

# *Bellin College*

## Allied Health Sciences Guide



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# Introduction

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## Welcome from the President

Welcome from the President!

Welcome to Bellin College! Since 1909, we have been educating students for healthcare professions. Our array of program options

includes various degree choices in nursing, medical imaging, and physical therapy. The College provides a rich and stimulating environment that promotes learning, leadership, and community service. We work closely with our advisory committees to design an educational program that provides you with a solid education. Our program options include certificate, bachelor's, master's, and terminal degree options. As a future healthcare leader, you will have an impact on individuals, families, groups, communities, and populations. You will learn and grow beyond your expectations. The College values of excellence, integrity, community, and caring are seen in all our work and interactions with our students, board members, alumni, friends, and the community.

The Board of Trustees, faculty, staff, and administration are committed to the academic success of our students. With our two campus locations, the Resch Campus, located on Eaton Road, and the Van Asten Campus located on Development Drive, we offer an array of services and amenities for our students. Our faculty members prepare each of you for healthcare professions and provide multiple opportunities for you to learn the latest innovations through classroom, lab, simulation, and clinical/practicum settings. These learning experiences enrich the students' application of critical thinking and



clinical judgement, which is necessary for success in today's evolving healthcare world. A Bellin College education prepares graduates to deliver excellent patient experience. We are proud to say Bellin College graduates make a difference in their profession, community, and society. Our graduates reach their goals through lifelong learning and as leaders in healthcare.

Within the Bellin College Guide, Handbook, and Catalog, you will find a wealth of information designed to guide you through your college experience. As you navigate the process, our handbook serves as your comprehensive guide, providing insights and tips to help you make the most of your college experience. Whether you are just beginning your journey or near the end of your educational experience, the guide and handbook provides many resources and support. Dive into our campus life section to learn about clubs and organizations, campus events, and the vibrant community that awaits you.

The College team will work with you to assure you are prepared for your role as a healthcare leader.

We are here to support you every step of the way, so do not hesitate to reach out if you have any questions or need assistance. Welcome to our college community – I am excited to see all that you'll accomplish!

I wish you success this year and look forward to working with you on campus! There is always something new and exciting at Bellin College!

Positively,

Dr. Connie J. Boerst  
Connie J. Boerst, EdD, RN  
President/CEO  
Professor of Nursing

If discrepancies exist between official Bellin College Guide Handbooks & Catalog, printed materials, and electronic information, the most current digital copy of the Guide available on the College website shall have precedence unless other sources specifically state that they are the official source in lieu of the digital copy of the Guide.

The Bellin College Guide Handbooks & Catalog is not intended to create or represent a contractual relationship between the College and any student. The Bellin College Guide Handbooks & Catalog, in conjunction with other official College

documents such as Financial Aid Policies and Procedures, is intended to provide a student reference for rules, regulations, policies and procedures governing student behavior and the College's expectations of its students. The College reserves the right to change the requirements published in this Guide at any time. The College reserves the right to change the program of study as needed to fulfill state approval and national certification requirements.

Students are responsible to become familiar with information in all of the listed College documents and adhere to the policies contained in these documents. Bellin College reserves the right to make changes in its policies and procedures as conditions warrant.

**Disclaimer: We reserve the right to alter the course schedule (theory, lab, or clinical) and delivery method of coursework on short notice.**

## Mission Statement, Vision, and Values

### Mission Statement

Bellin College is dedicated to educating healthcare professionals through innovation, leadership, and service that promotes lifelong learning and excellence.

### Vision

Bellin College will be the leader in health science higher education.

### Values

- Excellence – being the best
- Integrity – honest and ethical behavior
- Community – collaboration and inclusion
- Caring – empowering relationships based on empathy and respect

## College Purposes

- To provide innovative programs.
- To create an intellectually stimulating environment.
- To contribute to the community's well-being.
- To promote a culture of inclusion and engagement.
- To model the principles of quality improvement.

## Diversity, Equity, and Inclusion Statement

Bellin College seeks to honor and uphold an inclusive and welcoming attitude toward diversity in all shapes and forms. We are dedicated to creating a diverse, equitable, and inclusive environment illustrated through the beliefs and actions of our workforce and student body. By utilizing education, engagement, and application of the prior principles, our goal is to make all feel safe, welcome, and valued. It is the priority of the college to foster a passion to uphold our stated goals, so that we may positively influence our communities.

### Our Commitment:

- Acknowledging that diversity is holistic. We understand that the definition is constantly evolving. Our definition of diversity includes but is not limited to race, ethnicity, color, nationality, sex, sexual orientation, gender identity and expression, class, religion, disability, age, military status, visa status, economic status, geographic location, and language/linguistic ability.
- As individuals, we all carry our identities into our personal and professional interactions. We encourage our community members to seek out opportunities to learn from those with perspectives different from their own.
- Creating an inclusive work environment where all people feel safe, valued, and respected.
- We commit to identifying institutional barriers to a welcoming and respectful living, learning, and work environment, and allocating resources to remove them.
- Providing individuals with the resources to gain awareness and understanding of cultural identities and develop competencies of DEI through best practices training.
- Spreading awareness that DEI is a commitment and philosophy of Bellin College.
- Continuing to adapt and learn about better ways to demonstrate equality and equity amongst all.

## History of Bellin College

Bellin College has a long, rich history and a distinguished reputation as an excellent educational institution. Although many changes

occurred over time, the commitment to providing growth, opportunity, and excellent education for healthcare providers continues.

Our parent company, Bellin Health System, and its leader, Dr. Julius Bellin started the academic institution in 1909. The College began as a diploma school when it enrolled three students to the Deaconess Sanitarium Training School for Nurses. It was not until 1925 that the name of the hospital was changed from Deaconess to Bellin Memorial Training School in honor of its founder, Dr. Julius Bellin. In 1942, the school became known as Bellin Memorial Hospital School of Nursing. Over time, the school would take on many title changes, but Bellin would always be a component of the name. A new nurse's residence was built and annexed as the north wing of the hospital. More classrooms were added, and clinical experiences were expanded. The Cadet Nurses Corp graduated its first class in 1944. Accreditation of the College was granted by the State of Wisconsin in 1930 and by the National League for Nursing in 1953.

The school closed in 1953 for the purpose of building a new nurses' facility, which opened as the Charlotte Fowler Residence in 1955. The building not only housed 80 students but also included a skills laboratory, library, lounge, and classrooms. At the same time, the curriculum became less task-oriented with greater emphasis on theory and scientific rationale. Students began attending the University of Wisconsin Extension at Green Bay for general education courses. In 1958, the first male student was admitted to the program and graduated in 1961. It would be another 12 years before another male student entered the nursing program.

In 1984, the school became a four-year BSN program and admitted its first baccalaureate students. After years of planning, a new curriculum was implemented that addressed the new trends in healthcare and education. The school's name changed to Bellin College of Nursing to better reflect the new independent status of the educational institution. While many students still took most of their general education courses at the University of Wisconsin-Green Bay, courses from other accredited institutions were accepted for transfer, making it easier for students from greater distances to enroll in the nursing program. The College relocated to a newer building in 1994 located at 725 S. Webster Avenue, and the Charlotte Fowler Building was demolished. In 1997, an accelerated

21-month transfer option was developed to stay with the trends in nursing education, and in 2001, the sophomore transfer option was developed to allow students with prior general education credits to join the nursing program.

A comprehensive needs assessment in 2002 confirmed the need for a graduate nursing program in northeast Wisconsin. The Higher Learning Commission (HLC) conducted an accreditation review of the College in 2004 and granted permission for the College to begin offering a Master of Science degree in nursing with specialty tracks in administration and education. The first graduate students were admitted in August 2004. The Commission for Collegiate Nursing Education (CCNE) accredited the baccalaureate program in 2003. A CCNE visit was completed in 2008, with accreditation received for an additional ten years. The nursing program is also approved by the Wisconsin State Board of Nursing. The first class of MSN graduates received their degrees in 2007. January of 2008 marked the first cohort of students entering the 15 Month option, where students complete all their general education courses and receive their nursing degree in just 15 months.

With the growth and changing needs of higher education, the College broke ground in 2008 for a stand-alone campus located at 3201 Eaton Road, Green Bay, WI. The Higher Learning Commission granted the College approval to offer a Bachelor of Science in Radiologic Sciences (BSRS) and the ability to offer general education courses on campus. The College moved to its new location in 2009, and the name officially changed to Bellin College to signify degrees beyond nursing. In 2009, the College also celebrated its 100<sup>th</sup> year anniversary.

The Radiologic Sciences program has a long-standing history with Bellin Hospital. The Bellin School of Radiologic Technology was inaugurated in 1957, founded by Dr. Lyle Edelblute to alleviate the critical technologist shortage that existed in the field of x-ray technology. Two students were admitted to the class in 1957. The program was a two-year certificate. The bachelor's program offered a 4-year program of study that provided graduates with additional knowledge and skill in leadership plus 2 of 3 specialties: CAT Scan, MRI, and/or Women's Imaging, which included mammography and DEXA (bone densitometry). The first class graduated in 2013.

In 2011, the Board of Trustees approved to begin offering a Family Nurse Practitioner option at the master level. The first class entered in 2013. In 2015, the first class of family nurse practitioner students graduated.

In 2014, in partnership with Bellin Health, to help meet their need to have an 80% BSN nursing staff by 2020, the College collaborated to create an RN to BSN program. The first class graduated in 2017 and in 2021 the last cohort graduated. The curriculum supported the needs of the working RN. In 2014, additional unfinished space in the Health Sciences Resource Center (HSRC) was completed to enhance the Center to include simulation spaces for labor and delivery, an operating room suite, a multi-faceted space that can be a critical care/pediatric ICU/trauma/recovery room spaces, as well as primary care exam rooms to meet the changing needs of simulation and interprofessional education.

A demand for sonographers was noted, and the College explored offering a Bachelor of Science degree in Diagnostic Medical Sonography (BSDMS). The board approved this option, and in 2016, the Higher Learning Commission granted permission for the College to start this program. It is a three-year program, with students attending year-round to earn their degrees. The Commission on Accreditation of Allied Health Education programs approved the Sonography program in September of 2018. The first class was admitted in the fall of 2016 and graduated in 2019. Additional space was completed in the HSRC area to accommodate a lab and two high-end technology classrooms. The Higher Learning Commission also approved that the college could offer distance education in 2016.

Growth continues for all programs as well as new initiatives. In 2016, the nursing assistant program was offered to a local high school to support the need for more opportunities for students within the healthcare field. The program continues to be a popular option for high school students. The nursing assistant program was initially offered in 1990-1995 but stopped due to low demand for this level of care provider. The College also created a Hands-on Healthcare Initiative to help educate and create excitement around healthcare professions for high school students. The program offers students the opportunity to spend a day at the College, where they get a hands-on opportunity to learn about healthcare. Students rotate through several stations and gain knowledge through hands-on experiences.

In the fall of 2017, this program was expanded by offering a mobile Hands-on Healthcare unit via an ambulance, bringing this experience to students at their school.

In 2017, The Board of Trustees approved the exploration of offering its first terminal degree, a Doctor of Science in Physical Therapy (DScPT). This program helps secure the educational faculty needed for physical therapy education. The program was approved by HLC in August 2018 and continues to graduate highly skilled educators in physical therapy. The College also began the Orthopaedic and Manual Physical Therapy (OMPT) Fellowship program. The fellowship program is now accredited by ACOMPT, which stands for the Accreditation Council on Orthopaedic and Manual Physical Therapy Fellowship Education.

In the fall of 2018, Bellin College began offering all required general education courses for undergraduate programs on campus. Each course is unique and has a healthcare baseline so students can connect the value of their courses to their profession.

In addition to the Diagnostic Medical Sonography (BSDMS) degree, the Diagnostic Cardiac Sonography (DSC) Certificate program was added in the fall of 2019 and offered a 1-year program for sonographers to learn the skill of ECHO (cardiac) scanning. Due to the strong demand in cardiac sonography, in fall of 2021 the BSDMS program added a second concentration in cardiovascular. Students now have the option to pursue a DMS degree in general-vascular which includes abdomen, vascular, and obstetrics or cardiovascular which includes adult echo, pediatric ECHO, and vascular.

As a leader in education and a demand for outstanding cancer care, in the fall of 2020 the College started a 3-year bachelor's program in Radiation Therapy, which was approved by HLC in the spring of 2020. This program admitted ten students who will complete a rigorous curriculum. The first class graduated in 2023 and was approved by the Joint Review Committee of Education in Radiologic Technology (JRCERT) in June of 2023.

In June of 2020, the board approved to convert the 4-year bachelor's degree in radiologic sciences to a 3-year BS program. The ever-increasing demands of healthcare professionals continues. In 2021, the college received approval



for HLC to offer a Doctor of Physical Therapy Program (DPT), a Doctor of Nursing Practice (DNP), which will be an online option, expanding the nurses' knowledge for advanced practice, and a bachelor's degree in Surgical Assisting (BSSA). This degree will be a 3-year degree, offering students significant clinical experiences. The DPT program is an in-person program and unique in that students will have a variety of clinical learning throughout greater Green Bay and beyond.

To accommodate our program growth, the college purchased a secondary location on December 31, 2021, at 2620 Development Drive, a short 10-minute drive from our Eaton Road location. The building was remodeled to accommodate the physical therapy, sonography, and graduate nursing programs, two science labs, five additional classrooms, faculty offices, additional student study spaces, and the Advancement Department.

To expand our reach to high school students, in addition to the college's Hands on Healthcare program, a Healthcare Academy was started in fall of 2022. This program allows high school students to take college level credits throughout their high school years and earn up to 42 credits. The college partners with local high schools for this initiative.

In December of 2022, the Board of Trustees approved the Psychiatric Mental Health Nurse Practitioner program. Degrees will be offered at the MSN and DNP level. Pending Higher Learning Commission approval, a target start date to begin the program is in fall of 2024.

After months of planning, collaboration, relationship building, and learning our parent company, Bellin Health Systems, merged with Gundersen Health System on December 1, 2022. The collective histories of Bellin Health and Gundersen Health System made this a successful process. Over the course of the next year, work will begin to combine operations for the new organization. Per the Board of Trustee bylaws, the name of the corporation is Bellin College, Inc. and Bellin Health System will remain the sole member of the corporation. In April 2024, the system announced their new merger name, Emplify Health. This name change will happen across the system over the next 3-5 years. Bellin College will remain as Bellin College, and the college name will not be impacted by system name change.

The college continues to grow and expand its program offerings to meet healthcare needs. We have partnered with local healthcare entities to provide the best curricular components for our students.

While the first students practiced in a small building that accommodated only 17 patients, the current students have many varied experiences in a variety of hospitals and more than 189 clinical agencies, including acute care facilities, nursing homes, home health, clinics, public health, and a variety of clinic and community settings. Bellin College has provided educational programs for the region since 1909 and has a distinguished history in Northeast Wisconsin. The College has been responsive to the changing trends in education and healthcare as well as the needs of the community and beyond. Bellin College continues to grow and expand program offerings to meet the future needs of the communities it serves.

## Land Acknowledgement

Bellin College acknowledges the historical, ancestral, and sacred land of the Menominee Nation on which we are educating and working today as an institution. It is important to recognize the people who were here before us, who are keepers of this beautiful land. Bellin College is committed to education about the history of Indigenous people and working to combat systems that have dispossessed and denigrated Indigenous people in the past and present day.

<https://www.bellincollege.edu/about/land-acknowledgement/>

## Philosophy of Teaching and Learning

Bellin College faculty are facilitators, role models and resources in the learning process. We provide an environment that supports a diverse student population. We pursue excellence in education by assisting students to develop critical thinking skills with a commitment to the College values of Excellence, Integrity, Community and Caring.

Teaching/learning is a dynamic process of discovery attained through interaction and

engagement. Faculty members implement cooperative teaching strategies in partnership with students to achieve program outcomes. Students share the responsibility of achieving their learning goals through participation in the education process. As co-creators of their learning, students have a responsibility to develop a scholarly approach to learning through assimilation and integration of new knowledge, utilization of technology and life experiences.

Graduates of Bellin College are prepared to function in leadership roles and affect social, ethical, political, and economic issues surrounding health care.

## College Information

### Abbreviations

Below is a list of abbreviations that are referenced in the Bellin College Guide Handbook & Catalog:

Bellin College (BC or the College)

Bachelor of Science in Nursing (BSN)

Doctor of Nursing Practice (DNP)

Family Nurse Practitioner (FNP)

Master of Science in Nursing (MSN)

Psychiatric Mental Health Nurse Practitioner (PMHNP)

Nurse Educator (NE)

Bachelor of Science in Radiologic Science (BSRS)

Bachelor of Science in Diagnostic Medical Sonography (BSDMS)

Diagnostic Cardiac Sonography Certificate (DCS)

Bachelor of Science in Radiation Therapy (BSRT)

Bachelor of Science in Surgical Assisting (BSSA)

Doctor of Physical Therapy (DPT)

Doctor of Science in Physical Therapy (DScPT)

Orthopaedic and Manual Physical Therapy Fellowship (OMPT)

Center for Academic Success, Teaching, and Learning Excellence (CASTLE)

Health Science Resource Center (HSRC)

National Council Licensure Examination for Registered Nurses (NCLEX-RN)

### Accreditation

***The College is accredited by:***

**The Higher Learning Commission (HLC)**

30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504

Phone: (800) 621-7440, [www.hlcommission.org](http://www.hlcommission.org)

***The College Academic Programs are accredited by:***

**Commission on Collegiate Nursing Education (CCNE)**

655 K Street NW, Suite 750, Washington, DC 20001

Phone: (202) 887-6791, [ccneaccreditation.org](http://ccneaccreditation.org)

**Joint Review Committee on Education in Radiologic Technology (JRCERT)**

20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182

Phone: (312) 704-5300, [www.jrcert.org](http://www.jrcert.org)

**Wisconsin Department of Safety and Professional Services (Board of Nursing)**

1400 East Washington Avenue, Madison, WI 53703

Phone: (608) 266-2112, <http://dsps.wi.gov>

**Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

9355 113th St. N, #7709, Seminole, FL 33775

Phone: (727) 210-2350, <https://www.caahep.org>

### **American Academy of Orthopedic Manual Physical Therapists (AAOMPT)**

8550 United Plaza Boulevard, Suite 1001, Baton Rouge, LA 70809

Phone: (225) 360-3124, <https://www.aaompt.org>

### **Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)**

6021 University Boulevard, Suite 500, Ellicott City, MD 21043

Phone: (443) 973-3251, [www.jrcdms.org](http://www.jrcdms.org)

## **Accreditation History**

Bellin College offers an array of health science related degrees. In 1909, a nursing program was started by Dr. Julius Bellin, Founder of Bellin Hospital. Dr. Bellin wanted qualified nurses to work with him at the bedside. One hundred years later, Bellin College added its second degree and today, continues to grow and expand their program offerings to meet the changing and demanding needs of healthcare. The college is accredited by the Higher Learning Commission and each program has its own specialized programmatic accreditation. This document provides an overview of the accreditation process for each program offered.

### **Higher Learning Commission (HLC):**

The Higher Learning Commission is the regional accreditor. Each time a new program is offered, the accreditation process begins with HLC. The College received initial accreditation for five years from the Higher Commission of Higher Education of the North Central Association of Colleges and Schools (NCA) in March 1989. A self-study and site visit occurred in Spring 1994, which resulted in continued accreditation for ten years. The site visit occurs based on the outcome of the previous visit and the next site visit scheduled for 2003-2004.

In Spring 2004, a site visit occurred for reaffirmation of the Bachelor of Science in Nursing program and a request for authorization to grant a Master of Science degree in Nursing. In

June 2004, the Commission granted ten years of continued accreditation with authorization to grant a Bachelor of Science degree and Master of Science degree in Nursing (2004-2014). In 2014, Higher Learning Commission dropped its affiliation with the North Central Association and is recognized solely as the Higher Learning Commission (HLC).

In September 2008, a focus visit was requested by the College for authorization to offer a Bachelor of Science degree in the Radiologic Sciences (BSRS) and to offer general education courses. Approval was granted in December 2008.

In 2009, HLC visited the campus located at 3201 Eaton Road in Green Bay WI to approve the building and determine that its size and amenities could support the college and future program growth. Approval was granted.

In 2014, HLC reaffirmed accreditation of Bellin College, and all current programs offered through 2024.

In 2015, the College requested a change visit to begin offering a Bachelor of Science degree in Diagnostic Medical Sonography (BSDMS) and distance education courses and programs. The BSDMS is a bachelor's degree with a compressed curriculum offered over three years to meet the staffing needs within the region. The expansion of distance education was evident with the changing needs of higher education. On February 12, 2016, approval was granted for both program requests.

Bellin College continues to expand and meet the needs of the region with additional educational offerings, including the 2018 HLC approved Doctor of Science in Physical Therapy (DSc PT), the first terminal degree offered at Bellin College. In addition, Bellin College also offered all the general education courses for all undergraduate degrees starting in fall 2018.

On January 28, 2020, HLC approved a 3-year bachelor's degree in Radiation Therapy with the first anticipated cohort starting the fall of 2020.

The Board of Trustees approved adding a Sonography concentration in Cardiac on December 10, 2020. A change request was submitted to HLC. On December 15, 2020, HLC determined that no individual approval is needed for Bachelor of Science in Diagnostic

Medical Sonography - concentration in Cardiac. The change form submitted served as notification of the new program to HLC.

In spring of 2021, HLC approved three programs: a 3-year bachelor's degree in First Assisting, (BSSA) on March 12, 2021; a Doctor of Nursing Practice (DNP) on March 12, 2021; and a Doctor of Physical Therapy (DPT) on May 7, 2021.

[On December 8, 2022, the Board of Trustees an additional graduate level nursing program, the Psychiatric-Mental Health Nurse Practitioner Program. The program is pending approval from HLC.](#)

On March 3, 2023, HLC visited the secondary location at 2620 Development Drive and approved this site for education affiliated with Bellin College. This location is named the Michael Van Asten Campus. The Eaton Road campus is named the Resch Campus.

On April 8-9, 2024, Bellin College was reviewed by Higher Learning Commission for the

10-year Reaffirmation visit. The outcome of the visit will be determined in fall, 2024.

## **NURSING ACCREDITATION HISTORY**

### **Wisconsin Board of Nursing:**

The Wisconsin State Board of Nursing granted Bellin College initial approval to implement a baccalaureate program in nursing in April of 1984. The College submitted a comprehensive evaluation of the program to the Board of Nursing, and full approval was granted in February 1989 and continues today.

### **Specialized Nursing Program Accreditation:**

An accreditation visit by the Council for Baccalaureate and Higher Degree Programs of the National League for Nursing occurred in April 1989. Accreditation for a period of eight years was received in October 1989. A four-year progress report was submitted in August 1993. A self-study and site visit again occurred in April of 1997. In July 1997, the National League for Nursing Accrediting Commission (NLNAC) granted continued accreditation for eight years (1997-2005).

In 2002, a decision was made to pursue accreditation with the Commission for Collegiate Nursing Education (CCNE) accreditation, which is

associated with the American Association of Colleges of Nursing (AACN). This accreditation review was completed in Spring 2003, and in October 2003, the College was awarded the initial, five-year accreditation (2003-2008). A CCNE visit was held in 2008, with the maximum ten years of accreditation received (2008-2018).

In May 2002, a needs assessment, conducted by an independent marketing research firm, identified a significant need for graduate nursing education in the region. As a result, Bellin College Board of Trustees approved plans to proceed with a graduate program in November 2002. By July 2003, a decision was made to move forward to establish a master's degree in nursing (MSN) with an administrator and an educator track. The emphasis in both programs was on nursing leadership.

The graduate program enrolled its first students in September 2004. An accreditation review by the CCNE occurred in February 2006 and in October 2006, and the College was awarded the five-year accreditation (2006-2011). The first MSN class graduated in 2007. In October 2008, CCNE awarded the maximum 10-year accreditation to both the baccalaureate and masters nursing programs (2008-2018). The Commission for Collegiate Nursing Education returned in 2018 for a comprehensive visit.

In Spring 2011, the Bellin College Board of Trustees approved a Family Nurse Practitioner Track. A substantive change was submitted to CCNE, and in the fall of 2011 approval was granted. The first cohort of students entered in Fall 2012. In May 2015, the first class graduated from the Family Nurse Practitioner Track.

In the spring of 2018, CCNE awarded the maximum 10-year accreditation to both the baccalaureate and masters nursing programs (2018-2028).

With the change to nursing education to offer a Doctor of Nursing Practice (DNP), the college Board of Trustees approved the program on May 14, 2020. Work began to seek HLC approval which was granted on March 12, 2021. CCNE visited the college for the DNP program on February 22-24, 2023 and in fall of 2023, accreditation was approved for 5 years with the next onsite evaluation occurring in spring of 2028.

On December 8, 2022, the Board of Trustees an additional graduate level nursing program, the



Psychiatric-Mental Health Nurse Practitioner Program. The program was approved by HLC in October 2023. The substantive change report for CCNE, nursing accreditation, is in process.

### **MEDICAL IMAGING ACCREDITATION HISTORY**

#### **Joint Review Committee of Education in Radiologic Sciences (JRCERT):**

The School of Radiologic Sciences was a two-year certificate program offered through Bellin Health System. In 1988, the program was granted full accreditation by the Joint Review Committee of Education in Radiologic Sciences (JRCERT). Subsequently, the program is the result of a Transfer of Sponsorship from Bellin Health System to Bellin College in March of 2011. The new program design changed the previous terminal credential from a two-year certificate program to a 48-month Bachelor of Science in Radiologic Sciences (BSRS) program at Bellin College. Statewide surveys were conducted to assess the need for the bachelor's program. Results demonstrated high interest among the employer and technology communities.

In August 2015, JRCERT awarded the maximum 8-year accreditation to the Bachelor of Science degree in Radiologic Sciences (2015-2023). JRCERT reviewed the Bachelor of Science degree in Radiologic Sciences on April 27-28, 2023 and was approved for five years.

JRCERT reviewed the Radiation Therapy Program (BSRT) for initial accreditation in April 2023. In July 2023, the BSRT program was granted the maximum years of accreditation allowed as a new program, which was three years. A comprehensive visit will happen in 2026.

#### **Commission on Accreditation of Allied Health Education Programs (CAAHEP):**

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is a programmatic postsecondary accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). CAAHEP carries out its accrediting activities in cooperation with 25 review Committees on Accreditation and approved the Sonography program in September 2018.

The sonography program had a visit from CAAHEP on August 21-22, 2023 for review of the current vascular, abdominal, and obstetrics/gynecology program and initial accreditation for

Pediatric cardiac program. The adult cardiac program received initial accreditation in March 2022. On January 18, 2024, notification was received for continued accreditation for vascular, abdominal, and obstetrics/gynecology program and initial accreditation for pediatric cardiac program through 2029 and adult cardiac through 2027.

On January 29-30, 2024, CAAHEP reviewed the Surgical Assisting program. Results are pending and will be announced in fall 2024.

### **PHYSICAL THERAPY PROGRAMS**

#### **Doctor of Science in Physical Therapy (DScPT) and Orthopedic Manual Physical Therapy (OMPT):**

The American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE) initially approved the Orthopaedic Manual Physical Therapy (OMPT) fellowship program in 2018. The Accreditation Council on Orthopaedic and Manual Physical Therapy Fellowship Education (ACOMPTE) approved the OMPT fellowship program in 2019. The next visit is scheduled in 2024.

The OMPT program was reviewed by the Accreditation Council on Orthopaedic Manual Physical Therapy Education (ACOMPTE). The visit was held virtually on February 29-March 1, 2024. Results are pending and will be announced in fall 2024.

#### **Doctor of Physical Therapy (DPT):**

Graduation from a physical therapist education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone: 703-706-3245; [accreditation@apta.org](mailto:accreditation@apta.org) is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective July 19, 2022, the Bellin College DPT Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). If needing to contact the program/institution directly, please call 920-433-6699 or email [physicaltherapy@bellincollege.edu](mailto:physicaltherapy@bellincollege.edu).

Candidate for Accreditation is an accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program may matriculate students in technical/professional courses. Achievement of Candidate for Accreditation status does not assure that the program will be granted Initial Accreditation.

CAPTE considers complaints about programs that are accredited or are seeking accreditation. Further information may be found at <https://www.capteonline.org/faculty-and-program-resources/complaints>. To obtain the materials necessary for submitting a complaint, contact the APTA Accreditation Department at 703-706-3245 or [accreditation@apta.org](mailto:accreditation@apta.org).

Bellin College's Doctor of Physical Therapy program is accredited by the [Higher Learning Commission](#) (HLC).

## Affiliations

### Clinical/Practicum

A vast array of clinical sites are in place, including hospitals, community health centers, geriatric facilities, maternity, critical care, home health, medical, pediatrics, psychiatric, acute care and long-term care facilities, educational institutions, public health agencies, community agencies, childcare centers, and industrial health programs.

## Bellin College Handbook and Catalog Effective Dates

The Bellin College Handbook & Catalog is in effect for the current academic year. Any changes that may occur throughout the academic year will be reflected in the Bellin College Handbook & Catalog on the Bellin College website until it is superseded by a new Bellin College Handbook & Catalog.

## Board of Trustees Directory

Please see the full listing of the Bellin College Board of Trustees [here](#).

## Degrees Conferred

### Program Degrees Conferred

#### Undergraduate Degree Programs (5) –

- Bachelor of Science in Diagnostic Medical Sonography
- Concentration/Track
  - General Vascular
  - Cardiovascular
- Bachelor of Science in Nursing
- Bachelor of Science in Radiologic Sciences
- Bachelor of Science in Radiation Therapy
- Bachelor of Science in Surgical Assisting

#### Graduate Degree Programs (8) -

- Master of Science in Nursing
- Concentration/Track
  - - Family Nurse Practitioner
    - Nurse Educator
    - Psych-Mental Health Nurse Practitioner
- Doctor of Nursing Practice
- Concentration/Track
  - - Advanced Practice Registered Nurse
    - APRN Family Nurse Practitioner
    - APRN Psych-Mental Health Nurse Practitioner
- Doctor of Physical Therapy
- Doctor of Science in Physical Therapy

#### Certificates (7) -

- Undergraduate (3)
  - - Nursing Assistant Program Certificate (non-credential)
    - Diagnostic Cardiac Sonography Certificate
    - Surgical Technology (earned within BSSA)
- Graduate (4)

#### Post-Graduate Certificate Nursing

- Family Nurse Practitioner
- Nurse Educator
- Psych-Mental Health Nurse Practitioner

## Physical Therapy Fellowship Certificate

- Orthopaedic and Manual Physical Therapy Fellowship (OMPT)

Degrees Offered = 13

Certificates Offered = 7

## Faculty and Staff Directory

Please see the full listing of the Bellin College staff and faculty [here](#).

## Type of College

Bellin College is an independent, accredited, coeducational, baccalaureate and master's degree granting institution.

# Campus Information

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## Bellin College Campus – Quick Reference

Bellin College administrative offices, classrooms, library, Center for Academic Success, Teaching, and Learning Excellence, Health Sciences Resource Center (skills and simulation labs) located at Resch Location - 3201 Eaton Road and Mike Van Asten - 2620 Development Drive, Green Bay.

### Resch Location

#### First Level

- Academic Affairs
- Academic Program Directors
- Admissions
- Associate Deans
- BC Express Café and Micro Market Area
- Campus Life Coordinator
- Classrooms
- Conference Rooms
- Chief Academic Officer
- Information Technology
- Reception Desk (student concierge and security station)
- Reflection Room
- Student Activities Area/Student Lounge
- Student Services - One Stop Shop (Cashier, Administrative Assistant for Support

- Services, Registrar, Bursar, Academic Advisor, Director of Financial Aid, Assistant Registrar, Financial Aid Counselor)
- Vice President of Business and Finance
- Vice President of Student Affairs, Enrollment, and Belonging

### Second Level

- Board, Executive, Faculty Conference Rooms
- Center for Academic Success, Teaching, and Learning Excellence (CASTLE)
- Faculty and Adjunct Faculty Offices
- Institutional Effectiveness (IE) Director
- Instructional Design
- Library (including group study rooms/testing rooms)
- Marketing
- Presidential Suite
- Vice President of Marketing
- Wellness Center

### Lower Level

- Advance Practice/Procedure Room
- Birthing Suite
- Conference Room
- CT/MRI Simulator Classroom
- Exam Rooms - Four
- Fundamental Skill Labs
- Health Assessment Labs
- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- Patient Lounge
- Practice Lab - Two
- Radiology Labs – Two
- Simulation Control Rooms
- Simulation Lab
- Standard Classrooms – Three
- Student Lounge
- Surgical Skills Lab
- Surgical Suite
- Virtual Reality Linear Accelerator

### Mike Van Asten Location

#### First Level

- Academic Program Directors (PT)
- Administration
- Conference Room
- Faculty and Adjunct Faculty Offices
- Information Technology
- Instructional Design
- Micro Market Area and Student Lounge
- Physical Therapy Labs
- Reception Desk (student concierge and security station)

- Science Lab Classrooms
- Student Services - (Cashier, Registrar, Bursar, Academic Advisor, Director of Financial Aid, Assistant Registrar)

## Second Level

- Academic Clinical Affiliation Coordinator
- Associate Deans (BSDMS, Graduate Nursing)
- Advancement and Alumni Relations
- Center for Academic Success, Teaching, and Learning Excellence (CASTLE)
- Classrooms
- Conference Room
- Diagnostic Medical Sonography Lab
- Faculty and Adjunct Faculty Offices
- Library (including group study rooms/testing rooms)

## Bellin College Fitness Bellin College Wellness Center

The Bellin College campus has a wellness center at the Resch Campus accessible to students and College employees. The exercise equipment and facilities are available during College hours. Please make sure to sign in when using the wellness center by scanning the QR code at the entrance.

Showers and lockers are available. There is no membership cost associated with the use of the wellness center.

