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 manual, 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.

As a program unit, we are committed to student-centred education in a social environment that respects the value and worth of each individual. Generating a challenging and fulfilling learning experience is our central role in your educational experience.

Welcome to our Xaverian family and Distance Nursing studies!

HOW TO REACH US

Distance Nursing Program Office
Continuing & Distance Education Department
St. Francis Xavier University
PO Box 5000
2175 Varsity Drive, MacDonald Hall
Antigonish, Nova Scotia B2G 2W5
Canada
Tel: 1.800.565.4371
Fax: 1.902.867.5154
E-mail: Distance.Nursing@stfx.ca
Website: http://sites.stfx.ca/continuingeducation/distance_nursing

Office Hours:

8:30 a.m. - 4:30 p.m. Monday to Friday

Program Staff:
Michelle Boucher, Coordinator, Distance Nursing Programs (Room 211)
Donna MacLellan, Program Assistant (Room 201/202)
General Telephone List

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

Distance Nursing Program
Antigonish .................................................................................................................. (902) 867-5190
Toll-free .......................................................................................................................... 1-800-565-4371

University Switchboard.............................................................................................. (902) 863-3300

Academic Offices/Departments
Admissions Office ......................................................................................................... (902) 867-2219
Registrar’s Office ......................................................................................................... (902) 867-5118

Other Offices
Business Office (account inquiries and receipts)....................................................... (902) 867-2123

Technical Services
Information Technology (IT)
(computer accounts, phone, email, system passwords) ....................................... 1-888-860-2356
...................................................................................................................................... (902) 867-5356

Moodle Support
............................................................................................................................... cdesupport@stfx.ca
# Table of Contents

## Welcome
- How to Reach Us
  - Program Office
  - General Telephone List

## ST. FRANCIS XAVIER UNIVERSITY
- StFX School of Nursing Mission Statement

## Distance Nursing Programs
- Purpose and Rationale
- Goals
- Organization Structure

## Program Overview
- Course Format
- Credit System
- Course Duration
- Study Time

## Online Learning
- Asynchronous Learning
- System Requirements for Online Course
- Learning At-A-Distance
  - Rewards
  - Challenges

## Academic Regulations
- Duration of Program
- Academic Standing
- Program Requirements
- Course Requirements
- Transfer Credits
- Course Failure
- Grade Disagreement
- Appeals
- Academic Recognition
- Academic Misconduct

## Distance Nursing Program Profiles

## Course Descriptions
- Required Nursing Courses
- Required Science Courses
- Required Humanities Courses
- Elective Nursing Courses
- Nursing Practicum
**DISTANCE NURSING CERTIFICATE PROGRAMS**
Certificate in Continuing Care.................................................................20
Certificate in Gerontological Nursing......................................................20

**EXAMINATIONS**
Exam Preparation .....................................................................................21
Academic Honesty .....................................................................................22
Deferred Examination ................................................................................23
Proctors .......................................................................................................23

**STUDENT ACCOUNTS**
Accessing Webmail ...................................................................................24
Changing your Password ..........................................................................25
Course Registration Information ..............................................................25
  How to Register for a Course ................................................................25
Course Drop and Refund ..........................................................................26
Course Cancellation ...................................................................................26

**COURSE FEES/RECEIPTS**
Tuition Fees for Part-Time Students ........................................................27
Payment Options .......................................................................................27
Checking your account balance and making a payment on your account...27
Income Tax Receipts ................................................................................28

**FINANCING SUPPORT**
Bursary & Scholarships ..........................................................................28

**STUDENT RESOURCES**
Distance Nursing Website .......................................................................29
XCHANGE Newsletter ..............................................................................29
Canadian Organization of Part-Time University Students (COPUS) ..........29
Student Life ..............................................................................................30
  Studying .................................................................................................30
  Study Basics ..........................................................................................30
Student ID Cards ......................................................................................30
Course Professor ........................................................................................30
Scholarly Writing .......................................................................................31
  Reference Text ......................................................................................31
Assignments ..............................................................................................31
APA Style ..................................................................................................33

**GRADUATION**
Application for Degree ...........................................................................33
X-Ring Ceremony .......................................................................................34
X-Ring Eligibility .......................................................................................34
Ordering your X-Ring ...............................................................................35

**GRADES AND TRANSCRIPTS**
Accessing Student Grades (transcript).........................................................35
Transcript ..................................................................................................36
APPENDICES

A: Distance Nursing Programs Master Schedule of Courses ...............................................................37
B: Curriculum Checklists ..................................................................................................................38
C: General Guidelines for Proctors & Proctor form .........................................................................40
D: Scholarly Paper Template ............................................................................................................42

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 (StFX) 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 in particular their support of health care.

Philosophy

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, integration, and service.

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.

References


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

Distance Nursing Programs

Purpose and Rationale

In 1982 the Canadian Nurses Association (CNA) adopted a resolution that the minimal educational requirement for the beginning nurse by the year 2000 be a baccalaureate degree in nursing. The resolution was subsequently adopted by various provincial and territorial nurses’ associations across Canada. This mandate is also supported by the Canadian Association of Schools of Nursing (CASN).

The need for further education in the nursing profession has arisen because of major scientific and technological advances. Other factors related to the need for higher education include an increased
incidence of chronic illness, the growth of consumer and women's health movements and changing costs of health care. To ensure the delivery of competent and relevant nursing services, the nursing profession, like other health disciplines, requires practitioners be prepared at the university level.

Goals

The competencies required by a nurse in the new millennium require a strong foundation in the physical, biological and social sciences, critical thinking skills, health promotion strategies, stress management, the ability to deal with rapid advances in knowledge and technology and the ability to deal with increasingly complex ethical issues in health care. As such, a primary goal is to prepare nurses for these professional requirements.

Underlying this goal is the assumption that nursing is a significant personal and social service involving a skilled, deliberate response to health needs and health problems. Academic courses provide a basis for confidence and competency in this demanding role, in addition to preparing nurses for changing professional standards. StFX University strives to meet this educational challenge by offering a baccalaureate program that combines professional theory, nursing practice, studies in the humanities and nursing-related courses from the physical, biological and behavioural sciences.

StFX University also recognized that Distance Nursing Programs are beneficial only to the extent that they are accessible by students. Most nurses, because of work and family commitments, find it impossible to pursue full-time studies or re-locate to a university. A secondary goal of the Distance Nursing Programs is to ensure that core requirements can be fulfilled through part-time study and home-based systems of instruction.

The Bachelor of Science in Nursing (BScN) Program was originally offered to nurses in Nova Scotia and Prince Edward Island but has since grown to serve the needs of nurses throughout Canada and beyond. Approximately 1,000 nurses have graduated from this Program since its inception in 1988.

Organizational Structure

All Distance Nursing Programs are currently structured under the StFX Continuing & Distance Education Department, which is the department responsible for administering all credit and non-credit schedules for part-time and online study at StFX. In addition, the Distance Nursing Programs constitute one of three units governed by the StFX School of Nursing.
Program Overview

The distance nursing curriculum is designed specifically to respond to the needs of Post-RN students and build on existing knowledge and competencies. Courses in the Distance Nursing Programs are adapted from existing on-campus courses offered through the School of Nursing. These courses are often taught by the same faculty and meet the same high standards of curriculum development and instruction as the on-campus courses. Grading, student assessments and examinations for distance courses generally follow the same formats established for on-campus courses.

