



SCHOOL OF
HEALTH SCIENCES

SCHOOL OF HEALTH SCIENCES
DISTANCE EDUCATION STUDENT HANDBOOK
YOUR GUIDE TO FLEXIBLE LEARNING | bcit.ca/health

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WELCOME

The BCIT School of Health Sciences welcomes you!

This handbook will provide you with important information you need to be a successful distance and online learning student. Please take a few minutes to read through the contents of the handbook before you start your course.

BCIT'S GUIDING STATEMENTS

OUR VISION

BCIT: Integral to the economic, social and environmental prosperity of British Columbia.

OUR MISSION

The mission of BCIT is to serve the success of learners and employers:

- > by providing high quality technical and professional education and training that supports our graduates as practitioners and as citizens; and
- > by advancing the state-of-practice.

OUR MANDATE

BCIT's foundation is comprised of certificates, diplomas and degrees – the entry-to-practice credentials that lead to rewarding careers. These are enhanced by programs and courses that are coordinated with career development and growth of the practitioner, and include industry services, advanced studies and continuing education.

BCIT offers experiential and contextual teaching and learning with the interdisciplinary experiences that model the evolving work environment.

BCIT conducts applied research to enhance the learner experience and advance the state-of-practice.

BCIT exercises its provincial mandate by collaborating with the post-secondary system and employers in activities that improve learner access and success.

SCHOOL OF HEALTH SCIENCES CONTACTS

Toll-free: 1.800.663.6542 (within Canada and the United States)
bcit.ca/health

HEALTH TECHNOLOGIES
Fax: 604.432.1816

Basic Health Sciences
Medical Imaging
Nuclear Medicine

Victoria_Banham@bcit.ca
604.432.8727

OCCUPATIONAL HEALTH & SAFETY
Fax: 604.432.8988

Mary-Ann_Moysiuk@bcit.ca
604.432.8429

OCHS Exam inquiries only

Kathy_White@bcit.ca
604.432.8456

ADULT ECHOCARDIOGRAPHY
Fax: 604.433.7879

Sharon_Cameron@bcit.ca
604.432.8723

FOOD TECHNOLOGY
Fax: 604.433.7879

Sharon_Cameron@bcit.ca
604.432.8723

CARDIAC SCIENCES
Fax: 604.434.3261

All CARD courses *within* Cardiac Sciences and
BMET 1107, BHSC 1119, BHSC 1146,
BHSC 2219, BHSC 3302

Teana_Wong@bcit.ca
604.451.7137

SPECIALTY NURSING
Fax: 604.454.9731

Critical Care Nursing

Janet_Brisson@bcit.ca
604.451.7103

Emergency Nursing

Maya_Heskia@bcit.ca
604.451.7094

High Acuity Nursing
Nephrology Nursing
Occupational Health Nursing
Pediatric/Pediatric Critical Care Nursing
Degree Core Courses, Specialty Nursing BSN
Neonatal Nursing

Stephanie_Wood@bcit.ca
604.454.2230

Perinatal Nursing
Perioperative Nursing

Sheila_Torgerson@bcit.ca
604.451.7102

BCIT CONTACT LIST

BCIT Directory Assistance	604.434.5734 bcit.ca
BCIT Test Centre	bcit.ca/testcentre
Aboriginal Services	604.432.8474 bcit.ca/aboriginal
Bookstore	604.432.8379
Toll-free	1.877.333.8379
Web	bcit.ca/bookstore
Email	bookstore@bcit.ca
Fax	604.432.7923
Cashiers (Burnaby Campus)	604.432.8732
Disability Resource Centre	604.451.6963 bcit.ca/drc
Financial Aid and Awards	604.432.8555 bcit.ca/finaid
Information Technology Services	
Computer HelpDesk	604.412.7444
Toll-free (Canada and US)	1.800.351.5533
	Press 1: Online learning support
	Press 2: Computer problems / myBCIT support
Email	techhelp@bcit.ca
Library – Health Librarian	604.432.8546 bcit.ca/library
Parking Office	604.432.8719
Safety and Security	604.451.6856
Student Information and Enrolment Services (SIES) (Registration Department)	604.434.1610
Toll-free (Canada and US)	1.866.434.1610
Web	bcit.ca/admission
Fax	604.430.1331
Student Records	604.432.8498
Email	records@bcit.ca
Fax	604.431.0817

SECTION 1 - TERM INFORMATION

COURSE MATERIALS

Course manuals, materials and textbooks are **not** included in tuition. Students must order distance and online learning course materials through the [BCIT Bookstore](#). After you have registered, contact the Bookstore to order your course materials **before** term start.