## Greater Green Bay YMCA

All students are eligible for a membership for \$5.00/month or \$29.00/month per household. Some member benefits include:

- Onsite group exercise classes (example: cycling, aqua fitness, cardio kickboxing, HIIT, etc.)
- Childcare while you work out
- Member discounts and priority registration
- A positive and supportive environment to help you meet your wellness goals!
- YMCA360 FREE On Demand Group Fitness classes

There is the Eastside YMCA next to the college, but memberships are valid at all YMCAs across the country! Students can create their membership at any local Green Bay YMCA. If you are an online student that does not live within

the Green Bay area, please contact student affairs at [campuslife@bellincollege.edu](mailto:campuslife@bellincollege.edu) to create your online membership.

## Bellin College – Student Foundational Behaviors

Student Foundational Behaviors were developed as a framework to prepare health professional graduates for the work needed to transition into an interprofessional healthcare system. The eight foundational behaviors are core skill sets consistent with and support the overall Mission and Values. They ensure students know the expected behavior associated with being a student at Bellin College. New graduates will also be career-ready with the competencies expected by the 21st century employers. Students competent in the foundational behaviors will have the knowledge, skills, and attitudes needed to succeed or manage their careers. Eight core competencies are identified as foundational to student behavior:

1. Be a Team Player
2. Use Effective Communication
3. Information Technology
4. Professionalism
5. Diversity & Inclusion
6. Personal and Professional Growth
7. Emotional Intelligence
8. Service

Be a Team Player	Diversity and Inclusion
I will work collaboratively with my peers and others. When problems arise, I will be part of the solution and embrace change with an open mind. I will be an active, contributing member of Bellin College.	I will create a safe place where people feel empowered. I will work to remove barriers for those with marginalized identities. I will be open to feedback and committed to personal growth surrounding issues of social justice and equity. I realize bias exists, and I will work to address those biases within myself and others.
Use Effective Communication	Personal and Professional Growth
I will actively listen and use appropriate verbal and nonverbal language, asking questions and clarifying when I do not understand. I will seek out the source of information. I will share my observations and concerns in a constructive manner, while honoring confidentiality. I will work to build and maintain trust.	I will represent the programs and services of Bellin College in a positive manner, both internally and externally. I will seek opportunities for personal and professional growth.
Information Technology	Emotional Intelligence



I will use technology and BS resources appropriately. I will use a variety of professional resources to inform my decisions. I will embrace and use new and emerging technology. I will understand the importance of privacy and potential abuses of protected patient / college information. I will maintain professional boundaries when using social media.	I will have a good understanding of my own strengths and weaknesses. I will assess and manage my emotions and those of my peers and others. I will encourage people and celebrate their growth, efforts, and contributions. I will help my peers and others when they struggle or fail.
<b>Professionalism</b>	<b>Service</b>
I will adhere to the code of ethics and score of practice for my chosen profession and protect the patient's right to quality care. I will understand my role and my responsibility to respond in a timely manner, following through on all commitments I have made. I will exercise sound reasoning to analyze issues, make decisions and solve problems.	I will be positive, friendly, and kind in my interactions. I will place people before tasks. I will strive to serve the needs of internal and external communities.

## Digital Signs

Digital signs are located on both the Resch and Mike Van Asten locations, and are maintained by the Bellin College Marketing department. The digital sign outside of the Center for Academic Success, Teaching, and Learning Excellence (CASTLE) at the Resch location is maintained by the CASTLE.

- All digital ads will be designed by the Marketing office.
- No more than 7 to 10 slides will run at a time.
- Student-requested slides must be sponsored by a recognized Bellin College student organization or department and must promote a specific College function, program, service, or event. Marketing may add additional slides of their choosing to use as filler when space permits.
- Slides will be published on the digital signs approximately two weeks prior to the event, fundraiser, notice etc. and will continue to run for the duration of the event, deadline of notice etc. If an event requires participants to sign up in advance, then the slide may start sooner than two weeks prior if space permits. If a notice, activity, or fundraiser is in effect throughout the year, then the slide will be displayed as space permits throughout the year.
- Advertising questions and requests should be directed to the Marketing department.

## Emergency Procedures

Bellin College is equipped with emergency phones and call buttons at the Resch location. The emergency phones in the parking lots, identified by their blue lights, call 911 emergency services. There are also emergency call buttons located in the Resch location wellness center. Pressing these buttons will access 911 emergency services immediately.

The College has automated external defibrillators (AEDs) located at the front desks at both campuses.

During an emergency or drill, all students and employees should be prepared to vacate the buildings. Students should familiarize themselves with the Bellin College campus emergency evacuation plans posted throughout the buildings. If the circumstances require an evacuation, gathering points have been established for both locations. For the Resch location it is the Bellin Clinic, 3263 Eaton Road; for the Michael Van Asten location it is the Holiday Inn Express, 1663 Hoffman Road. Students and employees can shelter at these locations if needed.

Students are encouraged to monitor, at a minimum, the College website, their student email, and personal cell phone for information in the event of a campus emergency. The text service utilizes phone numbers from student records, thus automatically enrolling all students upon college registration. Students may opt out of the service, realizing text messages are a primary means to deliver weather cancellations, Timely Warnings, and Emergency Notifications required by the Clery Act.

Various methods will be used to notify some or all segments of the campus community or greater public population. Notification will occur by any of the following means, or others, which may be necessary given the variables present in the emergency while weighing the intended target of the message:

- Public address announcements in the College buildings
- Text messages utilizing "BC Text Alerts"
- Bellin College Buzz app
- Social media posts
- Emails
- Telephone
- Video/TV display boards
- Bulletin boards

- Bulletins posted on building entrances and exits
- Bellin College website announcements
- News/radio announcements
- Fire Alarm

Additional information about emergency procedures is available in the [Annual Security Report](#).

## Emergency Student Contact

### Contacting students

Students should inform their families that calls of an urgent or emergency nature should be directed to the One Stop Shop office at (920) 433-6699. Office personnel will attempt to locate the student as soon as possible.

### Emergency contact numbers

It is important that student emergency contact information remain up to date. Students can update the emergency contact information in their “My BC” portal.

## Event Management (Incident Reports)

If an incident, which is negative consequence that results in unintended injury, illness, or personal property damage, which may or may not have been preventable, occurs, the following protocol is to be followed.

It is the responsibility of the individual involved, or who discovered the event, to initiate the event management report. They are also responsible to report the event to their direct supervisor/faculty. The supervisor/faculty is to inform the appropriate Dean or Vice President, and/or President of the event.

All programs at Bellin College are required to assist in the event management reporting system. It will be the responsibilities of the President, or designee, to review the event. They will then complete the follow-up and determine if any the quality improvement efforts need to be made. If an injury occurs and there is any medical evaluation or related bills, these will be processed through the injured parties' own medical/health insurance carrier. Event management Reports are confidential and

protected by Wisconsin State Statute and are not to be placed in a medical record or personnel files. In general, printing of events is not allowed.

## Food and Beverage

Food and beverages are allowed throughout the building if the beverage container is covered. Exceptions include the following areas:

- Library, food and/or covered beverages are allowed in the library except the computer workstations.
- Center for Academic Success, Teaching, and Learning Excellence (CASTLE), food and/or covered beverages are allowed at any of the workstations except the computers.
- Health Sciences Resource Center (HSRC) areas.
  - Covered beverages are allowed with a top closure are allowed, with the following exceptions:
    - a. No food or beverages are allowed in simulation areas or medical imaging rooms.
    - b. Food is not allowed in lab training or practice areas at any time.
- Science Labs, no food or beverages are allowed.

## Food Service

Food service is available on the campus. The BC Express provides choices such as sandwiches, soups, salads, and snacks. The hours of operation are posted at outside of the BC Express. The Micro Market “Grab and Go” machines, microwaves and refrigerators are always available at both locations.

## Housing

Students who would like assistance with housing should contact the Student Affairs office. Students may make their own housing arrangements. A housing roommate chat finder can be found on the BC Buzz.

Posters and flyers advertising rooms, apartments, or houses for rent need to be approved by Student Affairs.

# Inclement Weather/Class Cancellations

A declaration of inclement weather is a time identified by appropriate local/regional authorities in which warnings are posted and made available to the public advising of non-essential travel restrictions due to weather conditions. Local and regional authorities will post public warnings during inclement weather.

If the College operation is canceled (cancellation of classes, labs and/or clinicals), details will be communicated via text message, the website, student email and/or local radio and television stations. The text service utilizes phone numbers from student records, thus automatically enrolling all students upon college registration. Students may opt out of the service, realizing text messages are a primary means to deliver weather cancellations, Timely Warnings, and Emergency Notifications required by the Clery Act.

Information about the closing will be available by 5 a.m. for day classes, labs and clinical and 1 p.m. for evening classes, labs and clinical.

## Website:

Check [www.bellincollege.edu](http://www.bellincollege.edu) for cancellations.

## Radio/Television Stations:

When the College is completely closed (all course and extracurricular activities have been canceled at both locations) due to weather, it will be announced on the following local radio stations:

Radio Stations	TV Stations
<a href="#">WIXX 101.1-FM</a>	<a href="#">WBAY Channel 2</a>
<a href="#">WNCY 100.3-FM</a>	<a href="#">WFRV Channel 5</a>
<a href="#">WTAQ 1360-AM</a>	<a href="#">WLUK Channel 11</a>
<a href="#">WDUZ 1400-AM</a>	<a href="#">WGBA Channel 26</a>

TV and radio stations frequently do not begin announcing closings until 6:00 a.m.

**Please note:** Students are responsible for using personal judgment regarding their safety and travel to Bellin College during inclement weather. Students who attend clinical outside of the Northeast Wisconsin area should use their best judgment for inclement weather. The

student(s) must communicate attendance decisions with the clinical site and Bellin College personnel.

# Mental Health and Wellness Support Services

Bellin College is committed to supporting and advancing the mental health and well-being of our students and breaking down stereotypes surrounding mental health. Mental health problems can affect many areas of students' lives, reducing their quality of life, academic achievement, physical health, and negatively impacting relationships with friends and family members. These issues can also have long-term consequences for students, affecting their future employment, earning potential, and overall health. For these reasons, Bellin College believes in and is committed to fostering a safe learning environment for all students, including those students that may be suffering from some form of mental illness. The college is committed to supporting our students' mental health through education, raising awareness, resources, programming, college personnel, etc.

Some things to consider: Get regular exercise and enough sleep. Evaluate your priorities, work on managing your time, and schedule restful activities in your daily life. Students who feel in control of their lives report feeling much less stress than those who feel that circumstances control them.

To schedule teletherapy:

- [Create a profile](#) with Uwill with your Bellin College email address.
- Choose a therapist based on your preferences including *availability, issue, gender, language, and ethnicity*.
- Choose a time that fits your schedule with *day, night and weekend availability*.

Uwill is Private. Secure. Confidential.

Call 833.646.1526

## Parking: Resch Location

- Staff/Faculty Parking: Back of building
- Student Parking: Front or Back of building
- Visitor Parking: Front or Side of building

All students are responsible for transportation to and from Bellin College, the general education

locations, field trips, and clinical experiences. Onsite parking is available free of charge. While attending clinical, students must adhere to the parking regulations specific to the clinical locations.

## Safety and Security

Bellin College is committed to the safety and security of all students, faculty, staff, and visitors.

Security is provided during all hours of operation. During the entire year, there are security personnel on campus when students have access to the buildings. For assistance during regular business hours (Monday-Friday 7 a.m. to 4:30 p.m.), contact security at 920-433-6672. Security personnel will also be patrolling the campuses during operating “nonbusiness” hours (evening and weekend hours), stationed at the reception desks at both locations. The Resch desk can be reached at 920-433-6698. The Mike Van Asten desk can be contacted at 920-433-4316. The security coordinator’s office is in room L-48 on the Resch location.

Please do not assume that someone else has reported criminal activity. When contacting security, students should be prepared to provide the following information:

- Full name
- Location of the incident being reported.
- A description of the scene and suspects.
- A description of any vehicles involved in the incident, especially a license plate number.

Like all academic institutions, Bellin College is required to publish campus crime and security information on a yearly basis. The [2024 Annual Security Report](#), reflecting statistics for 2023, showed zero arrests, violations, or criminal incidents on campus. A crime log for the previous 60 days is available to all visitors, students, and employees at either front desk or [here](#). A log for activity beyond 60 days is available upon request and must be supplied within 2 business days of the request.

## Weapons on Campus

The College campus is a weapon-free environment. No weapons are allowed in any of the College buildings.

It is Bellin College’s policy that all persons (except law enforcement personnel) are prohibited from carrying or possessing weapons anywhere on

College property, regardless of whether the person is licensed to carry the weapon or not. Bellin College property includes owned or leased buildings and surrounding areas such as sidewalks, driveways, parking lots, etc. Examples of prohibited items include:

- Firearms of any kind, including firearm lookalikes or realistic facsimiles, and any paint guns or weapons that discharge a projectile by air, CO2 or other gas, or via a spring-loaded mechanism. This includes pellet or BB guns, whether short or long-barreled.
- Ammunition of any kind.
- Devices from which an electric current, impulse, wave, or beam may be directed, such as stun and laser guns.
- Sport, game, martial arts, or theatrical equipment such as swords, clubs, batons, darts, blowguns, brass knuckles, throwing stars, or knives.
- Bows, arrows, and crossbows.
- Cutting instruments that are not designed to be used as tools during college related work or educational projects.
- Explosives or incendiary devices.
- Fireworks or firecrackers.
- Dangerous or toxic chemicals, chemical irritants, or chemicals stored or used for anything other than a supervised experiment in a college laboratory.

As required by Wisconsin law, persons with a license to lawfully carry a weapon may have a licensed weapon in their personal vehicle. However, these persons must ensure that the weapon is securely stored and is completely hidden from view at all times. Licensed persons must also keep the vehicle locked and secure at all times, in addition to complying with all other applicable laws. To ensure a safe learning environment and workplace, Bellin College reserves the right to conduct searches including, but not limited to: searching book bags, purses, briefcases, personal vehicles, jackets, and apparel. Searches may be conducted by Bellin College leadership, leadership appointees, security, or local authorities. If a student refuses the search, however, he or she may be dismissed.

Students are also strictly prohibited from making threats (direct or implied and with or without a weapon of any sort) or engaging in aggressive or violent conduct. They may not display or portray as real any object that resembles a dangerous weapon. Failure to abide by all terms and



conditions of this policy may result in discipline up to and including dismissal and/or may result in criminal charges. If a student becomes aware of anyone violating this policy or has questions or concerns about this policy or about weapons or threats of violence in the workplace, please contact Bellin College Security or administration immediately.

For more information, including additional contact information for Security, visit [here](#).

## Smoke-Free/Tobacco-Free College

Bellin College is a smoke and tobacco free campus. All areas of the College are designated as non-smoking/non-vaping/non-tobacco areas. Additionally, smoking, vaping, or the use of any tobacco product is prohibited on all properties owned, operated, or leased by Bellin College, including the buildings, parking lots, grounds, vehicles, and sidewalks. Tobacco products are defined, but not limited to, cigarettes, cigars, pipes, hookahs, bidis, kreteks, and chewing tobacco. Products that produce the illusion of tobacco use (e.g. e-cigarettes) are also prohibited as they do not promote a healthy lifestyle.

## Student Access to Building

- Students can enter and exit the College via the main entrance or back entrances.
- The College main entrance will be open to students and staff.
- Access with personal ID badge is required from 4:30 p.m. until closing.
- The College main entrance door is open to the public during regular business hours from 7 a.m. to 4:30 p.m. Monday through Friday.
- Student must **always** wear their ID badge. It is required to access the back doors.
- Individual College department hours of operation are 8 a.m. to 4:30 p.m. (Monday through Friday). Students will not have access via their ID before or after regular business hours.
- Hours are subject to change, particularly during holiday and summer months.

Find the latest building hours for students at the website below:

[www.bellincollege.edu/campus-life/safety-and-security/building-hours](http://www.bellincollege.edu/campus-life/safety-and-security/building-hours)

## Student Employment

Student employment opportunities are available in a variety of areas on campus. These areas include the HSRC, student concierge, Student Services (One Stop Shop) and library. For more information, visit the Bellin College website under Campus Life.

## Student ID Badge

The ID Badge is the official identification for all students. Student ID badges must always be worn when on Bellin College property and during Bellin College clinical training.

Students must use their ID badges for entry to the campus during campus hours when the doors are automatically locked (weeknights and weekends).

- All students are responsible for safeguarding their own ID badge. Lost or stolen ID badges should be reported immediately to IT services for security to be disabled.
- Upon graduation, student ID badges are collected by the student services department assistant (room 106).
- The academic Advisor is responsible for collecting the student ID badges of students leaving the College due to withdrawal or dismissal.

## Replacement ID Badge:

A \$10 replacement fee applies to lost, stolen, or damaged badges, as well as name changes. This can be purchased in the Student Services Office.

## Student Off-Campus Event

Students participating in off-campus student hosted events represent Bellin College. This representation of the College may reflect both positively and negatively on the image of the institution as well as the organization.

While individual students enjoy freedom off-campus, they or their organization must realize when functioning under the College name, they are seen by others as Bellin College

representatives. There must also be an understanding that the individual represents the organization or group running the event, and the organization or group needs to be responsible for the individuals. This extends to alumni participation at events. All college policies and procedures, Student Behaviors, handbook rules, etc. must be followed at all events on and off campus.

To learn more about the policy, procedure and reporting structure please visit our website. [www.bellincollege.edu/campus-life/student-services/student-organizations](http://www.bellincollege.edu/campus-life/student-services/student-organizations)

## Student Lounge

The student lounge area is located adjacent to the atrium on the first floor of the College. The Student Lounge and conference room is open during the hours that the Resch location is open for student use. In this space, there are board games, yard games, and other activities for students to use.

## Work-Study Employment Guidelines

Students employed under the federal work-study program are governed by its policies. Work-study employment is coordinated through Bellin College in collaboration with the Bellin Health Human Resource Department. Students may also seek non-work-study positions. As such, they are governed by the employment policies of the employer.

The College does not control the employment of students (with the exception of work-study students) however, it does hold certain beliefs. The faculty recognizes that successful achievement in the program can be jeopardized by work schedules that do not permit adequate study and relaxation time. They will, therefore, provide individual counseling when they believe employment is adversely affecting the health and/or achievement of any student.

# Admissions for Non-Degree Seeking Students

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## Admissions Policies and Procedures

Bellin College does not discriminate due to race, color, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status, or disability when admitting students.

Bellin College conducts the admission decision process in an ethical, respectful, and professional way. The institution provides information to prospective students so that the student can make an informed decision without being subjected to high-pressure tactics. The information provided to prospective students is accurate, complete, and current. This information is provided without requiring the prospective students to provide contact information to the institution.

Bellin College reserves the right to withdraw an offer of admission if an admitted student engages in behavior that brings into question his or her honesty, maturity, or moral character.

Specific requirements for admission to the BSN programs can be found in the Bellin College Nursing Guide, as well as the Bellin College website: [www.bellincollege.edu](http://www.bellincollege.edu). Students are to follow the policies and procedures documented in their specific Bellin College Guide in place when they began classes.

[In addition to the other stated requirements below, all applicants must be beyond the age of compulsory school attendance in the State of Wisconsin \(Wisconsin State Statute 118.15\) and have earned a high school diploma or recognized equivalent or will have at the time enrollment at Bellin College begins. \*\*Note:\*\* WI Statute states that school attendance is required of a child ages six to 18 unless he or she:](#)

- Is excused.
- Has graduated.

- Is enrolled in an alternative or home-based private, or other education program as permitted by law.

## Non-Citizen Applicants

Non-Citizens applications are encouraged to contact the Admissions department for more information.

The application process is the same, however, the following additional documents are required:

- Proof of lawful permanent residency/citizenship in the US.
- Evidence of English proficiency via the TOEFL (Test of English as a Foreign Language). May be required at discretion of Program Director.
- Official transcripts evaluated by the ECE (Educational Credential Evaluators) (if course is taken at a University/College outside of the United States).
- ACT or SAT scores (if applicable).

## Non-Degree Seeking Student Status

Students taking Bellin College courses in a specific semester, but not pursuing a Bellin College degree or certificate program are considered Non-Degree Seeking (NDS) students. NDS students earn college-level credit which is permanently recorded on a Bellin College transcript. NDS students are not eligible for financial aid. Bellin College courses completed while in non-degree seeking status may satisfy degree requirements, should the student eventually enroll as a degree seeking student.

Availability of courses each semester can be obtained from the Registrar's office. Enrollment in any course is on a space-available basis and may require faculty permission. NDS students do not complete their own registration, the process is completed by the Registrar's office.

### High School Non-Degree Seeking Students

Students taking Bellin College courses through high school program agreements (Healthcare Academy, ECCP, etc.) are also considered Non-Degree Seeking (NDS) students. High school NDS students earn college-level credit which is permanently recorded on a Bellin College transcript. NDS students are not eligible for financial aid. Bellin College courses completed

while in non-degree seeking status may satisfy degree requirements, should the student eventually enroll as a degree seeking student.

Students enrolling in courses through the Bellin College HS programs coordinate the process through their high school. The various high schools are offered specific lists of Bellin College courses from which only eligible students may choose to enroll. A counselor or other designated official at the high school provides an approved student list to Bellin College prior to each semester. Students are provided with a specific link to a non-public application to complete for enrollment. There is no application fee. HS students do not complete their own registration, the process is completed by Student Services. Only HS students on the approved lists are enrolled.

High school students do not enroll in major program courses, they enroll in general education offerings. The offerings may be delivered face-to-face at Bellin College, online, or at the high school. Specific sections of available courses are exclusively designated each semester for the high school programs and are not available to the general degree-seeking population at Bellin College.

### Procedure for Non-Degree Seeking Students

NDS student applications are accepted at any time prior to the start of the desired course each semester. There is no fee for an NDS application, with the exception of the Nursing Assistant\* program (NA). The online application for NDS students is available on the Bellin College website found here:

<https://www.bellincollege.edu/admissions/non-degree-seeking/>

\*NA Students who are not sponsored by a high school or other arrangement will be required to pay a deposit fee upon submission of application.

Complete online application.

- Provide evidence of an influenza (flu) vaccination. If an application is for the spring semester, applicants must show evidence of the previous fall influenza vaccination. This is mandatory. Bellin Occupational Health Services provides flu vaccination to Bellin College students for a charge.
- Contact Student Services at (920) 433-6699 or [studentservices@bellincollege.edu](mailto:studentservices@bellincollege.edu) with questions about applying.

- The Registrar or Student Services Coordinator will review the application and determine if space is available. The applicant will then be approved or denied and notified by the Registrar. The course registration, schedule and timetable will be provided to the applicant. The Registrar is responsible for notifying other appropriate College departments of the enrollment.
- The Student Services One Stop Shop area is responsible for the College photo ID/badge, FERPA releases, parking pass/other information, and other resources. The Administrative Assistant for Student Services will organize an orientation for the NDS students. High school students and Nursing Assistant students will have a separate orientation session provided through the specific program.
- All health compliance requirements will be handled by the Health and Wellness Coordinator.
- Information Technology will provide access to the network, Canvas, printing, email, and website.
- Access to the network for all Non-Degree Seeking students is terminated when enrollment ends.

## College and Academic Resources

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### College Logo

The Bellin College logo is the property of Bellin College. Anyone wishing to use the logos must obtain written permission from the marketing director in the Marketing office.

The logo may not be altered or embellished. With permission, the words "Bellin College" or "BC" may be used in place of a logo. This policy applies to all items that may be offered for sale through Bellin College student organizations. Items to be sold by student groups with reference to the Bellin College name or logo must have prior approval from the marketing director.

**Note:** Logos are available in multiple file formats. In addition, a vertical format is

available when space is limited. Please contact the Marketing department for more information.

### Primary Bellin College Logo



## Information Technology – Acceptable Use Policy

The College provides resources for the primary purpose of supporting the academic, administrative, business and communication needs of the College. All users of technology resources must exercise responsible, ethical behavior when using these resources and are expected to abide by College policies and local, state, and federal laws regarding their use. This policy defines the acceptable use of these technology resources.

"Technology Resources" refers to all computers, servers, switches, firewalls, software, wiring, network components, devices and services managed, whether owned or leased by the College.

### Scope

This policy applies to all users of Bellin College technology resources. A "user" is defined as any individual who logs into, uses, or attempts to log into or use, a College system; or any individual who connects to, or attempts to connect to or traverse the College network, whether by hardware or software or both, whether on campus or from a remote location.

### Policy

Access to Bellin College technology resources is a privilege granted to guests, contractors, faculty, staff, and students. This privilege is predicated on the user's acceptance of and adherence to all College information technology and services policies. The College reserves the right to limit, restrict or extend access to technology resources. Access to technology resources will be documented on the Network Access Request Form for all guests, contractors, faculty, staff, and work-study students. Please note: This form is



not required for students except for work-study students requiring access to an administrative system. The Bellin College technology resources are a private system. As such, the information stored on its computers and servers are the property of the College with the exception of material expressly developed by users for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on College systems under their use accept full responsibility for maintaining compliance with copyright laws. The use of technology resources for personal purposes is allowed as long as the following occurs:

- Use is minimal and of short duration.
- The use does not interfere with the user's duties and responsibilities or that of others.
- Personal use does not violate any College policies and local, state, or federal laws.
- Use does not interfere with the primary purposes of the system.
- Use does not adversely affect technology resources.

## User Responsibilities

User responsibilities and expectations include but are not limited to the items listed below.

- All student work is to be submitted using a Microsoft Office compatible format.
- Students abide by applicable laws, College policies, contracts, and licenses.
- Students use only the technology resources and data they are authorized to use for and only in the manner and to the extent authorized.
- Students respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Students protect the access and integrity of technology resources.
- Students maintain privacy and security by keeping all passwords confidential.
- Students respect the privacy and personal rights of others.
- Students delete old and unused email and files on a regular basis.
- Students develop adequate proficiency in the tools and technologies appropriate to their needs.

## Inappropriate Network Usage

The following uses, while not all inclusive, are considered inappropriate and unacceptable:

- Misuse, abuse, or cause damage to technology resources.
- Employ the use of software or hardware designed to disrupt or circumvent the security of any technology resource.
- Engage in any activities designed to spy on network traffic or to access passwords, user IDs and files or programs of other users.
- Impersonate another network user.
- Access or attempt to access College business or another individual's data or information without proper authorization, even if not securely protected.
- Use College technology resources for non-College related activities beyond that of which the above policy states.
- Install or use any software or network hardware not approved by the director of technology.
- Engage in software piracy or copyright infringement. Please note: all software installed on College computers must be used in conformance with the license granted by the developer. Unlicensed products will be immediately removed from College computers.
- Provide access to Bellin College technology resources to individuals, groups, or businesses outside the College community, except as authorized in writing by the President, a Dean or Vice President, or the Director of Technology.
- Exchange proprietary information or any other privileged, confidential, or sensitive information without proper authorization.
- Participate in email chain letters, spamming, junk mail, email bombing attacks or virus hoaxes.
- Knowingly forward an email message or otherwise introduce a virus-infected file by other means into the College network.
- Send, store, print or solicit receipt of email messages, files or programs that contain fraudulent, harassing, racist or obscene language, visual, or audio material or content. The College reserves the right to determine the appropriateness of such material and content.
- Use the College technology resources for illegal behavior or activities as defined by federal, state and/or local laws.

## Enforcement Procedures

The College retains the right, without restriction, to monitor, authorize, control, or stop the use of any technology resource found on its computers or networks. Violations of any College policy will be referred to the appropriate administrator for action through the established disciplinary processes.

This may result in:

- Deleted files and/or programs.
- Disabled user accounts.
- Withdrawn user access privileges.
- Suspension, expulsion, or termination from College employment.

## Administrative Systems

The privacy of student record information and the rights and responsibilities of handling the information is federally governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). All employees of Bellin College are required to abide by FERPA regulations and College policies regarding access to and use of College student, Advancement and Alumni Relations or financial information.

## Information Technology – Electronic Mail Policy

Electronic Mail (email) is a tool provided by Bellin College to complement traditional methods of communications and to improve academic and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical, and lawful manner. Use of the College email system implies consent to all College IT policies and practices. Violations of the policy may result in restriction of access to the College email system and/or other appropriate disciplinary action.

**Senior students who graduate will have their Bellin College email account transitioned to an alumni email account two weeks after graduation. Instructions will be sent prior to the transition.**

### Scope

This policy applies to all users of Bellin College technology resources. A "user" is defined as any individual who logs into, uses, or attempts to log into or use a College system; or any individual

who connects to, or attempts to connect to or traverse the College network, whether by hardware or software or both, whether on campus or from a remote location.

## Policy

**The Bellin College Microsoft Exchange email system is the only recognized email system used to communicate between faculty, staff, and students.** This is necessary to ensure the delivery and receipt of official communications. Email messages regarding College matters sent from an administrative office, faculty or staff member to students is considered to be an official notice and should be treated as such by the student.

## Acceptable Use

Reference the Acceptable Use Policy for guidance on acceptable use, inappropriate use, and user responsibilities. Users must exercise caution when forwarding messages, either internally or externally. Sensitive information - such as social security numbers, addresses, age, gender, etc. - must not be forwarded to any party outside of the College without the prior knowledge or approval of that individual.

## User Responsibility

Users are expected to read email on a regular basis and manage their accounts appropriately.

Sharing passwords is strictly prohibited. Each user is responsible their account, including safeguarding access to the account. All email originating from an account is deemed to be authored by the account owner and it is the responsibility of that owner to ensure compliance with these guidelines.

## Privacy

Bellin College will make every attempt to keep email messages secure; however, privacy is not guaranteed, and users should have no general expectation of privacy in email messages sent through the College system. Users must be aware that email can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Email that is not encrypted can be viewed by people other than the intended recipient, while it is in transit or on mail servers. Because messages can be stored in

backup systems, email may be retrievable when a traditional paper letter would have been discarded or destroyed.

## Email Etiquette

When using email as an official means of communication, users should apply the same professionalism, discretion, and standards that they would use in written business communication. Furthermore, users should not communicate anything via email they would not be prepared to say publicly. The following practices should be followed when using email.

- Use a meaningful subject line when sending a message.
- Be concise.
- Use proper spelling, grammar, and punctuation.
- Avoid abbreviations that the reader may not be familiar with.
- Do not attach unnecessary files.
- Use proper layout and structure.
- Do not overuse the high priority option.
- Use upper and lower-case letters in your message. Messages typed in all upper case give the impression of shouting.
- Be selective about recipients. Use of distribution lists or 'reply all' features should be carefully considered and only used when necessary.
- Read the email before sending.
- Only use delivery and read receipts when necessary.

## System Monitoring

Bellin College collects statistical data about its email systems consistent with generally accepted business practices. The College monitors the use of email to ensure the ongoing availability, reliability, and security of the system. The College may employ, at any time, tools to analyze statistical information to detect unauthorized usage, denial of service attacks, capacity planning and network problems. Under certain circumstances, it may be necessary for the IT staff or other appropriate College officials to access email files to maintain the system, to investigate security abuse incidents, and violations of this or other College policies. Such access will be on an as-needed basis and any email accessed will only be disclosed to those individuals.

## Mailbox Size Limits

The Outlook mailbox quota is set at 2GB for all users, this includes the messages in your inbox, sent items and deleted items. The College has the right to restrict the amount of user space on the email server as necessary and to revise the size restrictions, as necessary.

## Records Retention

Individuals are responsible for saving email messages as they deem appropriate. Messages are automatically purged from folders in order to save storage space. Automatic purge amounts are as follows:

- Sent - 365 days
- Deleted Items - 90 days
- Junk - 30 days

Inbox items are not automatically deleted. Individual users are responsible for deleting unneeded email in order to stay within their mailbox quota.

## Email Size Limits

A 100-megabyte size restriction for all email is enforced whether being sent or received. This is necessary to preserve network bandwidth and mailbox storage resources.

## Email Signature

Email signatures indicating name, job title, address, contact info and other particulars are strongly recommended for all email messages whether sent to internal or external receivers.

## Data Backup

The email system is backed up on a nightly basis and stored for 30 days.

## SPAM and Virus Protection

Bellin College utilizes SPAM filtering and anti-virus software. Virus-infected email often appears to be sent from a friend or coworker and will contain an attachment. This attachment is the virus carrier and, by opening the attachment, the virus code is executed. Attachments should be opened only when you are sure of the sender and message.

IT Services will make every effort to prevent these types of messages from entering our system. Contact the Helpdesk if any doubts exist; [helpdesk@bellinCollege.edu](mailto:helpdesk@bellinCollege.edu); (920) 433-6666.

## Information Technology – Online Proctoring

If a Bellin College course requires a student to take a test or quiz online, some or all features of an online proctoring tool may be required by the instructor for the exam to proceed. This may require the student to use an online proctoring tool on their personal computer, as well as allow the online proctoring tool access to that computer's webcam and microphone for the duration of the exam. Students may also be required to provide proof of identity prior to taking the online exam. Any confidential student information, including audio or video captured by the tool will be used exclusively for verifying the academic integrity of the online test, and will not be shared with any organization outside Bellin College and the online proctoring tool except with written permission from the student.

## Information Technology – Online Verification

All coursework submitted (be it online, in person or by mail) must be an original representation of the student's work. The student who registers for Bellin College courses must be the same person who participates in, completes, and receives the academic credit. Any violation will be subject to the academic misconduct policies.

## Information Technology – Student Technology Requirements

All Bellin College students are required to have access to their own PC (running Windows 8 or higher, or MacOSX 10.11 or higher), high speed internet, a webcam, and microphone for online coursework. It is recommended this computer be a notebook or tablet device which can be used on campus as well as at home. Chromebooks and Netbooks are not guaranteed to work with all Bellin College software.

## Library Resources/ Photocopying and Printing

The Phil and Betsy Hendrickson Library is located on the second floor of the Resch location. An additional library space is located on the second floor of the Mike Van Asten location. The libraries offer a variety of electronic and print resources covering general and health-related subjects. During orientation, new students are provided information regarding library policies, procedures, resources, and literature searching.

### Hours

The library is open Monday through Thursday from 7:30 a.m. to 9 p.m. Friday hours are 7:30 a.m. to 8 p.m. Hours are subject to change and will be communicated accordingly.

