

- b) Up to Date Immunization Record; as per the current provincial guidelines.
- c) Computer skills (be familiar with internet, email, word processing and file management).

3. Mature Students

- a) A "mature student" is at least 19 years of age and has been out of the school system for at least one year on or before the first day of classes of the program.
- b) A mature student, with reasonable potential for success on the basis of work experience or other criteria, may be admitted notwithstanding some deficiency in prior formal education.
- c) A mature student shall normally meet the specific program or course prerequisites.

B. ADMISSION SELECTION

1. Applications will be separated into two levels as identified in Selkirk College Policy 8610 (Admissions and Standards), namely "fully qualified" and "partially qualified".

a) Fully Qualified

The applicant meets all of the requirements stated in Part I, A, above.

b) Partially Qualified

The applicant is deficient in meeting some or all of the admission requirements stated in Part I, A, above.

2. Order of Selection

Selection and acceptance of applicants will proceed in the following order:

- a) Within the fully-qualified level, preference shall be given to those with earlier-completed applications.
- b) Within the partially-qualified level, preference shall be given to those considered best qualified.

C. APPLICATION PROCEDURE

1. Before an applicant's file is completed, the following must be received:
- a) completed application form
 - b) official transcripts for academic requirements
 - c) criminal records search
 - d) immunization record
 - e) documentation of typing speed and statement identifying computer skills
 - f) completion of Selkirk College Basic Skills Assessment (CPT)
2. Applications and all documentation must be submitted to the Admissions Office.

3. The applicant must arrange an informal telephone interview with the Instructor. Interview results are not used as criteria for admission.

D. ADVANCE CREDIT

1. Courses in this program are not eligible for advanced placement.
2. Requests for transfer credit will be dealt with on an individual basis.
3. Prior Learning Assessment (PLA) Policy (see Selkirk Policy 3002.3).
 - a) The prior learning assessment process may be accessed to receive credit for specific courses.
 - b) Not more than 75% of credits required in a program will be awarded through PLA.
 - c) The College PLA policy (B3002.3) will be followed.

E. RE-ENTRY

1. Re-entry is permitted only when space is available.
2. Students in good standing who must interrupt their program may apply to re-enter the program within one year of departure.
3. Students who fail to successfully complete a course may apply to re-enter the course the next time it is offered.
4. Priority for re-entry will be given as follows:
 - a) Students who interrupted their program for illness or compassionate reasons.
 - b) Students who failed to meet program requirements for promotion.
5. Students who have been required to withdraw from the Nursing Unit Clerk Program under Part II, Section E will not be permitted to re-enter.
6. Students must complete the entire program within two consecutive academic school years of initial entry. Re-entry applicants who cannot meet this deadline will not be readmitted. Students may re-apply for the program in its entirety.
7. Exceptional cases will be considered individually at the discretion of the program instructor and School Chair.

PART II: PROMOTION POLICIES

Students in the Nursing Unit Clerk Certificate Program are subject to the overall policies affecting all students at Selkirk College, with the following additions:

A. EVALUATION

1. Grading

- a) Grading will be based on the categories defined in the table below:

%	Letter Grade	Grade Point Average
96 - 100	A+	4.0
92 - 95	A	4.0
89 - 91	B+	3.33
86 - 88	B	3.0
83 - 85	C+	2.33
80 - 82	C	2.0
79 & lower	F	0.00

- b) NUCL 180 will be graded CGR or NCG as described in College Policy 8610, Part II, Section 8.5. Students will be placed in work practicums only if they have successfully completed all other courses and meet requirements as laid out in Part III.
- c) For the work practicum, evaluations will be done on the student by the Preceptor(s) and by the student (self-evaluation); the program instructor will participate in the evaluation by telephone. The instructor is ultimately responsible for assigning grades.

2. Frequency of Evaluation

Evaluative events will be in the course outlines.

3. Types of Evaluation

- a) Students are evaluated and graded in each subject or course topic as indicated in the respective course outline.
- b) Exams, labs, projects, assignments and other evaluative activities are weighted and averaged as indicated in the respective course outline.