Course Format

In traditional undergraduate programs (i.e. on-site), students would be required to attend lectures as often as three times a week per course. Through distance education, completion of work contained in each lesson in the online learning package constitutes ‘attendance at lectures’ and can be completed in a self-directed manner in the comfort of your own home.

All courses required for completion of distance nursing programs are delivered online through distance education format utilizing a learning management system called Moodle. Most of the nursing courses also include nursing-practice assignments that will take the student into community/institutional settings.

The course is a highly structured online document with specific instructions. It outlines requirements, learning objectives, schedules, and presents actual learning materials in a series of lessons which often include the following:

- Introduction (includes instructor's commentary)
- Outline of specific learning objectives
- Course evaluation/assignments/exam dates
- Theoretical materials
- Study questions/ Self-test activities

Textbooks are an additional supplement your online course and must be purchased by the student through the StFX Bookstore.

The Campus Bookstore has updated their website which includes a more simplified process for ordering textbooks. It is very similar in comparison to other sites using online ordering.

If you click on this link below (hint: you might want to book mark this this page for future orders) and take the following steps you can easily order your required text without contacting the bookstore or filling out any paperwork.

http://shop.stfx.ca/Text-Books/

Once you are on this page click on the link labeled “Text Books” on the left-hand side of this screen and then on the next page select your program “Distance Nursing” from this point a menu will pop up showing a picture of the text and all the details.
If you require any additional assistance please feel free to contact the book-store staff by calling their toll-free line 1.888.867.2450, they will be only too happy to assist you!

**Credit System**

The credit system is based on traditional university programs for students in full-time attendance during the regular academic year. An on-campus course taught 3 hours a week for the full academic year (September-April) has a value of 6 credits and is called a full course. An on-campus course taught 3 hours a week for half of the academic year (i.e., one term - September to December or January to April) has a value of 3 credits and is called a half course. Courses in the Distance Nursing Program are weighted at three- and six-credits. A post-RN student may claim 60 practice hours per credit towards their license renewal *(1 full course = 6 credits or 360 practice hours; 3 credits = 180 practice hours).*

**Course Duration**

Each three-credit course lasts 10 weeks from start-date to final exam and each six-credit course lasts 20 weeks.

There is an annual 'break,' which occurs throughout July/August where students can choose to relax or to complete another course (Biology 105 or 115).

**Study Time**

Each course varies in time requirements. As a general rule, three-credit courses will require you spend a minimum of 10 hours per week to complete required readings, assignments and prepare for exams. In addition, nursing courses that contain a nursing practice component will require at least another 12 hours per week.
Online Learning

All of our courses are offered only in an online 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.

Asynchronous Learning

Courses in the Post RN 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, although your professor will set regular office hours during which he/she will be available via telephone, email, Skype, Collaborate, etc.

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. You will need to check your course frequently to participate in 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.

• You must be prepared to spend at least 10 hours of study time per week for each course you take. Online courses provide flexibility and convenience; however, they do require time, commitment, and attention.

• Time management skills are important in an online course. Check your course daily for new postings, updates, assignment deadlines, posting dates, etc. In many courses, weekly schedules are provided to help you stay on track.

• Moodle and Collaborate tutorials and help resources are available. Participate in a tutorial before the course begins to ensure that you are prepared for the first class. 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 to reflect on your answers before posting them.
Technology Guidelines and Support for Students

**IT Services**  
(email, system passwords)  
(902) 867-2356 or 1-866-860-2356  
itservices@stfx.ca

**Moodle:**  
Email cdesupport@stfx.ca

Contact CDE Support via email to arrange a Moodle tutorial, if you have questions regarding the Moodle site, or if you require technical support for Moodle. You can also access helpful resources at [http://www.sites.stfx.ca/tsg/guides_and_tutorials](http://www.sites.stfx.ca/tsg/guides_and_tutorials)

Before your course is scheduled to begin, you will receive an email with instructions on how to access your specific Moodle course. The web address for StFX's Moodle site is [http://moodle.stfx.ca](http://moodle.stfx.ca)

**Minimum System Requirements for Participating in Online Courses**

### Windows Specifications

<table>
<thead>
<tr>
<th>Specification</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System:</td>
<td>Windows 7 or later</td>
</tr>
<tr>
<td>Processor:</td>
<td>1 GHz or faster</td>
</tr>
<tr>
<td>Memory:</td>
<td>4 GB of RAM minimum</td>
</tr>
<tr>
<td>Hard Drive:</td>
<td>10 GB free space minimum</td>
</tr>
<tr>
<td>Browser:</td>
<td>Firefox or Google Chrome recommended</td>
</tr>
<tr>
<td>Email:</td>
<td>Students must use their StFX email address</td>
</tr>
<tr>
<td>Plug-ins:</td>
<td>Latest Flash; free download from Adobe</td>
</tr>
<tr>
<td>Internet:</td>
<td>High Speed (1 Mbps upload); Cable/DSL recommended</td>
</tr>
<tr>
<td>Printer:</td>
<td>Graphics-capable printer (inkjet or laser)</td>
</tr>
<tr>
<td>Microphone:</td>
<td>Built in; USB microphone/headset recommended</td>
</tr>
<tr>
<td>System type:</td>
<td>Desktop or laptop</td>
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</table>

### Mac Specifications

<table>
<thead>
<tr>
<th>Specification</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Operating System:</td>
<td>Macintosh OS X 10.6.3 or later</td>
</tr>
<tr>
<td>Processor:</td>
<td>1 GHz or faster</td>
</tr>
<tr>
<td>Memory:</td>
<td>4 GB of RAM minimum</td>
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<td>Hard Drive:</td>
<td>10 GB free space minimum</td>
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<td>System type:</td>
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</tr>
</tbody>
</table>
LEARNING-AT-A-DISTANCE

Home-based study has many challenges and rewards. 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) available support systems, and (4) organization.

Rewards

Studies have shown that students in professional, online programs perform as well (sometimes better) as students who attend classes in a traditional setting. Further, adult students have important advantages over their younger counterparts. Adults are clearer about their motivation, have greater maturity and broader experience and are better at setting priorities, characteristics that are important to the distance learner.

- **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.** There is no regularly commuting to and from campus to attend traditional lectures.
- **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 planning time management and exam preparation.
- **Personal Development.** All distance nursing program courses are highly 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.
- **Flexibility in Course Scheduling.** There are two prerequisites for all other required nursing courses. Once completed, students may take all other required nursing courses in the order they are scheduled. However, if a student requires a break between courses for whatever reason, it is acceptable to pick up the missed course if it is offered at a later date.

Challenges

Although self-paced study at home is a uniquely convenient way to learn, it is not inherently easy. It is equally important to recognize that most of the learning (whether on-site or online) takes place outside of the allotted 'lecture' time. Thus, not only does the online student need to prepare to invest the equivalent 'lecture' time, they also must devote additional time to reading, studying, doing research and preparing assignments. The amount of time required to invest in each course is an especially important consideration for students intending on 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 in home study to 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 writing exams.