### Phone

(920) 433-6659

### Email

[library@bellincollege.edu](mailto:library@bellincollege.edu)

### Research Assistance

Library staff is available to assist with locating information, using electronic and print resources, and operating library equipment. Research assistance is also available via the phone, email and by appointment.

### Photocopying/Printing

Printers for students to use at the Resch location are in the library, Center for Academic Success, Teaching, and Learning Excellence, first floor student lounge and lower-level lounge and at the Mike Van Asten location in the first-floor student study area and library. The copyright law of the United States (Title 17) governs the making of photocopies or other reproductions of copyrighted material. This provision also applies to copying, downloading, and uploading of documents from the internet. The cost of printing is 5 cents for black and white and 8 cents for color per page. Enrolled students receive credit for printing at the start of their first semester and each August provided they are enrolled in a program. Unused credits will roll over to subsequent years. Students needing additional credits can purchase them in the One

Stop Shop. Printing credits cannot be returned or refunded. Call the One Stop Shop at (920) 433-6699 for details.

## How to Access the Library Web Site

The library website can be accessed two ways:

1. Canvas course page (recommended access)
2. Bellin College website under *Quick Links*

**\*\*Please note:** The library website works best with the Google Chrome browser.

## How to Access the Library Web Site via Canvas

1. Log into your course page
2. Click on **Bellin College Resources**
3. Click on **Library**

## How to Access the Library Web Site via the Bellin College Home Page

1. Go to the Bellin College home page:  
<https://www.bellincollege.edu>
2. Click on **Quick Links**
3. Scroll down and click on **Library**

## Library Web Site

Click [Library Quick Guide](#) for an overview of the library web page and its contents.

## EZproxy

When you click on a link to the library's licensed resources, the EZProxy screen will appear. Enter your Bellin College username and password and click on Login. You will only see this screen once per online session.

## Availability of a Particular Journal

To determine if the Hendrickson Library has access to a particular journal title follow these steps.

1. Click on the **Journals** tab on the library home page.
2. Type the journal title in the search box. Click on **Search**.

For more detailed information on how to search for journal titles, click on [Search for Journal Titles](#).

## Requesting Articles

### How do I request articles?

- EBSCO databases include links to request forms for journal articles not owned by the Hendrickson Library.
- In EBSCO, click on **Request this item from the Library**. Fill out the items designated and click on **Submit**.
- Articles found from sources other than EBSCO, may be ordered by clicking on the [Article Request Form](#). This link is also found in the **Interlibrary Loan** section under the **Services** column on the Hendrickson Library home page.

### How long does it take to receive articles?

It generally takes 2-3 business days for articles to arrive.

### How will I receive articles?

Articles will be e-mailed to your Bellin College e-mail address.

## Availability of a Particular Book

**To determine if the Hendrickson Library has access to a particular book follow these steps:**

1. Click on the Books tab on the library home page.
2. Select keyword, Title, or Author from the field box.
3. Type the book title, author's name or keyword in the search box. Click on **Go**.

For more detailed information on searching the online catalog, click on [Search for Books](#).

## Requesting Books

### What books may be requested?

1. Books held in the Hendrickson Library print collection except for books designated as non-circulating.
2. Books are not held by the Hendrickson Library.

### Can I request a course textbook?

Required and recommended course textbooks may not be requested through the library.



## How do I request a book?

Use the [Book Request Form](#). This link is also found in the **Interlibrary Loan** section under the **Services** tab on the Hendrickson Library home page.

## How long may I keep a book?

- Books held by the Hendrickson Library may be kept for 3 weeks. Books may be renewed one time.
- If the book is obtained through interlibrary loan, the lending library sets the due date and determines if a book can be renewed.

## Papers/Proofing Advice

Bellin College offers writing support in the Center for Academic Success, Teaching, and Learning Excellence (CASTLE). In order to maintain fairness and consistency, Bellin College faculty will not review drafts of a paper that they will ultimately grade. Students seeking assistance should consult with CASTLE or refer to the APA Manual or AMA Manual if applicable. Copies are available in the Hendrickson Library or can be purchased at a bookstore. Please contact the Academic office.

## Wireless Internet

The campus is equipped with wireless internet. All users of Bellin College technology resources must exercise responsible, ethical behavior when using these resources and are expected to abide by College policies and local, state, and federal laws. To utilize the wireless internet on the Bellin College campus, students must agree to the terms of use provided. The College utilizes hardware and software products to prevent junk email and virus-infected email to be received by its students, faculty, and staff. For more information visit <https://www.bellincollege.edu/campus-life/information-technology/?highlight=email>

## Writing Resources – APA Style

The American Psychological Association style (APA) is the common method of documentation for the college, unless otherwise indicated. The APA Style provides basic guidelines about preparing papers for submission. APA Style also uses parenthetical citation within the text to

identify source material and uses a reference list at the end of the work to give detailed information about sources cited in the paper.

The APA Publication Manual is the required text utilized by Bellin College. The current edition of this Manual is available in designated College resource areas and the library. Refer to the applicable textbook and supply lists or appropriate course syllabus for classes that may require the APA Manual.

The APA Manual provides examples of reference citations and answers to frequently asked questions. Students are to submit papers using APA Style. Paper submission format (electronic, hard copy, single-sided, double-sided) will be at the discretion of the course faculty and will be published in the paper/project guidelines or course syllabi.

Students are encouraged to consult with the faculty for clarifications or seek assistance from the Center for Academic Success, Teaching, and Learning Excellence (CASTLE).

## Writing Resources – AMA Style

The American Medical Association style (AMA) is the common method of documentation for select programs. The AMA Style provides basic guidelines about preparing papers for submission. AMA Style also uses parenthetical citation within the text to identify source material and uses a reference list at the end of the work to give detailed information about sources cited in the paper.

The AMA Manual of Style is the text utilized by Bellin College. The current edition of this Manual is available in designated College resource areas and the Library. Refer to the applicable textbook and supply lists or appropriate course syllabus for classes that may require the AMA Manual.

The AMA Manual provides examples of citations of references and answers to frequently asked questions. Students are to submit papers using AMA Style. Paper submission format (electronic, hard copy, single-sided, double sided) will be at the discretion of the course faculty. Information pertaining to such requirements will be communicated to students verbally at the start of each semester and will also be published in paper/project guidelines and/or the course syllabi.

Students are encouraged to consult with faculty for clarifications or seek assistance from the Center for Academic Success, Teaching, and Learning Excellence (CASTLE).

## Student Services and College Policies

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### Accommodations Services

Bellin College complies with the Americans with Disabilities Act (ADA) to provide all students with appropriate and reasonable accommodations for those with documented disabilities. If students anticipate requiring any auxiliary aids or services, they should contact accommodation services in student affairs at [accommodations@bellincollege.edu](mailto:accommodations@bellincollege.edu).

Accommodations for disabilities are determined as a result of self-disclosure by the student. The primary objective of accommodation services at Bellin College is to encourage and facilitate students' self-advocacy. Self-advocacy entails empowering students to effectively communicate relevant information regarding physical, emotional, sensory, or learning challenges to student affairs at [accommodations@bellincollege.edu](mailto:accommodations@bellincollege.edu). The aim is to ensure accessibility to the diverse range of education, programs, and services available at Bellin College. The accommodations process is completed confidentially with student affairs.

**Students must renew their accommodations each academic year by completing the appropriate documentation** and sending it to accommodation services in student affairs at [accommodations@bellincollege.edu](mailto:accommodations@bellincollege.edu). The exception is students in the BSN 15-month program.

The college's Student Accommodation Policy and associated forms may be accessed in full on the college's website at <https://www.bellincollege.edu/campus-life/student-services/support-services/accommodation-services/>.

## Bellin College Student Research Scholarship

The purpose of the research scholarship is to facilitate the research and scholarship of Bellin College's students, when funds are available for this initiative.

**Eligibility:** The Principal Investigator for the research project must be a current Bellin College student at the time of the application deadline, enrolled in any program, and in good standing.

**Criteria:** The topic area of the project must be a research/Quality Improvement (QI) project that is a requirement of a Bellin College course; final projects that are required for degree completion will take precedence.

Applicants must submit a Word document including the following for each proposed research project:

- Name, phone number, address and enrolled Bellin College program or outside entity for each investigator.
- Scholarship funding amount requested.
- Summary of the project that includes a background and methods section (500-1000 words).
- Detailed budget for the project.
- Project start and end dates.
- Faculty approval signature.

Applicants who are awarded a scholarship must adhere to the following requirements for utilization:

- **Acknowledgement of Support:** All print, video, website and audio materials related to the scholarship project or program (publications, conference presentations or patents filed) must identify and credit Bellin College for its support indicating "This research/QI project has been funded (or funded in part) by a scholarship from the "Bellin College Student Research Scholarship."
- **Expenditures:** Scholarship must be used to fund only direct project costs. They cannot be used to fund overhead, tuition, indirect expenses, or dissemination costs. Examples of direct project costs to be funded include: Software, equipment, statistics assistance, transcription services, participant remuneration, travel expenses for data collection, facility rental fees, etc.

- Adherence to Budget: Expenditures of scholarship funds during the scholarship period must adhere to the specific categories and items in the approved scholarship budget.
- Closure Report: Upon conclusion of the project, no later than 1 year after approval, a closure report detailing the outcome of the project and dissemination method should be submitted to the office of Advancement.

## Bereavement Policy

Bellin College is a close-knit, caring community committed to student success. In the event that a student experiences the death of a loved one during the course of an academic term, the student may request to utilize the Bereavement Policy for Students. Bellin College recognizes the impact that a loss may have on the emotional and academic well-being of a student and wishes to support the student during this stressful time. Bellin College also understands that grief impacts every student differently and, therefore, this policy is not an attempt to quantify the impact of the death of a loved one or in any way address the nature of the grief process. Rather, the purpose of this policy is to provide a formal process to allow grieving students access to bereavement services, as well as the opportunity to be available for their families/loved ones during times of death and grief.

Under this policy, a student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. While this policy excuses a student from class attendance, the student remains responsible for all material covered in class and must work with each individual professor upon return to complete any required work.

Typically, the student bereavement policy involves that of an immediate family member as defined below; however, it is up to the discretion of the student affairs office and other applicable college personnel to determine if a death outside of the immediate family warrants implementation of the student bereavement policy:

The immediate family includes:

- Parent(s) or legal guardian(s)
- Siblings
- Spouse or partner

- Children
- Other relatives living as members of the student's household
- In-laws
- Grandparents

Relationships outside the immediate family may include, but are not limited to:

- Aunts or uncles
- Cousins
- Nieces or nephews

*Disclaimer: The College reserves the right to review specific situations to determine if exceptions to the established bereavement policy are warranted.*

### **Procedure:**

The standard bereavement policy suggests three days of leave, but the actual amount will vary based on the relationship with the deceased, religious, or cultural beliefs, and coursework/clinical hours. A student who wishes to take time off due to the death of a loved one must notify the Student Affairs Office who will communicate with the Program Director to create approved arrangements for coursework or clinical that will be missed.

### **Steps For Student:**

1. The student must notify the Student Affairs Office prior to the start of the bereavement leave at [campuslife@bellincollege.edu](mailto:campuslife@bellincollege.edu)
2. A representative from student affairs will notify the necessary and appropriate on-campus offices (faculty, academic advisor, program director, dean, etc.) of a student's bereavement leave and anticipated return date.
3. The student is required to provide appropriate documentation to the Student Affairs Office at [campuslife@bellincollege.edu](mailto:campuslife@bellincollege.edu).
  1. Acceptable documents may include: a funeral program, obituary, signed letter from funeral home, notice of death, or death certificate. Failure to provide documentation will result in the absences being considered unexcused.
4. Upon return to the institution, it is the responsibility of the student to communicate with their instructors about any missed assignments and arrange to complete missed work.

5. If an instructor fails to follow this policy, the student may appeal the instructor's decision in writing to the director of student affairs under the general grievance procedures.

## Bias Incident Reporting

In order to flourish in an educational and work environment, all members of a college campus must feel safe and respected as equally valued members of the community. At Bellin College we support the freedom for all to express their points of view and the open exchange of ideas. This is true even in situations where those points of view may run counter or potentially be inflammatory to some. However, freedom of expression does not give permission for anyone to engage in speech or behavior that is rooted in intentional displays of hate or to act on their biases in ways that intimidate or threaten the safety of other individuals. A bias incident is defined in the policy as "behavior that is hostile, harassing, intimidating or discriminatory and is based on actual or perceived race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity, disability or other difference."

The actions of undergraduate and graduate/ students are expected to be consistent with the standards of conduct, core values, and student foundational behaviors. Bias incidents affect the well-being and success of campus community members and contradict the professed values of Bellin College; thus, the college has the responsibility to be proactive in preventing and being prepared to address the full range of bias incidents.

To be considered a bias incident, the act is not required to be a crime under any federal, state or local statutes. Colleges and universities may handle bias incidents through grievance procedures, such as the student conduct process, or through educational programs to enhance awareness and enable prevention of such acts.

The Vice President of Student Affairs, Enrollment, and Belonging (or designee) will be in contact with the student who has been accused of the bias incident within five business days of the report.

## Hate Crimes

A hate crime is any bias incident that involves a crime of violence, property damage or threat. According to deferral and Wisconsin laws, that can include:

- Written graffiti on the side of a student's car.
- A social media post threatening to assault a specific individual because of their membership in a protected category.

While the majority of reported instances of bias-related actions on college campuses may best fit the definition of a noncriminal bias incident, hate crimes do happen on college and university campuses and must be reported to meet Clery Act requirements.

All bias incident reports are considered confidential. All parties, students, and employees are required to exercise confidentiality and privacy in relation to all verbal and written communications.

## Reporting Options

If you have experienced or witnessed a bias incident, there are several ways to submit a report:

Students can use the [online report form](#) that is available. Once the form is completed and submitted, the Vice President of Student Affairs, Enrollment, and Belonging or designee will follow up.

Students may submit a phone report by calling the Vice President of Student Affairs, Enrollment, and Belonging by calling 920-433-6656 during business hours. If one decided to leave a message, a call will be returned at the earliest possible time during the next business day.

An in-person report can be made by scheduling a meeting with the Vice President of Student Affairs, Enrollment, and Belonging or the Chief Academic Officer.

## Why Should I Report

While bias incidents sometimes target specific individuals, they often violate an entire group or community. Graffiti on the wall, defaced fliers, anonymous emails, and slurs or language meant to harass individuals convey a message of intolerance. By reporting such incidents, you

help the college community to maintain a positive learning, living, and working environment.

For more information please visit <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>

## Center for Academic Success, Teaching, and Learning Excellence (CASTLE)

The Center for Academic Success, Teaching, and Learning Excellence (CASTLE) provides tutoring, academic coaching, writing help and support for career development. CASTLE offers individual and group study spaces, computers with access to a printer and a learning hub where some faculty hold office hours and workshops. CASTLE is open whenever the College is open and typically staffed Monday through Friday from 8 a.m. to 4:30 p.m. at the Resch campus, and intermittently staffed at the Van Asten campus according to need.

### Requesting a Peer Academic Coach

Bellin College students requesting peer academic coaching should contact the Academic Success Specialist.

### Procedure to Applying to be a Peer Academic Coach

At any time, students interested in becoming a peer academic coach can contact the Academic Success Specialist, who manages the program.

## Complaint Process

Bellin College seeks to resolve all concerns in a timely and effective manner. To that end, this complaint process serves as an ongoing means for any individual to discuss concerns or register formal complaints that pertain to alleged violations of State consumer protection laws that include but are not limited to fraud and false advertising; alleged violations of State laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the

quality of education or other State or accreditation requirements. Academic Affairs, Student Services, Admissions, Bursar, Registrar, and Financial Aid all provide specific administrative means to address and resolve most, if not all of the questions and concerns someone may have. Bellin College is committed to excellence and strives to create a caring environment. We welcome concerns about our services and programs in order to make quality improvements on our campus. Bellin College designates the Office of Student Affairs as responsible for receiving, investigating, and potentially resolving complaints. For more information on the complaint process, student grievance procedure and appropriate forms, visit: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

## Child Care

The local Encompass Early Education and Care Inc. offers a discounted rate for childcare. Information regarding rates and availability can be obtained by calling (920) 436-7540 or visiting their website at [www.encompasseec.org](http://www.encompasseec.org).

## Demographic Information

Students are responsible for maintaining up-to-date and accurate demographic information. Changes can be submitted electronically via the student information system. The following demographic changes should be reported as soon as they occur to the One Stop Shop in Student Services.

- Change of address (local and/or permanent)
- Change in phone number.
- Name change (requires official documentation to be submitted to the One Stop Shop).
- Emergency contact

## Drug Abuse and Alcohol Prevention Program

[The purpose of this policy is to provide an alcohol and drug-free environment for faculty, students, administration, and support staff at Bellin College in order that the College may carry out its mission and comply with the Drug-Free](#)



[Workplace Act of 1988. As well as to allow appropriate events at the college's discretion to allow alcohol in moderation.](#)

Bellin College is committed to maintaining a drug-free campus. Given this objective, the college prohibits the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs on its property or as part of any of its activities. Legal sanctions under federal, state, and local laws for the possession or distribution of illicit drugs and alcohol will be upheld. All members of the Bellin College Community (faculty, staff, and students) are encouraged to review the information on the website.

For more information, visit <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/alcohol-and-drug-policy/>.

## Family Educational Rights and Privacy Act (FERPA)

Bellin College complies with the Family Education Rights and Privacy Act (FERPA). Once enrolled, all students have a right to inspect and review most of the educational records maintained about them by Bellin College under FERPA of 1974 (as amended). Under most circumstances, no identifiable data (non-directory) will be released to a third party without the written consent of the student. Students may challenge information in their records which they believe to be inaccurate, misleading, or inappropriate and request a revision.

The College implements all provisions of FERPA as amended. For purposes of general records accountability, a file system has been established for all student records under the supervision of the Registrar. The FERPA record release exceptions:

- Release of directory information. (Please see below for what is considered directory information.)
- Instances when state or federal agencies request information essential to fulfill legal requirements for accreditation.
- Requests from agencies or organizations from which students have received financial aid.
- Requests in accordance with a lawful subpoena or court order.

- Requests from College officials with legitimate educational interests. (Please see below for the definition of a College official.)

A College official is defined as a person employed by the College in an administrative, supervisory, academic, research or support staff position, law enforcement and health staff, a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.

Bellin College has defined the following as directory information:

- Name
- Address
- Email address
- Cell phone number
- Date of birth
- Confidential recommendations to which the student has in their records prior to January 1, 1975
- Dates of attendance, year in college and enrollment status
- Academic honors
- Previous institutions attended.
- Participation in recognized activities
- Photograph

**Please note:** Students complete the FERPA disclosure permission forms as part of the orientation process. Forms are also kept in the One Stop Shop for any students who wish to update disclosure permissions. A new form must be completed by the student to change access permission to the student's record. Students should be aware that placing a FERPA hold on all records includes limiting the College's ability to provide a reference or verify enrollment or degree information. Students can select the transparency of the specific information visible within our student information system

Students can request access to records, documents and other materials directly related to them by appointment with the Registrar or the Chief Academic Officer.

Students may not have access to:

- Personal information of College employees.
- Employment records.

- Medical, psychiatric, or similar records used solely for treatment purposes and available only to recognized professionals in connection with such treatment. Students would be able to have such records inspected by a doctor or appropriate professional of their choice.
- The financial records of their parents used for financial aid purposes.
- Confidential letters and statements of recommendations placed in their records prior to January 1, 1975, and/or confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admissions, or award purposes.
- Admission records accumulated prior to enrollment.

## Disclosure to Parents

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent. For example:

- Schools may disclose education records to parents if the student is a dependent for income tax purposes.
- Schools may inform parents if their son or daughter is involved in a health or safety emergency.
- Schools may inform parents if a student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.

## Student and Exchange Visitor Information System

FERPA permits institutions to comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of Student and Exchange Visitor Information System (SEVIS).

## Family Educational Rights and Privacy Act – Procedure for Review of Records

If a student wants to review his or her files, he or she should:

- Submit a written request to the Registrar, identifying the records they wish to inspect. Although FERPA allows the College to act on the request within 45 days of the day they receive a request for access, Bellin College will usually be able to make arrangements within 10 business days. The Registrar will notify the student when and where the records may be inspected.
- Allow a College official (Registrar or Chief Academic Officer) to be present when the record is reviewed.
- Sign a required waiver of College responsibility for further confidentiality if copies of any information are made and given to the student.

Students have the right to seek changes to the information contained in their education records if they believe it is inaccurate or misleading. Academic or clinical grades given in individual units and/or courses are an exception. Students should write to the College official responsible for the record. In the communication, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failure by Bellin College to comply with the department requirements of FERPA. The name and address of the office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Ave, SW  
Washington, DC 20202-8520

For more information, visit:  
<https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/ferpa/>

## General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) was designed to coordinate and streamline data privacy laws across Europe; to protect and ensure that all EU citizens can have some expectation of data privacy; and influence the way organizations across the European Union (EU) approach data privacy. It also affects any organization, inside or outside of the EU that is involved in processing data, which could identify a person, either directly or indirectly.

Bellin College is committed to the principles contained within the GDPR (General Data Protection Regulation) and particularly to the concepts of information security, privacy, protection, and consent with regard to data. A high priority is placed on protecting and managing data in accordance with accepted industry standards. Bellin College will work closely with students and educational partners to meet the above stated obligations. The information technology and Student Services departments are committed to ensuring a secure data environment for all data subjects. Bellin College will monitor and assess risk factors regarding data protection and the usage of data and make changes, as necessary.

## Graduation

Graduation dates are established as the last day of the semester session or the date of Commencement. Students have three possible graduation dates: May, October, and December.

Undergraduate students who have six or fewer credits to complete at the conclusion of the spring semester may participate in the commencement ceremony, but they are expected to complete those credits the summer immediately following the ceremony.

Bellin College's standard transcribed graduation dates are May, October, and December. Commencement ceremonies are held in May, October (15-Month option only) and December. An August graduation date may be allowed if

students have special/extenuating circumstances that require they take summer courses. These cases must be reviewed and approved by the appropriate Dean and Program Director.

An intent to graduate form must be completed by all seniors and graduate students prior to graduation. Upon receipt of the form, the Registrar's office performs a degree audit to verify that all requirements for graduation have been met. The due date will be communicated, but students must submit this form in the semester prior to their last semester of study. Forms can also be obtained via the website or from the Student Services One Stop Shop office.

## Discrimination and Harassment Policy

Bellin College's policies and procedures are intended to afford a prompt response to reports of non-sexual harassment and discrimination, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of College policy. Bellin College promptly and thoroughly investigates and resolves complaints alleging non-sexual harassment and discrimination.

- a. To communicate the mechanisms for investigating complaints in a manner that reasonably protects the privacy of individuals involved in situations of alleged non-sexual harassment and/or non-sexual discrimination.
- b. To ensure the provision of equal employment and educational opportunities to faculty, staff, students, and applicants for such opportunities without regard to race, ethnicity, religion, sex, marital status, national origin, age, disability, gender identity, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes.
- c. To protect all those involved who report or provide information related to harassment and/or discrimination from retaliation of any kind.
- d. To set forth guidance for preventing harassment and/or discrimination.

- e. To take timely corrective action when harassment and/or discrimination is alleged to have occurred.
- f. To establish a consistent process for resolving complaints of harassment and/or discrimination in a fair and just manner.

## ONLINE DISCRIMINATION/ HARASSMENT COMPLAINT FORM

### **Anti-Discrimination Statement:**

Bellin College believes that everyone should be treated with respect and dignity and that any form of harassment and/or discrimination is a violation of human dignity. The College condemns harassment and discrimination and maintains a “zero-tolerance” for it. Students, faculty, and staff have the right to work and learn free of harassment and discrimination. The College will take all reasonable efforts to prevent and promptly correct instances of harassment and/or discrimination. Additionally, students, faculty, and staff have the right to a structured process for resolving problems, complaints or grievances relating to the execution of institutional policies.

### **POLICY:**

Bellin College offers resources and support to all College community members experiencing concerns of harassment and discrimination misconduct. We encourage individuals to make the college aware of these concerns so that support and resources may be offered. The Discrimination/Harassment Complaint Form can be used to report a concern of misconduct. This form is located at <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>. Once the form is filled out it must be emailed or given in person to the Title IX coordinator. In an emergency, please always call 911.

This policy applies to all College community members. Vendors, independent contractors, and other outside parties who conduct business with the College through affiliation and other agreements will be expected to comply with this policy as well, as specified by the terms of any contract or agreement between the College and such third party.

It is the policy of the College to provide equal employment and educational opportunities to students, faculty, staff, and applicants without

regard to race, color, religion, sex, marital status, national origin, age, disability, gender identity, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes. In addition, it is the policy of the College to comply with applicable state statutes and local ordinances governing nondiscrimination in employment and educational activities.

Acts of harassment, and discrimination are considered serious violations of this College policy. Because of the seriousness of these actions, the full range of institutional sanctions, including probation, termination, suspension, and dismissal may be imposed.

A College community member who believes they are to be victim of harassment and/or discrimination is encouraged to report the information to the Vice President of Student Affairs, Enrollment, and Belonging or College administration. The College requires all faculty and all staff with supervisory or leadership responsibilities or responsibilities related to student welfare to report any information they learn about nonsexual harassment and/or nonsexual discrimination to the Vice President of Student Affairs, Enrollment, and Belonging or College administration. Upon notification, the Vice President of Student Affairs, Enrollment, and Belonging and/or administration will determine if an investigation is warranted, enabling the College to investigate and to take corrective action where appropriate.

The College encourages students, faculty, and staff to report all instances of harassment and/or discrimination.

The College will broadly disseminate this policy and distribute a list of resources available to respond to concerns of harassment, and/or discrimination. The College will develop and present appropriate education programs for student, faculty, and staff. Bellin College will make every effort to prevent harassment and/or discrimination before such incidents rise to the level of a violation of federal law. Additionally, this policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, benefits, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

- a. Administrative Review- In the absence of a formal complaint, the President’s Cabinet has the authority to initiate an

administrative review at the request of a department, program, or area when in the requested by a supervisor when in the judgment of the President's Cabinet a review is necessary. As necessary the College reserves the right to serve as complainant and to initiate an investigation without a formal complaint. The College encourages any member of the College community who feels he or she has been subjected to harassment or discrimination to use the complaint procedure outlined in this policy. Additionally, an individual has the right to file a complaint with outside enforcement agencies including the United States Department of Education's Office of Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), or state or local law enforcement or prosecution authorities.

- b. Annual Report- The Vice President of Student Affairs, Enrollment, and Belonging shall provide a statement documenting the number of complaints received pursuant to this policy, the categories of those involved in the allegations, the number of violations found, and examples of sanctions/corrective actions imposed for policy violations that is in conjunction with the College's Annual Security Report.
- c. Anti-Retaliation- The College expressly prohibits any form of retaliatory action against any individual for filing a complaint under this Policy or for assisting in a complaint investigation.
- d. Bellin Human Resources- should be contacted prior to any attempt to resolve a complaint.
- e. Complainant- An individual who is subject to alleged discrimination, harassment, retaliation, or unfair treatment regarding the interpretation or application of an existing College policy.
- f. Complaint Resolution- The investigation of any complaint of harassment and/or discrimination will determine if this policy was violated. Additionally, the investigative report may address other serious issues disclosed during the course of the investigation and make recommendations to the appropriate College Administrator for resolution.
- g. Conflict of Interest- In the formal resolution process, if the person investigating or a College authority has an actual or perceived conflict of interest, the investigator or appropriate College authority may be asked

to excuse himself/herself from the process. The excused individual shall not have access to any of the materials from the case from which the individual is excused.

- h. Discrimination- Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, gender identity, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes. The conduct must be so egregious as to alter the conditions of the individual's employment or educational experience.
- i. Discriminatory Harassment- Detrimental action based on an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any other groups protected by federal, state, or local statutes that is so severe, persistent, or pervasive that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the work or educational environment. Examples of harassment include, but are not limited to, intimidation and humiliation as expressed by communications, threats, acts of violence, hatred, abuse of authority, or ill-will that assault an individual's self-worth. Harassment of a non-sexual nature can include slurs, comments, rumors, jokes, innuendoes, cartoons, pranks and other verbal or physical conduct, frequent, derogatory remarks even if the remarks are not sexual in nature and any other conduct or behavior deemed inappropriate by Bellin College.
- j. Education- The College will broadly disseminate this policy and distribute a list of resources available to respond to concerns of harassment and/or discrimination based on race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, veteran status, and any other groups protected by federal, state, or local statutes. Additionally, the College will implement appropriate educational programs for students, faculty, and staff.
- k. False Information- Anyone interviewed as part of an investigation into a possible violation of this policy who intentionally furnished false information may be subject to corrective/disciplinary action.



- l. False Reporting- The College encourages anyone who believes that s/he has been the victim of harassment or discrimination to report her/his concerns but will not tolerate intentional false reporting of incidents.
- m. Hostile Environment- An occurrence where harassment is sufficiently serious to deny or alter the conditions of employment or the educational environment and create an abusive environment in which to work or study. The person alleging a hostile environment must show a pattern or practice of harassment against him or her; a single incident or isolated incidents generally will not be sufficient. In determining whether a reasonable person in the individual's circumstances would find the work or educational environment to be hostile, the totality of the circumstances must be considered.
- n. Inquiries- For obtaining information about reporting any instance of non-sexual harassment and/or discrimination, any individual may consult with the Vice President of Student Affairs, Enrollment, and Belonging.
- o. Retention of Records- All records of harassment, discrimination, and retaliation reports and investigations will be private and confidential to the greatest extent possible and will not be publicly disclosed except to the extent required by law. However, no member of the College's staff or faculty, or any student is promised strict or absolute confidentiality. Additionally, all records will be retained for a minimum of seven (7) years.
- p. Retaliation- Intentional action taken by an individual or allied third party that harms a complainant, witness, reporter, or any other individual for filing or participating in a College investigation.
- q. Supportive Measures- Once the college has actual knowledge of potential non-sexual and/or non-sexual discrimination and the Discrimination/Harassment Complaint has been filed, immediate steps should be taken to provide the complainant and respondent supportive measures that will preserve equal access to education and safety.
- r. Third Party Assistance- If an individual seeking an Alternative Resolution desires the assistance of a third party to attempt to resolve the situation informally, the

individual seeking an Alternative Resolution may approach any one of the following resources:

- Vice President of Student Affairs, Enrollment, and Belonging
- College Administration
- Bellin Human Resources (faculty and staff)
- The individual seeking an Alternative Resolution's supervisor or the supervisor's supervisor (faculty, staff & student employees)

#### Alternative Resolution

Alternative Resolution is an option available to students, faculty, and staff is to seek resolution informally. The College does not require an individual to contact the person directly whose behavior is having been harassing or discriminatory.

- a. If an individual seeking an Alternative Resolution is comfortable dealing with the situation without direct involvement of a third party, the individual seeking an information resolution can communicate directly with the person whose behavior is discriminatory or harassing.
- b. It is appropriate to use face-to-face communication only when the individual seeking an Alternative Resolution does not feel threatened, there is no risk of physical harm and the individual seeking an Alternative Resolution believe the other person will be receptive.
- c. Email/written correspondence is the preferred method of communication. If the individual seeking an Alternative Resolution chooses to communicate face-to-face, she/he should also send an email summarizing the face-to-face interaction. Keep copies of any written communication.
- d. A factual description of the incident(s) including a description of the unwelcome behavior, date, time, place, and the names of any witnesses.
- e. A description of any consequences that the individual seeking an Alternative Resolution has experienced.
- f. A request for the discriminatory or harassing behavior to cease.
- g. If the individual seeking an Alternative Resolution does not feel comfortable with the one-on-one communication or if the individual seeking an Alternative Resolution

believes that the communication was not successful, the individual should consider other informal or formal procedures.

If the situation is not able to be resolved informally or if the individual seeking an Alternative Resolution chooses not to engage in an Alternative Resolution, the individual seeking an Alternative Resolution may initiate a formal complaint.

#### Formal Resolution

In all cases of an allegation of non-sexual harassment and/or non-sexual discrimination the individual(s) making the allegation may choose to bypass the Alternative Resolution options and to proceed to a formal resolution. In the event that an Alternative Resolution of the allegation is not resolved to the satisfaction of the individual(s) making the allegation, the person(s) alleging such harassment, discrimination may submit a formal written complaint to the Vice President of Student Affairs, Enrollment, and Belonging.

- a. The written complaint shall set forth in reasonably sufficient detail the nature of the alleged harassment and/or discrimination, the individual(s) against whom the complaint is made, the name(s) of any witnesses, and any available evidence or sources of evidence.
- b. Upon receipt of a written complaint, the Vice President of Student Affairs, Enrollment, and Belonging shall first determine if the complaint states facts sufficient to believe that a potential violation of College policies or a potential violation of federal and/or state laws has occurred. The Vice President of Student Affairs, Enrollment, and Belonging will notify the complainant in writing of its decision within five working days.
- c. If there is the potential of a violation of the Discrimination and/or Harassment Policy or federal and state laws, a prompt, thorough, and impartial investigation will be conducted.
- d. The Vice President of Student Affairs, Enrollment, and Belonging and members of the investigative team will objectively gather and consider relevant facts. They will ensure that statements of the complainant, the respondent, and all witnesses are

documented, and that the investigation is conducted in a thorough, objective manner and is considerate of all the parties involved.

- e. The investigation will normally be concluded within 30 working days. The complainant and respondent will be notified in writing of any reasonable delays.
- f. The investigation will be private and confidential to the greatest extent possible. However, no member of the College's staff or faculty, or any student is promised strict or absolute confidentiality. The investigative team will write an investigative report, including the findings of the investigation and a recommendation for action, based on a preponderance of evidence.
- g. In consultation with the appropriate College Administrators, the Vice President of Student Affairs, Enrollment, and Belonging will decide on the action, if any, to be taken.
- h. In all cases of formal allegations of harassment and/or discrimination, a summary of the findings and recommendations shall be available for review by the complainant, the respondent, and to the appropriate College authority.
- i. The Vice President of Student Affairs, Enrollment, and Belonging will communicate the decision to the complainant, to the respondent, and to the appropriate College authority within five working days of conclusion of the investigation. The College will take immediate and corrective action if appropriate.