Online	bcit.ca/bookstore
In-person	Burnaby Campus: Building SE2
Customer Service	604.432.8379 (local) or 1.877.333.8379 (toll-free in Canada)
After hours voicemail	604.412.7402
Email	bookstore@bcit.ca
Fax	604.432.7923

CHECK YOUR COURSE MATERIALS

Upon receipt of your course package, ensure that you have received the correct materials for the course. Report any errors immediately to the BCIT Bookstore. Students are asked to refer all course materials enquiries directly to the BCIT Bookstore (contact information noted above).

TUTOR/INSTRUCTOR INFORMATION VIA MYBCIT

Prior to your course start date you will receive an email with important tutor and course information. Please check your myBCIT email account (my.bcit.ca) to access this email. Contact your program assistant if you do not receive this information before term start. Some program areas may also choose to mail this information to students via Canada Post.

ONLINE COURSES

Communication with your instructor and/or tutor is primarily by email and postings within the duration of the course. Once you have registered and are given access to your online course, click on the **Outline** icon, and locate the Educational and Technical Resources page. Contact information, for example, *“During weekdays, your instructor attempts to reply to your email within 24 hours and to your bulletin postings within 48 hours.”* is posted within this area. Email your instructor during the first week of the term.

If you experience technical problems during your course, refer first to BCIT’s Online Learning website at bcit.ca/distance/learnersupport/d2lhelp. If you are still experiencing problems, call the technical support desk at 1.800.351.5533, 604-412-7444 (option 2), or email techhelp@bcit.ca.

DISTANCE AND ONLINE LEARNING WEBSITE

New to distance and online learning? Visit the Distance and Online Learning website at bcit.ca/distance to find valuable resources and tips.

PROGRAM ASSISTANT

If you require any information or administrative assistance throughout the term, do not hesitate to contact your program assistant. Please refer to the SOHS Contact section of this handbook to find the appropriate program assistant for your program.

COURSE COMPLETION TIME

BCIT designs distance and online learning materials so you can work independently and progress at your own pace within the overall schedule of the course. Courses do, however, have completion deadlines to meet: assignments, workshops, labs, or tutorial schedules and examination dates. Check your course outline for any specific assignment or midterm dates. Final exam deadlines must be adhered to in order to progress into the next course and term.

COURSE OUTLINES

A course outline either appears at the beginning of each course manual or online course, or it exists in a separate document entitled a “Course Details/Assignment Package” (CD/AP). It contains specific information on the course description, course content, course credits, course objectives, textbooks, assignment, examinations, evaluation procedures, marks distribution, and special instructions such as group sessions (if applicable). Please ensure that you read the course outline and refer to it throughout the term.

COURSE REQUIREMENTS (ASSIGNMENTS/EXAMS)

The course outline or the “Course Details/Assignment Package” includes details about assignments and /or projects for your course. You must submit all required assignments and write all required exams in order to be evaluated or receive credit for the course. Assignments are to be completed and submitted by the due date assigned in your course outline. Please contact your course tutor/instructor throughout the term for further clarification if required.

Failure to submit assignments will result in a failing grade or a “V” (course abandonment) on your transcript. A “V” grade calculates as zero (0) in your GPA.

SUBMITTING ASSIGNMENTS

When submitting your assignments to the tutor/instructor for marking:

Print-based courses: submit either a hardcopy using a courier or registered mail to ensure delivery to BCIT; or submit a copy electronically as an attachment (MS Word).

Online courses: submit electronic (MS Word) copies of assignments. Please contact your tutor/instructor to confirm receipt and success in opening the file.

COURSE RE-REGISTRATION (COURSE EXTENSION)

Students who experience difficulty in completing their course within the 12-week term must notify their course tutor/instructor and program assistant of their intent to re-register into the following term for a course extension. **Students may re-register once per course.** To qualify for re-registration you:

- > must not have written the final exam:
- > must demonstrate that you have started the course (for example, submitted assignments).

Re-registration course fees are 30% of the distance education course fees. Students who do not complete the course in the re-registration time frame must then register into subsequent course offerings, and pay full tuition.

SECTION 2 – STUDENT INFORMATION

REFUND POLICY: DISTANCE AND ONLINE LEARNING COURSES

<http://www.bcit.ca/admission/fees/parttime.shtml>

Refund requests must be in writing to the Institute by the refund deadline date. Refund information, including the deadline, will be provided when you register for a course. Special fees for some courses are non-refundable, and different refund requirements may apply. Please check refund requirements and deadline dates.