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

- **Meeting Specified Deadlines.** Each course has set time frame with specified dates for final exams (as set out in the University calendar). Thus, students cannot take as much time as desired to fulfil requirements for any particular 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.

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

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**Academic Regulations**

Academic regulations outlined in this manual briefly introduce information contained in the Academic Calendar for StFX. For more detailed information, refer to the current Academic Calendar. To obtain a personal copy of the calendar, contact the Registrar’s Office or you can access the calendar online at

[http://www2.mystfx.ca/registrars-office/academic-calendars](http://www2.mystfx.ca/registrars-office/academic-calendars)

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.

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**Duration of Program**

Academic policy requires that all course requirements be fulfilled within a ten-year period. For example, students entering the Program in 2018 will have until 2028 to complete all program requirements. However, the average student completes the BScN Program in three to five years.

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**Academic Standing**

A passing grade of **60% in each nursing course** is required for students in the Post RN BScN Program in order to receive credit for that course. The passing grade for all other courses in all programs is **50%**. A student must maintain a cumulative average of **55%** to remain in the program of study. **PLEASE NOTE:** students in the general BScN Program at St. Francis Xavier University require a grade of 65% to pass all nursing courses as per the new curriculum.
Program Requirements

Requirements for BScN for Registered Nurses

1. All students in the Post RN BScN program are required to have a current RN registration and they are required to send in a copy of their registration on or prior to October 31 each year.
2. Students must complete NURS 135 and NURS 115 before enrolling in any other core nursing course. Core nursing courses are: NURS 201, 205, 237, 245, 248, 300, 330, 415, 425 & 494.
3. All students who fail a nursing course must contact the Distance Nursing Program Coordinator.
4. Students who fail two required nursing courses will have their case reviewed by a committee consisting of the Distance Nursing Program Coordinator, the Director of the School of Nursing, the Chair of the School of Nursing, the Chair of the Distance Nursing Education Committee and one other faculty member associated with the Post RN BScN program to determine the student's eligibility for progression in the program. The Dean of Science will be notified of the Committee's recommendation.

Course Requirements

Students must maintain a satisfactory level of performance in both the nursing practice and theoretical components of the course. In addition to completing nursing practice assignments which contribute to the final grade for the course, students are also expected to maintain satisfactory status by keeping all appointments with clients and supervisors, and by attending scheduled conferences and group presentations, where applicable.

Transfer Credits

Upon acceptance to the university students may apply for transfer credits for courses applicable to their program of study. All transfer credits are granted through the Program Coordinator and Dean of Science. A maximum of 30 credits may be taken through other institutions and applied to BScN requirements as transfer credits.

Clinical or practice-based nursing programs (e.g., critical care certification) completed as part of a work requirement may be considered for transfer credit. If a program meets the specified requirements, the student may be granted a one-time transfer credit for the open nursing elective DNUR499 (3 credits).

Any student wishing to take a non-StFX course for transfer to their current program of study is required to have a Letter of Permission approved by the Dean of Science prior to enrolling in the course. Letter of Permission forms are available upon request from the Program Office or through MesAmis (online forms) link on the MesAmis introduction page.

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. Repeated failures can 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 Coordinator. 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 60% is achieved in the repeated course.

There is no guarantee that make-up courses will be provided in any program of study. However, depending upon the individual circumstance, the Program 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, s/he 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 Coordinator in consultation with the course professor and the Chair of the School of Nursing. If the assignment is reviewed and re-graded, students need to be aware that the new mark may be lower than the original score.

**Appeals**

Please read the section on appeals for assignments and final grades by clicking on the link below and selecting the most current edition of the Academic Calendar.

[http://www2.mystfx.ca/registrars-office/academic-calendars](http://www2.mystfx.ca/registrars-office/academic-calendars)

**Academic Recognition**

Students who maintain an average of 80% or better in their last 30 credits of StFX courses (five six-credit courses or ten three-credit courses) are placed on the **Dean’s List**, a distinction that will then appear on their academic transcript. Dean list recognition will take place at convocation. Students may graduate with the designation of **Distinction**. In order to qualify for Distinction, students must maintain an average of at least 80 on the best 33 credits taken through StFX. Of the grades considered in calculating the above average, none shall be below 75.

**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. *See Appendix E for full disclosure of the “Academic Integrity Policies and Procedures***
Distance Nursing Program Profiles

There are three distance nursing programs offered through StFX – the Bachelor of Science in Nursing, Certificate in Continuing Care Nursing and Certificate in Gerontological Nursing.

Bachelor of Science in Nursing Degree

This degree program requires the completion of 63 credits. All courses are available through StFX; however, up to 30 credits may be transferred from other institutions.

Academic Requirements

The BScN Program requires the completion of 63 credits. These consist of 10 required nursing courses (valued at three credits each for a total of 30 credits), 9 credits of nursing electives, 12 credits of humanities and 12 credits of science (biology).

Course requirements must be completed within ten (10) years of entering the Program. It is possible to complete this program in three to five years.

All courses have been developed for distance delivery in order to provide increased access to courses for students. Students may complete all science, humanity and elective courses through StFX or gain credit for these courses through other institutions. However, a minimum total of 30 credits must be taken through StFX.

If completing courses at other institutions, students must first obtain approval from the Dean of Science by completing a Letter of Permission. Letter of Permission forms are available upon request from the Program Office or may be accessed on-line via the StFX Banner/mesAmis link (on-line forms).
Courses in the Post RN BScN Program

Refer to the Academic Calendar for course descriptions:
http://www2.mystfx.ca/registrars-office/academic-calendars
  - Nursing  - Distance Nursing Program Option

Required Nursing Courses (Total = 30 Credits)

- NURS 135 - Contemporary Issues in Nursing (3 credits)
- NURS 115 - Health Teaching and Learning (3 credits)
- NURS 201 - Community Mental Health Nursing I (3 credits)
- NURS 205 - Community Health Nursing (3 credits)
- NURS 237 – Nursing Concepts in the Care of Women, Children and Families (3 credits)
- NURS 245 - Aging and the Older Adult (3 credits)
- NURS 248 – Basic Concepts of Pathophysiology (3 credits)
- NURS 425 - Comprehensive Health Assessment (3 credits)
- NURS 415 - Nursing of Adults II (3 credits)
- NURS 494 - Leadership and Management in Nursing (3 credits)

Required Science Courses (Total = 12 Credits)

- BIOL 105 - Introductory Cell Biology and Molecular Biology (3 credits)
- BIOL 115 - Microbes in Human Health (3 credits)
- BIOL 251 - Human Anatomy & Physiology I (3 credits)
- BIOL 252 - Human Anatomy & Physiology II (3 credits)

Required Humanities Courses (Total = 12 Credits)

- NURS 330 - Legal and Ethical Issues in Nursing Care (6 credits)
- NURS 300 - Research Methods (6 credits)

Elective Nursing Courses (Total = 9 Credits)

- NURS 202 - Community Mental Health II (3 credits)
- NURS 405 - Nursing of Adults I (3 credits)
- NURS 483 - Hospice Palliative Care Nursing (3 credits)
- NURS 488 - Challenges in Aging: Implications for Nursing (3 credits)
- NURS 490 - Forensic Nursing (6 credits)
- NURS 497 - Computers in Nursing (3 credits)
- NURS 499 - Nursing Elective (3 credits) *one-time only transfer credit
Nursing Practicum

Most nursing courses have nursing practice requirements. This component of the course provides the student with the opportunity to apply course theory to actual practice situations. The purpose of the practicum is to enhance skills in analysis, critical thinking and communication rather than test the technical skills of experienced nurses.