#### Appeal

- a. The complainant or respondent may appeal the decision made by the Vice President of Student Affairs, Enrollment, and Belonging for one or more of the following grounds: (1) The decision made is arbitrary or capricious, (2) If the decision is clearly unsubstantiated by the evidence, or (3) If new information is presented that was not available during the course of the investigation.
- b. The written appeal must be filed within five working days after receiving the written decision with the President/CEO of the College.
- c. The final determination will be made by the President/CEO, using a preponderance of evidence standard within five working days upon receiving the written appeal.
- d. The decision will be communicated to the complainant, respondent, and the

Vice President of Student Affairs,  
Enrollment, and Belonging and shall be  
considered final.

Bellin College reserves the right to modify,  
amend, or terminate this policy at any time.

## DISCRIMINATION/HARASSMENT COMPLAINT FORM

03/17, 02/22, 01/24, 08/24

Bellin College has responsibilities to report issues  
related to employee and student welfare, such as  
harassment and discrimination, to the Vice  
President of Student Affairs, Enrollment, and  
Belonging.

### INSTRUCTIONS:

Please complete this form to the best of your  
ability. Report only one incident per form. By  
disclosing this information, you (the  
complainant) are submitting a formal report to  
the Vice President of Student Affairs, Enrollment,  
and Belonging. Please send electronically to  
[benjamin.rieth@bellincolleg.edu](mailto:benjamin.rieth@bellincolleg.edu) or print and  
deliver a hard copy to Dr. Benjamin Rieth. This  
report may warrant a formal investigation.

If this is an emergency, please call 911.

Please enter your contact information below:

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Are you a student? \_\_\_\_\_

Are you an employee? \_\_\_\_\_

How did you become aware of this incident of  
situation?

- ☐ This is a self-report (the situation I'm  
reporting happened to me).
- ☐ It was reported to me by the victim
- ☐ I was a witness to the incident or situation (I  
saw or heard the situation).
- ☐ It was reported to me by a third party.
- ☐ Anonymous (I received the information  
anonymously)

When did you become aware of the incident (the  
day and time you received the information)?

Date (MM/DD/YYYY) \_\_\_\_\_

Approximate Time (AM/PM) \_\_\_\_\_

If you know when the incident occurred, please  
list the date/time below.

Date (MM/DD/YYYY) \_\_\_\_\_

Approximate Time (AM/PM) \_\_\_\_\_

Please indicate the general location where the  
incident occurred:

- ☐ Campus building (within the building)
- ☐ Campus grounds (in a parking lot, near the  
building, etc.)
- ☐ Off campus
- ☐ Other (please specify) \_\_\_\_\_
- ☐ Unknown

If known, please indicate the specific location  
where the incident occurred (i.e.: room number):  
\_\_\_\_\_

Please describe the incident in as much detail as  
possible:

Was a weapon or weapons, drugs, or alcohol  
involved in the incident?

- ☐ Yes (please explain) \_\_\_\_\_
- ☐ No
- ☐ Unsure (please explain) \_\_\_\_\_

Please provide the name(s) of the individual(s)  
accused of committing the act of discrimination  
or harassment in this situation:

How is the accused individual(s) affiliated with  
Bellin College? (For example: student, employee,  
visitor/guest, no campus role, or unknown).

Was there any evidence that this incident was motivated by the complainant's status with regard to any of the following? (Select all that apply).

- ☐ Race
- ☐ Ethnicity
- ☐ Age
- ☐ Gender
- ☐ Sexual Orientation
- ☐ Religion
- ☐ Disability
- ☐ National Origin
- ☐ Veteran Status

Are there any other individuals to whom the complainant has reported the incident? If so, please list the names of those individuals below:

Does the complainant understand that this information is being reported to the Vice President of Student Affairs, Enrollment, and Belonging?

- ☐ Yes
- ☐ No

Does the complainant understand what it means to file a complaint?

- ☐ Yes, I am choosing to go forward with an investigation
- ☐ No, I am choosing not to go forward with an investigation

I understand that Bellin College is obligated under federal law to investigate all complaints related to discrimination and harassment and other misconduct. I understand and agree that the information I provide on this form and the information provided to the investigator may need to be shared with the respondent and other witnesses. The information may also be shared with the appropriate Bellin College administrators. Any information that is shared will be done in a way that protects and respects the privacy of those involved as much as possible.

Complainant Signature \_\_\_\_\_

Date \_\_\_\_\_

If someone assisted you with filling out this form, please provide their name.

\_\_\_\_\_

## Hazing Policy

Bellin College is dedicated to educating healthcare professionals through innovation, leadership, and service that promotes lifelong learning and excellence. Choosing to be part of the Bellin College community, students promise to treat the community with care and respect the dignity of all persons, including self; live with integrity, communicate truthfully, etc.

Hazing is any action or situation intentionally created that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate. Hazing is also defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Bellin College will not tolerate hazing in any form. The student(s) involved will face disciplinary action separate from an organizational review. Students who are involved and charged with hazing will be subjected to the Student Behavior Conduct Process. All reports will be investigated. Hazing reports may be filed under a grievance or general complaint to the Vice President of Student Affairs, Enrollment, and Belonging.

For more information, please contact the Vice President of Student Affairs, Enrollment, and Belonging or refer to the Bellin College website at: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>

## Lucyanna Hitch Award for Excellence

The purpose of this award is to recognize the graduating student who best exemplifies the Bellin College Values. The award is given in honor of Lucyanna Hitch, who was a nurse, community leader, long-time College advocate and a member of the Board of Trustees. She was also

the first Board President for the BSN program. Lucyanna Hitch's dedication to fundraising has enabled many students to receive scholarships.

**Eligibility:** A graduating student of any program who is in good academic standing.

**Criteria:** Behaviors which consistently demonstrate the College values of excellence, integrity, community and caring.

**Definitions:**

- *Excellence* – being the best
- *Integrity* – honest and ethical behavior
- *Community* – collaboration and inclusion
- *Caring* – empowering relationships based on empathy and respect

All applicants must submit a written narrative in APA format, describing how they have demonstrated the College Values throughout their educational program. The student must also request one letter of recommendation from a Bellin College faculty member or an employee of Bellin College who can best attest to the student's achievements. The call for applications is made prior to graduation with a deadline for application submission clearly stated. An individual plaque is presented to the recipient at the commencement ceremony held in spring. The individual's name is placed on a permanent plaque at the College. The recipient also receives a modest cash award.

## Minors on Campus

Due to extenuating circumstances, a student may need to bring a minor to class. The student must seek faculty approval prior to coming to class. Minor attendance at lab or clinical are not permitted. The following serves as guidelines:

- Minors should not be allowed in classrooms unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave. The faculty member should discuss minor attendance with the student if it begins to occur frequently.
- A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
- Line of sight supervision of the minor by the parent or guardian is required at all times.
- Minors are not allowed in high-risk areas.

- A waiver of liability for minors may be signed as appropriate.

For more information,  
<https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/minors-on-campus/>.

## Non-Discrimination Policy

It is the policy of Bellin College to be nondiscriminatory in terms of race, color, creed, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status, or disability in the admission of students, in student programs and in the employment of College faculty and staff.

In conformance with applicable federal and state regulations, Bellin College is committed to nondiscrimination, equal opportunity and affirmative action in its educational programs and employment policies. Inquiries concerning this policy may be directed to the Vice President of Student Affairs, Enrollment, and Belonging.

For more information, visit:  
<https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures>.

## Reference Request

Students requesting a reference from Bellin College personnel must complete a reference request form. Any student with a hold on their records cannot receive a reference. The reference request form is available on the College website or in the Student Services - One Stop Shop office.

## Retaliation

The College prohibits any form of retaliation against a complainant. Any allegations of retaliation will result in an immediate investigation and appropriate action consistent with the College's due process procedures.

## Service Animal Request

Students with disabilities may request accommodations in the form of service animals. Request for a service animal must follow the procedures for requesting an accommodation, including completion of the Request for a Service Animal Form which can be obtained from Accommodations Services ([accommodations@bellincollege.edu](mailto:accommodations@bellincollege.edu)). Requests



should be submitted in advance of the necessary need. For more information, <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/service-animal-policy/?highlight=service%20animals>.

## Student Behavior/Code of Conduct

Students are expected to follow Bellin College rules and conduct themselves in a manner compatible with its values. Violations of College rules, including violations of the American Nurses' Association Code of Ethics (2015), will be handled administratively and may result in disciplinary action, such as monitoring, probation, or dismissal.

Any student who behaves poorly or has a detrimental influence on other students, will be disciplined based upon the severity of the offense.

### Student Responsibilities

Students shall:

- Never act in a manner that would pose a threat to the health (physical and/or mental) or safety of a member or members of the College community.
- Never conduct himself or herself in a disorderly, lewd, indecent, or obscene manner on College's property or at College sponsored or supervised functions.
- Always conduct himself or herself appropriately to reflect a professional healthcare provider. When engaging in College activities, students should project a professional image in both their attire and demeanor.
- A consensual dating or sexual relationship between any College employee and a student is deemed unprofessional and is therefore prohibited, unless the two people are married. A violation of this policy may result in disciplinary action including dismissal.

## Classroom/Coursework Responsibilities

All coursework submitted must be an original representation of the student's work. Plagiarism, unauthorized collaboration and/or submission of another person's work are not permitted.

- A student who registers must be the same person who participates in, completes, and receives the academic credit.

### Property Responsibilities

Students shall:

- Never forge, alter, or misuse College documents, records or other College or hospital/healthcare agency records.
- Never steal or damage property belonging to the College, hospitals, community, or an individual.
- Only use College or practicum facilities as authorized and appropriate.

### College Operation Responsibilities

Students shall:

- Be honest in all activities relating to the education program.
- Never obstruct or disrupt teaching activities, administrative functions or other College or practicum activities.
- Always uphold the rules, regulations, and College policies.
- Always comply with the directions of College personnel.
- Always uphold rules of any College, university, medical, hospital or community facility associated with the College.

### Welfare, Health, and Safety Responsibilities Students shall:

- Never use, possess, or distribute narcotics, hallucinogens, mind, or body-altering drugs, controlled substances, or dangerous drugs except as expressly permitted by law.
- Never consume, possess, distribute or be under the influence of alcoholic beverages in violation of Wisconsin State Law or College policy.
- Never misuse fire emergency equipment such as alarms, emergency phones, call buttons, fire extinguishers, hoses, etc.
- Never possess or use firearms, explosives, dangerous weapons, or other items that

could injure people or property while on Bellin College, Bellin Health, or clinical site property.

- Never smoke or use tobacco on Bellin College property and adhere to such policies of clinical agencies.

Students not in compliance with these responsibilities are subject to disciplinary action, including monitoring, probation, or dismissal. An immediate suspension may result in an ask to participate in an alcohol, drug, or other screening. The student in question may be put on temporary suspension until the incident has been investigated by appropriate college personnel and results in the student's return to good standing, probation, or dismissal.

## Student Behavior Conduct Hearing Procedures

The purpose of the Student Behavior Conduct Hearing Procedures policy is to ensure an equal and fair process for student issues related to violating the Bellin College policies, values, and student foundational behaviors.

All aspects of the Student Conduct Hearing Procedure are confidential. All parties, students, and employees are required to exercise confidentiality and privacy in relation to all verbal and written communications.

### Conflict of Interest

In the event of any conflict of interest which will be identified through self-declaration by any of the members, the individual will remove themselves from the Student Conduct Hearing. The Vice President of Student Affairs, Enrollment, and Belonging (or designee) will rule on any challenges regarding conflict of interest.

The actions of undergraduate and graduate/professional students are expected to be consistent with the standards of conduct, core values, and student foundational behaviors.

### Hearing Preparations

The Vice President of Student Affairs, Enrollment, and Belonging (or designee) will be in contact

with the student who has been accused of misconduct within five business days of the report.

The Vice President of Student Affairs, Enrollment, and Belonging (or designee) will review all suspected misconduct and will decide if a hearing is necessary. The student has the right to request a hearing for due process.

The hearing will be scheduled if needed within five to ten business days after contact with the student in question.

### Hearing Body

The complainant, victim (if different from the complainant), the respondent, the witnesses (if any), the Vice President of Student Affairs, Enrollment, and Belonging (or designee), appropriate program director and/or appropriate dean will be invited to attend the hearing.

### Hearing

An electronic or other verbatim record will be made of all hearings. This record will be retained for one month following the hearing or until the conclusion of any appeal process, whichever is longer. The record will then be destroyed, except in cases of suspension and expulsion, when the electronic record shall be retained with the student's record.

At the beginning of the hearing, introductions will be made. The respondent will be informed of standards alleged to have been violated which may include student policies, student foundational behaviors, etc.

The complainant/victim will be asked to describe what happened, and the respondent will have the opportunity to respond.

If witnesses are necessary, they will be asked to describe what happened beforehand to collect evidence, and the respondent will have a chance to respond.

All communication between the respondent, complainant, victim, and witnesses will be directed to the Vice President of Student Affairs, Enrollment, and Belonging or designee.

The Vice President of Student Affairs, Enrollment, and Belonging, appropriate program director,

and/or appropriate Dean may ask questions of any respondent, complainant, or witness during the hearing.

## Deliberations

At the conclusion of the hearing, the respondent, complainant, and witnesses will be asked to leave the room. These individuals will not be present during the deliberations of the decided plan of the Vice President of Student Affairs, Enrollment, and Belonging appropriate program director, and/or appropriate Dean. Deliberations will begin immediately following the hearing and a decision will be made within five business days.

## Outcomes

The Vice President of Student Affairs, Enrollment, and Belonging will use the Student Performance Plan (SPN) to communicate and document the outcomes of the hearing. If a student is found to have violated Bellin College's policies, student foundational behaviors, etc., disciplinary action will be taken against the student. The following are examples of consequences that may be imposed if a student is found responsible for violations of the Bellin College Student Foundational Behaviors/Code of Conduct:

1. College Monitoring
2. Probation
3. Dismissal
4. Limitations of Activities
5. Loss of Privileges

## Appeals Process

If the student believes that the process and procedures outlined in this policy were not followed correctly or that the process was unfair an appeal may be submitted to the President/CEO in writing. The Appeals Form is located in the Vice President of Student Affairs, Enrollment, and Belonging's office.

The student has 14 business days of the outcomes to file an appeal to the President/CEO or designee(s). The president/CEO or designee(s) will review all documents, communications, etc. or meet with the student, administrator and supervisor, or the members of the Ad Hoc Committee to determine whether the process and procedures were followed.

The President/CEO may render one of the following decisions:

- Finds evidence of violation of the process and procedures of this Policy, the President/CEO will direct the administrator to review the case anew.
- Finds no evidence of violation of the process and procedures of this Policy; the President/CEO will uphold the ruling.

The President/CEO will respond, in writing, within 15 business days of receipt of the appeal. The decision of the President/CEO is final and not appealable.

## Student Bill of Rights

Students have a right to engage in a sustained and independent search for truth, utilizing good judgment.

- Because freedom to teach and the freedom to learn are inseparable facets of academic freedom, students should exercise their right to learn and teach in a responsible manner.
- Students have a right to be admitted to a particular institution regardless of their race, color, religion, national and ethnic origin, creed, age, gender, marital status, sexual orientation, or physical disability.
- Students are free to take reasoned exception to the data or views offered in any course of study, reserving judgment about matters of opinion.
- Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation.
- Students have the assurance that information about their views, beliefs, and political associations which instructors acquire in the course of their work, is considered confidential and is not released without their knowledge or consent. These associations are not used as a basis of evaluation.
- Students have a right to a responsible voice in the determination of the curriculum.
- Students have a right to examine their permanent education records and be aware of the conditions governing its disclosure, according to the established school policy.
- Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately.
- Students have a right to invite and hear any person of their own choosing within the College's acceptable realm.

- The student body has a right to participate in the formulation and application of institutional policy affecting academic and student affairs.
- Students have a right to be informed about standards of behavior set forth by the institution, which it considers essential to its educational mission and community life.
- Students have the right to belong or refuse to belong to any organization of their choice.
- Students have a right to a voice in the establishment of the dress code.
- Students have a right to periodically review grading systems with faculty for clarification and better student/faculty understanding.
- Students have a right to provide input into the evaluations of nursing courses and faculty.
- Students have the right to participate in an educational environment free of harassment or intimidation.

## Student Freedom of Speech

As an educational institution, Bellin College supports the freedom of expression of ideas and, statement, we affirm the worth and dignity of all people and the limitless value of their intellectual potential; the commitment to create a diverse, equitable, and inclusive environment illustrated through the beliefs and actions of our workforce and student body; lifelong learning; innovation; broad vision, effective communication, a sense of the inter-relatedness of all knowledge, sensitivity to the human condition, and a global perspective; the value of a lifelong commitment to service; and the value of ethical leadership that is inclusive, collaborative, directed towards effecting change for the greater good.

The College encourages students to make independent judgments about the worth and validity of ideas and to contest ideas with which they disagree. Any effort by members of the College community to limit openness in this academic community is a matter of serious concern and hinders the freedom of expression and the discovery of truth. All students are, therefore, free to express their points of view on, or opposition to, any issue of public interest within reasonable restrictions of time, place, and manner. To learn more about the Bellin College Student Freedom of Speech Policy, please visit

our Policies and Procedures website at <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>

## Student Rights and Responsibilities

Students can expect their rights to freedom of expression and association and to fair treatment if they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided with information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or designee.

Adult students, age eighteen (18) or older, are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## Social Media Use

Facebook, X, and other social networking websites create opportunities to form or maintain friendships. Users choose to disclose their identities and determine how they represent themselves to the public at large. Students are reminded that pictures and information posted on the internet via programs such as Facebook and Twitter are public information. Students must ask permission to use the Bellin College logos in any self-initiated communication on any social sites. Pictures and/or information from these sources that describe/document behavior that violates Bellin College policies or the code of conduct (on campus or at College-sponsored events) is subject to further investigation and verification by the College.

Students are reminded of the importance of upholding the standards of confidentiality as they progress through community, lab/simulation, patient, and clinical experiences.

Regarding social media, the college will consider the safety of our students, the reputation of the students and programs, college values, student foundational behaviors, etc. If there is a misuse of social media, such as professionalism, bullying, substance abuse, illegal action, etc., the college has a right to investigate the concern. Any College policy violations that are documented because of such an investigation will result in appropriate disciplinary action by the College.

Student organizations are allowed to have social media accounts that represent their organization. However, for each social media account, a username and password must be on file within the student affairs office, and each student organization facilitator must also have access.

The usage of the Bellin College logo is not permitted on social media except for the official Bellin College social media accounts. If a student wants to make a non-related student organization account on behalf of Bellin College students, it needs to be a private account and must state it is not affiliated with the official Bellin College pages. All student organizations are responsible for their actions and posts.

If a student organization is looking for help in regards or creating a graphic or post, they can contact the Bellin College Marketing Department.

Any College policy violations that are documented will result in appropriate disciplinary action by the College through the appropriate conduct process.

## Title IX Policy Statement and Form

Bellin College is committed to maintaining a living, working, and educational environment free from sexual harassment, sexual violence, and sexual discrimination. It is the policy of Bellin College to comply with Title IX. Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded educational programs and activities. Title IX prohibits sex discrimination in all College programs and

activities including, but not limited to recruiting, admissions, financial aid, academic programs, student services, counseling, discipline, roster assignment, grading, and employment.

To fill out a Title IX Complaint please fill out the [Title IX Complaint Form](https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/title-ix-complaint-form/) available on the college website (<https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/title-ix-complaint-form/>) or print the form provided below to fill out a paper copy.

### SCOPE:

This policy applies to all College community members. Vendors, independent contractors, and other outside parties who conduct business with the College through affiliation and other agreements will be expected to comply with this policy as well, as specified by the terms of any contract or agreement between the College and such third party.

### PURPOSE:

Bellin College believes that each individual should be treated with respect and dignity and that any form of sexual harassment and/or discrimination based on sex is a violation of human dignity. Students, faculty, and staff have the right to work and learn free of sexual harassment and discrimination. The College maintains a “zero-tolerance” for misconduct based on sex and will take all reasonable efforts to prevent and promptly correct instances of Title IX violations. Additionally, students, faculty, and staff have the right to a structured process for resolution of their concerns.

#### Bellin College's purpose is:

- To communicate the mechanisms for investigating complaints in a manner that reasonably protects the privacy of individuals involved in situations of alleged sexual harassment, including sexual violence and/or discrimination based on sex.
- To ensure the provision of equal employment and educational opportunities to faculty, staff, students and applicants for such opportunities without regard to race, ethnicity, religion, sex, marital status, national origin, age, disability, gender identity, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes.



- To protect all those involved who report or provide information related to Title IX violations from retaliation of any kind.
- To set forth guidance for preventing sexual harassment, including sexual violence and/or discrimination based on sex.
- To take timely action when sexual misconduct is alleged to have occurred.
- To establish a consistent process for resolving complaints of Title IX violations in a fair and just manner.

“Sex” for Title IX purposes includes biological or anatomical factors; actual or perceived gender; and actual or perceived sexual orientation. Sexual discrimination includes acts of sexual harassment. The US Departments of Education and Justice define sexual harassment as misconduct on the basis of sex that satisfies one or more of the following conditions: Unwelcome conduct that a reasonable person would determine to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school's education program or activity; sexual assault, as defined in the Clery Act, or dating violence, domestic violence or stalking as defined in the Violence Against Women Act (VAWA); a school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo). Only one of the three conditions listed must be met for the conduct to be considered sexual harassment.

The federal Violence Against Women Act (VAWA) amendments and accompanying regulations clarify the duties of colleges to investigate and respond to reports of sexual assault, stalking, and dating and domestic violence, and to publish policies and procedures related to the handling of these cases. Under VAWA, colleges and universities also must provide training to the campus communities on sexual misconduct. Compliance with VAWA is a condition for colleges, like Bellin, that participate in the federal student aid program, and is administered by the Department of Education's Federal Student Aid Office. New VAWA regulations were published by the U.S. Department of Education in October 2014 and became effective July 1, 2015.

Students, staff, and faculty who become aware of conduct that might violate these policies are urged to promptly report the conduct. When the sexual harassment creates a hostile environment, the College must address the issue. The US Departments of Education and Justice define

hostile environment as an occurrence where “a student is sexually harassed and the harassing conduct is sufficiently serious to deny or limit the student's ability to participate in or benefit from the program”.

The US Department of Education defines sexual violence as “physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, for example, due to the use of drugs or alcohol; or disability preventing a student from having the capacity to give consent”. Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties (US Dept. of Ed. Office for Civil Rights, 2014).

Title IX prohibits retaliation against people for making or participating in complaints of sexual harassment, sexual discrimination and/or sexual violence. Bellin College prohibits retaliation against anyone for making a complaint, for assisting someone else in making such a complaint, or for participating in an investigation.

Vendors, independent contractors, and other outside parties who conduct business with the College through affiliation and other agreements will be expected to comply with this policy as well, as specified by the terms of any contract or agreement between the College and such third party.

Bellin College has designated a Title IX Coordinator, two Deputy Title IX Coordinators and a Title IX Advocate who will address complaints of Title IX violations.

## POLICY:

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Bellin College is only responsible for responding to conduct that occurs within its education program or activity. This policy does not apply to off-campus, private settings, which are not an education program or activity of Bellin College.

The policy and grievance procedures do not apply to college community members outside of the United States.

Title IX applies to any institution receiving federal financial assistance from the Department of Education, including state and local educational agencies. Educational programs and activities that receive federal funds from the Department of Education must operate in a nondiscriminatory manner. Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or because a person made charges, testified, or participated in any complaint action under Title IX.

The Title IX Final Regulations have been released on May 6, 2020. Bellin College continues to have a responsibility under Title IX to protect students' rights to equal education in an environment free from sexual harassment and discrimination based on sex. Relative to the latest guidance and regulations, Bellin College has implemented the processes needed to achieve compliance with regulations issued by the Department of Education.

Bellin College's policies and procedures are intended to afford a prompt response to reports of sexual misconduct, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of College policy. Bellin College promptly and thoroughly investigates and resolves complaints alleging sexual harassment, including sexual violence, and/or sexual discrimination. Bellin College offers resources and support to all College community members experiencing concerns. We encourage you to make us aware of these concerns so that we can offer support and resources to you and/or those involved.

It is the policy of the College to provide equal employment and educational opportunities to students, faculty, staff, and applicants without regard to race, color, religion, sex, marital status, national origin, age, disability, gender identity, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes. In addition, it is the policy of the College to comply with applicable state statutes and local ordinances governing nondiscrimination in employment and educational activities.

Acts of sexual harassment, sexual violence and/or discrimination based on sex are considered serious violations of this College policy. Because of the seriousness of these actions, the full range of institutional sanctions, including probation, termination, suspension, and dismissal may be imposed.

A College community member who believes themselves to be victim of sexual misconduct is encouraged to report the information in writing to the Title IX Coordinator. The College requires all Bellin College employees who receive information about sexual misconduct involving any college student, faculty, or staff member to report the incident to the Title IX Coordinator. The only exceptions for this are the individuals who provide confidential help, as listed below.

All student workers are considered mandatory reporters WHEN ON THE CLOCK. If a student worker becomes aware of information or an incident of sex discrimination/misconduct while acting in the capacity of their employment, a report must be made.

The College will broadly disseminate this policy and distribute a list of resources available to respond to concerns of sexual harassment, sexual violence and/or sexual discrimination. Additionally, students and employees will participate in appropriate educational programs on Title IX as a federal law, prevention, and violations of Title IX.

Additionally, this policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, benefits, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## EMPLOYEE REPORTING PROCESS:

When an employee receives information that could constitute sex discrimination under Title IX the employee is required to report this information to the Title IX Coordinator within a reasonable timeframe. If an employee is confidential help the employee is required to give the information regarding the incident without identifying the name of the student and or employee.

### **Location:**

Under the Title IX regulations colleges have specific responsibilities regarding the locations where they are required to address and manage incidents of sex-based discrimination, harassment, and assault. These responsibilities include:

1. **Campus Locations:** Bellin College must address incidents that occur on campus, including academic buildings and other campus facilities.
2. **Off-Campus Locations:** Bellin College is also responsible for addressing incidents that occur in off-campus locations if these locations are related to the college's programs or activities. This includes off-campus study abroad programs, internships, clinicals, and other off-campus events or locations tied to the institution.
3. **Online Environments:** Bellin College must address incidents that occur in online environments if they are connected to the institution's programs or activities. This includes online classes, official online platforms such as the BC Buzz, and social media interactions related to the college.
4. **Third-Party Programs:** If Bellin College has substantial control over third-party programs or activities, it is responsible for addressing incidents within those contexts. This includes programs or events sponsored by the college but hosted by external organizations.
5. **Employment Contexts:** Bellin College is required to address incidents involving their employees, including faculty and staff, if the incident impacts the educational environment or involves sex-based discrimination or harassment in the employment context.

These regulations aim to ensure that the College provides a safe and non-discriminatory environment for all students, regardless of where incidents occur, as long as they are connected to the institution's educational programs or activities.

## DEFINITIONS:

Actual knowledge and applicability: Bellin College is only responsible for investigating "formal complaints, which are defined as a complaint made to an "official with authority" to institute corrective measures on the recipient's behalf such as the Title IX Coordinator.

Advisor and their role: Parties must have the same opportunity to select an advisor, who may be an attorney. At the live hearing, an advisor is assigned, without fee, to any party that does not have one during the live hearing. The college must allow both parties the opportunity to select an advisor, without restriction on who the advisor may be to interviews and meetings. The college retains the ability to limit the role of the advisor in interviews and meetings as long as it does so equally for both parties. It cannot, however, limit the advisor's role in cross-examining the other party and witnesses at the hearing.

An individual **may** select any person to be an advisor, including but not limited to: Another student or employee not involved in the complaint. A parent or family member. A member of the faculty or administration not involved in the complaint. Advisors are not necessarily attorneys.

Alternative resolution: An alternative resolution is permissible only after a formal complaint is filed. The complaint form must be filled out and emailed or given to the Title IX Coordinator. The form can be found on the Bellin College website or in the Title IX Coordinator Office. Bellin College is allowed to offer and facilitate Alternative Resolution options, such as mediation, as long as both parties give voluntary, informed and written consent. The college is not allowed to offer or facilitate an Alternative Resolution process if an employee is a respondent.

Burden of gathering evidence and burden of proof: Bellin College is responsible for gathering sufficient evidence to reach a decision. The burden of proof is not the responsibility of the complainant or respondent. Further, the college must not restrict the ability of either party to discuss the allegations or present relevant evidence. Institutions must provide equal opportunities for the parties to present facts, expert witnesses, and evidence. The college is prohibited from accessing a party's health, psychiatric or counseling records without written consent.

Complainant: An individual who is subject to alleged discrimination, harassment, retaliation, or unfair treatment regarding the interpretation or application of an existing college policy.

Confidentiality: The college cannot access, consider, disclose, or use medical, psychological, or similar privileged treatment records without

the party's voluntary, written consent to do so. Also, the college cannot require restrictions regarding the ability of either party to discuss the allegations or gather relevant evidence. The college must keep confidential the identity of individuals involved in a Title IX proceeding, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), as required by law or as required to carry out a Title IX proceeding.

Conflict of Interest: In the formal resolution process, if a member of the investigative team or the appropriate College authority has an actual or perceived conflict of interest, the investigator appropriate College authority may be asked to excuse himself/herself from the process. The excused individual shall not have access to any of the materials from the case from which the individual is excused.

Dating Violence: Intimidation, harassment, physical abuse, sexual abuse, emotional abuse, or interference with the personal liberty of any person by someone in an intimate relationship. Violence by a person who is or has been in a social relationship of a romantic or intimate nature (serious, casual, monogamous, or not, short, or long-term) with the victim.

Decision-Maker(s): The decision-maker(s) conduct and adjudicate the grievance proceedings involving Title IX through a live hearing. This individual(s) evaluates the evidence, decides whether evidence is relevant and who reaches conclusions about whether the respondent is responsible for the alleged sexual harassment. Decision-maker(s) also determine whether remedies will be provided to complainants, and appropriate disciplinary sanctions for respondents, if any. After the proceedings, the decision-maker(s) issue written determinations regarding responsibility with findings of fact, conclusions, and rationale for the result. When an appeal occurs, a different decision-maker(s) will decide the appeal.

Decision-maker(s) can be a single individual or a panel of individuals, an outside contractor, or a consortium with no bias or conflict of interest who have appropriate and sufficient training to conduct the proceedings. The decision-maker(s) cannot be the Title IX coordinator or the same investigator(s) who worked the case.

Discrimination: Any distinction, preference, advantage for or detriment to an individual

compared to others that is based upon an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, gender identity, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes. The conduct must be so egregious as to alter the conditions of the individual's employment or educational experience.

Discriminatory Harassment: Detrimental action based on an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes that is so severe, persistent or pervasive that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the work or educational environment. Examples of harassment include, but are not limited to, intimidation and humiliation as expressed by communications, threats, acts of violence, hatred, abuse of authority, or ill-will that assault an individual's self-worth. Harassment of a non-sexual nature can include slurs, comments, rumors, jokes, innuendoes, cartoons, pranks and other verbal or physical conduct, frequent, derogatory remarks even if the remarks are not sexual in nature and any other conduct or behavior deemed inappropriate by Bellin College.

Domestic Violence: Violence by a current or former spouse of the victim, by a person with whom the victim shares a child in common, or by a person who is cohabitating with or has cohabitated with the victim.

False Information: Anyone interviewed as part of an investigation into a possible violation of this policy who intentionally furnished false information may be subject to corrective/disciplinary action.

False Reporting: The College encourages anyone who believes that s/he has been the victim of sexual violence, harassment, or discrimination to report her/his concerns but will not tolerate intentional false reporting of incidents.

FERPA (as related to Title IX): If there is conflict between FERPA and the Title IX regulations, the college must comply with the Title IX regulations.

Formal Complaint: A complaint made to an "official with authority" to institute corrective measures on the recipient's behalf. A formal

complaint must be a written document filed by a complainant or signed by the Title IX Coordinator, alleging sexual harassment against a respondent, and requesting that the school investigate the allegations. The form can be found on the Bellin College website or in the Title IX Coordinator Office.

Hostile Environment: An occurrence where harassment is sufficiently serious to deny or alter the conditions of employment or the educational environment and create an abusive environment in which to work or study. The person alleging a hostile environment must show a pattern or practice of harassment against him or her; a single incident or isolated incidents generally will not be sufficient. In determining whether a reasonable person in the individual's circumstances would find the work or educational environment to be hostile, the totality of the circumstances must be considered.

Incapacitation Due to Alcohol and Drug Use: Incapacitated persons, whether male or female, as a result of alcohol or other drug consumption (voluntary and/or involuntary), or who are unconscious, unaware, asleep or otherwise physically helpless, are considered incapable of giving effective consent because they lack the ability to comprehend that the situation is sexual, and/or cannot rationally and reasonably understand the nature and extent (who, what, when, where, why and how) of that situation.

Live hearing: A formal complaint of sexual harassment would constitute a live hearing. The Title IX grievance procedure provides for a live hearing. At the hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those which challenge credibility. The decision-maker will determine whether the question is relevant and explain any decision to exclude a question as not relevant. Bellin College must create an audio or audiovisual recording or transcript of any live hearing. The college must provide parties with an equal opportunity to present facts, witnesses, and other evidence.

Location of incidents: Bellin College is only responsible for responding to conduct that occurs within its education program or activity. Bellin College's jurisdiction for Title IX incidents is limited to conduct that occurs within the college's education program or activity. If the college chooses to address off-campus incidents

involving students, it will need to occur as part of the student conduct process rather than the Title IX process. The complainant will be required to be a participant or attempting to participate in the college's education program or activity for a formal complaint to be filed. The policy and grievance procedures do not apply to individuals outside of the United States.