4. Examination Policy (Selkirk College Policy B3009 – Final Examinations)

- a) Schedule for examinations will be published in the course material.
- b) Invigilators
- (i) Selkirk College provides invigilation services for students on most Selkirk College campuses.
 - (ii) Students may arrange exam invigilation at other sites with an invigilator approved by the course instructor. Examples of acceptable invigilators are college instructors, teachers, librarians, clergy, accountants, etc.

- (iii) Student's family members are not acceptable as exam invigilators.
- (iv) Students are responsible for any invigilation fees where applicable.
- c) Students guilty of the following, or similar, dishonest practices shall be liable to disciplinary action.
 - (i) Making use of any books, notes or materials other than those authorized by the Instructor.
 - (ii) Speaking or communicating with other candidates.
 - (iii) Copying from other candidates' papers.
 - (iv) Exposing written papers to the view of other candidates.

Disciplinary action would, at a minimum, result in the examination being given a grade of zero. Further action may be taken by the School of Health and Human Services.

- d) Students are expected to check examination materials carefully and to report any missing pages or other discrepancies to the Invigilator immediately.
- e) Students should read carefully and follow all written instructions on the examination paper or answer booklet. Questions should be directed immediately to the Invigilator.
- f) Students may ask the Invigilator questions regarding supposed errors in the examination.

For students using invigilation services at Selkirk College, the following will apply:

- g) Smoking or eating will not be permitted in the examination room
- h) Students are expected to conduct themselves as quietly as possible, in consideration of others.
- i) Students are expected to be punctual and will not be admitted to the examination room if they arrive more than 30 minutes after the scheduled starting time. If a student is admitted late, an extension on the exam will not be granted.

5. Supplemental Final Examinations

- a) Supplemental examinations will not normally be given. Under extraordinary circumstances, one supplemental final exam per student, per program, may be granted following consultation between Instructor and School Chair. The student must have achieved 75% to 79% in the course to be granted a supplemental final exam for that course. Where the final course grade is 74% or lower, the student may apply to re-enter the course the next time it is offered.
- b) The result of the supplemental examination will replace that of the final examination in calculation of the final grade. The final grade for the course can be improved to a "C" grade (80%) only.
- c) Supplemental examinations must normally be written within 30 calendar days from the end of the course. Until such time, an "I" status will be assigned.

6. Plagiarism and Cheating (*From Selkirk College Admissions and Standards Policy 8610, Part II.*)

- 15.1 *Honesty is expected and required of all students. The purpose of this section of the policy is to deal with honesty in the conduct of all examinations, essays, reports, and other assignments prepared or completed by students pursuant to the requirements of a Selkirk College program or course.*
- 15.2 *Cheating is defined as dishonest or deceptive conduct or attempted conduct by which individuals or groups of individuals use or attempt to use unauthorized aids, assistance, materials and methods to represent academic work, training and standards as their own.*
- 15.3 *Plagiarism is defined as the presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal, electronic media, etc.*
- 15.4 *The submission of one's own work for credit in more than one course without the express knowledge of the instructors involved is forbidden.*
- 15.5 *Selkirk College will not condone nor will it accept work submitted to obtain credit which was produced through cheating or plagiarism.*
- a) *For a first offence the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade.*
- b) *For a second offence, the student will be required to withdraw from the course.*
- c) *For any further offence, the student will be required to withdraw from the college.*
- d) *A record of the foregoing will be kept in the student's official record.*
- e) *Depending on the nature of the offence, steps (a) and/or (b) above may be by-passed, following consultation of instructor, School Chair, and/or Registrar.*

B. PROMOTION

1. In order to progress to subsequent courses, the pass grade of 80% for each course in the program must be achieved.
2. Students who have an incomplete grade (I) at the end of any course may be permitted to proceed into the following course on a conditional basis and at the discretion of the Instructor. Such "conditional promotion" status will be permitted to continue only for 30 calendar days.
3. Students who fail in any course must apply for re-entry (re-register) and redo the course in its entirety before proceeding to the next course.
4. In the second attempt at a course, the highest mark a student can obtain in that course will be a "C". Although both marks will appear on the transcript, only the highest of the two marks will be used to calculate the cumulative GPA.
5. All courses must be completed in the time frame specified in the course outline subject to Policy 8610, Part II, 8.0. Allowances may be made for the practicum due to the ability of the employer to accommodate. Students who have not completed a course on time must re-register if wanting to continue their studies.