Distance Nursing Certificate Programs

Certificate programs in two clinical specialty areas are available by distance education for registered nurses in the BScN program, on-campus students or nurses interested in enhancing their personal/professional development. Designed specifically for practicing nurses, these programs enable nurses to develop a stronger theoretical base, enhance professional nursing practice and address health care needs across nursing practice and life continuums.

Each certificate program is comprised of four three-credit nursing courses delivered individually over a ten-week period. Graduates are awarded a certificate of completion upon conclusion of all required courses. Current RN registration and one-year clinical experience are required for entry into both certificate programs.

Students who have graduated from the BScN Program and wish to continue studies to complete a certificate program must submit an application and associated fee to the Program Office for the desired program of study.

I. Certificate in Continuing Care Nursing**

This certificate program is designed to prepare registered nurses to move into the home health care field by expanding their professional competencies and knowledge in this area. Courses include both theory and practical application of skills to facilitate nurses’ transition from the practice of acute care to home health care and include:

- **NURS 135**: Contemporary Issues in Nursing
- **NURS 115**: Health Teaching & Learning
- **NURS 205**: Community Health Nursing
- **NURS 425**: Comprehensive Health Assessment

II. Certificate in Gerontological Nursing

This certificate program is designed to prepare registered nurses to deliver holistic, effective care to older adults. Courses focus on developing knowledge and practice skills to enable nurses to address comprehensive needs of older client populations, identify strengths and professional care needs and include:
NURS 115: Health Teaching & Learning
NURS 245: Aging and the Older Adult
NURS 425: Comprehensive Health Assessment
NURS 488: Challenges in Aging: Implications for Nursing

For more detailed information on courses in each of these certificate programs, consult the Course Descriptions section of this handbook. See Appendix for curriculum checklists.

**(note: students doing the Certificate in Continuing Care have the option of doing NURS 205 & 425 simultaneously if they wish to finish the certificate in one year. If not, the certificate will take a year and a half)**

Examinations

Examination Preparation

Major examinations normally occur at the middle and end of each course (i.e., midterm and final exam, respectively). Exams vary in format and length, depending on the course. The following are suggestions to help with 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.** Read carefully 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, 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 re-organize your notes. Ask yourself sample questions. Discuss the exam with a colleague. Memorize essential details and definitions by using flash cards.

5. **Plan to arrive early** at the exam location so you can relax before-hand and are not rushed in beginning the exam.

6. **Make notes before beginning to write.** This applies to examinations that contain essay questions. For questions that demand long answers, make a quick outline of the content of the answer on any left-hand page of the exam booklet. This provides a quick reference from which to build the full response.
7. **Quickly scan the exam before beginning.** Get a general idea of the task ahead in order to budget time. Identify the value of each question in case time runs short and you have to decide where to best focus your efforts. Mark challenging questions which may need additional thought and concentration to complete. Keep a watch on your desk, to help you pace yourself and not spend too much time on one question.

8. **Answer easiest questions first.** This especially applies to exams containing multiple choice, true and false, matching and short answer questions. Answer all questions unless there is a penalty for providing incorrect answers.

9. **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 experiences exam anxiety to the extent that grades suffer.

10. **Write in a simple straightforward 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.

11. **Proof-read.** Always leave a few minutes for proof-reading at the end of the exam. Review to identify and correct spelling, grammar and other technical errors.

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. Specific exam dates are included in each course manual. All final exams are scheduled to be written on the last **Friday** of the course with an alternate examination date of the preceding **Wednesday**. The student is responsible for making the necessary arrangements to ensure attendance. **Exam dates can only be changed due to extenuating circumstances at the discretion of the course professor with advance notification prior to the exam.**

Exams are written at a pre-arranged exam location under the supervision of an approved proctor (see previous). University exam booklets and/or computer cards are provided on which to write your answers, if appropriate.

**STFX Policy on Plagiarism**

**Academic Honesty**

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, 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.** Refer to the referencing guidelines provided in this *Graduate Student Handbook* for information and examples. Click on link below for detailed guidelines.

[http://www2.mystfx.ca/registrars-office/academic-integrity](http://www2.mystfx.ca/registrars-office/academic-integrity)
Deferred Examination

Please check your Course Schedule for exam dates. **Students must write exams on the day the exam is scheduled.**

**In the event of extenuating circumstances, students must contact the Dean’s Office to request a date change for final exams.**

Dean of Science (902) 867-3903 smacmill@stfx.ca

Proctors

Students are required to obtain a qualified proctor to supervise the writing of their exams. A proctor must be in an administrative position and affiliated with an institution or organization (i.e., college, university, hospital or other health care organization) to be considered. Students often approach their supervisor or unit manager at their place of employment. While not always possible, it is recommended that the student choose a person who is willing to assume this responsibility for the duration of the program of study.

Guidelines for Proctors and the Proctor Information Form are included at the end of this handbook (see Appendices A & B). It is the responsibility of the student to ensure this information is completed by their prospective proctor and forwarded to the Program Office **within the first two weeks of the course or program start date.** Any change in proctor information during the course of study must be clearly communicated in writing to the Program Office no less than two weeks prior to the examination date.

It is not necessary to submit a new proctor form for each course, unless there is a temporary or permanent change in your proctor information.

**Students who fail to submit this information to Program Office will not receive an examination.**
Student Accounts

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.

Keep your inbox open for emails by deleting unnecessary messages and changing passwords as required.

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 Webmail (your personal StFX email account):

1. Go to the MyStFX homepage http://sites.stfx.ca/welcome/
2. Select the Office 365 link and enter your user name (e.g., x2015abc) and your applicable password as outlined on your PIN letter.

To view and reset your original password:

1. Go to MyStFX homepage http://sites.stfx.ca/welcome/
2. Click on mesAMIS
3. Log into the system by using your Student ID as your user name and your 6-digit numeric password
4. Select ‘myAccounts’
5. Select the ‘Reset Original Password’ at the bottom left side of the page
Changing Your Password

StFX’s myPassword service allows you to do real time password resets of your webFX account by authenticating via webFX credentials, alternative email, text, or by a personal questions and answers.

Navigate to https://mypassword.stfx.ca/react/ to update your profile or reset your webFX account. Guides and tutorials for assistance using this service can be found on the IT Services website at http://www2.mystfx.ca/itservices/

All students are required to check their StFX email accounts on a regular basis and keep the inbox open for deliveries by deleting unnecessary emails and changing passwords as required. All information coming from the Program Office, as well as other university offices will be sent to your StFX email account only. If you are unable to access your StFX email account, please contact the Information Technology Services at it@stfx.ca or phone 902.867.2356 or toll free at 1.888.860.2356.