Official with Authority (previously responsible employee): All faculty and all staff with supervisory or leadership responsibilities or responsibilities related to student welfare are required to report acts of discrimination, discriminatory harassment, sexual harassment, sexual violence, crimes, and concerning and/or disruptive student behaviors. These individuals have authority to institute corrective measures on the college's behalf. All additional staff and students are strongly encouraged to report concerning behaviors.

Presumption of innocence: Grievance procedures and written notice of the allegations must include a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Record retention: Documentation related to the investigation, including any determinations, appeals, Alternative Resolution and training materials must be retained for a period of seven years. This documentation must also be made available to the complainant and respondent.

Respondent: An individual who has been reported (accused) to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation: Intentional action taken by an individual or allied third party that harms a complainant, witness, reporter, or any other individual for filing or participating in a College investigation. The college expressly prohibits retaliation against any person who may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, because the individual is involved in a Title IX proceeding. Retaliation includes charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint for sex discrimination or sexual harassment.

Review of evidence: The college must send the evidence and draft investigative report to both parties and their advisors prior to the completion of the report. Each party must have at least 10 days to submit a written response before the investigative report is finalized.

Right to appeal: The college is required to offer both parties an equal right of appeal to a Title IX proceeding. Parties must appeal on at least one of the following grounds for appeal:

- Newly discovered evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome.
- Bias or conflict of interest against one or both parties that affected the outcome.
- Procedural irregularity that affected the outcome.

Roles and responsibilities: Designate separate individuals as the Title IX coordinator, investigator(s), and decision-maker(s). This forbids the "single investigator" or "investigator-only" models from Title IX grievance processes. Title IX personnel are required to be free from conflicts of interest or bias for or against complainants or respondents (see additional explanations above).

Mandatory reporters: All faculty and staff at Bellin College besides the Academic Success Coordinator and the Academic Advisor are considered mandatory reporters for Title IX. This means that regardless of the position or status, all faculty and staff are required to disclose Title IX related information and/or incidents that came to their attention.

Facilitator: The Title IX team are made up of facilitators which consist of the Title IX Coordinator, Title IX advocates, and Title IX Coordinators who all help execute the Title IX policies and procedures.

Sanctions: The college may impose a range of sanctions such as probation, suspension, termination, or dismissal.

Sexual Discrimination: Sex discrimination involves treating someone (a student or employee) unfavorably because of that person's sex. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination.

Sexual Harassment: Misconduct on the basis of sex that satisfies one or more of the following conditions: Unwelcome conduct that a reasonable person would determine to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school's education program or activity; sexual assault, as defined in the Clery Act, or dating violence, domestic violence or stalking as defined in the Violence Against Women Act (VAWA); a school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo). Only one of the three conditions listed must be met for the conduct to be considered sexual harassment.

Sexual Violence: The United States Department of Education's Office of Civil Rights 2014, defines sexual violence as "physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. An individual's inability to consent to sexual activity may arise from use of drugs or alcohol or individual conditions including intellectual or other disability". Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties.

Stalking: A pattern of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Standard of evidence: Bellin College will use the preponderance of the evidence standard and apply the same standard to all formal complaints of sexual harassment, including those involving employees or faculty members.

Standard for response: The Title IX Coordinator must promptly contact the complainant confidentially to discuss the process for filing a formal complaint and supportive measures. The Title IX Coordinator will respond to the complainant with the necessary information within three (3) business days. In the event of the Title IX Coordinator's absence the Deputy Coordinator is to be contacted.

Supportive Measures (replaces Interim measures): Once an institution has actual knowledge of potential harassment and a formal complaint has been filed, the College will take immediate steps to provide the complainant and



respondent supportive measures. Bellin College is required to offer supportive measures such as class reassignments or noncontact orders. Supportive measures are designed to free, individualized services to restore or preserve equal access to education, protect safety or deter sexual harassment. It is non-punitive or disciplinary with respect to another student.

Title IX Coordinator: An employee designated by the college to coordinate its efforts to comply with Title IX responsibilities. The coordinator may also be an investigator. The Title IX coordinator's name and contact information on the college website, print materials and is available to applicants for admission and employment, students, parents, legal guardians, and employees. Any person may make a report to the Title IX coordinator by person, by mail, by phone, email, or other means. A complaint "may be made at any time". After hours, reports may be made via voicemail to the Title IX coordinator.

Training: Training of Title IX personnel must include training on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation and grievance process (e.g., hearings, appeals, Alternative Resolution), how to serve impartially (i.e., without conflicts of interest or bias) and any technology used during a live hearing. These materials must be posted on the website or be made available for the public. The training provided must be free of "sex stereotypes" and must promote impartial investigations.

Written notice: The college must provide written notice to the parties that include sufficient details, such as the identities of the parties involved, if known, the specific section of the policy that was violated, the conduct allegedly constituting sexual harassment and the date and location of the alleged incident, if known. The college must also send written notices of any investigation interviews, meetings, or hearings.

## PROCEDURE: ALTERNATIVE RESOLUTION (IR) PROCESS:

1. To move forward with an Alternative Resolution process a Title IX Complaint Form must be filled out (link below). Once the form is filled out it must be submitted by email or in person to the Title IX Coordinator. Written notice will be provided to the parties

that include sufficient details. The Title IX Coordinator may offer the parties the opportunity to become involved in an Alternative Resolution process. Likewise, either party (complainant or respondent) may petition the Title IX Coordinator in writing to offer an Alternative Resolution process to the other party. The Title IX Coordinator is the sole administrator who determines if an Alternative Resolution is appropriate given the allegations.

2. The Title IX Coordinator and or facilitator will supervise the Alternative Resolution process. The facilitator will present the option of an Alternative Resolution and proposed terms to each Party independently and in writing. All related communication will go through the Title IX Coordinator. Participation in an Alternative Resolution is voluntary for all parties and requires full informed and written consent. If either party does not agree with the proposed terms, or is uninterested in engaging in negotiations, the party may ask to move to a formal resolutions process at any time before signing the Alternative Resolution Agreement.
3. The IR will be voluntary for both parties and each party must submit a written request to become involved in the IR. An Alternative Resolution cannot be offered if the complainant is a student and the respondent is an employee.
4. The IR will not require the parties to confront each other or even be present in the same room.
5. The parties may consult their advisor or have their advisor present at any time an IR meeting occurs.
6. Either party may withdraw, without penalty, from the IR up until a written resolution agreement is signed by both parties. If either party withdraws from the IR, the formal Title IX process will resume.
7. A signed resolution agreement is binding on both parties.
8. The facilitator(s) has the authority to end the resolution process if the facilitator(s) believes that one or both parties are not operating in good faith. If this happens, the formal grievance process will resume.
9. Both parties and the facilitator (s) will have an opportunity to offer proposals to become a part of the final outcome(s)/agreement. An IR agreement may include, but is not limited to, an admission of responsibility, an

admission of false allegations, disciplinary/punitive sanctions, counseling, and involvement in an educational program.

10. The Facilitator(s) and both parties must all agree to the outcome(s) of the IR. In doing so the facilitator will write a binding agreement based upon the parties verbal agreement with the negotiated outcome(s). Separately, both parties will then be offered the opportunity to sign this IR agreement. If either party refuses to sign this agreement, the IR will be considered failed and the formal Title IX process will resume.

#### One-on-One Communication:

- It is appropriate to use face-to-face communication only when the individual seeking an Alternative Resolution does not feel threatened, there is no risk of physical harm and the individual seeking an Alternative Resolution believe the other person will be receptive.
- Email/written correspondence is the preferred method of communication and must go through the Title IX coordinator or facilitator. If the individual seeking an Alternative Resolution chooses to communicate face-to-face, they should also send an email summarizing the face-to-face interaction. Keep copies of any written communication. Communication should include:
  - A factual description of the incident(s) including a description of the unwelcome behavior, date, time, place, and the names of any witnesses.
  - A description of any consequences that the individual seeking an Alternative Resolution has experienced due to the unwelcome behavior.
  - A request for the unwelcome behavior to cease.
  - If the individual seeking an Alternative Resolution does not feel comfortable with the one- on-one communication or if the individual seeking an Alternative Resolution believes that the communication was not successful, the individual should consider other informal or formal procedures.

#### Third Party Assistance:

If an individual seeking an Alternative Resolution desires the assistance of a third party to attempt

to resolve the situation informally, the individual seeking an Alternative Resolution may approach any one of the following resources:

- Title IX Coordinator
- Bellin College Security
- Bellin Human Resources (faculty and staff)
- The individual seeking an Alternative Resolution's supervisor or the supervisor's supervisor (faculty, staff & student employees).

All faculty, staff and students are strongly encouraged to report any actions or behaviors believed to be in violation of this policy. Allegations of sexual misconduct that come to the attention of faculty or staff with supervisory or leadership responsibilities or responsibilities related to student welfare must be reported to the Title IX Coordinator.

If the situation is not able to be resolved informally or if the individual seeking an Alternative Resolution chooses not to engage in an Alternative Resolution, the individual seeking an Alternative Resolution may submit a formal complaint in writing to the Title IX Coordinator using the procedures below.

### FORMAL RESOLUTION PROCESS:

In all cases of an allegation of sexual harassment, including sexual violence, and/or discrimination based on sex, the individual(s) making the allegation may choose to bypass the Alternative Resolution options and to proceed to a formal process. The Title IX Complaint Form can be used to report a concern of sexual misconduct located at:

Once the form is filled out it must be submitted by email or in person to the Title IX Coordinator. The Title IX regulations permit formal complaints that initiate the grievance process to be filed only by a complainant or the Title IX Coordinator. At the time of the complaint, the complainant must be participating in or attempting to participate in the college's education program or activity. Bellin College has the discretion not to initiate the Title IX grievance process for complaints made by former students or employees. The regulation does not prohibit parties from voluntarily waiving their rights to the grievance process required by the regulation. As a result, the college may create an alternative, streamlined investigation and adjudication process to be used only if the parties voluntarily consent to it and its use does not amount to

deliberate indifference. Parties may voluntarily consent to Alternative Resolution in lieu of a formal investigation and hearing.

If at any point in the investigation, the college determines that the conduct alleged in the formal complaint does not constitute sexual harassment; did not occur in the college's education program or activity; or did not occur against a person in the US then the college must dismiss the complaint for its Title IX grievance procedure. The college has discretion to address such conduct under another policy, such as a student code of conduct, if it wishes to.

The college may dismiss a formal complaint at any time if the complainant would like to withdraw the complaint; the respondent is no longer enrolled or employed by the institution; or specific circumstances prevent the college from gathering evidence sufficient to reach a determination.

Bellin College will work to include reasonably prompt time frames for conclusion of the grievance process, including appeals and Alternative Resolutions, with allowance for short-term, good cause delays or extensions of the time frames. The college will describe the range of supportive measures available and sanctions the college may impose on a respondent, following determinations of responsibility. The college will treat complainants equitably by providing remedies at any time a respondent is found responsible and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process.

## TITLE IX GRIEVANCE PROCESS:

See the detailed Summary of Major Provisions of the Department of Education's Title IX Final Rule.

1. A formal written complaint shall set forth in reasonably sufficient detail the nature of the alleged sexual harassment (based on the definition) the respondent(s) against whom the complaint is made, the name(s) of any witnesses, and any available evidence or sources of evidence submitted to the Title IX Coordinator. The formal complaint can be filed by a complainant or signed by the Title IX Coordinator.
2. Upon receipt of a written complaint, the Title IX Coordinator shall first determine if the complaint states facts sufficient to believe that a potential violation of the Title

IX sexual harassment or a potential violation of federal and/or state laws has occurred.

The Title IX Coordinator will notify the complainant in writing of its decision within five working days. Allegations will be sent by a written notice to both parties. Supportive measures will be put in place. If allegations do not meet the definition of sexual harassment or did not occur in the college's education program or activity against a person in the US, the allegations are dismissed.

3. If there is the potential of a violation of the Title IX Policy or federal and state laws, the Title IX investigator(s) will conduct a prompt, thorough, and impartial investigation. Privacy of a party's privileged record is not accessed unless written consent is obtained.
4. The college has the burden of gathering evidence and the burden of proof. The Title IX investigator(s) will objectively gather and consider relevant facts. The Title IX investigator(s) will ensure that statements of the complainant, the respondent, and all witnesses are documented and that the investigation is conducted in a thorough, objective manner and is considerate of all of the parties involved.
5. A live hearing and cross-examination are part of the grievance process. At the live hearing, the Decision-Maker(s) must permit each party's Advisor to ask the other party and any witnesses all relevant questions. Each party will have an equal opportunity to present facts, witnesses, and other evidence. The cross-examination must be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally.
6. The investigation will normally be concluded within 30 working days. The complainant and respondent will be notified in writing of any reasonable delays.
7. There is no restriction of the ability of the parties to discuss the allegations or gather evidence (no "gag" orders). The investigation will be private and confidential to the greatest extent possible.
8. In all cases of formal allegations, the Title IX investigators will write an investigative report, including a summary of the complaint and the findings of the investigation, based on a preponderance of evidence.
9. The written investigative report shall be available for review by the complainant, the respondent, and to the appropriate College

authority. Each party will have 10 days to review the draft investigation report and submit a response before the report is finalized.

10. In consultation with the appropriate College Administrators, the Decision-Maker will make a determination on the action(s), if any, to be taken.
11. The Decision-Maker will communicate the determination of action(s) to the complainant, to the respondent, and to the appropriate College personnel within five working days of conclusion of the investigation. The College will take immediate and corrective action as appropriate.

#### The Hearing:

When the complainant requests to file a formal complaint, or when the Title IX Coordinator files one on behalf of the institution, the Title IX Coordinator and Hearing Facilitator will coordinate the hearing for alleged violations of the Title IX Policy Discrimination Policy.

Once the investigation is complete and the investigative report is finalized, the college will schedule a hearing, giving each party at least ten (10) business days' notice of the hearing being scheduled.

College representatives will meet in a pre-hearing conference with the complainant and respondent to discuss their rights in the hearing, share about what will take place, and answer any questions that participants may need answered. This meeting is called a pre-hearing conference, and will take place at least five (5) business days prior to the hearing. Parties may bring their support person and/or process advisor to this meeting.

#### Party Opening Statements:

The complainant and the respondent may submit opening statements for the hearing, which they will read at the start of the hearing.

Statements must not exceed three (3) typed pages of 1500 words if single-spaced. The complaint and respondent can decide what information should be included within their statements, but may choose to discuss the impact of the alleged incident or how involvement in this case has impacted them individually.

All documents must be submitted at least three (3) business days prior to the hearing; instructions for submitting will be provided during the pre-hearing conference.

#### Subjection to Questioning:

Parties are encouraged to participate in the hearing, but are not required to do so. Witnesses will also be invited to participate in live cross examination. Statements and other evidence provided during the investigation, along with statements during the hearing and cross-examination, may be considered for decision making by the Hearing Officer. The Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party or a witness's absence from the live hearing and/or refusal to submit to questioning by the parties' advisors.

#### Hearing Format:

At the hearing, the complainant and the respondent will be given space in separate areas to convene and prepare for the hearing before being called into the hearing room. Both parties will be able to see the Hearing Officer and hear/ see one another. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

An audio record will be kept of the proceedings and made available to each party for their audio review, at their written request. A copy of the audio recording is not available for dissemination or duplication.

The hearing may also take place fully virtually, if necessary, to allow for a timely response to the allegations.

An outline of the hearing format will be provided to parties at the pre-hearing meeting, but will generally utilize the following format:

- Opening instructions and introductions;
- Review of the Rights of the parties;
- Opening statements by Complainant and Respondent;
- Questioning of the Complainant:
  - By Hearing Officer;
  - By Process Advisor for Complainant
  - By Process Advisor for Respondent;
- Questioning of the Respondent:
  - By Hearing Officer;

- By Process Advisor for Respondent;
- By Process Advisor for Complainant;
- Questioning of Witnesses (Including Investigator):
  - By Hearing Officer;
  - By Process Advisor for Complainant and Respondent;
- Closing statements by Complainant and Respondent
- Closing instructions
- Deliberation and Decision-Making

Following conclusion of the decision-making process, the Hearing Officer, with administrative support from the Title IX Coordinator and/or other college administration will prepare a written decision that includes the following information:

- Identification of the allegations potentially constituting Sexual Misconduct made in the formal complaint;
- A description of the procedural steps taken by the college upon receipt of the formal complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
- Findings of fact that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Misconduct, including a determination regarding responsibility for each separate potential incident based on a standard of preponderance of evidence;
- Any sanctions to be imposed;
- Any ongoing supportive measures or other remedies as determined by the Title IX Coordinator; and
- A description of the process and grounds for appeal.

The Title IX Coordinator and/or designee will be responsible for sharing the findings of the Hearing Officer concurrently, through Bellin College email, with the complainant and respondent. Parties will be notified within five (5) business days about the outcome of the hearing. It is expected that everyone involved in the hearing process will follow all standards and expectations established for participants, as outlined in pre-hearing meetings.

### Sanctions and Remedies:

If a complaint of Sexual Misconduct is found to be substantiated, the college will take appropriate corrective, disciplinary, and remedial action to stop the inappropriate conduct, address its effects, and prevent its recurrence. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, suspension, probation, demotion, termination, or expulsion. Affiliates and program participants may be removed from college programs and/or prevented from returning to campus.

The college will impose appropriate sanctions on a case-by-case basis, depending on the severity and/or pervasiveness of any violations. In determining appropriate sanctions, the Hearing Officer may examine and consider a number of factors, including, but not limited, to:

1. Level of ongoing risk or harm to the community;
2. The nature and seriousness of the violation;
3. Use of drugs or alcohol;
4. Motivation underlying the respondent's behaviors; and
5. The Respondent's record of past misconduct, including prior violations of the same or similar type.

Sanctions will not be implemented until after the appeal deadline has passed or, if an appeal is filed, until after the appeal has concluded. However, the college will keep supportive measures in place until the decision is final and the Title IX Coordinator has notified parties that the supportive measures are no longer in place.

The following includes a list of the possible sanctions that may be imposed upon any respondent found to have violated the policy. The college has the authority to tailor sanctions, such as both punitive outcomes and educational outcomes, to address specific situations.

Possible sanctions include:

- Disciplinary Probation
- Suspension
- Expulsion
- Postponement of Graduation
- Withholding Proof of Degree
- Degree Recission g. Transcript Notation
- Prohibited Admission or Readmission
- Organizational Sanctions
- Counseling Referral

- Parental Notification
- Educational Outcomes, including training, discussion, and reflective opportunities
- Other Actions Designed to Avoid and Prevent Future Violations, including:
  - Limitations on co-curricular engagement, such as removal from a leadership position, or on-campus employment
  - Ongoing no-contact order

In the event that a respondent is suspended or expelled because of a finding of responsibility under this policy, a notation will appear on their transcript. A hold may be placed on a student's account until completion of necessary sanctions.

If a finding of responsibility occurs through any of these complaint resolution procedures, the complainant is entitled to ongoing remedies designed to preserve or restore equal access to the college's education program or activity. The range of remedies available to a complainant include but are not limited to the supportive measures listed in the policy, but remedies are not required to be non-disciplinary or non-punitive and may burden a respondent.

## APPEAL PROCESS:

1. The final regulation mandates that either party be allowed to appeal the determination, any dismissal of the complaint within 5 days of the determination, on the following grounds:
  - Procedural irregularity that affected the outcome
  - New evidence not reasonably available
  - Conflict of interest or bias by the college's participants what affect the outcome.
2. The non-appealing party must be notified of the appeal and allowed to submit a written statement in response.
3. The appeal Decision-Maker(s) cannot be the same as the hearing Decision-Maker(s). Nor can the appeal Decision-Makers(s) be the Title IX Coordinator or the investigator(s) who worked the case.
4. The appeal must conclude with a written decision by the appeal Decision-Maker describing the appeal and the rationale for the result that is provided to the parties simultaneously. The final determination will

be made using a preponderance of evidence standard, within five working days after receiving the written appeal.

5. The final determination will be communicated in writing by the President to the individual
6. who submitted the appeal and shall be considered final.

### Request for Postponement:

Postponements of deadlines or hearings shall not be granted except when extenuating circumstances exist, as defined in this section. Extenuating circumstances or situations, which preclude the complainant or respondent from meeting the deadline or attending the hearing, are very limited. Examples of extenuating circumstances include either party suffering from an incapacitating medical condition or emergency, supported by a physician's note, or a death in the party's immediate family.

The unavailability of process advisors or a support person is not a reason for postponement. The complainant and respondent are expected to modify their personal calendars to meet the deadlines and hearing dates.

Some instances of Sexual Misconduct may also constitute criminal conduct. In the case where alleged criminal conduct has also been reported to law enforcement, the college may temporarily delay its investigation of the complaint where necessary to avoid interfering with law enforcement. However, the pendency of a criminal investigation does not serve as a substitute for these procedures and the investigation and resolution process will commence promptly once interference is no longer a concern.

In addition, because the standard of proof that applies in these procedures (i.e., preponderance of the evidence) is different than the standard necessary for a criminal conviction (i.e., proof beyond a reasonable doubt), the college's determination will not be held in abeyance due to the pendency of a criminal trial.

Annual Report: The Title IX Coordinator shall provide a statement documenting the number of complaints received pursuant to this policy, the categories of those involved in the allegations, the number of violations found, and examples of sanctions/corrective actions



imposed for policy violations that is in conjunction with the College's Annual Security Report.

Administrative Review: In the absence of a formal complaint, the President's Cabinet has the authority to initiate an administrative review at the request of a department, program, or area when in the requested by a supervisor when in the judgment of the President's Cabinet a review is necessary. As necessary the College reserves the right to serve as complainant and to initiate an investigation without a formal complaint. The College encourages any member of the College community who feels he or she has been subjected to sexual misconduct to use the complaint procedure outlined in this policy. Additionally, an individual has the right to file a complaint with outside enforcement agencies including the United States Department of Education's Office of Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), or state or local law enforcement or prosecution authorities.

Respondent Takes Leave, Fails to Cooperate:

In the event that the respondent decides to take an informal or formal leave from the college prior to, during, or preceding the hearings and before an outcome is delivered, the following may be put into effect:

- Investigation will continue with the opportunity granted for the respondent to participate, with a notation made on the student's transcript, indicating that the hearing is in process, or indicating any findings of responsibility (as founded)
- Respondent may not be able to re-enroll without the authorization of the Title IX Coordinator; and/or
- Formal complaint may be dismissed.

Process Advisors:

Bellin College provides access to an individual (typically, a staff or faculty member) trained as a process advisor for both the complainant and respondent. The advisor will be available to accompany each student during all investigative meetings, hearings, and other meetings related to the complaint. Neither party is obligated to work with a process advisor provided by the college. Either party can elect to have an individual of their choosing serve as a process advisor.

The process advisor may assist the complainant or the respondent in preparing for the hearing and in navigating the related processes, and will conduct cross examination on all parties who make statements during the hearing. Process advisors provided by the college have no legal training or knowledge and are not attorneys; they do not advocate or speak on behalf of the parties. At the request of a party, a process advisor will be made available within two (2) business days after an initial request for a process advisor is initiated by the complainant or respondent.

If a complainant or respondent does not provide their own advisor at a hearing, the college will provide an advisor. Students cannot participate in the hearing without an advisor present.

Hearing Officers:

Because of the unique and sensitive nature of these matters, these cases are heard by a specially trained Hearing Officer. The Hearing Officer may be a Bellin College staff/faculty or an externally hired expert, and is trained and provided by the Title IX Coordinator. Training for Hearing Officers may include: knowledge of Title IX and other sexual/gender based discrimination and harassment, the college policy and procedures, trauma-responsive practices, determining relevance of evidence presented, and other relevant topics.

The complainant and respondent will each have the opportunity to challenge a Hearing Officer on the basis of any perceived or actual bias. The Hearing Facilitator and Title IX Coordinator will discuss with the parties their reasons for opposition to a specific Hearing Officer if bias concerns are raised, and will make a determination on the perceived bias.

The college is committed to ensuring that its resolution processes are free from actual or perceived bias or conflicts of interest that would materially impact the outcome.

Dismissal of a Formal Complaint:

If a preliminary assessment of the formal complaint determines that the conduct at issue falls outside of the scope of Section VII A. (Title IX), it will be dismissed from Section VII A. and addressed according to Section VII B. (Other Prohibited Conduct).

Formal Complaints will fall outside Title IX Sexual Harassment, Sexual Misconduct, and must be dismissed when:

- The conduct does not constitute Sexual Harassment or sexual misconduct or discrimination
- The conduct did not occur in the college's education program or activity;
- Student exists the institution during the process
- The conduct did not occur against a person within the United States; and/or
- The complainant was not participating or attempting to participate in the college's program at the time of the complaint.

## AMENDMENTS OR TERMINATION OF THIS POLICY:

Amendments to this policy were implemented August 2020 in compliance with the May 6, 2020 Final Title IX Regulations issued by the Department of Education. Bellin College reserves the right to modify, amend, or terminate this policy at any time.

## TITLE IX TEAM:

Vice President of Student Affairs, Enrollment, and Belonging – Title IX Coordinator  
Campus Life Coordinator – Deputy Title IX Coordinator  
Campus Safety and Security Coordinator – Deputy Title IX Coordinator  
Director of Outreach and Engagement – Title IX Official with Authority  
Academic Success Coordinator – Confidential Help  
Academic Advisor – Confidential Help

### **Title IX Advocates (Confidential)**

Resources are available for individuals to discuss incidents and issues related to sexual misconduct on a confidential basis. Confidential resources can provide survivors with information about support services and their options. Our resource for confidential help are the Title IX Advocates. Other confidential resources would be a clergy, counselors at Life Matters Student Assistance Program or Life Matters Employee Assistance Program (EAP).

Confidential resources will not disclose information about incidents of sexual misconduct to anyone, including law

enforcement or the College, except in situations, such as when failure to disclose the information would result in imminent danger to the individual or to others. In this case, the victim would be told that initially. The Title IX Advocates would then bring forward the issue to the Title IX Coordinator and Deputies.

Because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential counselor does not constitute a report or complaint to the College and will not result in a response or intervention by the College.

### **MaKayla Schroeder**

Confidential Help  
Title IX Advocate  
(920) 433-6663  
[makayla.schroeder@bellincollege.edu](mailto:makayla.schroeder@bellincollege.edu)

### **Bridgett Lowery**

Confidential Help  
Title IX Advocate  
(920) 433-6663  
[bridgett.lowery@bellincollege.edu](mailto:bridgett.lowery@bellincollege.edu)

### **Title IX Coordinator and Facilitators/Deputy Coordinators (Mandatory Reporting)**

Bellin College has designated a Title IX Coordinator and Deputy Coordinators who oversee the College's compliance with Title IX, including coordinating the investigation of and response to formal complaints, responding to inquiries concerning Title IX, tracking incidents involving sexual misconduct, coordinating policies and providing training for employees and students.

If you have a complaint involving sex discrimination, sexual harassment, or sexual violence, or if you have questions about Bellin College's policies or procedures in these areas, please contact the Title IX Coordinator. The Title IX Complaint Form can be found on our website and or in the Title IX Coordinator's office. Once the form is filled out it must be emailed or given in person the Title IX coordinator.

Please Note: Title IX Coordinator and Deputy Coordinators are mandatory reporters. While they will address your complaint with sensitivity and will keep your information as private as possible, however, confidentiality cannot be guaranteed.

**Benjamin Rieth**

Title IX Coordinator

(920) 433-6656

[benjamin.rieth@bellincollege.edu](mailto:benjamin.rieth@bellincollege.edu)**Sarah Woolsey**

Deputy Title IX Coordinator

(920) 712-6550

[sarah.woolsey@bellincollege.edu](mailto:sarah.woolsey@bellincollege.edu)**Lawrence Potter**

Deputy Title IX Coordinator

(920) 433-6672

[lawrence.potter@bellincollege.edu](mailto:lawrence.potter@bellincollege.edu)**Chad Dall**

Title IX Official with Authority

(920) 433-6691

[chad.dall@bellincollege.edu](mailto:chad.dall@bellincollege.edu)

## TITLE IX REPORTING/COMPLAINT FORM

03/17, 02/22, 09/22, 01/24, 08/24, 02/25

**Bellin College has responsibilities to report issues related to employee and student welfare such as sexual harassment, sexual violence, and sexual discrimination to the Title IX Coordinator or Deputy Title IX Coordinators**

**Instructions:** Please complete this form to the best of your ability. Report only one incident per form. By disclosing this information, you (the complainant) are submitting a formal report to the Title IX Coordinator, Dr. Benjamin Rieth. Please send electronically to [benjamin.rieth@bellincollege.edu](mailto:benjamin.rieth@bellincollege.edu) or print and deliver a hard copy to Dr. Benjamin Rieth. This report may warrant a formal investigation.

If this is an emergency, please call 911 or contact the Department of Public Safety.

**Please enter your contact information below:**

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Are you a student? \_\_\_\_\_

Are you an employee? \_\_\_\_\_

**How did you become aware of this incident of situation?**

- ☐ This is a self-report (the situation I'm reporting happened to me).
- ☐ It was reported to me by the victim
- ☐ I was a witness to the incident or situation (I saw or heard the situation).
- ☐ It was reported to me by a third party.
- ☐ Anonymous (I received the information anonymously)

**When did you become aware of the incident (the day and time you received the information)?**

Date (MM/DD/YYYY) \_\_\_\_\_

Approximate Time (AM/PM) \_\_\_\_\_

**If you know when the incident occurred, please list the date/time below.**

Date (MM/DD/YYYY) \_\_\_\_\_

Approximate Time (AM/PM) \_\_\_\_\_

**Please indicate the general location where the incident occurred:**

- ☐ Campus building (within the building)
- ☐ Campus grounds (in a parking lot, near the building, etc.)
- ☐ Off campus
- ☐ Other (please specify) \_\_\_\_\_
- ☐ Unknown

**If known, please indicate the specific location where the incident occurred (i.e.: room number):**

\_\_\_\_\_

**Please describe the incident in as much detail as possible:****Was a weapon or weapons, drugs, or alcohol involved in the incident?**☐ Yes (please explain) \_\_\_\_\_☐ No☐ Unsure (please explain) \_\_\_\_\_

Please provide the name(s) of the individual(s) accused of committing the act of sexual discrimination (including sexual violence and/or harassment) in this situation:

How is the accused individual(s) affiliated with Bellin College? (For example: student, employee, visitor/guest, no campus role, or unknown).

Was there any evidence that this incident was motivated by the complainant's status with regard to any of the following? (Select all that apply).

- ☐ Race
- ☐ Ethnicity
- ☐ Age
- ☐ Gender
- ☐ Sexual Orientation
- ☐ Religion
- ☐ Disability
- ☐ National Origin
- ☐ Veteran Status

Are there any other individuals to whom the victim/complainant has reported the incident? If so, please list the names of those individuals below:

Does the complainant understand that this information is being reported to the Title IX Coordinator?

- ☐ Yes
- ☐ No

Does the complainant understand what it means to file a complaint?

- ☐ Yes, I am choosing to go forward with an investigation
- ☐ No, I am choosing not to go forward with an investigation

*I understand that Bellin College is obligated under federal law to investigate all complaints related to possible Title IX violations and sexual misconduct. I understand and agree that the information I provide on this form and the information provided to the investigator may*

*need to be shared with the respondent and other witnesses. The information may also be shared with Bellin College Title IX Team, administrators or others involved in administering the complaint procedures. Any information that is shared will be done in a way that protects and respects the privacy of those involved as much as possible.*

Victim/Complainant Signature \_\_\_\_\_

Date \_\_\_\_\_

*If someone assisted you with filling out this form, please provide their name:*

Name of Person who Assisted \_\_\_\_\_

Thank you for completing this form. Your form will be carefully reviewed by the Title IX Coordinator and Title IX Team.

Due to the sensitive nature of sexual violence, sexual harassment, and sexual discrimination, the victim/reporting party may need additional support and resources. You are encouraged to confidentially contact any of the following resources available 24/7:

Resource	Phone Number
Employ Assistance Program (EAP)	(920) 433-7483
Sexual Assault Center	(920) 436-8899
Golden House	(920) 432-4244
Crisis Center	(920) 436-8888
SANE, Sexual Assault Nurse Examiner, St. Vincent Hospital	(920) 433-8384

## Payment Policies and Procedures

### 1098-T Tax Forms

The 1098-T tax form includes information that colleges and universities are required to issue for the purpose of determining a student's eligibility to receive the American Opportunity Credit, Lifetime Learning education tax credits, or other education credits on form 1040.

Bellin College reports this information directly to the IRS; therefore the 1098-T is for your information only and does not need to be attached to your tax return.

As each student's tax liability is subject to various personal factors, student and parents are encouraged to seek additional information directly from the IRS or their personal tax adviser.

Eligible students will receive an email notification in late January when their 1098-T Tax Information is available in their MyBC portal.

## Absences and Rescheduling Fees

### Absences and Rescheduling Fees

Attendance at all College orientation/informational activities is mandatory. Those who are not able to attend must contact the appropriate program personnel prior to the activity and may be placed on a Student Performance Notification (SPN).

#### **Orientations**

Students who do not attend scheduled orientations are required to reschedule with the appropriate College personnel and may be placed on a SPN.

#### **Clinical**

Students who do not attend clinical may be offered an alternate day or assignment from the faculty and Program Director and may be placed on a SPN.

#### **Lab**

Students who do not attend lab may be offered an alternate day to review material from the faculty and/or Program Director and may be placed on a SPN.

#### **Theory**

Students are highly encouraged to attend all in-person class sessions.

#### **Lab Testing**

Those who do not attend lab testing at the scheduled time are required to reschedule with the course facilitator and may be placed on a

SPN. If a student is unsuccessful with a lab test, they are allowed to retake the test one time and may be charged a lab testing rescheduling fee.

#### **Computer Trainings/Standardized Testing**

Students who do not attend computer training and standardized tests as scheduled are required to reschedule, may be placed on disciplinary action, and may be charged a fee.

#### **Simulations**

Students who do not attend simulation activities as scheduled are required to reschedule with the course facilitator and may be placed on a SPN.