6. Two failed courses is cause for dismissal from the program.
 7. Failing the same course twice is cause for dismissal from the program.
- C. PROBATION – Admissions & Standards Policy 8610, Part II, section 14 applies, plus the following:

Students are required to conduct themselves in a professional manner in department, attitude, communication skills and dress. Failure to do so may result in behavioural probation. For further information refer to the Student Code of Conduct Rights and Responsibilities Policy B3002.

1. Purpose

- a) Probation is intended to provide a formal mechanism to advise students that their performance may impede their ability to successfully complete the program.
- b) It is emphasized that it is the student=s responsibility to seek the required counselling or assistance in order to improve to a satisfactory level of performance.

2. Criteria for Placement on Academic Probation

- a) A student may only be placed on academic probation during the first two-thirds of a program term.
- b) Criteria for placement on academic probation are:
 - (i) Failure to meet course requirements at a satisfactory level in formative (interim) appraisals.
 - (ii) Failure to complete course assignments in a timely manner.
 - (iii) Failure of a course.

3. Criteria for Placement on Behavioural Probation

- a) A student may be placed on behavioural probation at any time during a term or semester.
- b) Criteria for placement on behavioural probation are:
 - (i) Behaviour that compromises the safety of others.
 - (ii) A level of absenteeism from learning experiences which may result in the student being unprepared.
 - (iii) Communication, either written or verbal, which is deemed disrespectful or harassing.

4. Criteria for Removal from Probation

- a) Conditions for removal from probation will be specified in the official written notification of probation.
- b) Students will be required to achieve a predetermined pass grade by the end of the course in which they were placed on probation.
- c) Students who fail to meet the specified conditions or stipulated standards as outlined in their probation letter will be required to withdraw from the program.

5. Limiting Number of Probation Periods

- a) Students will be limited to one probationary period while enrolled in the program. If a second probationary period should be recommended, the student will be required to withdraw from the program. Exceptional cases will be considered on an individual basis.

D. WITHDRAWAL

To withdraw from the College in good standing, you are required to complete a Change Form, close your academic file, and fulfill all outstanding obligations to the College. For more detailed information, see the Admissions and Standards Policy 8610. When withdrawing, failure to complete the withdrawal process will result in a “DNW” grade.

E. DISMISSAL, EXCLUSION

Admissions and Standards Policy 8610, Part II, section 16 applies, plus the following:

1. A student denied a placement by a health care facility or agency because of an unacceptable criminal record will be required to withdraw from the program. The School will not seek an alternative clinical placement.
2. There will be immediate dismissal from the program of any student who breeches client confidentiality. Breach of confidentiality is defined as follows: by allowing patient information which the student is privy to, to be known to others, either in written or spoken work, outside the NUC Program.
3. An Instructor or School Chair may exclude a student from participating in a clinical placement due to inadequate preparation or failure to complete prerequisite courses and assignments.
4. An Instructor, School Chair, Dean, Registrar or College Administrator may exclude a student from participating in a class, lab, field trip, clinical placement, etc. if the student compromises the safety of others, if he/she assaults or abuses others, if he/she behaves in a threatening or blatantly uncooperative manner towards students, College employees or other College members, clinical facility employees or members. The college employee excluding a student from participating in a class, lab, field trip, clinical placement, etc. shall report in writing to the School Chair the circumstances giving rise to the exclusion.
5. An instructor or other employee may recommend to his/her School Chair/Supervisor that a student be completely excluded from a course/program if that student has missed instructional times or failed to complete assignment work to such a degree that he/she could not compensate sufficiently to pass the course in the time available. As student may also be completely excluded if the student has compromised the safety of others, assaults or abuses others, has been destructive to college property, has disrupted the learning opportunities of others, has behaved in a threatening or blatantly uncooperative manner or engages in theft and/or criminal activity. See Selkirk College Policy B3002 – Student Code of Conduct.
6. A student recommended for exclusion from a course/program will receive notification from, and will be excluded by, the Registrar on the written recommendation of the School Chair/Supervisor concerned. The student shall be notified of the appeal process by the Registrar.