COURSE REGISTRATION INFORMATION

Advanced registration is required: When you have successfully met admission requirements to StFX, you will receive a letter of acceptance from the Admissions Office, which contains your StFX ID number. In this letter, you are asked to call the Distance Nursing Program (1.800.565.4371) to register for your first course. At this time, please ask us for your PIN letter to be forwarded to you. This letter will allow you to, among other things, register for future courses online. Continuing students should follow online course registration directions as indicated below.

Those who wish to take a course at StFX for credit at another institution must present a letter of permission from their home institution.

How to Register for a Course

Students are required to register for all their own courses (unless otherwise indicated). To register, you must have your ‘PIN Letter’, which contains your StFX student ID and your 6-digit numeric password. If you are a new student and have not received your PIN letter, or if you are a returning student having difficulties with our registration process, please contact our Program Office at (902) 867.5190 or toll free at 1.800.565.4371.
Please note the link below that will bring you to our registration tutorial. This tutorial will guide you through the registration process step-by-step with screen shots that will help ensure that you are on the right track.

1. Select the following link: http://sites.stfx.ca/registrar_office/registration
2. Click on 'BANNER (Self-Service),' then enter your student ID and your 6-digit numeric PIN
3. Select the Registration link
4. Select ‘Registration,’ emphasized by the colour purple
5. Select the appropriate term, i.e., Full Academic Year 2018-2019, or Spring 2019 or Summer 2019
6. Select Add/Drop Classes
7. Input the CRN(s) (Course Reference Number) into the field(s) at the bottom of the page
8. Once CRNs are entered, click the ‘Submit Changes’ at the bottom of the screen

When registering online, please ensure you print a copy of your ‘myGrades’ report which will include any current registration you have in our system. If you do not see any current registration, please contact our Program Office for assistance as this may suggest you have encountered technical difficulties. The ‘myGrades’ link can be accessed through your personalized mesAMIS: https://mesamis.stfx.ca/reports/login.asp

NOTE: You may not see the tuition charges immediately on your StFX financial details. If you see the course listing on your myGrades report as ‘IP’ (In Progress) you have registered successfully.

Course Drop and Refund

To drop a course without incurring academic or financial prejudice, students are required to notify the Program Office in writing (via fax or e-mail) by completing and submitting a withdrawal no later than three weeks from the start date of the course. Written notice must contain the signature of the student and can be faxed or mailed to the Program Office. Similar notification is required to withdraw from a program of study. Notification to the instructor does not constitute official withdrawal.

It is important to observe the formalities of withdrawal 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.

Course Cancellation
The university reserves the right to cancel any course for which there is insufficient advance registration. Normally a minimum of 14 students is required to retain a course on the schedule. If it becomes necessary to cancel a course, students will be notified via their StFX email account.

Refunds

If a student withdraws from a course within three weeks of the course start date, s/he is eligible to claim a tuition refund, less a $150 processing charge. After the three-week deadline has passed, there is no refund issued. Your application for a refund must be made in writing to the Program Coordinator within the three-week period and e-mailed to the Program Office. Please include your StFX ID# and the name and number of the course.

Course Fees/Receipts

The course fees are set on an annual basis (June) by the Board of Governors. Students outside of Canada are subject to additional distance fees to cover the shipping and handling costs of course materials and examinations. In accordance with the Canadian Alliance of Student Associations (CASA) regulations starting September 2012 there will be a student union fee of $4.87 per credit attached to all distance courses. This will mean an additional fee of $14.61 per three-credit course.

The Students’ Union offers a variety of services for students and can be found at www.theu.ca or you can visit the Canadian Alliance Student Association at www.casa-acae.com

Students who are funded by their employing agency or other organization must direct their sponsor to submit separate payments for tuition and textbook costs to the appropriate offices.

The preferred payment option is paying online through your student account, where you can print off your receipt. Your university online banking account number is your StFX student ID number.

Other payment options include cheque or money orders. Cheques are payable to StFX University. Payment must be made in Canadian funds.

Details on all these options, including step-by-step instructions for online banking, are available on the Accounting Services website at:

TUITION FEES FOR PART-TIME STUDENTS

https://sites.stfx.ca/financial_services/sites/sites.stfx.ca.financial_services/files/Part-Time-fees.pdf

Payment Options

https://sites.stfx.ca/financial_services/StudentAccounts.html

Checking your account balance and making a payment on your account:
1. Go to the StFX student home page
   http://sites.stfx.ca/welcome/
2. Select mesAMIS
3. Log in using your Student ID as your user name and your six-digit numeric password as your PIN.
4. From your homepage under ‘Important Stuff to Check Out’ select ‘See Activity and Current Balance on Your Student Account’
5. For student account inquiries, please contact the StFX Business Office directly at (902) 867-2123

Please note: St. Francis Xavier University has discontinued the mailing of paper statements effective December 1, 2012. Notification will be sent to your St. Francis Xavier University e-mail account on a monthly basis. The message will include your balance and other important information such as payment deadline dates. Details of your student account can be viewed by visiting your mesAmis account online and selecting Tuition and Fees Information.

University policy recognizes that the financial account belongs to the student. Therefore, if your student account is being paid by someone other than yourself, it is your responsibility to ensure that the appropriate person is made aware of the contents of this message.

For inquiries please contact Student Accounts:

https://sites.stfx.ca/financial_services/StudentAccounts.html

Income Tax Receipts

T2202As for income tax purposes are available through our student accounts office. The following link will bring you directly to student accounts webpage:

https://sites.stfx.ca/financial_services/Student_Notices.html

Funding Support

Bursary & Scholarship The following awards are offered on an annual basis through the Distance Nursing Program to provide financial assistance and encourage nurses to continue to develop professionally through the attainment of new knowledge and skills. These awards are to recognize the students’ commitment to pursuing higher education in nursing and dedication to their program of study.
Please click on the links located in the Distance Nursing website to download an application for these awards. [http://sites.stfx.ca/continuingeducation/distance_nursing/awards](http://sites.stfx.ca/continuingeducation/distance_nursing/awards)

- Thelma May Kempffer Entrance Scholarship
- Distance Nursing BScN Program Study Award
- Katherine Wdowiak Memorial Scholarship

For Financial Aid please contact their office directly:

[http://www2.mystfx.ca/financial-aid/](http://www2.mystfx.ca/financial-aid/)

### Student Resources

#### Distance Nursing Website

Complete program information and regular updates can be found by accessing the Distance Nursing Programs website at [http://sites.stfx.ca/continuingeducation/distance_nursing](http://sites.stfx.ca/continuingeducation/distance_nursing)

As well, this site contains links to relevant student information such as APA format, health-related websites, nursing research links and on-line writing centre support. This site is under constant revision to ensure the most recent information is available. Check frequently for new information.