## Administrative Withdrawal Due to Nonpayment of Tuition and Fees

If a student fails to make payment in full, enroll in a payment plan, or make acceptable payment arrangements with the Bursar to bring the account current by the established due date, the student will be placed on a hold; and access to all records and classes will be blocked for two weeks. If a student fails to meet with the Bursar and make acceptable payment arrangements during this hold period, then the student may be administratively withdrawn from the Bellin College program.

If a student is administratively withdrawn their tuition and fee charges will be adjusted according to the College's withdrawal policy. It may also be necessary to adjust or return financial aid if a student is administratively withdrawn. A detailed description of the College's withdrawal refund policy can be obtained from the Bursar Office or be accessing the Bellin College Guidebook at: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/bellin-college-guide>

Administrative withdrawal decisions will be made in a fair and equitable manner by a committee of college representatives that will include the Vice President of Business and Finance, Registrar, Bursar, Director of Financial Aid, and other applicable Bellin College personnel.

The student may appeal this decision; however, the appeal must be made within one week (five

business days) of the decision. To appeal, the student must contact the Vice President of Business and Finance in writing to request reinstatement. Payment in full or acceptable payment arrangements must be made before the student is allowed to attend Bellin College classes. Tuition and fee charges will, at this time, be based upon the tuition and fee schedule for semester charges plus the applicable late fee(s) and/or payment plan enrollment fee. Failure to abide by the payment arrangement will result in immediate withdrawal from the College.

## Overpayment of Account

Students with overpayments/credit balances either through excess financial aid or personal payment have the option to hold their credit on their account for a future term or receive a refund check for the overpayment/credit amount. To have the overpayment/credit held on the student account, the student must notify the Bursar in writing to hold the overpayment/credit for future charges, otherwise their overpayment/credit will be automatically refunded after the add/drop period.

Refund checks for overpayment/credit balances are processed after the add/drop period has passed. Refund requests are processed once a week and students are notified via their Bellin College email once their refund check is available to be picked up in Student Services. Refund checks can also be mailed to the student upon their request.

## Payment Policy

Bellin College requires payment by the established due date each semester. Failure to make payment by the due date will result in the student account being assessed a \$25.00 late payment penalty charge per month.

The College offers the following options for payment by semester/term:

1. Standard Pay Plan: The student shall pay all charges due on their account by the established due date for the semester. The student will incur no late payment penalty if the student pays the entire balance in full when due. If full payment is not made by the due date specified, a late payment penalty will be imposed on the balance due, and the account will be treated as delinquent.

2. Semester Payment Plan: Payment of each semester's tuition and fees is made through a contractual agreement with the Bellin College Bursar Office. A per semester non-refundable enrollment fee is applied to the student's account. Monthly payments not received by the established due date are subject to a late payment penalty. Failure to comply with the terms of the semester payment plan will result in cancellation from the payment plan and the full amount of tuition and fees due.

Payments are due by the date specified on the billing statement unless a payment arrangement has been initiated with the Bursar. Payment due dates are specified in the academic calendar on the College website. Payments may be made via cash, personal check, certified check, or money order. Payments by ACH or credit/debit card are accepted online for an additional fee at: [www.bellincollege.edu/payment](http://www.bellincollege.edu/payment).

Bellin College has the right to take steps to collect a student account balance, including but not limited to the following: prohibiting a student from participating in current classes; prohibiting a student from registering for classes for future semesters; withholding course credits and diploma until the balance is paid in full; turning over the student account to a collection agency or attorney; and taking legal action to collect the balance due. Students who fail to resolve their balance may be subject to administrative withdrawal from Bellin College.

## Returned Payments

There is a \$25 non-refundable return payment fee charged to the student account for all returned payments (check or ACH) such as incorrect routing number, insufficient funds, etc.

The Bellin College Bursar will notify the student in writing about the returned payment and the reason for the return. Replacement payment must be submitted within 5 days of the return notice being sent.

Please note: Failure to make the replacement payment by the date will result in a late payment penalty and the student may be subjected to a hold and/or the administrative withdrawal policy. Individuals with multiple returned payments will be required to make all current and future payments to Bellin College by cashier's check or



certified check/money order. Personal checks/ACH transactions from any party will not be accepted.

## Semester Billing

Billing (tuition and fees) statements are made available to students each semester they are enrolled. Students can view their tuition and fee charges through their MyBC Portal each semester. Payment for tuition and fees is due by the published due date each semester. Due dates are published in the academic year calendar: (<https://www.bellincollege.edu/campus-life/calendar/>).

## Student Payment and Disclosure Agreement

The Student Payment and Disclosure Agreement is an enrollment requirement as well as a requirement of the Federal Truth-in-Lending Act for all Bellin College incoming students. This agreement outlines the financial responsibility of the student during their enrollment at the College, along with relevant information about institutional policies related to billing and the student's college account. The Payment and Disclosure Agreement states that the student will assume responsibility for charges accrued during their time at Bellin College. Noncompliance with this requirement may prevent matriculation and/or registration privileges.

# Student Organizations

## Student Organizations

[Bellin College prides itself in attracting highly engaged students that, through education and experience, develop into future leaders in the healthcare professions. Student organizations provide opportunities for students to engage with each other. The Campus Life Coordinator oversees all student organizations.](#)

## Student Organizations Guidelines

### Activity and Fundraising

Student organizations should consult their organizations facilitator(s) regarding activity and fundraising events. The "activity/fundraiser request" form will be approved by the Campus Life Coordinator. The form is available on the College [website](#).

The form is available on the Bellin College Buzz at <https://cglink.me/2wb/s6>.

The following standards apply to each organization:

- Submit the request form two weeks prior to the event. The Campus Life Coordinator will notify the organization whether the event is approved.
- Assistance with publicity and room availability will be provided as needed.

### Meetings

All student organizations are required to keep significant documents stored on the Bellin College Buzz. Significant documents are defined as but are not limited to: constitutions, bylaws, committee agendas, meeting minutes, proposals, fundraising request documents and annual reports. Organization bylaws are available on the Bellin College Buzz.

### Bellin College Student Organization Handbook

Bellin College has put together a small handbook to help student organizations with understanding the recognition process, how to write a constitution, understanding the facilitator role, knowing what an annual report is, how to best transition leadership, etc. Please open the document below to access this helpful too.

[Student Organization Handbook](#)

# Introduction to Bellin College

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## American Registry of Radiologic Technologists – Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

- **Principle 1:** The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
- **Principle 2:** The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- **Principle 3:** The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
- **Principle 4:** The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
- **Principle 5:** The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- **Principle 6:** The radiologic technologist acts as an agent through observation and

communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

- **Principle 7:** The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
- **Principle 8:** The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- **Principle 9:** The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- **Principle 10:** The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
- **Principle 11:** The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

## Diagnostic Medical Sonography Philosophy

In association with the mission of Bellin College, it is the intention of the Diagnostic Medical Sonography programs to educate medical imaging students who will function as proficient health care professionals and team members possessing a constant concern for quality patient care and technical competency. It is the Program's intention to maintain the highest standards, thus ensuring accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or Higher Learning Commission (HLC) guaranteeing

graduates their eligibility for examination by the American Registry for Diagnostic Medical Sonography (ARDMS).

## Diagnostic Medical Sonography General Vascular Program Goals

- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal sonography – extended concentration.
- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the obstetric and gynecology sonography concentration.
- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the vascular sonography concentration.
- Graduates will demonstrate entry-level competency in abdominal-extended, obstetrics/gynecology and vascular sonography procedures.
- Graduates will portray leadership skills.

Each program goal has specific student learning outcomes and measures that are integrated into the Diagnostic Medical Sonography curriculum and assessment plan.

## Diagnostic Medical Sonography Cardiovascular Program Goals

- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the adult cardiac concentration.
- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the pediatric cardiac sonography concentration.
- To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the vascular sonography concentration.
- Graduates will portray leadership skills.

Each program goal has specific student learning outcomes and measures that are integrated into the Diagnostic Medical Sonography curriculum and assessment plan.

## Society of Diagnostic Medical Sonography (SDMS) Code of Ethics for Diagnostic Medical Sonographers

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

### OBJECTIVES

- To create and encourage an environment where professional and ethical issues are discussed and addressed.
- To help the individual diagnostic medical sonographer identify ethical issues.
- To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

### PRINCIPLES

Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:

- Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- Respect the patient's autonomy and the right to refuse the procedure.
- Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- Promote the privacy, dignity, and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.

- Maintain confidentiality of acquired patient information and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

### Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:

- Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the [National Commission for Certifying Agencies \(NCCA\)](#) or the [International Organization for Standardization \(ISO\)](#).
- Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- Acknowledge personal and legal limits, practice within the defined [scope of practice](#), and assume responsibility for his/her actions.
- Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
- Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

### Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:

- Be truthful and promote appropriate communications with patients and colleagues.
- Respect the rights of patients, colleagues, and yourself.
- Avoid conflicts of interest and situations that exploit others or misrepresent information.
- Accurately represent his/her experience, education, and credentialing.
- Promote equitable access to care.
- Collaborate with professional colleagues to create an environment that promotes communication and respect.
- Communicate and collaborate with others to promote ethical practice. Engage in ethical billing practices.
- Engage only in legal arrangements in the medical industry.
- Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention, and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

## Radiologic Sciences Philosophy

In association with the mission of the institution, it is the intention of the School of Radiologic Sciences to educate medical imaging personnel who will function as proficient health professionals and as team members possessing a constant concern for quality patient care and technical competency. It is the School's intention to maintain the highest program standards, thus ensuring accreditation by the Joint Review Committee in Radiologic Technology (JRCERT) guaranteeing graduates their eligibility for examination by the American Registry of Radiologic Technologists (ARRT).

## Radiologic Sciences Program Goals

- Graduates will demonstrate problem solving and critical thinking skills.
- Graduates will have an understanding and appreciation for optimum radiation protection.

- Graduates will demonstrate professional behavior and effective communication skills.
- Graduates will demonstrate entry-level competency as medical imaging professional.
- Graduates will portray leadership skills.

Each program goal has specific student learning outcomes and measures that are integrated into the BSRS curriculum and assessment plan.

## Radiation Therapy Philosophy

In association with the mission of Bellin College, it is the intention of the Bachelor of Science in Radiation Therapy program to educate students who will function as proficient health care professionals and team members possessing a constant concern for quality patient care and technical competency. It is the Program's intention to maintain the highest standards thus ensuring accreditation by the Joint Review Committee in Radiologic Technology (JRCERT) guaranteeing graduates their eligibility for examination by the American Registry of Radiologic Technologists (ARRT).

## Radiation Therapy Program Goals

- Graduates will demonstrate problem solving and critical thinking skills.
- Graduates will have an understanding of and appreciation for optimum radiation protection.
- Students will demonstrate effective communication skills.
- Students will demonstrate entry-level competency in radiation therapy procedures.
- Students will portray professional behavior and leadership skills.

## Radiology/Radiation Therapy Program Effectiveness Data

The performance of the Radiology/Radiation Therapy Program at Bellin College is reflected through program effectiveness data defined by our accrediting body, the Joint Review

Committee on Education in Radiologic Technology (JRCERT). Program effectiveness data includes program completion rate, credentialing examination pass rate, and job placement rate. Explanations of these measures are disclosed along with the data tables below. For more information regarding program effectiveness data visit the JRCERT website at <https://www.jrcert.org/resources/program-effectiveness-data/>

## Surgical Assisting Philosophy

In association with the mission of Bellin College, it is the intention of the surgical assisting program to educate students who will function as proficient health care professionals and team members possessing a constant concern for quality patient care and technical competency. It is the Program's intention to maintain the highest standards guaranteeing graduates their eligibility for examination by the Accreditation Review Council on Education in Surgical Assisting (ARC/STSA).

## Surgical Assisting Program Goals

- To prepare competent entry-level surgical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.
- Students will have an understanding and appreciation for optimum aseptic technique and infection prevention.
- Students will demonstrate entry-level competency in surgical assisting.
- Students will portray leadership skills.

## Association of Surgical Assisting Code of Ethics

The goal of this code of ethics is to promote excellence in the profession by fostering responsibility and accountability among surgical assisting.

- To maintain the highest standards of professional conduct and patient care.
- To hold in confidence, with respect to the patient's beliefs, all personal matters.
- To respect and protect the patient's legal and moral rights to quality patient care.
- To not knowingly cause injury or any injustice to those entrusted to our care.
- To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
- To always follow the principles of asepsis.
- To maintain a high degree of efficiency through continuing education.
- To maintain and practice surgical assisting willingly, with pride and dignity.
- To report any unethical conduct or practice to the proper authority.
- Adhere to this Code of Ethics at all times in relationship to all members of the healthcare team.

## Admissions Policies and Procedures

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### Accepted Students

Please refer to the BC Guide of the Student Health and Safety Policies section for additional health requirements and other forms that need to be completed upon acceptance. Please note: your enrollment status may be dismissed based on final results of all needed health and safety requirements.

### Admission Decision Process

Bellin College evaluates applicants holistically utilizing a combination of educational, personal, and health qualifications for admission. Applications for prospective students will be processed in the Admissions office. All files are reviewed on an individual basis.

Upon receipt of all application materials, the Admissions Counselor will evaluate the applicant's file for completeness of program specific requirements (personal statement, activities resume, high school transcript, college transcripts (if applicable), credit evaluation(s),

and other documents as applicable). All students will be scored on a rubric to determine admissions eligibility and scholarship award. Students with 12 or more transferable college credits will have a credit evaluation approved by the Registrar.

- Students with 12 or more college credits will be reviewed as transfer students, but those credits must have been taken post-high school, not as college credit earned while in high school.
- Students with less than 12 transferable credits but who have completed at least 12 credits will be reviewed as transfer students.
- If a student has less than 12 credits, they are considered a first-year student and will be reviewed as such.

Students with more than one repeated course (a course taken more than one time) will be reviewed by the Director of Admissions and the Program Director of the program in which the applicant is applying to.

If information or requirements are not complete or satisfactory, it is documented on the rubric and then discussed with the applicant. Interviews are conducted via phone, Microsoft Teams, in-person or any method that is convenient for the prospective student for all medical imaging programs. A separate interview rubric is then scored. The score on the rubric indicates if a prospective student is accepted, denied, or needs further review.

If an applicant's file needs further review, the appropriate Academic Dean and Program Director will review all the applicant's file materials. The admission decision will be made collaboratively between the Admissions Director, Academic Dean and Program Director.

If an applicant is not selected for a direct entry seat for the program, they may be placed on an alternative list.

#### **Non-Traditional Admission:**

If a prospective student comes from a school that does not use a traditional grading system

and does not offer a GPA equivalency OR has graduated high school two or more years

prior to the term in which they are applying to the college will use the following:



- A Bellin College application with all applicable materials.
- One-page essay to a prompt provided by the admissions office.
- Two letters of recommendation from non-family members.
- Applicants will be required to have a meeting with the director of admissions and program director and or other appropriate college personnel.

### To Consider School-Specific Information:

- *School Profile:* Understand the curriculum, teaching methods, and evaluation standards of the applicant's school to contextualize their achievements.
- *Transcript Evaluation:* Examine the details of the student's academic records, even if they include non-traditional assessments like project grades or narrative evaluations.

The materials will be reviewed by admissions and the appropriate program director.

## Admissions Policies and Procedures - Undergraduate Allied Health Sciences

Bellin College does not discriminate due to race, color, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status, or disability when admitting students.

Bellin College conducts the admission decision process in an ethical, respectful, and professional way. The institution provides information to prospective students so that students can make an informed decision without being subjected to high-pressure tactics. The information provided to prospective students is accurate, complete, and current. This information is provided without requiring the prospective students provide contact information to the institution.

Bellin College reserves the right to withdraw an offer of admission if an admitted student engages in behavior that brings into question his or her honesty, maturity, or moral character.

Specific program requirements for admission and policies and procedures to the College can be found in the [Bellin College Undergraduate](#)

[Allied Health Sciences Guidebook](#), as well as the Bellin College website: [www.bellincollege.edu](http://www.bellincollege.edu) when they begin.

In addition to the other stated requirements below, all applicants must be beyond the age of compulsory school attendance in the State of Wisconsin (Wisconsin State Statute 118.15) and have earned a high school diploma or recognized equivalent or will have at the time enrollment at Bellin College begins.

**Note:** WI Statute states that school attendance is required of a child ages six to 18 unless he or she:

- Is excused
- Has graduated
- Is enrolled in an alternative or home-based private, or other education program as permitted by law

### Programs - Undergraduate

- Bachelor of Science in Radiologic Sciences (BSRS)
- Bachelor of Science in Diagnostic Medical Sonography (BSDMS)
- Bachelor of Science in Radiation Therapy (BSRT)
- Bachelor of Science in Surgical Assisting (BSSA)

## Application Procedure – Allied Health Application Materials

Online applications can be found on the Bellin College website: [www.bellincollege.edu](http://www.bellincollege.edu). To apply, please submit the following:

- Bellin College application.
- ACT/SAT scores (optional).
- Official high school transcript(s), if applicable.
- Official transcript(s) from all post-secondary (i.e., College or university) institutions attended, if applicable.

*Transcripts must be sent directly to Bellin College undergraduate Admissions Department (electronically to [admissions@bellincollege.edu](mailto:admissions@bellincollege.edu) or 3201 Eaton Rd., Green Bay, WI 54311) by the high school, college, or university to be considered official.*

- Interview conducted, if applicable.

## Admission Requirements

Students are admitted to the Allied Health programs as they are admitted to Bellin College. Major courses are taken concurrently with general education courses starting with the first semester of enrollment.

### Applicants with 12 or fewer transferable credits

Applicants having 12 or fewer transferable program required credits must have a high school grade point average (GPA) of 3.0 (or greater). All files will be reviewed on a holistic basis. GPA requirements need to be maintained on final high school transcripts to remain a viable candidate.

If the applicant is out of high school for less than three years and has taken courses at a post-secondary College with transferable credit(s), a high school transcript will be required.

Year(s)	HIGH SCHOOL COURSE REQUIREMENTS:
1	Biology
1	Chemistry
1	Additional Science
4	English
3	Social Science
1	Algebra
2	Math

### Applicants with 12 or more transferable credits

Applicants having 12 or more transferable program required credits will be required to submit all applicable college transcripts and AP/IB score reports. A transfer 3.0 GPA is required for admission. Students with 12 or more transferable college credits will have a credit evaluation approved by the Registrar.

Students are admitted to the Allied Health programs as they are admitted to Bellin College. Major courses are taken concurrently with general education courses starting with the first semester of enrollment.

## Final Admission for All Stated Programs Above

Final admission to the College is contingent upon receipt of all official transcripts (for any courses in progress at the time of application). Meeting minimum program requirements does not guarantee admission.

## General Admission Requirements

Please reference the Bellin College website for the most current [application process](#) information. Bellin College recognizes unusual circumstances may occur. This may require additional information to make an admission decision. Contact the Bellin College Admissions department at (920) 433-6650 with any questions.

### Personal Qualifications

The applicant must demonstrate motivation, initiative, work ethic, leadership, and integrity. The applicant must provide a personal resume and personal statement. A comprehensive review will be completed, to determine eligibility.

### Academic Qualifications

Applicants with fewer than 12 college credits, must have a cumulative GPA of 3.0 or higher, and applicants with 12 or more transferable college credits must have a transfer GPA of 3.0 or higher.

### High School Graduate Transcripts

All applicants must provide proof of high school graduation or its equivalent via official final high school transcripts or other approved documentation. See Application Materials below for more details.

### Official Transcripts (For any College courses taken)

Official transcripts for all Colleges/universities attended must be submitted as part of the application process. If course(s) are in-progress (IP) at the time of the credit evaluation, an additional official transcript must be presented after the course(s) are completed. The 3.0 transfer GPA requirement and grades of C or above must be met to remain a viable applicant.

Program courses and general education courses are offered at Bellin College. Bellin College students are required to take general education courses if offered at Bellin College. General education courses are also accepted from accredited two or four-year institutions.

The credit evaluation, along with GPA calculation, will include any course taken that meets Bellin College education requirements. Receiving course credit is based on a comprehensive credit evaluation by the Admissions department and Registrar.

GPA calculation of transfer courses will be based on the actual grade from the transferring institution and will not be converted to the Bellin College grading scale.

## Non-Citizen Applicants

Non-Citizen applicants are encouraged to contact the Admissions department for more information. The application process is the same, however, the following additional documents are required:

- Proof of lawful permanent residency/citizenship in the US.
- Evidence of English proficiency via the TOEFL (Test of English as a Foreign Language). However, this requirement may be waived at the direction of Admissions, and/or the Program Director.
- Official transcripts evaluated by the ECE (Educational Credential Evaluators) (if course is taken at a university/college outside of the United States).

## Program Options

Bachelor of Science of Radiologic Sciences (BSRS)

Bachelor of Science in Diagnostic Medical Sonography (BSDMS)

Bachelor of Science in Radiation Therapy (BSRT)

Bachelor of Science in Surgical Assistant (BSSA)

All programs are offered with a fall entry. Courses will be completed year-round, including summer, for 3-years.

# College Credits – Earning, Evaluation and Transfer

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## Advanced Placement

The Advanced Placement (AP) examination offers the possibility of establishing course credit at Bellin College. Many high schools offer courses through the AP program and Bellin College offers degree credit based on a student's performance on the AP exam. The AP exam must be taken before entering the College and scores must be equivalent to a 3 or better. An official AP transcript from the College Board must be supplied to Bellin College in order to receive credit.

Students who receive credit for a particular AP course and take the same course at Bellin College will not receive degree credit twice. However, only the grade in the Bellin College course will be included in the overall grade point average. Credits for AP courses will appear on the Bellin College transcript as transfer (T grade) and must satisfy specific requirements. For a list of the current accepted Advanced Placement (AP) or similar exam credit policies, refer to Bellin College website.

## College Level Examination Program

The College Level Examination Program (CLEP) allows students who have gained College-level knowledge outside the classroom to take examinations for possible College credit. For a list of the current CLEP credit policies, or similar exam credit policies, students should contact the Registrar's Office.

For a list of the currently accepted CLEP credits or similar exam credit policies, refer to Bellin College website.

## Credit Evaluation

Applicants who have earned college-level credits will receive a Bellin College credit evaluation that

indicates which courses and credits transfer to satisfy Bellin College requirements. The factors for determining transferability are as follows:

- Accreditation status of the previous institution(s) attended.
- The quality of the student's achievement
- Course content
- The dates the courses were completed

Applicants may request an unofficial credit evaluation before applying. This is optional, as applicants will receive an official credit evaluation as part of the application process. An unofficial credit evaluation can help students plan additional courses needed to meet Bellin College admission and degree requirements.

An applicant having courses in-progress (IP) at the time of credit evaluation, application or acceptance to the College must provide official transcripts as soon as the courses are completed. The 3.0 GPA requirement and grades of C or above in each course must be met to remain a viable applicant.

Courses that meet required general education courses outlined for each program option will be included on the credit evaluation.

## Credit for Military Experience

Applicants who are veterans or are currently serving in the military may receive credit for military experience. Credit earned while serving in the United States military may meet specific Bellin College degree requirements. Bellin College grants credit for degree requirements after a review of official documentation. In granting credit, Bellin College follows the American Council on Education (ACE) recommendations and Bellin College policies.

Documentation includes:

- Joint Services Transcript (JST)
- Community College of the Air Force (CCAF) Transcript
- Discharge or separation documentation from Active Duty, DD Form 214
- Credits earned while serving in the military are evaluated by the Registrar. The Registrar will review and make the final determination on transfer of credit. There is no additional fee for this review.

Bellin College also has a Memorandum of Understanding (MOU) agreement with the Department of Defense.

## Credit for Prior Learning

Individuals who have a combination of prior coursework or life experiences which appear to fulfill a required course in the academic plan may seek credit for prior learning (CFPL). It is the individual's responsibility to provide supporting evidence, which may include, but is not limited to: portfolio, narrative, syllabi, course outlines, position description and resume or curriculum vita. If CFPL is granted by Bellin College, the individual is excused from taking the course. Credit for the equivalent course will appear as prior learning (PL) on the transcript.

Applicants should contact the Admissions Office for further details and eligibility requirements.

Current students should contact the Student Services for further details and eligibility requirements. A fee is charged for CFPL evaluation.

## DANTES Subject Standardized Tests (DSST)

Bellin College will accept DSST Credit by Exam if the content meets specific general education degree requirements. Bellin College follows the American Council on Education (ACE) recommendations and college policy to award credit. A score of 400 and above is required for the awarding of credit.

## Independent Study

Students may enroll in an independent study course for three reasons 1) enrichment, 2) remediation, or 3) a special topic need. Students may request to take an IS course or they may be required to enroll as part of a Personal Assessment for Student Success (PASS) plan or Academic Student Performance Notification (SPN). Regardless of why a learner is taking an IS course, all IS courses are offered for credit, but the subject matter or content may vary as indicated by the course's title and description.

**An enrichment course** is a form of independent study undertaken by a student with little to no supervision from faculty. Independent study allows a student to pursue an area of particular

interest that can **enhance or augment** the current curriculum plan, but that is not currently required for program completion and not available at the college. With a Bellin College course facilitator, the student generally agrees upon a topic for the student to research with minimal instruction and guidance from the facilitator for an agreed-upon number of academic credits, course outcomes, and assignments.

**A remediation course** at a basic level means “teaching again.” Often it is content that students previously failed to learn and has deficient knowledge that may interfere with the student’s ability to succeed in future courses. It may also apply to important content/concepts that may have been forgotten due to a prolonged time away from courses/clinical or program. IS taken for remediation is most often assigned by a program director as part of a Personal Assessment for Student Success (PASS) plan or Academic Student Performance Notification (SPN). Credits may vary based on student needs.

**A special topic course** provides students the opportunity to acquire knowledge/skills needed to meet pre-requisites for required courses or to earn credit for missing pieces of transfer courses. For example, a student may transfer two credits from a prior college, but a Bellin College course requires three credits. The student could take a 1-credit IS course to satisfy the missing content rather than take the BC 3 credit course.

#### **General guidelines:**

- The Academic Advisor (for undergraduate programs) and/or designated Program Director will assist students with the independent study proposal form, guidelines, and procedures.
- The registrar will assign course numbers based on the level of the course required and titles as provided by department.
- Independent study opportunities will not be approved for an enrolled student who would miss other required course sessions (theory, lab, and clinical).
- Students must successfully complete the course in the semester in which they have registered.
- Grading and academic progression is per the program grading scale and progression policy.

- The student may accumulate up to three independent study credits during their academic career at Bellin College.
- Study should equate to the program-specific requirements for lab/clinical and theory courses. For example, one credit of theory is equivalent to 15 hours of class time.
- Tuition and fees for independent study will be based on the current Bellin College academic per credit fee schedule.
- IS courses will follow the college’s policy on course add, drop, and withdrawals.

## **Major/Program Course Credits – All Undergraduate Programs Nursing Program**

### **Traditional and Two-Year Transfer Program Options**

Nursing credits completed within five years of application may be submitted for a credit evaluation if taken in a regionally accredited Associate or Baccalaureate program that is also accredited through the Commission of Collegiate Nursing Education (CCNE), Accreditation Commission for Education in Nursing (ACEN) or the National League for Nursing Accrediting Commission (NLNAC). Select nursing transfer courses may be acceptable for the nursing major requirements. Program (major) courses, regardless of level, are evaluated by the Program Director in consultation with specific faculty. Additionally, nursing courses may be transferrable to satisfy specific general education requirements, if applicable.

### **15 Month Program Option**

Students enrolled in the Bellin College 15-Month option are required to take the program in its entirety. Nursing credits earned at other Colleges are not eligible to satisfy nursing course requirements in the 15-Month option.

### **Allied Health Science Programs (BSDMS, BSRS, BSRT, BSSA)**

Major credits earned at other Colleges may be eligible to satisfy course requirements if the course meets the rigors, standards, and course outcomes of the Bellin College program courses. Major courses must also have been completed at an institution or program having the appropriate

accreditation. Program (major) courses, regardless of level, are evaluated by the Program Director in consultation with specific faculty. Additionally, major courses may be transferrable to satisfy specific general education requirements, if applicable.

## Student Submission of Transfer Course Grades

Students completing general education courses must submit proof of completion (official transcripts with final grades) at the end of each semester/session/term, including the summer semester. Students taking courses at other institutions are responsible for providing official transcripts to Bellin College. All applicants to Bellin College must provide copies official transcripts for any institution of higher education attended. Transfer courses applicable to a degree program are posted to the student's Bellin College transcript. Official transcripts reflecting any completed general education courses must be submitted no later than four weeks after the last day of semester.

### **Failure to submit official transfer institution transcripts within required timeline:**

**Admitted applicants:** An application decision was determined based on the successful completion of any course used to satisfy a degree requirement at Bellin College. A final grade for any in-progress transfer course used in this process must be submitted by specific deadlines, as noted in correspondence from the Admissions department. Failure to submit an official transcript by an expected deadline will result in the student being contacted by the Registrar's office and the following actions taken:

- A registration hold will be placed on the student's record, preventing future registration and access to an official transcript.
- Student will be blocked from continued access to courses in the BC Learning Management System for current semester.
- Student will be dropped from courses in the subsequent semester if registration has been completed.

Newly admitted students unsuccessful in an in-progress transfer course may have their acceptance to Bellin College revoked. This decision will be determined on an individual basis.

Continuously enrolled students are required to submit an official transcript noting the final grade in any transfer course being used to satisfy Bellin College degree requirements. The semester deadline is noted above. Failure to submit a transcript within this timeframe could result in similar actions (as listed for admitted applicants) being taken.

## Transfer of General Education Courses/Credits

- Courses must be transferred from accredited two and four-year institutions.
- Courses must be at the freshmen (100) level and above. (Remedial courses are not transferrable.)
- Courses must meet the Bellin College program requirements equivalency.
- Retroactive credits can fulfill general education elective requirements only.
- Retroactive credits may not be used to fulfill other degree requirements.
- Courses 10 years or older may not be accepted.
- Science courses taken beyond five years will be reviewed on an individual basis.
- Pass/fail grades will not be accepted.
- All College level courses that would meet general education course requirements for the requested option will be included on the credit evaluation to calculate the GPA for admissions.
- If the minimum cumulative GPA requirement of 3.0 in transfer courses is not met, additional coursework reflecting Bellin College required courses is required before re-applying. Contact the Admission Department for details.
- An acceptable applicant will obtain a grade of C or better in all courses that meet general education requirements for the requested option. A grade of C or better must be obtained in all science courses before final acceptance to the College.
- If multiple courses satisfy the same general education requirement, the course with the highest grade will be transferred.
- A required general education course should be repeated one time only. The applicant is not considered admissible if the repeated course grade is below a C. If this occurs, the applicant will be reviewed on an individual basis.



- Credits from Colleges using a non-semester system will be converted to semester credits and evaluated on an individual basis.
- Credits earned at a foreign university must be evaluated by Educational Credential Evaluators (ECE). The applicant is responsible for the cost of this evaluation. The applicant must request the evaluation to be sent directly from ECE to Bellin College.
- An accepted applicant must report any transfer course or credit changes to the Bellin College Admissions Office. Changes in the applicant's transfer college or university enrollment from the time of the initial credit evaluation must be reported as soon as possible. Admissions personnel will approve any changes to assure that admission requirements remain intact. Failure to alert the Bellin College admissions office of changes may nullify admission to the College.

An applicant who has been out of school for several years is encouraged to contact the Bellin College Admissions Office regarding eligibility.

All applicants are encouraged to refer to the Bellin College website or contact the Admissions Office for specific requirements relating to the required general education courses.

## Transfer Credits: General Education, Major and Program Course Transfer and Evaluation

### **Credit Evaluation – General Education Requirements**

Students who enter with prior course work from an institution of higher education may seek a course evaluation to determine if the coursework satisfies a specific general education course requirement. Applicants may request an unofficial credit evaluation before applying. This is optional, as applicants will receive an official credit evaluation as part of the application process. An unofficial credit evaluation can help students plan additional courses needed to meet Bellin College admission and degree requirements. If approved, the course credits are applied to the student's record, post admission

to the college. Transfer course credit value is maintained when posting the courses to the student record (e.g., 3:3), unless course is transferring from a quarter credit or similar institution. Course syllabi may be requested to complete assessment. A transfer course will satisfy one Bellin College program requirement only. Applicants may request an unofficial credit evaluation before applying. This is optional, as applicants will receive an official credit evaluation as part of the application process.

All general education transfer courses are approved by the Registrar's Office. Transfer courses are evaluated for acceptance based on several factors, including but not limited to, content, level, credit amount, grade, age of course and transfer school accreditation. Applicants will receive a copy of the credit evaluation identifying the courses and credits that fulfill Bellin College requirements. Currently enrolled Bellin College students can contact Student Services for a review of any general education course they wish to take to satisfy a requirement during their course of studies at the College.

An applicant having courses in-progress (IP) at the time of credit evaluation, application or acceptance to the College must provide official transcripts as soon as the courses are completed. The 3.0 GPA requirement and grades of B or above in each course must be met to remain a viable applicant.

## Transfer Credit Review – Post Admission

Students with additional prior course work, examinations, or life experiences which they believe may fulfill requirements in the curriculum can request a review for credit. Students who request to transfer additional credits to Bellin College after admission should consult the undergraduate Academic Advisor prior to registration. All standard course evaluation practices as noted above will apply.

# Academic Policies and Procedures

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## Abnormal Findings in Sonography Lab

If an abnormal finding is discovered during any scanning in the sonography lab, Sonography program faculty should be notified immediately. The Abnormal Findings in Sonography lab Policy will be followed by the Sonography faculty member.

## Academic Advising

Academic advising is provided to students to assist them in planning a program of study consistent with Bellin College requirements. The process begins after admission to the program and occurs each semester. Academic advising is also available to students on an as-needed basis.

Students must discuss any changes in their academic plan with the Academic Advisor and/or to ensure compliance with curriculum requirements. Students are responsible for all advising and registration requirements.