100% refund = student to drop or transfer 30 days **prior to the course start date**

85% refund = student to drop or transfer within 2 weeks of course start

85% refund = student to drop or transfer within 2 weeks of registration (continual entry courses)

REFUND POLICY: COURSE MATERIALS AND RETURNS

If you are seeking a refund for course materials, please contact the Bookstore to determine if you are eligible for a refund. Review the returns policy at: bcit.ca/bookstore/returns or contact the Bookstore at 604-432-8379 or toll-free at 1-877-333-8379 for information.

HOW TO WITHDRAW

Official withdrawal from a course is permitted until two-thirds of the way through the course. Withdrawal results in a “W” on your transcript. Withdrawal after the deadline will result in “LW” for late withdrawal on your transcript. Both ‘W’ and ‘LW’ grades do not calculate into your GPA. Failure to withdraw officially, termed as “course abandonment,” will result in a “V” on your transcript. The “V” grade calculates as zero (0) in your GPA.

Students who wish to withdraw from a course after the refund deadline has passed must do so in writing. ‘Request to Withdraw from a Part-Time Studies Course’ forms are available in the Forms section of this Student Handbook or online at: bcit.ca/files/pdf/admission/withdrawalpt.pdf.

OFFICIAL TAX RECEIPTS

T2202A tax receipt forms will be available each year at my.bcit.ca. Questions regarding tuition fee amounts should be directed to BCIT Finance at 604-431-4998.

AUDIT FEES

Students auditing a course are required to pay the total tuition fees.

INTERNATIONAL FEES

In accordance with provincial government policy, tuition fees assessed to international students are based on a cost-recovery formula which takes into account the direct and indirect costs of instruction. Distance & Online Learning course fees for international students are based on 1.25 times the published fee plus building, student activity, registration, and myBCIT card fees. More information for international students is available at: bcit.ca/admission/fees/international.shtml.

FEES OWING

All course fees are payable at the time of registration. Non-payment of fees owing results in a “hold” on your account that prevents you from receiving marks or registering into another course. If you are in arrears to the Institute, you will receive a letter from the BCIT Finance Department noting the amount you owe. You can make your payment directly to the Finance Department or Student Information and Enrolment Services. If you feel the amount owing is incorrect, please contact the cashier at 604.432.8732.

GRADES

Final course grades are available on the my.bcit.ca website. Mid-term and assignment grades **may** also be available on this website, please check this with your tutor. This service is free of charge and is available 24 hours a day.

To access your grades, visit mybcit.ca. Your Username is your BCIT ID number (A00.....), which can be found on your BCIT ID Card, your Student Schedule and Fee Receipt, or by doing a search on the myBCIT home page – just click on “Look up your BCIT ID.” Your default password is your birthdate in this format: YYMMDD.

Hard-copy grade mailers are available through Student Records by phoning the Grade Mailer Hotline at 604.431.4947 or visit bcit.ca/records for further information. Please allow at least three weeks from the date of course completion before inquiring.

CLINICAL COURSES

If you are taking a clinical course, you can expect to spend time in a hospital setting. BCIT provides you with identification to wear that confirms you are a BCIT student. Please keep it for future use; a replacement may be obtained for a fee.

SPECIALTY NURSING STUDENTS

Prior Learning Assessment and Recognition

If you have already taken applicable credit granting courses or non-credit granting courses in a Nursing Specialty, or if you have experiential learning in the specialty to which you are applying for certification, you may be eligible for prior learning assessment and recognition (PLAR). For further information please contact the appropriate Specialty Nursing program assistant listed in the contact page above.

Credit-based courses

If you have obtained credits applicable to your specialty from a recognized Canadian university or college, they can be assessed for transfer of credit. You must include an official transcript of course(s) taken course outline(s) with your application form.

Non-credit based learning

If you have taken non-credit courses and/or have previous experience in a specialty, you can apply for PLAR by:

- > Applying for credit from non credit-based courses
- > Submitting a portfolio of your experience, or
- > Challenging courses in the program.

If you are interested in the first two options above, contact the program assistant of the specific specialty. If you are interested in the third option, register in the challenge section of the course. As a challenge student, you will receive the course materials and will be required to write a comprehensive assignment(s) and/or exam before the end of the term in which you are registered. If you challenge successfully, we will grant you the appropriate credits. Should your challenge prove unsuccessful, you can register for the course in the following term. For more information on PLAR, contact the program head of your Specialty. This information can be found at: bcit.ca/admission/transfer/plar.shtml, or from the program assistant listed in the SoHS Contact section of this handbook.