#### XCHANGE Newsletter

This newsletter is produced by the Program Office posted on-line approximately every two to three months. XCHANGE provides students with a regular communication link with the Program Office and a forum for sharing ideas and insights as they progress through their program of study.

Students are encouraged to submit short articles and ideas for XCHANGE. Items should be submitted at least one month in advance to ensure publication.

The electronic version will be e-mailed to your StFX Web Mail account and can be found on the Distance Nursing web site [http://sites.stfx.ca/continuingeducation/distance_nursing](http://sites.stfx.ca/continuingeducation/distance_nursing)

#### Canadian Organization of Part-time University Students (COPUS)

COPUS represents all part-time students in Canada. Its activities include lobbying government on issues of concern to part-time students and encouraging communication between universities and part-time students. COPUS provides some funding to assist the establishment of new part-time students' associations.
STUDENT LIFE

Studying

Budget at least ten hours a week although the amount of time spent on each lesson will vary. Take time to learn about the art of studying. The important thing is to identify techniques that work for you. Use your support network. Unless you are an exceptional or experienced student, do not hesitate to contact the Program Office and/or course professor if you still feel discouraged or feel that you need extra help.

Study Basics

1. **Motivate** yourself to work. Remind yourself of your initial motivation to begin your program of study and that learning is an enjoyable experience versus a chore!
2. **Follow a schedule** for when and where you study. Make family and friends aware of this schedule so as to minimize interruptions. Set limits on how much you want or need to accomplish at a particular sitting.
3. **Find a quiet place** where you can concentrate, away from external noises and distractions. Try to shut out internal distractions too!
4. **Take extensive notes** as you proceed through readings and lesson activities. Summarize, consolidate, reduce and underline important points. Add these notes to your course manual following each section.
5. **Reinforce** learning by reviewing notes and lessons on a regular basis. The process of forgetting starts immediately after learning has occurred. Research shows that your retention of learned facts can be as low as 20% after only two weeks! **Ask questions.** Contact your instructor if you are trying your best but still have difficulty in understanding a particular point or lesson.
6. **Find a study partner.** It may be helpful to connect occasionally with another student in your program of study to share information, strategies, solutions and to give mutual encouragement.
7. **Talk to your family** about the implications of returning to school. Explain why you have chosen to enrol in your program and seek their support. If you have children, you can be an excellent role model by demonstrating good study habits!

Student ID Cards

Student ID cards may be obtained by visiting our Safety and Security Office. The office is located at 5005 Chapel Square. For information call (902) 867-3981. Email address: [http://www.sites.stfx.ca/security/](http://www.sites.stfx.ca/security/)

Course Professor

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.

Professors in this program appreciate student response. It is possible that your inquiry may help other students, especially if the professor feels that a particular clarification should be communicated
through a course bulletin. While telephone consultation may be a new experience for many students, it is important, especially at the beginning of a course, for students to become accustomed to using this route to clarify course expectations when needed. Also, resolve questions and concerns as early as possible; waiting until the day before an exam or an assignment deadline to seek assistance may be disastrous!

The following are guidelines for students to consider prior to calling the course professor:

1. Ensure the answer to your question is not already contained in the information. This is a basic courtesy to the professor and to other students who need the professor’s time.
2. Have specific question(s) ready before you call and appreciate that the instructor's time is limited. The average conversation lasts about 5-10 minutes. If additional time is needed, you and your professor may negotiate discussion at a later date or through e-mail/fax correspondence.
3. Some questions may be easily answered by the Program Office staff.

SCHOLARLY WRITING

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

Reference Text

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, 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.


Assignments

Carefully prepare any written assignments with attention to style, appearance, content and adherence to timelines. When you receive your course manual, check the assignment pages in order to anticipate and plan for the written requirements of the course. Requirements will vary from course to course so thoroughly read the outline for assignments to gather information on specific requirements.

Once returned, read and reflect on any feedback that is given on the graded assignment. Use the toll-free number to call your professor should you wish to discuss any feedback. Remember that the instructor will not have a copy of your assignment to refer to when you call. Your inquiry would normally involve clarification of the meaning or emphasis of a particular comment. You may appeal grades you receive for assignments or examinations (see Academic Regulations).

Whether writing a short report, an essay on a specific question, or a major paper:
1. **Work from an outline.** Start by listing everything you think should go in to your paper including topics, sub-topics and questions requiring answers. This information does not have to be in any particular order but is usually a reflection of the specific assignment requirements. Put the list aside for a few hours or overnight, then look at it again and order the material in a way that develops and illustrates the main point.

   Outline the list in point form with appropriate headings and sub-headings. This outline will channel the writing of the first draft, help structure paragraphs and prevent straying from the specified topic.

2. **Gather required and specific information.** Before beginning a first draft, have at hand any essential information to be included in the body of the paper (e.g., specific facts, quotations, definitions, etc.). This may involve additional research. It is at this point that students often seek clarification from the professor on their topic of interest.

3. **Write a complete rough draft.** Do this rapidly and spontaneously while following the outline. Do not worry about finer points of style but rather focus on communicating the main points of the paper as clearly and directly as possible. Once this draft is finished, review it in relation to the following points and make appropriate corrections.

4. **Check for coherence.** The flow of the sections of the paper should be logical and fluent. There should be a clear opening statement in which the purpose of the paper is evident. Ensuing material should support the opening statement. Each paragraph should present itself as a single idea yet still relate to the overall paper. Sentences must be grammatically correct. Headings should assist the reader in following your thought processes.

5. **Check for concreteness.** Provide support for the main points of the paper using specific evidence (e.g., paraphrasing the work of authors which support main ideas, use of quotations, facts, explanations, illustrations, examples, etc.). Carefully choose details which clarify, strengthen and lend credibility to the points made in the paper.

6. **Check for clarity and readability.** Use words and sentences that are simple and direct. Avoid jargon or specialized terms unless they are the best way to communicate the meaning you have in mind. Avoid long words when simpler ones will suffice. Vary the length of sentences but remember that shorter sentences usually communicate meaning more effectively than longer ones. Explain new words, technical terms or special definitions. This can be done by placing an explanation immediately following the use of the term. Wordiness and jargon often occur when the writer is trying to impress the instructor.

   Remove all 'padding.' This entails removing irrelevant information, unnecessary repetition or ideas, trite phrases (e.g., "in this day and age," "as it were," "few and far between," etc.), unnecessary adverbial qualifiers (e.g., "somewhat," "rather," "quite," livery," etc.), excessive use of the first-person (e.g., "in my considered opinion"), or phrases that lend no meaning to the sentence (e.g., "At the present point in time," "in view of the fact that," "as a result of," "the reason is because," etc.). Be direct and to the point. Review your first draft to remove all unnecessary words and phrases. You will be surprised at how this type of editing sharpens meaning and enhances readability.

   Choose the 'active' rather than 'passive' tense when using verbs in sentence construction.
Passive sentence construction is a common flaw in undergraduate writing and deflates the energy of what it is you are saying. For example, rather than saying "...it was reported by the Association..." (passive construction), choose to say, ‘...the Association reported . . ." (active construction).