## Attendance Policy

Students who are expected to attend and be on time for all curricular activities, clinicals, laboratory courses and orientations. See syllabi for specific course requirements. Absences will be reviewed on an individual basis. Students are responsible for all course materials. Attendance records are maintained for the purpose of work references and financial aid programs. Attendance at all College orientation/informational activities is mandatory. Those who are not able to attend must contact the appropriate program personnel prior to the activity and may be placed on a Student Performance Notification (SPN).

A student who is absent from laboratory or clinical experiences may not be able to meet the expected course outcomes. Absences from clinical and lab will be dealt with individually by the faculty in consultation with the appropriate Program Director and may include a fee. Repeated absences may result in dismissal from the course.

## Orientations

Students who do not attend scheduled orientations are required to reschedule with the appropriate College personnel and may be placed on a SPN.

### Clinical

Students who do not attend clinical may be offered an alternate day or assignment from the faculty and Program Director and may be placed on a SPN.

### Lab

Students who do not attend lab may be offered an alternate day to review material from the faculty and/or Program Director and may be placed on a SPN.

### Theory

Students are highly encouraged to attend all in-person class sessions.

### Lab Testing

Those who do not attend lab testing at the scheduled time are required to reschedule with the course facilitator and may be placed on a SPN. If a student is unsuccessful with a lab test, they are allowed to retake the test one time and may be charged a lab testing rescheduling fee.

### Computer Trainings/Standardized Testing

Students who do not attend computer training and standardized tests as scheduled are required to reschedule, may be placed on disciplinary action, and may be charged a fee.

### Simulations

Students who do not attend simulation activities as scheduled are required to reschedule with the course facilitator and may be placed on a SPN.

## Audit Course Policy

Any Bellin College course may be audited with the exception of clinical, project or practicum courses. The plan to audit a course must be approved by the Program Director. Audited courses are subject to the following guidelines:

- Course audits must be approved by faculty.

- The audit option is only available if course is not at enrollment limit.
- An audited course carries no credit value or letter grade.
- Students auditing a course are not required to complete any assignments or exams.
- Auditing a course will not replace a previous course grade or affect GPA.
- An audited course will not satisfy degree requirements.
- Students may not audit courses to maintain continuous enrollment at Bellin College.
- Any student (degree seeking or non-degree seeking) may audit.
- Once the course begins, students cannot switch enrollment status (audit to graded or vice-versa).
- An audit permission form must be completed.
- The cost is one-third of tuition with appropriate fees (e.g. technology).

## Audio/Video Recording of Faculty Lectures/Conferences

All individuals wishing to record faculty lectures and/or conferences presented as part of the Bellin College curriculum must obtain verbal approval prior to the lecture and/or conference from the specific faculty member.

Frequently, speakers will give permission to record a presentation. However, a faculty member has the right to refuse permission unless an accommodation for disability is approved.

In the event the faculty member approves the audio/video recording, the recording is the student's responsibility. It is further understood that the recording is to be used for current educational purposes only.

In accordance with the above policy, all students should be aware that any classes and discussions held therein, are subject to recording.

## Clinical Compliance Requirements

Student placement agreements are executed in order to enable clinical opportunities. These agreements stipulate that faculty and students adhere to agency requirements. These

requirements include, in part, compliance with policy and procedure such as confidentiality, knowledge of orientation material, etc. Students must show preparation for clinical participation by maintaining clinical requirements set by Bellin College and the clinical agencies. Failure to provide timely documentation will result in an inability to participate in the clinical settings, thus jeopardizing student's ability to progress. Students are required to be compliant with all health requirements to be fully prepared for clinical experiences.

## TB Testing

Students are required to have an up-to-date health record, including the required immunizations and the annual TB skin tests. Annual TB skin tests must be completed, and documentation uploaded you are your ViewPoint account.

## CPR Certification and CPR Renewal Training

CPR certification must be from the American Heart Association – Healthcare Provider/ Basic Life Support (infant/child/adult). Students will be trained at the College using the RQI system. Every 3 months students will be required to complete the ongoing curriculum to verify competence of skills and knowledge. With each quarterly renewal, students will begin a new 2-year cycle of certification from the American Heart Association. Students must show proof of CPR certification by uploading their e-card into Viewpoint. Noncompliance will result in the student's removal from clinical placement(s) and inability to progress in the program.

## Influenza (Flu) Vaccine

Each clinical agency has established rules regarding mandatory flu vaccines and requires proof of compliance. Flu vaccines are administered for free at Bellin College each fall. If a student receives a flu vaccination at a facility other than Bellin College, the student must provide evidence of receiving the vaccination and sign a declination form showing the vaccination has been received outside of Bellin College.

## Clinical Compliance Course

Students will complete annual modules located in the learning management system which include, but not limited to, topics such as

infection control, bloodborne pathogens, and safety. Students will be assigned the modules and will be expected to complete those modules before starting their clinical course. If any assigned tasks are not completed, students will not be allowed to begin their clinical.

## Clinical Orientation

Students are required to attend their respective clinical orientations assigned in order to be fully prepared for the semester. Students who do not attend as scheduled will require a personal session and may be charged an associated fee.

## Confidentiality of Protected Health Information

Clinical experience requires students to access protected health information about clients. The Health Insurance Portability and Accountability Act (HIPAA) requires health information about clients to be secured and kept confidential. As a student, there is a legal and ethical need to protect a client's right to privacy. Client information will not be shared in any form or medium, including written, verbal, or electronic methods, with anyone other than those who are directly responsible for the patient's care and treatment. Patient identifiers include, but are not limited to: name, medical records number, and visit number, dates including birth date, date of admission and date of discharge. Patient care information will be discussed only in-patient care areas, and with acute awareness of who is within hearing range.

While student may write down essential information for the preparation and care of clients, information that identifies a client in any way may not be taken from the clinical site. No records may be photocopied for any reason. It is unlawful to disclose any individually identifiable information. This relates to information about past, present and future:

- Physical and mental health
- Provision of healthcare to the client
- Payment for the client's healthcare

Violation of this policy may result in clinical and/or disciplinary probation, dismissal, and/or legal and financial consequences.

## Clinical Policies

### Student Safety in Magnetic Resonance Clinical – BSRS / BSRT

Because of the nature of the medical, magnetic resonance (MR) environment, it is required that students, faculty, and staff demonstrate medical proof of her/his personal MR safe condition. It is the individual's responsibility to show acceptable proof to the Program Director. Acceptable proof should consist of a formal medical report from a licensed practitioner. No student will be allowed to participate in any MR clinical experiences without demonstration of this proof.

### Student Supervision in Clinical Setting – BSRS

Students will be supervised within the clinical setting according to defined student supervision parameters. A necessary part of student learning in radiologic sciences warrants actual experiences in "real-word" clinical environments. These interactions will involve scheduled rotations in affiliated clinical agencies. The degree of student supervision will vary depending upon the documented proficiency of the student as he/she progresses through the radiologic sciences curriculum. The rules of supervision, whether direct or indirect, must be strictly adhered to by all students, clinical faculty, and contracted agency staff. The two levels of student supervision are as follows:

#### Direct Supervision

Student supervision by a qualified practitioner (ARRT radiographer), who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. *A qualified radiographer is present during student performance of a repeat or any unsatisfactory radiographic or medical image. Students must be directly supervised during surgical and all mobile, including all mobile and fluoroscopy procedures regardless of the level of competency.*

#### Indirect Supervision

Student supervision is provided by a qualified practitioner (ARRT radiographer) immediately

available to assist students, regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

## Student Supervision in Clinical Setting – BSDMS

Students are required to adhere to the sonography student supervision in clinical setting policy. Students may scan patients without direct supervision as long as an appropriately credentialed registered sonographer back scans the student to ensure the images were adequate and no pathology was missed. The back scanning can take place prior to or after student scanning. If competency has not been shown in the specific exam, the sonographer must be present for the history taking and exam explanation.

## Student Supervision in Clinical Setting – BSRT

Students will be supervised within the clinical setting according to defined student supervision parameters. A necessary part of student learning in radiation therapy warrants actual experiences in “real-world” clinical environments. These interactions will involve scheduled internships at affiliated clinical agencies. The rules of supervision must be strictly adhered to by all students, clinical faculty, and contracted agency staff. In the radiation therapy setting students must always work under direct supervision. Students are not permitted to work under indirect supervision at any time during clinical internship.

**Direct Supervision:** Student supervision by a qualified practitioner (ARRT radiation therapist), who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is present during the procedure, and reviews and approves the procedures. A qualified radiation therapist must oversee the student at all times. Supervision of students over closed-circuit monitor(s) is not acceptable.

## Student Supervision in Clinical Setting – BSSA

Students will be assigned to various clinical rotations. The student will be classified as a learner at the clinical site and will not be used to replace clinic staff. Students must be supervised within the clinical setting by a designated clinical instructor at all times. The rules of supervision must be strictly adhered to by all students, clinical faculty, and contracted agency staff.

## Holding Patients during Examinations - BSRS

- Students will NOT, under any circumstance, be expected to or asked to hold a patient or radiographic accessory during an exposure.
- In instances where patient restraining must be used, the student is encouraged to employ restraining devices such as tape, sponges, sandbags, sheets, papoose boards or Pigg-O-Stat. In the event these devices fail, students are encouraged to solicit assistance from non-radiology workers such as healthcare professions or members of the patient’s family. Such persons shall be provided with a protective apron and gloves and be instructed to position themselves away from the primary beam.
- Students should practice radiation exposures that are kept as low as reasonably achievable (ALARA).

Students must understand basic safety practices prior to assignment to clinical settings. As students

progress in the program, they must become increasingly proficient in the application of radiation safety practices.

## Image Quality Assessment and Identification – BSRS

All student images/radiographs must be assessed by a qualified practitioner (ARRT radiographer) to ensure quality.

- All students must receive approval from a qualified practitioner on the quality of his/her images before they are sent to the radiologist to be read.
  - The student must place his/her own initials/mnemonics in the computer system, as well as the technologist who has approved the radiographs.

- The qualified practitioner must approve explanation and be present whenever unsatisfactory images/radiographs are repeated.
- Proper identification must be recorded photographically on all images/radiographs.
  - Lead markers should be used and located in an area on the image receptor that does not obscure radiographic detail.
  - Proper identification is imperative. If the resultant image lacks correct markings, they may be computer generated.

## Repeat Imaging – BSRS

Any student regardless of clinical experience must have a qualified practitioner (ARRT radiographer) present whenever unsatisfactory images are repeated. The student is responsible for completing a Repeat Form while the qualified practitioner is responsible for initialing the Form after the observation of the repeat.

There is zero tolerance for allowing an image to be repeated without observation from a qualified practitioner. Any student repeating an image without an image without proper supervision will automatically be placed on probation with probation terms at the discretion of College officials.

On a monthly basis, College officials will randomly review Repeat Forms to confirm compliance. This policy supports professional responsibility for provision of quality care and radiation protection. It complies with the Standards for an Accredited Educational Program.

## Communicable/Infectious Disease

The surgical assisting participates in various procedures therefore, it is imperative that techniques be observed to prevent the spread of any infectious disease process from patient to patient, patient to student, or student to patient. "Standard Precautions" must always be adhered to when providing patient care. Additionally, specific policies outlined during orientation at clinical affiliates must be followed. Students must report communicable illnesses/infections to the Program Director. The student must provide recommended time restrictions from school outlined by his/her physician. Medical clearance is mandatory before returning to school. An illness requiring an extended absence

and preventing the completion of course work may inhibit the student from meeting all requirements for completion of the program.

## Sharps and Biohazard

It is the policy of the surgical assisting program that all students who sustain a sharp (needle stick, glass, blade, etc.) or other exposure to blood or bodily fluids while engaged in a college sponsored education program should receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, students who have been exposed to blood and/or body fluids must follow the following procedures. Please keep in mind that drug prophylaxis is time sensitive (2-24 hours), and patients leave the hospital quickly, therefore the student must immediately seek help from the appropriate supervising personnel.

Immediately after exposure first aid steps should be taken.

1. Announce to your preceptor that you have had a sharps injury/exposure.
2. Remove the item that punctured your skin from the sterile field.
3. Break scrub.
4. Clean the wound with soap and water.
5. If a splash exposure, flush mucous membranes with water or saline.
6. Contact your instructor

It is recommended that appropriate medical follow-up be obtained. Students who incurred a sharp puncture or exposure will follow clinical sites policy to gain appropriate counseling and testing. Testing of the source patient's blood will be done according to the facility's policy. The student is NOT to ask the source patient for permission for blood testing. The student will be counseled and advised regarding the post-exposure prophylaxis, if necessary. Baseline blood tests will be administered on the student. Retesting occurs at 6 weeks, 3 months, and 6 months after exposure (or as indicated by facility policy). All procedures, testing, and results will remain confidential. The clinical preceptor should be notified as soon as possible after the incident. The instructor will initiate the incident/injury report and evaluate the circumstances of the incident.



# Clinical Responsibilities

## Clinical Responsibilities-Student and Preceptor

- Orient student to the clinical site and agency policies. Review the preferred method for communication with the clinic site.
- Review protocols and procedures specific to the clinical setting.
- Communicate general guidelines to be used for interaction and review feedback of student performance.
- Provide appropriate clinical supervision.
- Facilitate a collaborative and mutually respectful environment in which to learn.
- Discuss expectations for the documentation of patient encounters.
- Facilitate student's progressive independence in clinical knowledge and skills.
- Provide real-time constructive feedback to students.
- Provide a variety of learning experiences with appropriate patient populations.
- Complete student's clinical evaluation forms and other necessary documentation.
- Review student progress with clinical coordinator.
- Serve as a liaison between Bellin College program officials and the clinical site.
- Serve as a student advocate to appropriately address clinical concerns.
- Assist in providing a substitute clinical preceptor in the event of an absence.
- Promptly communicate issues of concern or unsafe practice (student behavior, clinical skills, and/or student progression) regarding the student to the clinical coordinator.

## Student Responsibilities

- Complete all requirements prior to the start of the clinical rotation.
- Discuss course and personal objectives and learning needs with the clinical preceptor/coordinator.
- Adhere to professional attire that is in accordance with Bellin College dress code and clinical site requirements.
- Maintain professional behavior in the clinical setting at all times.
- Complete required clinical course paperwork and submit on time.
- Complete clinical competencies as outlined in course syllabus.

- Demonstrate increasing competencies and progressive independence in clinical knowledge and skills.
- Function in the role of the medical imaging professional under the supervision of the clinical site incorporating evidence-based practice guidelines and clinical site policies.
- Complete clinical preceptor and clinical site evaluations that provide professional feedback at the end of each clinical rotation.
- Attend all scheduled clinical rotations on time and prepared, completing all required clinical hours for each course.
- Notify clinical facilitator and clinical preceptors/site per protocol as soon as possible if unable to attend prior to scheduled clinical start time.

## Course Delivery

The purpose of this policy is to provide clear expectations for faculty and students regarding course delivery options. Bellin College recognizes the expanded opportunities online learning environments provide students and instructors.

Online components are a part of every course at Bellin College. The following are the definitions of the three delivery options:

**Face-to-Face:** Course activity is organized around scheduled class meetings that occur in a physical classroom setting. Face-to-face courses may also include web-enhanced course activities which complement in-person classroom sessions without reducing the number of class meetings.

**Hybrid:** Course activity is organized around a blend of scheduled face-to-face meetings and online instruction. Typically, between 30 and 70% of the course activities occur online. Those activities can be either synchronous or asynchronous.

**Online:** All course activity is completed online; those activities can be either synchronous or asynchronous.

Asynchronous online and hybrid courses are not completed at your own pace. Students are required to follow the course schedule and complete activities and assignments by the designated due dates. The Academic Deans/Directors and the Instructional Design Specialist will provide faculty with guidance, oversight, and

approval throughout the online and hybrid course development process. All courses will utilize the College's standard Canvas templates.

## Course Grade Reports

Bellin College grade reports will be available for student self-service access through the student information system at the end each semester/session/term. This occurs approximately 10 working days after the last day of the semester/session/term.

Students will receive a signed final copy of their Clinical Assessment Tool (CAT) by accessing their LMS Clinical Course and downloading the appropriate link prior to conclusion of the Clinical Course.

## Credit Load

For financial aid purposes only, the combined credit load from Bellin College and any other institution are considered in computing full or part-time enrollment status. Refer to the table below for the definition of full-time,  $\frac{3}{4}$  time, and half-time enrollment status based upon program and option.

Program/ Option	Full-Time	$\frac{3}{4}$ -Time	$\frac{1}{2}$ -Time
Allied Health	12 or more credits  per semester	9 – 11.5 credits  per semester	6 – 8.5 credits  per semester

The recommended credit load is based on the academic plan, as arranged by the Bellin College Academic Advisor. A student should not exceed 17 credits per semester.

## Electronic Devices

Electronic devices include, but are not limited to, cell phones, lap top computers, watches, or tablet devices. Electronic devices within the classroom and lab may be utilized by the students for appropriate learning purposes as determined by the faculty member. Device ring tones shall be put on "vibrate/silent" during entire course / clinical. All electronic devices should be stored with personal belongings during exam time. Students using the electronic devices during the course / clinical for non-class activities, may be requested to turn off the electronic device. Students with repeated violations and/or course disruptions due to

inappropriate use of electronic devices will be referred to the appropriate Program Director for disciplinary measures.

Clinical agency policies will dictate use of student electronic devices in the clinical areas. Clinical sites may have additional policies regarding the use of electronic devices. Ensure that you are familiar with these policies before using your device at a remote location. Violations or disruptions due to inappropriate use of electronic devices may result in dismissal from the clinical site and will be referred to the appropriate Program Director for disciplinary action.

## General Education Grading Scale

The following grading system is used to determine course achievement in classes:

Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent
A	4 points	93-100
AB	3.5 points	88-92
B	3 points	83-87
BC	2.5 points	78-82
C	2 points	70-77
D	1 point	60-69
F	0 point	below 60

The grade calculation process will be consistent across the Bellin College curricula. For all program offerings, within each course individual assignments/projects/exams will be recorded to one decimal point without rounding up (for example, 92.37 will be recorded as 92.3.) The final composite course grade will not be rounded up (for example, a 92.8 will receive an AB.)

Each course is graded in its entirety. A student must be successful in all course components (i.e. class, lab, and/or clinical) to receive a passing grade. The course outcomes are represented in all course components.

It is the policy of Bellin College to not offer extra credit in undergraduate major courses.

## Grade Appeal Policy

As published in the course syllabus, the course instructor's grading policy shall be the course's grading standard. The student is responsible for

knowing the grading policy and reviewing their assessment/assignment grades in a timely manner when published by the course instructor. Students should address any question or disagreement about individual assessments/assignments grades with the course instructor within five working days of the grades being published. An attempt to resolve the issue with the instructor is required in all cases. If the question or disagreement is not resolved via this process, the student may initiate a further review via the designated program director. Requests for a grade review by the program director must be made within five working days of meeting with the course instructor. The program director's decision will be final.

Only final course grades may be appealed. Individual assignment/assessment grades are not open for appeal. A student's appeal of the final course grade can be based only on evidence of one of the following situations:

- The course instructor has not followed their published grading policy. (An interpretive error.)
- The calculation of the final grade is incorrect. (A computation error.)

The grade appeal procedure is as follows:

- The student must contact the course facilitator within ten working days of the date on which the registrar posts the final course grade to the student's transcript.
- The course facilitator will review how the grade was determined with the student based on the course syllabus's written grading criteria.
- If the issue is not resolved, the student should contact the appropriate Program Director within five working days.
- The student must present in writing why they believe the grade was either computed incorrectly or erroneously/unfairly applied.
- If the Program Director is also the course facilitator in the appeal, a different Program Director must handle the appeal process to review the information and final decision. The appropriate academic Dean will assign a different Program Director to the appeal.
- The appropriate Program Director will request and review a written explanation of the grade from the course facilitator. This explanation must be submitted within two working days.

- The appropriate Program Director's decision on the grade appeal is final.
- The student and faculty will be notified of the program director's decision in writing.
- No course grades will be reviewed after ten working days of the final course grades being released by the registrar unless it can be demonstrated that a grade was incorrectly recorded or that it was impossible for the student to initiate review during the designated time.

## Grades without Associated Grade Points

Abbreviation	Meaning	Effect on GPA
AU	Course Audit	No effect on GPA.
EX	Credit by Exam	Course credit achieved by exam.
I	Incomplete	No effect on GPA until four weeks after the end date of course. Grade becomes F if letter grade is not received within the four-week period or formal arrangements for completion are not made.
IP	In Progress	Represents a course in which the student is currently registered.
N	No Report or In Progress	No grade report received or course in progress.
P	Pass	Represents work was completed at or above the passing standard in a pass/fail course but is not included in the GPA calculation.
F	Fail	Represents work was completed at lower than the passing standard in a pass/fail course but is not included in the GPA calculation.
PL	Credit for Prior Learning	Credit achieved by demonstrated learning experience.
R	Repeated Course	Designates a course repeated for grade betterment. The prior grade is removed from cumulative GPA calculation.
T	Transfer Credit	Transfer credit from a course taken at another institution of higher learning that is accepted at Bellin College.
WF	Withdrawal/Failing	Withdrawal from a course after the sixth week of a 15-week semester or after 40% of the course has been completed.
W	Withdraw	Dropped course before 40% of course is completed. No effect on GPA.

## Immersion Clinical: Domestic Option

The Immersion Clinical: Domestic option is an opportunity for a community health clinical practicum. This encounter gives students the opportunity to engage in off-campus experiences serving in communities working with populations who experience disparities, as a way to become active citizens involved in their own communities now and in their future as professional leaders. The program offers students a chance to travel to local, regional, and national locations where they are challenged to provide service and to reflect on those experiences as a way to grow personally and professionally. Participants develop leadership skills, are exposed to new perspectives, and ultimately gain a broader understanding of the concepts of social justice, health inequities, and community partnership. Along the way, students are immersed in new cultures and have life-changing experiences that contribute to positive change within themselves and the world.

## Immersion Clinical: International Travel

### **Immersion Clinical: International Travel Option**

Opportunities for students to complete international travel study courses are supported by the College, provided the experience is conducive to the student's program of study and is coordinated with and approved by appropriate College personnel. A student wishing to engage in an International travel course experience should contact his or her Program Director as soon as possible. The following parameters will apply.

All International travel study opportunities must have final pre-approval by the appropriate Academic Affairs Administrator(s), Program Director and/or Dean. The approval process should be completed no later than one month prior to the travel.

In all cases, the Travel Course Approval Form must be completed, submitted and on file with the Registrar prior to the student's departure.

Student educational travel opportunities may be secured through three avenues: Bellin College

course; travel courses completed through another institution of higher education; or non-College educational opportunity.

#### 1. Bellin College course:

- A Bellin College course must be pre-approved as a substitute for major curriculum by the Program Director.
- Appropriate Bellin College tuition and trip fees are required for Bellin College courses. Down payments are non-refundable unless the trip is canceled by Bellin College or due to extenuating circumstances approved on a case-by-case basis.
- As part of the application approval process, students in academic or financial difficulty will be reviewed on an individual basis to determine eligibility in the travel opportunity.

#### 2. International travel courses completed through another institution of higher education:

- The course must be pre-approved for transfer prior to departure by the Program Director or FNP/PMHNP Program Coordinator/DNP Clinical Coordinator.
- Fulfillment of a major course requirement must be approved by appropriate Bellin College faculty.
- Fulfillment of a general education course requirement must be approved by the Registrar.
- The course is posted as transfer credit. The course will transfer credit-for-credit, regardless of the requirement satisfied. Transferred credits will not be split among course requirements.
- Student must still complete the required credits amount and residency requirements for graduation.
- Students in the 15-Month option may complete a travel course with an approved exception to the Bellin College residency requirement.
- The current Bellin College policy regarding transfer credit is applicable.
- No fee is assessed on transfer courses by Bellin College.

#### 3. Non-College educational opportunity:

- The course must be pre-approved by the Program Director prior to departure.

- The educational opportunity must be facilitated and reviewed by Bellin College faculty.
- A portfolio and/or other materials are required for review.
- Credit is awarded based on course requirement fulfillment.
- Bellin College tuition is required for non-College educational opportunities. Some fees may not apply.

## Late Graded Assignment and Late Exam Policy

Assignments and exams are to be completed by the defined due dates. Extenuating circumstances will be considered by faculty on an individual basis when faculty are consulted prior to the due date.

### **Graded Assignments**

If prior approval is not secured, points will be deducted from the final grade for late assignments. Assignments will be graded as normal. Points are then deducted as outlined below to determine the final grade:

Undergraduate Assignments submitted:

1. 0 to < 24 hours late -5 percentage points
2. 24 to < 48 hours late – 10 percentage points
3. 48 to < 72 hours late – 15 percentage points
4. > 72 hours late – score grade of “0”

Graduate Assignments submitted:

1. 0 to < 24 hours late – a minimum of 5 percentage points
2. 24 to < 48 hours late – a minimum of 10 percentage points
3. 48 to < 72 hours late – a minimum of 15percentage points
4. > 72 hours late – score grade of “0”

### **Pass/Fail Courses**

Assignments within a Pass/Fail are to be submitted on time. If prior approval is not secured, students are first counseled on the expectation for complete and timely assignments. Continuing issues with incomplete or late submissions may result in disciplinary action and/or failure of a pass/fail course.

### **Discussion Posts/Forums**

Late or insufficient sharing of learners' ideas in discussion forums is like showing up for class after class ended. Students submitting posts original posts after the due date will earn a zero. Students submitting late response posts will be graded according to the rubric or late assignment policy.

### **Graded Exams/Quizzes**

Exams and quizzes must be taken at the scheduled time unless prior arrangements have been made. Failure to inform faculty of a missed exam or quiz could result in a zero or alternate assessment method. If an emergency the day of an exam/quiz occurs, students should make every effort to contact faculty as soon as possible to make alternative arrangements.

### **Complete/Incomplete Assignments**

Assignments graded as complete/incomplete are to be submitted by the deadline. Failure to submit on time may result in an incomplete.

## Mammography Clinical

With regard to breast imaging, the Joint Review Committee on Education in Radiologic Technology (JRCERT) has determined programs must make every effort to place students in a breast imaging clinical rotation/procedure if requested and available. However, programs will not be expected to attempt to supersede clinical site policies that restrict breast imaging rotations/ procedures to students. Students should be advised that placement in a breast imaging rotation is not guaranteed.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place students in a breast imaging rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

## Repeating Courses with Passing Grades

Undergraduate students may repeat a Bellin College course in which they obtained a grade of C or better for the purpose of grade betterment.

The repeated course grade is recorded on the transcript and is the only grade calculated into the GPA. The previous course is noted with “R” signifying a repeat. Students can repeat a course one time only.

## Research and Institutional Research Board

The purpose of this policy is to provide guidance on the IRB process for research and QI/process improvement projects conducted by faculty, staff, students, or others as part of employment or an academic program at Bellin College.

All research at Bellin College involving human subjects conducted by faculty, staff, students, or others must comply with applicable policies for the protection of human subjects, including a review by the Bellin Institutional Review Board (IRB). Projects must be reviewed whether they are funded, unfunded, sponsored, or unsponsored. Current Human Subjects training is required for all research/project team members. Investigators may consult Bellin’s IRB for advice about whether a project must be reviewed. The final authority for making this determination rests with the IRB. All communications with the IRB should go to [IRB-Coordinator@bellin.org](mailto:IRB-Coordinator@bellin.org).

## Scanning Policies

The use of ultrasound equipment is restricted to the Diagnostic Medical Sonography (DMS) program faculty, Diagnostic Cardiac Sonography (DCS) program faculty, and the students enrolled in the Sonography Program(s). Use of ultrasound equipment by any other nursing or allied health students is expressly prohibited and may result in disciplinary action. Students must sign both the Sonography Safety/Guidelines and Acknowledgment Form and Scanning Consent Form prior to utilizing the sonography lab.

Students and outside community member may volunteer to be scanned by sonography students. The ultrasound scan is conducted for the purpose of educating students and will not be evaluated by faculty, staff, or students for medical purposes. Volunteers will not receive any medical diagnosis or treatment. Non-obstetrical patients must sign a consent and release of liability form prior to volunteering. In addition to signing the consent and liability form, obstetrical patients

must obtain physician consent. Contact any Sonography faculty members to obtain volunteer consent forms.

## Test Taking

When an exam is scheduled by the faculty to be proctored, the faculty will inform the student of the date and time of the exam. The following standards will be enforced:

- Students will provide their own writing utensil.
- All electronic devices will be turned off during the exam.
- Only items required by the faculty member are allowed on the student’s table/desk during the exam. All personal items such as but not limited to: electronic devices, pencil case, back packs, purses, watches, beverages, food, outerwear, and hats, etc. will be stored with the library staff and returned to the student at the end of the exam.
- If facial tissues are present, the tissues must be kept in a clear plastic bag and placed on the desk next to the student prior to the exam start. The facial tissues and bag will be inspected by the library staff prior to the start of the exam.
- Students will not be allowed to leave the assigned testing area during the exam.
- Exam questions will not be discussed.
- Students are expected to adhere to the Student Performance Remediation and Due Process Policy.

If cheating is suspected while an exam is being proctored in the library, the library staff will:

- Focus on the student suspected of cheating and observe them more closely.
- Approach the student for clarification and, if needed, confiscate inappropriate materials.
- Inform the faculty member.

If cheating is confirmed, the faculty member will implement the Academic Misconduct - Due Process Policy and Procedure.

## Undergraduate Allied Health Clinical Work

Students are not allowed to be paid for clinical hours that are assigned as part of their respective clinical course outcomes. Students



may work outside of their assigned clinical hours in the respective profession, but these hours will be not counted towards their assigned clinical hours or clinical course outcomes.

## Undergraduate Portfolio

All pre-licensure undergraduate students are encouraged to complete a professional portfolio. Professional portfolio development resources are provided by the Center for Academic Success, Teaching, and Learning Excellence (CASTLE).

# Registrar Policies and Procedures

## Academic and Graduation Honors

### Academic Honors

The Dean's List is composed of undergraduate students who have earned a grade point average of 3.5 or better in Bellin College courses, are in good academic and/or disciplinary standing and have earned at least six Bellin College credits graded on a 4.0 scale within the semester.

Highest Honors      3.90 – 4.00

High Honors      3.75 – 3.89

Honors      3.50 – 3.74

Semester honors are announced following the completion of fall, spring, and summer semesters.

### Graduation Honors

Graduation honors reflected on the final transcript will be recorded on the basis of the student's entire academic history at Bellin College (not including any transfer or pass/fail coursework).

Summa Cum Laude    3.90 – 4.00

Magna Cum Laude    3.75 – 3.89

Cum Laude      3.50 – 3.74

At commencement, the Graduation Honors list will be based on the cumulative Bellin College grade point average recorded at the end of the preceding semester.

Fall grades are used to calculate the honors listing for the May commencement ceremony. Summer grades are used to calculate the honors listing for the October and December commencement ceremonies. Graduation honors will be recorded on the final transcript. For undergraduate students to be eligible to graduate with honors, undergraduate students must complete a minimum of 44 credits in residency.

## Academic & Registration Calendars

Please see the Quick Links menu on the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu). Click on Academic Calendar or the Registration Calendar for full access.

## College Re-Entry Policy Re-Entry to Bellin College

Students who exited Bellin College through a withdrawal (voluntary) or dismissal (involuntary) are permitted to apply for re-entry to the College. The ability to re-apply does not stipulate a guarantee, promise or other agreement concerning acceptance to the program, option placement, academic plan, or transfer of credits. Any student that exits the College may re-apply but must be free of any previous hold status. Applicants for re-entry must re-apply within one calendar year of withdrawal or dismissal. If more than a calendar year has passed since exiting the College, the student must submit a complete application in the standard fashion.

### Procedure for Re-Entry, Undergraduate Programs:

Complete the [Application for Re-Entry – All Programs](#) and provide supporting

documentation as needed. Submit this form to the Student Services office. The re-entry application should include:

- A personal statement highlighting any extenuating circumstances leading to the dismissal, behavioral changes that will contribute to success, etc.
- Contact information including address, home telephone and cell phone numbers, and email address.
- Official transcripts from other institutions where the student may have completed coursework in the period after leaving the college.
  - A grade of a C or better is required in general education courses for transfer.

[The application for re-entry is reviewed by an Enrollment Review Ad Hoc Committee. The student will be notified of the committee's decision by the appropriate Associate Dean or Program Director. All decisions are final. The work group will make one of the following decisions:](#)

- Accept the re-entry application.
- Deny the re-entry application.
- Defer the re-entry application decision.

If the ad hoc committee denies re-entry, the student's opportunities for readmission are exhausted and no additional re-application will be reviewed. If the Enrollment Review Ad Hoc Committee defers re-entry, the prospective student will be counseled as to the reason for deferral and provided the option of submitting a re-entry request at a later date.

Students re-entering the College must comply with current policies, procedures, and timelines. Therefore, all college policies in effect at the time of re-entry apply

Students who re-enter the College are placed on probation status. Students who earn a failing grade in any coursework after re-entry will be dismissed.

Depending on the circumstances and program, re-entry students may be required to remediate theory, lab and/or practicum courses as designated by a Personal Assessment for Student Success (PASS) Plan. A PASS plan is designed and implemented to help ensure student success with both course work and certification after re-entry.

The date of re-entry is determined by the ad hoc committee based on classroom, lab and clinical resources. Re-entry may be delayed if a space in a program cohort is unavailable. Students should apply allowing adequate time for processing of an application prior to desired re-entry semester. Students will be bound by the qualifications of the appropriate Bellin College Guide Handbook & Catalog in effect at the time of re-entry. Students who deferred progression do not need to apply through the re-entry procedure unless the deferral period has expired (1 year). Information on Deferred Progression is contained within the College Exit/Withdrawal policy.

### **Procedure for Re-Entry, Graduate Programs:**

Complete an Application for Re-Entry – All Programs and provide supporting documentation as needed. The form is submitted to the Student Services office. The re-entry application should include:

- Personal statement highlighting any extenuating circumstances leading to the dismissal, behavioral changes that will contribute to goals for success, etc.
- Contact information such as address, home telephone and cell phone numbers, and email address.
- Official transcripts of academic performance since exit from the College.