MEDICAL IMAGING STUDENTS

MRI and CT students, with at least one year's work experience in CT or MRI, may challenge three of the four cross sectional anatomy courses in the program by writing a comprehensive challenge exam. The courses that are available to challenge are:

- > Sectional Anatomy of the Abdomen and Pelvis (BHSC 7601)
- > Sectional Anatomy of the Neck and Thorax (BHSC 7602)
- > Sectional Anatomy of the Head (BHSC 7603)

Approval of student eligibility is required. We must receive a letter from your MRI/CT supervisor verifying this experience, on official organization letterhead. For more information about challenge and eligibility, please contact the program assistant at 604.432.8727 or 1.800.663.6542 ext. 8727.

SECTION 3 – EXAMS

EXAMINATION DATES AND PROCEDURES

Take immediate note of the number of exams in your Course Outline and/or Course Study Guide, and the suggested dates for writing them (refer to the following Exam Schedule for exam dates at the BCIT Burnaby Campus). You must complete all exams within the allotted term dates. If you cannot complete your exam(s) by the deadline, you must re-register for a course extension (refer to Section 1 – Term Information). Decide when you will write your exam(s). You must formally notify your Program Assistant by completing/submitting either a:

- > '[Request To Write Examination At BCIT](#)' form if you wish to write at the Burnaby Campus;
- > '[Request To Write Examination Off-Campus](#)' form if you wish to write off-campus -- using a licensed professional as a proctor at the location of your choice.

EXAM WRITING AT BURNABY CAMPUS

The 'Request To Write Examination At BCIT' form is available online at: bcit.ca/distance/currentstudents/resources. This electronic form allows you to request your exam session online and receive email confirmation. **Forms must be received by your Program Assistant two (2) weeks prior to the requested exam writing date.**

Upon arrival to write the exam, you must produce official picture identification, such as a driver's licence, Province of BC Identification or a passport, and sign for the exam paper.

Exams are held at [BCIT's Burnaby Campus Test Centre](#), Building NE1, Room 290, 3700 Willingdon Avenue.

EXAM WRITING OFF CAMPUS (PAPER-BASED AND ONLINE)

If you reside outside of the Metro Vancouver area and wish to write an exam at a location other than the BCIT Burnaby Campus, you must arrange for a suitable proctor. Guidelines for Choosing a Proctor (below) outline the requirements. Proctors must complete the 'Request To Write Examination Off-Campus' form. Completed forms must be returned to BCIT by fax (preferable) or mail within established deadlines. If you fax the form, please keep your fax transmission report as confirmation that your fax was transmitted – if you have this confirmation, then we received the fax.

Your Program Assistant must receive the completed exam request form four (4) weeks prior to the requested exam date. This allows time to prepare the exam package and send it to your proctor. Since mail is not dependable, use fax or courier to ensure that you meet deadlines. Complete one form for each exam request.

Please do not include the completed exam request form with assignment packages, as they are forwarded directly to your tutor/instructor. Exam request forms must be addressed to the Program Assistant. Please ensure that you use the correct fax number and/or mailing address. For online exams, you will need access to a computer. Your instructor or program assistant will email a password to your proctor that provides you with access to the exam online.

GUIDELINES FOR CHOOSING A PROCTOR

The proctor must be a licensed professional such as an educator, faith leader, librarian, nurse, health technologist, doctor, police officer, accountant or court official. Ensure the professional association registration number of the proctor is indicated on the 'Request To Write Examination Off-Campus' form (*if applicable*).

If your chosen proctor is not described above, they may still be considered eligible to be a proctor if they meet the requirements for a specific program, e.g., WCB Safety Officer for Occupational Health and Safety courses. Exams must be written at a professional or public location. Exams must not be conducted at a proctor or student private residence.

The proctor may not:

- > be a student in the same course or program;
- > be a relative;
- > reside at the same address as the student.

You can also find a proctor by contacting your local high school, college, library or place of employment. BCIT does not provide proctors.

Note: BCIT **does not return** exams to students after marking.

SECTION 4 – BCIT POLICIES AND PROCEDURES

BCIT policies in effect at the time of registration apply to all BCIT students. Refer to website bcit.ca/about/administration/policies for complete descriptions of these BCIT policies:

EDUCATION

[5101 BCIT Student Regulations Policy](#)

[5050 International Education Policy](#)

[5501 Honorary Awards Policy](#)

The following is only a brief summary of select BCIT policies. Please contact your program assistant for a copy of BCIT policies or visit bcit.ca/about/administration/policies.