7. **Check for technical consistency and accuracy.** Be consistent in the use of quotation marks, abbreviations, headings, citation of sources, spelling and punctuation. Be sure to give credit to your sources by referencing accurately so as to avoid plagiarism. Refer to the APA Manual for specific details on how to reference properly.

8. **Write a final draft.** Once you have edited the paper, begin the final draft. Remember that a visually clear and attractive paper helps to create a receptive reader, and thus typed papers are preferred. Proof-read the paper and identify any errors in spelling, punctuation and grammar. It is often helpful to have a friend or colleague proof-read the paper as well.

**APA Style**

**American Psychological Association Style Guide (APA, 6th ed.)**

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, 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.


*(See Appendix D for a sample copy of a scholarly paper template)*

**Graduation**

**Application for Degree**

Students in their graduation year **MUST** apply in order to be considered a candidate for the applicable convocation ceremony. The deadline to apply for Fall Convocation is July 6 and the deadline to apply for Spring Convocation is October 31. Applications to apply for convocation can be located through your personalized mesAmis portal. There are no fees associated with this application.

It is important to note that **no student** will be considered a candidate for any particular convocation ceremony without an application. The application form is submitted electronically to our Registrar's Office. The Office of the Registrar will maintain the candidacy list for both convocation ceremonies. Any questions or concerns regarding the application process can be emailed to registr@stfx.ca or by phoning 902-867-2160.
X-Ring 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. To be eligible to receive an X-Ring, students must be within 12 credits of degree completion requirements (i.e., when the combination of completed and enrolled courses equals a minimum of 51 credits). When this criterion is met, students are required to complete a degree application to have their names placed on the official X-Ring list (see Academic Regulations section).

Students should carefully consider the year in which they wish to receive their X-Ring. Most students prefer to receive their X-ring in the year in which they complete all courses because, in a part-time program, it may take a year or two to complete the remaining 18 credits required for degree completion. This would result in the incorrect year appearing on the ring. Ultimately, it is the student’s decision of when to receive the X-Ring.

X Ring Eligibility

The X-ring ceremony takes place on December 3, the Feast of St Francis Xavier. For information on eligibility see https://www.stfx.ca/alumni/everything-x-ring

or call 902-867-2243.
Ordering your X Ring

We currently have two official X Ring suppliers. Eligibility forms must be presented to the supplier prior to placing an order. Special arrangements for forwarding Eligibility Forms or confirming eligibility directly to a supplier can be arranged through the contact above.

Contact Information for the suppliers:

Cameron’s Jewellery Store,
Main Street
Antigonish, NS
1.902.863.1283
www.cameronsjewellery.ca

X-Ring Store, 5555 Union Place,
Bloomfield Centre (located within the StFX Campus Store),
Antigonish, NS
1.902.867.2450
www.xringstore.ca

Grades & Transcripts

Accessing Student Grades (transcript)

Student grade reports are not issued by StFX. Students are required to obtain their examination grades through the StFX website by following these instructions:

1. Start Internet Explorer or web browser of your choice and go to www.stfx.ca
2. From the StFX homepage, click the text link MySTFX (at the top right-hand corner of the page).
3. Click link in the middle of the next page you will then be prompted to enter your StFX ID in the User ID box.
4. Enter your PIN. (pin letter issued upon acceptance into the Program)
5. On the Services and Links page (Welcome page) familiarize yourself with the selections and documents on the left-hand side of screen and on the top of the screen.
6. To view October, December, or final grades, select myGrades in the top blue section; the transcript page will automatically pop up in a new screen.
7. To print, click the print button in the print options dialog box (otherwise click cancel).
8. Close out window when finished viewing and/or printing your transcript.
9. Click back to go back one level to exit your account.
Transcripts

You can print a copy of your unofficial transcript (Student Academic Summary Report) online, anytime, through “Services & Links” by logging in to mesAmis.

To request an official transcript, please access the form located at: http://www.sites.stfx.ca/registrars_office/transcriptrequests. Here, you will find practical information about transcript requests as well as the request form.

APPENDICES

A: Distance Nursing Programs Master Schedule of Courses
B: Curriculum Checklists
C: General Guidelines for Proctors & Proctor form
D: Change in Personal Information Form
E: Scholarly Paper Template
## PART-TIME POST RN DISTANCE NURSING PROGRAMS

**Tentative Master Schedule**

Revised May 2018

<table>
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- Indicates Prerequisites for all other nursing courses

**Stand-Alone Courses:** **DNUR483, DNUR488, DNUR490, DNUR497 & DNUR202**

**Certificate in Gerontological Nursing:** DNUR115, DNUR425, DNUR245 & DNUR488

**Certificate in Continuing Care:** DNUR135, DNUR115, DNUR205 & DNUR425
# Appendix B

## CURRICULUM CHECKLIST

<table>
<thead>
<tr>
<th>REQUIRED NURSING COURSES</th>
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<th>ELECTIVE NURSING COURSES</th>
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<td>DNUR135 – Contemporary Issues in Nursing</td>
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<td>DNUR202 – Community Mental Health II</td>
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<td>(3)</td>
<td>DNUR405 – Nursing of Adults I</td>
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<td>(3)</td>
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<td>(3)</td>
<td>DNUR488 – Challenges in Aging</td>
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<td>DNUR237 – Nursing of Women, Children &amp; Families</td>
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<td>DNUR490 – Forensic Nursing</td>
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<td>DNUR245 – Aging and the Older Adult</td>
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<td>DNUR497 – Computers in Nursing</td>
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<td>DNUR248 – Basic Concepts in Pathophysiology</td>
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<td>DNUR499 – Nursing Electives</td>
<td>(3)</td>
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<td>DNUR415 – Nursing of Adults II</td>
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<td>DNUR425 – Comprehensive Health Assessment</td>
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<table>
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<th>SCIENCE COURSES</th>
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<th>TRANSFER CREDITS (from external institutes)</th>
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<td>BIOL 105 – Introductory Cell Biology &amp; Molecular Biology</td>
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<td>BIOL 115 – Microbes in Human Health</td>
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<td>BIOL 251 – Anatomy &amp; Physiology I</td>
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<tr>
<td>BIOL 252 – Anatomy &amp; Physiology II</td>
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<table>
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<td>DNUR300 – Research Methods</td>
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<tr>
<td>DNUR330 – Legal &amp; Ethical Issues in Nursing</td>
<td>(6)</td>
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</table>

**TOTAL NUMBER OF CREDITS (column 1 + 2) = (63)**
II. CERTIFICATE IN CONTINUING CARE

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<tr>
<td>DNUR115 - Health Teaching &amp; Learning (3 credits)</td>
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<tr>
<td>DNUR425 - Comprehensive Health Assessment (3 credits)</td>
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<tr>
<td>DNUR205 - Community Health Nursing (3 credits)</td>
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III. CERTIFICATE IN GERONTOLOGICAL NURSING

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<tr>
<td>DNUR425 - Comprehensive Nursing Assessment (3 cr)</td>
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</tr>
<tr>
<td>DNUR245 - Aging &amp; the Older Adult (3 cr)</td>
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<tr>
<td>DNUR488 - Challenges in Aging: Implications for Nursing (3cr)</td>
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</table>
Appendix C

General Information for Proctors
Distance Nursing Programs

Please fax or email this form to Donna Maclellan:
Tel: 1-800-565-4371  Fax: (902) 867-5154  Email: Distance.Nursing@stfx.ca

CRITERIA:

The proctor must be in an administrative position and be affiliated with a health/educational institution or organization (i.e., college, university, hospital or other health care organization). The proctor must not be related to the student. All exams must be administered in a health or educational institution. It is forbidden for exams to be written in a private home or other dwelling.