F. APPEAL (see College Policy B3007)

1. A student dissatisfied with a final grade or program decision (e.g., probation, dismissal, exclusion) may appeal the College's action by following this sequence:
 - a) Contact the course instructor in writing.
 - b) Contact the Chair of the School of Health and Human Services in writing.
 - c) Contact the appropriate Dean in writing.

If the student has not resolved the issue after following the above three steps, the student may then choose to:

- d) Appeal, in writing, to the Student Appeals Committee by contacting the College Registrar (Student Appeals Policy B3007).

Note: A student ombudsperson may be available for assistance throughout this process.

2. Students have five working days from the time they are notified of their final grades to appeal a grade.
3. Students have five working days from the time of official College notification to appeal probationary status, dismissal or exclusion.
4. Students wishing to appeal disciplinary action may do so by following the Appeals procedures specified by Selkirk College.
5. Pending resolution of the Appeal a student will normally be permitted to participate in courses except in cases where, in the judgement of the Nursing Unit Clerk Program, the student has compromised the safety of others, has been destructive to property or has disrupted the learning opportunities of others.
6. Students who wish to remain enrolled in the program must meet the appeal deadlines specified above.

G. ASSIGNMENTS

1. Term essays and assignments may be given a failing mark if they are noticeably deficient in English or if they do not comply with guidelines for written assignments provided by the Instructor.
2. If an assignment is not submitted within the specified time frame, the mark for the assignment could be reduced by a maximum of one hundred percent.
3. If, for some legitimate reason, it is impossible to hand in an assignment, the matter must be discussed with the instructor before the assignment is due.

H. GRADUATION

In order to graduate in the Nursing Unit Clerk Program students must complete the entire program within two academic years of initial entry and achieve a cumulative GPA of 2.0 including the following:

1. A minimum "C" grade in the following courses:

NUCL 146:	Hospital Orientation
NUCL 152:	Patient Chart Records
NUCL 154:	Admissions, Discharges and Transfers
NUCL 156:	Drug Nomenclature
NUCL 162:	Medication Orders
NUCL 164:	Laboratory Orders I
NUCL 166:	Laboratory Orders II
NUCL 168:	Diagnostic Orders
NUCL 170:	Medical/Surgical Orders

2. A Credit Granted (CGR) grade in the following courses:

NUCL 180:	Practicum
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PART III: PRACTICUM POLICIES

A 120-hour practicum is required at the end of the program and must be completed within 6 weeks from the practicum (NUCL 180) course start date. The course start date for the practicum may be adjusted due to the ability of the employer to accommodate the practicum time frame.

1. Students are eligible for the practicum course once they have successfully completed all courses listed in PART II, H. Graduation, 1.
2. Selkirk College, in consultation with the administrators of each placement facility, arranges practicum placements. Students are not to solicit potential placements; such activity could jeopardize possible placement opportunities. Final placements are at the College's discretion. If the student declines the placement that has been arranged, the College is not obligated to arrange an alternate placement.
3. During the practicum, students are expected to dress in scrubs or office dress. Students are expected to meet or exceed management requirements for job performance and to maintain a good working relationship with their unit clerk supervisor and other staff.
4. Students are subject to college and program policies as well as the policies of the facility.
5. If the student gains employment as a unit clerk prior to completing the program, the student may apply for prior learning assessment (PLA) for the practicum. Credit will only be granted to students who satisfy the conditions listed in Part III, Item 1.
6. A grade of Credit Granted (CRG) will be granted upon satisfactory completion of all of the following:
 - a. 120 hour practicum
 - b. An evaluation from the unit clerk supervisor
 - c. The practicum assignment