Acts of Academic Misconduct (Policy 5002 Section 4.2)

Purpose

Academic honesty is expected and required of all students. This includes ethical conduct, academic integrity, adherence to the facts and trustworthiness. The purpose of the following policy is to deal with academic honesty in the conduct of all examinations, essays, reports and other projects or forms of assessment prepared or completed by students pursuant to the requirements of a BCIT program or course.

Definitions

In this policy, the following terms are clearly defined:

Cheating is an act of deception by which students misrepresent that they or others have mastered information or a skill in an academic exercise.

Fabrication is the intentional use of false information or the falsification of research or other findings with the intent to deceive.

Plagiarism is the intentional unacknowledged use of someone else's words, ideas, concepts or data. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references in a style appropriate to the area of study. In all cases where the statements of others are used "verbatim," quotation marks or block formatting will be used to identify the "quoted" material. By placing their names on work submitted for credit, students are certifying the originality of all work not otherwise identified by appropriate acknowledgements.

Discipline

Recommended dispositions of Acts of Academic Misconduct complaints are listed below:

First Offense: Any student in the School of Health Sciences involved in an initial act of Academic Misconduct – **Cheating, Fabrication** and/or **Plagiarism** will receive a zero (0) on the particular assignment and may receive a zero (0) in the course, at the discretion of the Associate Dean.

Second Offense: Any student in the School of Health Sciences involved in a second act of Academic Misconduct – **Cheating, Fabrication** and/or **Plagiarism** will automatically receive a zero (0) on the particular assignment, a zero (0) in that course and the Associate Dean will recommend to the BCIT Vice-President, Education and/or President, expulsion from the program.

Appeal

A student may appeal the decision through the Registrar's Office. The appeal proceeds under the provisions of the [Policy 5104](#), Academic Integrity and Appeals.

Application for Readmission

Where the student has been expelled from BCIT and wishes to apply for re-admission, a letter must be submitted to the Registrar who reviews the application for re-admission with the department Dean and Vice President, Education. The Registrar informs the applicant of the decision in writing, and maintains a copy in his or her permanent record.

Student Code of Conduct, Non-Academic ([under Policy 5102](#))**Misconduct**

Students are expected to conduct themselves appropriately at all times. This applies to any institutional related activity on or off campus. Misconduct is defined as any action that is detrimental to the interest of the Institute or safety of others. If it appears to be a criminal matter, the Director of Safety and Security will be notified and consulted.

Marks Reassessment ([under Policy 5104](#))

Reassessment is normally a review of a final exam, final practical work assessment or major project. This may also include a review of an academic decision affecting the student's status in a course or program. Requests to reassess may only be initiated by a student upon issuance of the final grade/standing by the Registrar and must be made within the time limits outlined in the policy. Note that grades are reviewed carefully and, aside from clerical error, are seldom changed to a higher mark.

Appeals and Decision Reviews ([under Policy 5104](#))

This policy governs student appeals in academic matters such as grades, failures, and academic standing. The purpose of the appeal policy is to enable a prompt and objective final review and decision on an appeal of academic matters brought forward by a student. For further information about this process, contact your Program Head.

BCIT policies are in effect at the time of registration and apply to all BCIT students. Refer to website bcit.ca/about/administration/policies for complete descriptions of these BCIT policies.

SECTION 5 – STUDENT SERVICES AT BCIT

MYBCIT

my.bcit.ca

BCIT provides you with a free email account for life when you register at BCIT. Access this email account, get confirmation of registration, check your final grades, communicate with classmates and instructors, or print your T2202A tax receipt through the myBCIT portal.

Login to myBCIT.

Go to my.bcit.ca

Your Username is your BCIT ID number (A00.....), which can be found on your BCIT ID Card, your Student Schedule and Fee Receipt, or by doing a search on the myBCIT home page – just click on “Look up your BCIT ID”. Your default password is your birthdate in this format: YYMMDD.

Check myBCIT for a wealth of resources for distance and online learners. Once logged in, click on the ‘Student Resources’ tab (*top of the page*), then under ‘Campus Services for Students’ (*right of the page*), click on ‘Distance Education’. Here you’ll find:

- > General information about distance and online learning
- > Frequently asked questions (FAQs)
- > Resources for current students
- > Resources and login instructions for Desire2Learn (D2L) online courses
- > Library services for distance and online learners
- > BCIT educational policies.

EJOBS@BCIT

bcit.ca/ses

Student Employment Services (SES) can help students and alumni find work on or off-campus through job postings on eJobs, BCIT's free web-based job posting system. Students and alumni can register now for ejobs.

OTHER BCIT SERVICES

A complete listing of Student and Campus Services is available at bcit.ca/lifeatbcit.