EXAM PROCTORING INSTRUCTIONS:

Proctors are responsible for arranging a suitable location to hold the exam and for receiving, supervising and returning student examinations (in the envelope provided) to the Distance Nursing Program Office. Students are not permitted to return the exam package under any circumstances.

Academic integrity and university policy require that proctors provide constant direct supervision during midterm/final exams, unless the student is writing alone. In the case of a student writing alone, intermittent supervision is required. In addition, the following conditions apply to all examinations:

PROCTORS MUST ENSURE:

1. Students must leave all related course materials outside the exam room, or place in a separate area of the exam room so as not to have access to these materials at any point during the examination. Please ask the student(s) to leave coats, books, briefcases, any electronic devices, cell phones, etc. outside in a secure area away from the writing area.

2. Students must be adequately seated so that sufficient space is left between students to prevent any possibility of information exchange, either overtly or covertly.

3. All exam materials are to be collected including any SCRAP PAPER USED FOR NOTE TAKING and returned to the Program Office on the next business day after the exam(s) has (have) been written, unless alternate arrangements have been made with the Program Office. In the event the student does not write, please return the entire examination package to the Program Office.

4. EXAMINATIONS ARE NOT TO BE PHOTOCOPIED UNDER ANY CIRCUMSTANCE.

5. It is forbidden to permit students to view any part of the examination prior to writing the exam.

6. If the student has forgotten their ID number, they can either (a) call the Program office to obtain this information (1-800-565-4371), or (b) return the exam bearing their name and a staff member in the Program Office will enter their ID number on the exam.
Proctor Information Form
Distance Nursing Programs
StFX University, P.O. Box 5000, Antigonish, Nova Scotia
Canada, B2G 2W5

Student Name: ____________________________________________________________

Student ID#: __________________________________________________________________

Proctor’s Name: __________________________________________________________________

Position/Title/Credentials: __________________________________________________________________

I have read and agree to abide by the conditions specified in the General Information for Proctors sheet, and I confirm that I am not related in any way to the student.

Proctor Signature: ___________________________ Date: ____________

Delivery Address: For courier delivery, provide complete address details for your institution.

Institution Name: _____________________________________ Dept: _________________________

Street Address: _____________________________________ - or- PO Box: ________________

City / Province / Postal Code: _________________________________________________________

Contact Information: Tel: (W) _____________________________ (Other): ________________

Proctor Work Email: __________________________________________________________________

**Please indicate if this is a permanent or temporary proctor assignment:

□ Permanent

□ Temporary (specify exam and date): ________________________________

NOTE: The student is responsible for notifying the Program Office of any change in proctor information at least two weeks prior to the exam date. Students who fail to do so will not receive an examination.
Appendix D

Place running head in a header so it will show on each page (APA, p. 230); a good title is easily shortened to the running head (APA, p. 23); See example of title page (APA, p. 41). Page number – use “Insert” (See example APA, p. 41)

Paper Title no more than 12 words (APA, p.23)

Your name and Student ID number (APA, p. 23)

Institutional Affiliation (APA, 23-24)

Course Number

Professor’s Name

Due Date or Date Submitted:

Author Note

APA Template by Deborah Vandewater, BN, MN, GNC with revisions by Jane Moseley, RN, BScN, MAdEd, November 2015, for DNUR115.
Abstract  (APA, p. 25-27)
# Table of Contents

**PAGE**

1. Introduction  
2. Body of Paper *(Headings)*  
3. Conclusion  
4. References

---

*If the body of your paper needs “headings” to make it flow better and thus be easier to read, you may use the format outlined in APA (p. 62-65)*
Title of Paper

The title of the paper (in uppercase and lowercase letters) is centered on the first line below the running head. The introduction of the paper begins here. The introduction presents the problem/question of study (APA, p. 27) summarizing what will be in the manuscript/paper. The introduction (which is not labeled, (APA, p. 27) begins on the line following the paper title.

Format

Refer to the Checklist (APA, p. 240-243) for rules of format, for example, double-space throughout the paper, including the title page, table of contents, body of the document, and references (APA, 228-231). Margins of the manuscript must be at least 1 inch, and all pages are numbered (APA, p. 240). The body of the paper begins on a new page after the Table of Contents. Headings in the body of the paper do not begin on a new page. Headings are used to organize the document and reflect the relative importance of sections (APA, p. 62-63). Main headings (when the paper has either one or two levels of headings) use centered, boldface, uppercase and lowercase letters (e.g., Method, Results). Subheadings (when the paper has two levels of headings) use flush left, boldface, uppercase and lowercase letters (e.g., Participants, Apparatus).

Text Citations

Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. Citing source material/information is to give proper credit to the ideas and words of others. It is plagiarism if you do not credit sources (APA, p. 11-16; p. 170). The reader can obtain the full source citation from the list of references that you have that follows the body of the paper.
**Crediting Sources.** *(APA, p. 169-181)*

When the names of the authors of a source are part of the formal structure of the sentence, the year of the publication appears in parenthesis following the identification of the authors, e.g., Eby (2012). When the authors of a source are not part of the formal structure of the sentence, both the authors and years of publication appear in parentheses, separated by semicolons, e.g. (Eby & Mitchell, 2012; Passerallo, Pearson, & Brock, 2010). When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited, plus the year. When that source is cited again, the first author’s surname and “et al.” are used, plus the year.

When a source that has two authors is cited, both authors are cited every time. If there are six or more authors to be cited, use the first author’s surname and “et al.” the first and each subsequent time it is cited. When a direct quotation is used, always include the author, year, and page number as part of the citation. A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. A longer quote of 40 or more words should appear (without quotes) in block format with each line indented five spaces from the left margin.


**Three components.** The references section begins on a new page. The heading **References** is centered on the first line below the manuscript page header. The references (with hanging indent) begin on the line following the references heading. Entries are organized alphabetically by surnames of first authors. Most reference entries have three components:

1. Authors: Authors are listed alphabetically, using surnames and initials. Commas separate all authors. Do not include degrees, or other formal titles.
2. Year of Publication: In parentheses following authors, with a period following the closing parenthesis. If no publication date is identified, use “n.d.” in parentheses following the authors.

3. Source Reference: Includes title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book). If you have the URL or internet link, or doi, please use it instead of city and publisher.

**General points.**

*Use of italics.* Titles of textbooks and journals are in italics as well as the volume numbers of journals.

*Titles.* The first letter of a Title and after a colon (:) are capitalized as well as the major words of a journal title. (do not capitalize: ‘of’, ‘in’, ‘to’, etc.)
References

(APA, p. 181-192; APA – Examples p. 193-224 and 49-50)


