619 Student Probation and Policy 3400 Student Code of Conduct)*

1. In addition to criteria outlined in the above policies, students may be placed on probation if they fail to adhere to the Canadian Nursing Association (CNA) Code of Ethics for Registered Nurses or the CRNBC's Professional Standards for Registered Nurses and Nurse Practitioners.
2. Students will be limited to two probationary periods while enrolled in the BSN program. Subsequent unacceptable behaviours or academic performance will result in required withdrawal.
3. If a student's probationary period extends beyond the fifth semester, the University of Victoria will be informed of the probation and conditions.

E. REQUIRED WITHDRAWAL *(See Policy 3400 Student Code of Conduct)*

1. Breaches to confidentiality, as outlined in the Nursing Program Confidentiality Agreement, IHA Policy AU1100, or the CNA Code of Ethics for Registered Nurses are grounds for dismissal from the program.
2. Students who compromise the safety of clients in nursing practice courses will be required to withdraw from the BSN program.
3. Students who fail two practice courses will be required to withdraw from the BSN program.

## **Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:**

- Policy 3400: Student Code of Conduct
- Policy 6550: Protection of Privacy
- Policy 8400: Student Appeals
- Policy 8600: Pre-Admissions Basic Skills Assessment
- Policy 8611: Admission
- Policy 8612: Grading
- Policy 8613: Evaluation of Student Learning
- Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit
- Policy 8615: Standards of Academic Progress
- Policy 8616: Student Withdrawals and Refunds
- Policy 8617: Credentials and Graduation
- Policy 8618: Cheating and Plagiarism
- Policy 8619: Student Probation
- Policy 8620: Interdisciplinary Studies