The application for re-entry is reviewed by [the appropriate Graduate Program Committee](#). The student will be notified of the committee's decision by the appropriate Associate Dean or Program Director. All decisions are final. The work group will make one of the following decisions:

- Accept the re-entry application.
- Deny the re-entry application.

If the application for re-entry is denied, the student's opportunities for readmission are exhausted.

If the application for re-entry is accepted, the student will be admitted with the probationary requirement that all program course work must be completed at Bellin College and failure to earn a B or better in any course will result in permanent dismissal from the College.

Physical Therapy Programs: If the appropriate Graduate Program Committee accepts the re-

entry, the student will be admitted with the probationary requirement that all program course work must be completed at Bellin College and failure to earn a specified grade in any course will result in permanent dismissal from the College.

Course Grade Requirements for continued enrollment: DPT = C; OMPT = AB; DSc PT = C

Applicants who are re-admitted will have a plan of study developed according to current policies, procedures, and timelines. It is the responsibility of the applicant to meet with the appropriate Graduate Program Director to discuss the plan of study. Failure to meet this requirement will result in automatic re-entry application denial.

[Depending on the circumstances and program, re-entry students may be required to remediate theory, lab and/or practicum courses as designated by a Personal Assessment for Student Success \(PASS\) Plan. A PASS plan is designed and implemented to help ensure student success with both course work and certification after re-entry.](#)

The date of re-entry is determined by the Graduate Program Committee based on classroom, lab, and clinical resources. Students will be bound by the qualifications of The Bellin College Guide: Handbook and Catalog in effect at the time of re-entry.

## Completion of a Minor

Minors must be completed by the conclusion of the major degree requirements. Enrollment for minor coursework cannot be extended beyond the completion of degree requirements.

Students must declare a minor by the fall semester of junior year. Please consult with the Academic Advisor to declare a minor.

## Course Add/Drop/ Withdrawal Procedures

### Course Add

A course add is defined as enrolling in a class on or after the first day of the course within the semester. Students planning to add a course must be aware of the following:

- Student should consult with the Academic Advisor or appropriate Program Director to determine the impact on their program of study.
- [Student must complete the Add/Drop/Withdrawal form with the Academic Advisor or Program Director.](#)
- Add dates will be based on the date the official form is dated. Adding a course may involve tuition adjustment implications. Adding a course may require permission from course instructor.
- Course adds are typically allowed only during the semester add/drop period each semester in accordance with the published Registration Calendar.
- Late course adds may be allowed under specific circumstances, with permission from faculty and/or program director. No late adds are allowed after the second week of class, based on course schedule.

### Course Drop

A course drop is defined as canceling enrollment in a class after the first day of the course. Students planning to drop a course must be aware of the following.

- Students should consult with the Academic Advisor or Program Director to determine the impact on their program of study and ability to progress in the curriculum plan.
- Student must complete the Add/Drop/Withdrawal form with the Academic Advisor or Program Director.
- A course drop typically results in a full refund of the tuition and fees related to the course enrollment.
- Course drops are typically allowed only during the semester add/drop period each semester in accordance with the published Registration Calendar.
- Once the Add/Drop date has passed, based on the Registration Calendar or course schedule, the student must end enrollment by withdrawing from course.
- Students should refer to the published Registration Calendar and course timetables to identify final dates to drop courses and the ramifications that dropping courses has on applicable grades/transcripts/tuition and refunds.
- Students dropping general education courses taken at other institutions must comply with that college or university's procedure for add/drop but must also inform the Academic Advisor of the change.

- Students who drop all courses in a required semester are considered withdrawn from the College.
- A course drop ends enrollment with no grade or record of enrollment posted to a student transcript.

## Course Withdrawal

A course withdrawal is defined as ending enrollment in a course after the Add/Drop period has ended. A student may request a course withdrawal at any point during the semester, however, there are grade and refund implications, depending on the date of the withdrawal. A course withdrawal will either be graded with a “W” or “F” depending on the official date of the withdrawal. A withdrawal from a course may result in a prorated refund of tuition, or no refund, again based on the official withdrawal date. Students planning to withdraw from a course must be aware of the following.

- Students should consult with the Academic Advisor or Program Director to determine the impact on their program of study and ability to progress in the curriculum plan.
- Students must complete the Add/Drop/Withdrawal form with the Academic Advisor or Program Director.
- Students must complete a course withdrawal by the final withdrawal date as published on the semester Registration Calendar to avoid a failing grade.
- For non-standardly scheduled courses, the official withdrawal date is based on the amount of the course schedule that is completed. Withdrawal from a course after the 60% completion point will result in a failing grade and no tuition refund. Course completion percentages are calculated by the Student Services office.
- Students should contact the Student Services office for assistance with course completion percentages.
- Students may withdraw from no more than 5 courses within the duration of an undergraduate program completion, and 3 courses within the duration of a graduate program. Exceeding this withdrawal limit may result in a student’s inability to complete the program in sufficient time and result in dismissal from the college.
- Withdrawing from all courses within a required semester will result in a withdrawal from the college.

## Course Add/Drop/Withdrawal and Dual-Enrollment High School Courses

Dual-Enrollment high school courses follow the standard Bellin College procedures with some slight variation on timeframe.

## Drop/Withdrawal Timeline

- Bellin College courses open to all undergraduate students, including high school students, follow the drop or withdrawal schedule on the Registration Calendar, as published on the BC website.
- Drop or withdrawal dates for Bellin College courses offered exclusively for high school students are based on course begin and end dates as determined by Bellin College and the partner high school, and a percentage of the course completed. Drops will be allowed in the first two weeks of class. Withdrawals are allowed up until 60% of a course schedule has been completed. Once 61% or more of the course schedule has been completed, a withdrawal results in a failing grade.

This policy is separate from the High School Billing Policy.

## Add/Drop/Withdrawal Dates

Please see Quick Links on the Bellin College website at <https://www.bellincollege.edu/campus-life/calendar/> for a listing of program and course add/drop/withdrawal dates. Click on calendar and choose the Registration Calendar for the appropriate academic year.

## Credit Hours - Undergraduate Programs

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; or

At least an equivalent amount of work as required in paragraph (1) for other activities as established by an institution, including laboratory

work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

To comply with the USDE criteria on credit hours, Bellin College defines credit hours as outlined below. A credit hour is defined as a required time in which all students are directly engaged with the instructor(s) of the course, synchronously or asynchronously, either in classroom, lab, or clinical settings or virtually through telepresence, web-conference, or other online platforms. Each classroom clock hour equates to 55 minutes out of a 60-minute time period. Instruction hours per credit are calculated as follows:

#### **General Education:**

- 1 student credit, classroom, or online = 15 hours
- 1 student credit, lab = 30 hours

#### **Nursing - BSN:**

- 1 student credit, classroom, or online = 15 hours
- 1 student credit, lab = 45 hours
- 1 student credit, clinical = 45 hours

#### **Medical Imaging – BSRS, BSDMS(GV/CV):**

- 1 student credit, classroom, or online = 15 hours
- 1 student credit, lab = 45 hours
- 1 student credit, clinical = 60 hours

#### **Medical Imaging – BSRT:**

- 1 student credit, classroom, or online = 15 hours
- 1 student credit, lab = 45 hours
- 1 student credit, clinical = 50 hours

#### **Surgical Assisting – BSSA:**

- 1 student credit, classroom, or online = 15 hours
- 1 student credit, lab = 45 hours
- 1 student credit, clinical = 60 hours

The credit load assumes a minimum of at least 30 hours per credit of outside-of-class student work to include reading, assignments, and assessment over the course duration. Outside preparation is documented in the curricular materials and syllabi.

Should a course encounter any class falling on a date when the college is closed due to a holiday, make-up hours of in-class time are not scheduled. The faculty member needs to account for such instances in planning courses and make adjustments as needed using his or her discretion. Options to address missed face-to-face course class time include, but are not limited to, online activities, readings, papers, outside course assignments, or projects.

Make-up hours are not scheduled for any class falling on a date the College is closed. Options to address missed face-to-face class time include, but are not limited to, online activities, reading papers, and outside course assignments and/or projects.

## **Exit/Withdrawal Policy, Official Exit Date**

Exit from the College is defined as withdrawing from all courses for the current enrollment period (session/semester). Withdrawals within the semester must be completed within the withdrawal dates according to the registration timeline. Students may electively withdraw or may be dismissed by the College. Students exiting from the College for any reason, elective or due to college policy, must meet with the Academic Advisor or, if a Graduate/Doctoral student, the appropriate Program Director to complete the exit process.

The Academic Advisor or Program Director will assist the student with the exit process.

- If a student notifies the College that she/he will be withdrawing **at the end of an enrollment period** (term/semester), it is permissible for them to complete the Exit Form on or before the last day of the enrollment term. The student may meet with the designated College personnel before the last day of the enrollment period in anticipation of the exit.
- If the student completes the Exit Form prior to the end of the enrollment term but is electing to finish specific courses, an Add/Drop/Withdrawal form must be completed for each course the student is exiting. This form must be completed at the time the student notifies the College of plans to exit from specific courses and submitted to the Registrar.

- If a student is exiting from the College **before the end of the enrollment period (session/semester) an Exit Form must be completed.**
- If a student does not complete the Exit Form or fulfill the exit requirements, the student will be automatically withdrawn, and a Hold will be placed on their College records until obligations are resolved. A Hold on the record means the student may be denied access to their record/information pending completion of any financial obligations (tuition, fees). The Hold will commence the day of the official exit date.
- By definition, a withdrawal from the College is an elective process, chosen by the student. A dismissal from the College is a decision made by the College to discontinue a student's continued enrollment, based on various factors, academic or non-academic. A student must elect to withdraw from courses within the withdrawal period in a semester, per the registration timeline. Withdrawing after the withdrawal date, but prior to the end of the semester, will result in the student earning a failing grade ("F") for any course not already completed and graded. Additionally, the student will be classified as dismissed from the college.
- A student may also choose to exit the college on a temporary basis by requesting a Deferred Progression. This process allows for exiting the college for up to one year without the need to complete the reapplication process. Students should consult the Academic Advisor or Program Director if interested in this option.

Students are advised to check the academic and/or registration calendar to identify the final dates to withdraw from courses and understand the ramifications that withdrawal has on applicable grades/transcripts/tuition and any applicable refunds.

### Official Exit Date

The College requires the student notify the College of his or her intent. Notification may be made in person, in writing, by phone, or via e-mail. Notification should identify the student's intended last date of class attendance, which will be the official exit date. Notification must be made to the appropriate Academic Advisor, Program Director, or Academic Dean. If a student withdraws from the program without completing that enrollment term, the exit date

will be the date the notification is received from the student. If a student drops all courses during the add/drop period, the official exit date is the last day of the previous enrollment period.

A student may decide to exit the College prior to the end of an enrollment period and remain enrolled through the end of that session/semester/term. In this situation, the student will identify the last day of the enrollment period (session/semester/term) as the official exit date. Students may meet with the appropriate Academic Advisor or Program Director to complete required paperwork and related responsibilities before the last day of the enrollment period. If necessary, a follow-up appointment may be scheduled for the end of the session or semester in order to complete the exit process.

If a student is dismissed from the College due to academic performance issues, the official exit date will be the last day of the enrollment period.

If a student is dismissed from the College due to academic or non-academic misconduct the exit date will be determined by the appropriate Academic Advisor, Academic Dean and/or Program Director.

A student who chooses to electively withdraw within the semester must do so prior to the deadline of the withdrawal period, according to the registration timeline. Withdrawing during the withdrawal period results in courses being graded with a "W", which does not carry a GPA value. Withdrawing after the withdrawal date, but prior to the end of the semester, will result in the student earning a failing grade ("F") for any course not already completed and graded. Additionally, the student will be classified as dismissed from the college.

If a student fails to make payment or initiate satisfactory payment arrangements by the tuition due date, the student may be institutionally withdrawn. If a student has not made adequate payment arrangements, he or she will not be allowed to attend any subsequent Bellin College classes and a hold may be placed on all College records. The official exit date will be the last day of the enrollment period for which the charges were incurred.

If a student did not begin the official exit process or provide notification of his or her intent to exit



(ceased attendance), the official exit date will be the date the College became aware the student's ceased attendance.

The official exit date must be a College business day. If notification is received on a non-business day, the official exit date will be the first business day after notification.

## Grade Point Average

A student's grade point average (GPA) is a quantitative measure of academic achievement and is computed based on credits earned and grades achieved. Only grades for courses taken at Bellin College are used to compute the GPA each semester. GPAs are computed at the end of each semester and summer session for all courses taken at Bellin College during that period. The GPA is determined on a 4.0 scale. Pass/Fail courses are not included in the GPA.

## Incompletes

### Undergraduate

No more than two incompletes in major or general education courses can be granted in any one semester or grading period. Incomplete courses in more than two grading periods will result in automatic dismissal from Bellin College. Students with extenuating circumstances may appeal to their Program Director.

It is the responsibility of the student to request an incomplete and make arrangements with the appropriate course facilitator/faculty to complete the required work. Incomplete grades must be resolved within four weeks of the last day of the course, or the incomplete becomes an F.

In the BSN 15 Month Option Program, each course must be completed successfully in order to progress to the next session.

### Graduate

No more than two incomplete courses can be granted in any one semester or grading period. Incomplete grades in more than two grading periods will result in automatic dismissal from Bellin College. Students with extenuating circumstances may appeal to their Program Director.

It is the responsibility of the student to request an incomplete and make arrangements with the appropriate course facilitator/faculty to complete

the required work. Incompletes must be resolved within four weeks of the last day of the course, or the incomplete becomes an "F".

In the DPT Program, each course must be completed successfully in order to progress to the next semester.

For courses in the OMPT program designated as "unscheduled", the incomplete policy does not apply. OMPT students who exit the college without completing their program may receive a grade of "W" or "F" in unscheduled courses, depending on progress in the course at time of exit. Course progress is determined by Faculty and/or Program Director.

## Leave of Absence from College

Students may apply for a leave of absence (LOA) from Bellin College for specific reasons and must be of a specific duration. There are three types of LOA, Voluntary, Medical reasons and Military Service. An approved leave allows students to return without taking part in the re-admission process. Any student wanting or needing to step away from a program of study (degree or certificate) can apply for a leave of absence from Bellin College for specific reasons and the leave may be required to be of a specific duration. An approved leave allows students to return without having to follow in the re-admission process. Bellin College supports students who need to take time away from studies and will provide a successful plan to resume studies upon their return.

A student should begin the LOA request process with an academic advisor or program director. A Student should also contact the Director of Financial Aid concerning any obligations or future financial aid.

- Supporting documentation must accompany the request for leave (i.e., military orders, medical documentation, jury duty notification, etc.).
- Whenever possible, a student should plan the leave to cause minimal disruption to studies. The College will work with the student to ensure this. LOA requests to begin at the end of a semester are preferred.
- Students should be in good standing status when requesting a LOA.

- Mid-semester requests for leave should be submitted before the end of the withdrawal period whenever possible.
- All absences must be approved prior to leave, with the exception of bereavement and certain personal necessity conditions.
- Leave of Absence is not allowed for the purpose of attending another academic institution.

Students must notify Bellin College when requesting to return from a leave of absence. Sufficient time to prepare for the return should be provided by the student. Students must provide supporting documentation before they can return from a leave of absence. The official return date and course program of study will be discussed prior to the return.

Students may also want to consider a deferred progression as an option for leaving the college for a planned, specific time frame (please refer to Exit/Withdrawal policy).

For additional information on the LOA types and request process, students should contact Student Services.

## Requests to Change Bellin College Program Options

Programs are specifically designed to provide a structured learning experience. Enrolled students desiring a change from one program option to another must receive approval from the appropriate Program Director. An updated degree audit must be completed. All students must complete all degree requirements for the program option. Additional courses may be required. A student's full-time/part-time status may change, which may impact financial aid. The anticipated graduation date may change. Program option change is contingent upon available space in desired program. The Change or Addition of Program/Minor form must be completed.

## Transcripts; Transcript Requests

Bellin College transcripts are the official record of all course work attempted by a student at the College from the date of enrollment to the date of graduation or exit/withdrawal. Courses are recorded on the transcript with a letter grade 4.0 scale or as Pass/Fail; no P/F courses are included

with the semester/cumulative grade point average (GPA). Repeated courses are designated with "R". Repeated Bellin College courses are not counted within the cumulative GPA.

Bellin College requirements that have been completed at another institution are recorded on the Bellin College transcript. These courses are not included within the GPA at Bellin College but are recorded with the letter grade, when applicable. General education courses and grades taken after enrollment to fulfill program requirements will be part of the consideration for satisfactory academic progress.

Transcript Requests are completed through the National Student Clearinghouse:  
<https://www.bellincollege.edu/admissions/registrars-office/transcripts/>.

Transcripts are typically completed and mailed within one to four business days unless noted on the Clearinghouse order website.

Official transcripts bear a watermark and the signature of the Registrar. Official transcripts released directly to the student are so noted on the transcript and are placed in a sealed envelope. Students may also order a transcript to be sent electronically through the Clearinghouse ordering website. The charge for an official transcript is based upon the time for requested delivery and delivery method. The fee scale is available on the Bellin College Registrar webpage, under transcripts.

Unofficial transcripts are available for currently enrolled students free of charge via the student portal (My BC). An unofficial transcript may also be requested by contacting Student Services.  
[studentservices@bellincollege.edu](mailto:studentservices@bellincollege.edu)

Bellin College will not withhold transcripts for indebtedness to the college. The entire transcript of a student's coursework completed while enrolled at Bellin College will be provided.

## Tuition and Fees

### 2024-2025 Tuition Tuition Costs

- Cost of per credit for/of tuition is posted on the Bellin College website under Admissions, then "Tuition and Fees."

- Students have access to their account information via the MyBC portal and can also inquire at the Bursar's office.
- Charges reflect the College program option and year within the program and will vary depending on the curriculum schedule.
- Book costs are not included in the tuition and fees charges. See the website's [Textbook and Supply List](#).

## General Education Tuition

The 2024-25 tuition charge for general education courses is \$363 per credit.

## Medical Imaging Tuition

The 2024-25 tuition charge for undergraduate major courses is \$1,059 per credit.

## Surgical Assisting Tuition

The 2024-2025 tuition charge for undergraduate major courses is \$474 per credit.

## Additional Expenses – Medical Imaging

In addition to tuition and fees, students should plan for the following additional expenses:

- Books (hard copy or e-book)
- Room and board
- Student uniform (scrubs and shoes)
- Transportation
- Miscellaneous expenses
- Skills lab supplies

## Application Fee – Undergraduate Allied Health Sciences

There is no charge for online applications.

## Challenge Exam Fee

Students who believe they have the prior knowledge to successfully complete a course without participating in the day-to-day activities of that course may elect to challenge the course via a challenge exam. Credit will be earned for challenged courses successfully completed via earning a C or better on the challenge exam. No challenge exam can be taken after a course failure. The fee for taking the challenge exam is

\$150 per course. The \$150 challenge fee is nonrefundable and not applied to tuition for financial aid needs if the individual fails the challenge. Students electing to take the challenge exam for MA 101: College Algebra must take the exam at least a month before the start of their first semester of enrollment.

## Course Audit Fee

The tuition fee for auditing a course is one-third the regular cost of that course.

## Credit for Prior Learning Fee

Students who wish to be evaluated to determine if the course outcomes have been met by life experiences will pay a \$100 fee. If credit is granted, the student will pay an additional \$25 per credit granted. See the Credit for Prior Learning Policy for further details.

## Enrollment Deposit

Upon acceptance into the College, students must pay a non-refundable enrollment deposit for their program. For all programs, the enrollment deposit is applied to the student's first tuition bill. If an admitted student fails to enroll, this fee is non-refundable.

### Enrollment Deposit Fee:

All Undergraduate Programs - \$100

15 Month Program - \$500

Graduate Nursing - \$250

OMPT/DSc - \$500

DPT - \$1,000

DCS Certificate - \$250

## Graduation Fee

The Graduation Fee is a one-time, non-refundable fee that is added to the student's account when the student applies to graduate. The fee is charged with the billing for the final semester of enrollment. Graduation fees are transferable to another term as a credit if a student must extend enrollment beyond an

anticipated date to complete requirements for a chosen program of study. The graduation fee covers costs related to all graduation processes, including but not limited to, graduation materials and processes, program expenses, shipping fees, and record maintenance and storage. The fee is charged regardless of whether the student intends to participate in the commencement ceremony. All qualified graduates are listed in the program at commencement.

## National Exam and State Licensing Fee

There are a number of variable costs related to national exams or licensing fees administered through the American Registry of Radiologic Technologist (ARRT), American Registry for Diagnostic Medical Sonography (ARDMS), National Board of Surgical Assisting (NBSTSA) and/or the State of Wisconsin Department of Safety and Professional Services that are not covered in fees paid to Bellin College. These fees are paid directly to the organization and have varying costs. Information for the exams and licensing is provided to students prior to graduation. Please see the respective Program Director for current information on hand.

## Orientation Make-up Fees

Attendance at all parts of orientation is mandatory. Students who do not attend scheduled orientations are required to re-schedule with the appropriate College personnel and student may be placed on a SPN.

## Out-of-State Tuition

Bellin College does not discriminate between in or out-of-state students when determining tuition and fees costs.

## Required Student Fees

- **Assessment Fee** covers the costs associated with additional materials, resources and/or clinicals provided to support the preparation for licensure and/or certification.
- **Materials Fee** covers the costs associated with additional materials and resources needed for a course.

- **Health Fee** supports the costs incurred in the maintenance of the student related health requirements and health records.
- **Health Science Resource Center Fee** supports the cost associated with services, simulations, rentals and consumable supplies needed in the clinical instruction of students.
- **Technology Fee** includes support for computers, media supplies and web-based features.
- **General Education Lab Fee** covers the cost of lab supplies associated with given course curriculum.
- **Student Activity Fee** supports student related functions, events, and organizations.
- **Project Fee** applies when students participate in learning activities requiring substantial resources beyond those in a standard class setting.
- **Comprehensive Exam Fee** applies when students complete their comprehensive exam.
- **Clinical Fee** supports costs associated with securing clinical/practicum sites.
- **Graduation Fee** supports costs associated with graduation including degree evaluation, diploma and cover, and mailing fees.

\*Note all required student fees are non-refundable. \*

## Veterans Education Benefit Information

### Federal Veteran Benefits

The Bursar is the Veterans Administration (VA) representative for Bellin College students. To receive veterans' educational benefits, student-veterans must be certified. Students eligible for federal programs such as the Montgomery GI Bill®, Post 9/11 and other VA programs - must be certified by both the VA and the Bellin College Bursar office. All VA benefits are subject to the individual's specific length of duty and the benefits of the program. Since the College is a private institution, they are subject to the tuition cap set by the Department of Defense for each program.

It is the applicant's/student's responsibility to understand their eligibility for federal and state veteran's benefits and adhere to program

requirements. The number for individual educational inquiries is 1-888-422-4551 or 1-888-GI-BILL1. The website is [www.gibill.va.gov](http://www.gibill.va.gov).

Please refer to the [Department of Veterans Affairs](#) website for further clarification on eligibility for the following programs:

- Chap. 30 Montgomery GI Bill®- Active Duty (MGIB-AD) Servicepersons and Veterans
- Chap. 31 Montgomery GI Bill® - More information at [Vocational Rehabilitation Program](#)
- Chap. 33 Post 9/11 GI Bill® - Individuals with at least 90 days of aggregate service on or after 9/11/2001
- Chap. 35 Montgomery GI Bill® - Survivors' and Dependents' Educational Assistance Program (DEA)
- Chap. 1606 Montgomery GI Bill I® - Selected Reserve (MGIB-SR)
- Chap. 1607 Montgomery GI Bill® - Reserve Educational Assistance Program (REAP)

- VA Tutoring Program
- National Testing Fee Reimbursement

Additional Information:

- Visit [Federal Veteran's Benefits](#) for more information.
- Contact your local County VA Representatives.

It is extremely important that all veterans adhere to their specific chapter requirements, so that tuition can be paid promptly along with any stipend or housing allowance.

A DD214, along with a letter from your branch of service, is required to certify tuition benefits. The letter can be obtained from the local county VA office.

For more information on Federal Veteran's Benefits, visit [www.va.gov](http://www.va.gov)

## Financial Aid Policies and Procedures

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### Admission Scholarship Program Guidelines For students enrolled after January 1, 2023

The following guidelines will apply to undergraduate students awarded an admission scholarship for an initial enrollment period after January 1, 2023. Bellin College admission scholarship funds are to be used to pay for educational costs incurred while enrolled at Bellin College. A student awarded any scholarship is expected to comply with and uphold the positive values and mission of Bellin College on and off campus. Behavior violations of any kind may result in the loss of scholarship.

#### Award Values

Admission scholarship funds are awarded over the course of the student's expected enrollment at Bellin College and will be paid incrementally over all anticipated terms of enrollment, as indicated in the student's admission scholarship award notification letter. The letter may be viewed in the MyBC Student Portal under My Financial Aid, Completed Documents.

#### Anticipated Term of Enrollment

The award will be disbursed beginning with the student's initial term of enrollment at Bellin College, as indicated on the student's admission application and admission scholarship award notification letter. Failing to enroll at Bellin College, changing program tracks or withdrawal may result in forfeiture of admission scholarship funds. If the student applies for entry in a subsequent term, admission scholarship funds eligibility will be evaluated based on available credentials and admission scholarship guidelines in effect at the time of admission for that term of entry.

#### Eligibility

Admission scholarship reviews will begin when a student is accepted into the program. Eligibility is based on information collected as part of the admission application process; no additional application is required.

Once the Admissions Scholarship eligibility is determined, the student may request a 're-review' one time, in writing, if he/she feels that additional information submitted after the initial scholarship review (ie. final grade transcripts), may impact the eligibility. The request must be sent to the Bellin College Admissions representative at least one week prior to the start of the student's first Bellin College class.

### **Scholarship Retention**

For a student to retain eligibility of their admissions scholarship for the entirety of their enrollment at Bellin College, their cumulative Bellin College GPA must be a minimum of 3.00 at the end of each of the official review semesters indicated in their admissions scholarship award notification letter. Only courses taken at Bellin College will be used in determining the GPA. Failure to meet the minimum required GPA at the end of each review semester will result in forfeiture of all remaining semester allocations of the admissions scholarship.

An allocation of an admissions scholarship for a semester in which there are no tuition and fee charges will be carried over to the subsequent semester.

Should a student's enrollment plan extend beyond the number of semesters in their original anticipated terms of enrollment, as indicated in their admissions scholarship award notification letter, unspent admissions scholarship funds will be reallocated based on the anticipated extended enrollment terms, provided the student remains continuously enrolled at Bellin College or in an approved deferred progression status. The scholarship allocation will be prorated based on the number of credits to be enrolled in each remaining term. The original 3.0 GPA requirement and review schedule will remain intact, however, if the total enrollment extends beyond three academic years, an additional review semester will be added to ensure one review semester per academic year.

The Bellin College admissions scholarship semester allocation cannot exceed semester tuition and fees charges. Any excess admissions scholarship funds will be held on a student account and applied to the following enrolled semester if all other retention requirements are met.

### **Withdrawal or Termination**

The scholarship becomes null and void at the time of withdrawal or termination from the College regardless of the circumstances surrounding the withdrawal. If the withdrawal occurs after the start of classes in a semester in which an admissions scholarship allocation is received, the scholarship portion received for that semester will be subject to the Bellin College withdrawal policy which mirrors that set by the US Department of Education. The admission scholarship allocation will be adjusted as follows:

**Withdrawal during published Drop/Add Period:** 100% of the scholarship will be canceled.

**After the 60% point of the semester (based on full semester begin/end dates, not course begin/end dates):** There will be no reduction of the scholarship for that semester.

**Withdrawal between Drop/Add and the 60% point will be calculated based on the percentage of the semester completed.** For example, if 40% of the semester was completed, 40% of the scholarship will be retained on the account (60% will be canceled).

All unspent/unused semester disbursements will become void upon withdrawal/termination from Bellin College.



## For students enrolled prior to December 31, 2022

The following guidelines will apply to undergraduate students awarded an admission scholarship for an initial enrollment period before December 31, 2022. A student awarded any scholarship is expected to comply with and uphold the positive values and mission of Bellin College on and off campus. Behavior violations of any kind may result in the loss of scholarship.

### Award Values

Admission scholarship funds are awarded over the course of the student's expected enrollment at Bellin College and will be paid incrementally over all anticipated terms of enrollment, as indicated in the student's admission scholarship award notification letter. An allocation of an admissions scholarship for a semester in which there are no tuition and fee charges will be carried over to the subsequent semester.

### Anticipated Term of Enrollment

The award will be disbursed beginning with the student's initial term of enrollment at Bellin College, as indicated on the student's admission application and admission scholarship award notification letter. Failing to enroll at Bellin College, changing program tracks or withdrawal will result in forfeiture of admission scholarship funds. If the student applies for entry in a subsequent term, admission scholarship funds eligibility will be evaluated based on available credentials and admission scholarship guidelines in effect at the time of admission for that term of entry.

Should a student's enrollment plan extend beyond the number of semesters in their original anticipated terms of enrollment, as indicated in their admissions scholarship award notification letter, unspent admissions scholarship funds will be reallocated based on the anticipated extended enrollment terms, provided the student remains continuously enrolled at Bellin College or in an approved deferred progression status. The scholarship allocation will be prorated based on the number of credits to be enrolled in each remaining term.

The Bellin College admissions scholarship semester allocation cannot exceed semester tuition and fees charges. Any excess admissions scholarship funds will be held on a student account and applied to the following enrolled semester.

### Withdrawal or Termination

The scholarship becomes null and void at the time of withdrawal or termination from the College regardless of the circumstances surrounding the withdrawal. If the withdrawal occurs after the start of classes in a semester in which an admissions scholarship allocation is received, the scholarship portion received for that semester will be subject to the Bellin College withdrawal policy which mirrors that set by the US Department of Education. The admission scholarship allocation will be adjusted as follows:

**Withdrawal during published Drop/Add Period:** 100% of the scholarship will be canceled.

**After the 60% point of the semester (based on full semester begin/end dates, not course begin/end dates):** There will be no reduction of the scholarship for that semester.

**Withdrawal between Drop/Add and the 60% point will be calculated based on the percentage of the semester completed.** For example, if 40% of the semester was completed, 40% of the scholarship will be retained on the account (60% will be canceled).

All unspent/unused semester disbursements will become void upon withdrawal/termination from Bellin College.

## Agency Forms

Students receiving funds from outside agencies, such as a tribal organization or a state's

workforce development agency, may be required to submit a form to the financial aid office or the Bursar's office. These forms are available through the awarding agencies and are required to verify

the student's eligibility for financial assistance. **Please note:** Not all agencies have separate forms which must be completed. It is best to check with a representative of the awarding agency to determine if a form is required. It is the student's/agency's responsibility to submit the form to the financial aid office in a timely manner.

## Applying for Financial Aid at Bellin College

Bellin College students who wish to apply for any form of need-based or non-need based financial aid from federal and/or state sources must file a Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov). The FAFSA will be used to determine a student's eligibility for financial aid programs administered by the Bellin College financial aid office. Bellin College's FAFSA School Code is 006639. The student must have a valid FSA user ID and password in order to electronically sign the FAFSA and other federal financial aid documents. The FAFSA will require demographic data, number of household members, income and asset data and degree/program enrollment plans. Students may file the FAFSA as early as October 1 of the previous academic year

## Cohort Default Rate Notification

The US Department of Education notifies educational institutions of their official cohort default rates in September of each year. The CDR reflects the percentage of students who entered repayment on federal student loans during the reported fiscal year who also defaulted within three years.

Bellin College's official Cohort Default Rate (CDR) may be viewed on the US Department of Education's CDR database at: <https://nsldsfa.ed.gov/cdr-searchable-database/school/search>. The national average CDR is available at: <https://fsapartners.ed.gov/sites/default/files/2022-09/NationalCDR.PYComparisonCharts.pdf>

Should Bellin College's Official CDR exceed the national average CDR for the given fiscal year, Bellin College will publish a statement on the College's public-facing website informing all students and stakeholders. Also, all students will

be sent an e-mail notification which will include a direct link to the online disclosure as well as information to assist students with loan repayment options.

## Enrollment Status and Financial Aid

Generally, when the term enrollment status is used, it is referring to a student's credit load (full-time, etc.). For students who are less than full-time, financial aid sources may be adjusted, reduced, or voided. Because of this, the financial aid office monitors the enrollment status for every financial aid recipient. At least half-time enrollment is required for most financial aid programs including federal student loans and state grants. For some aid programs, the award amount may be prorated if the student is less than full-time. For example, if a student is eligible for a Wisconsin Grant in the amount of \$2,000 for a semester based on full-time enrollment and the student enrolls half time instead, the award will be reduced to \$1,000. In most cases, the only programs which may be prorated in this manner are the Federal Pell Grant and the Wisconsin Grant.

No aid may be received in a semester or term in which the student is not enrolled.

## Financial Aid Offers

The Director of Financial Aid reviews the results of the Free Application for Federal Student Aid (FAFSA). Students are assigned a standard cost of attendance budget based upon anticipated costs for tuition and fees (based on program of study and curriculum plan), housing, transportation, books and supplies and other miscellaneous expenses. The result of the FAFSA, Student Aid Index (SAI), is subtracted from the budget and the remainder is defined as financial need. The Director of Financial Aid determines the student's financial need and screens the student for eligibility for all aid programs administered by Bellin College. Eligibility for individual aid programs may be based on grade level, dependency status, program of study, past financial aid received and other factors.

## Financial Aid Offer Letter

When the student's eligibility for financial aid programs has been determined, the financial aid office will notify the student via email to view the

aid offer in the student portal. The student should review the aid offer in the portal and accept or decline any portion of the aid offer. There may be forms or documents which the student will need to complete and return to the financial aid office for aid to be fully processed. It is the student's responsibility to read and follow all instructions.

## Financial Aid Documents and Forms

Financial aid recipients may be required to submit certain documents to the financial aid office. If a document is required or requested, the student will receive the form from the financial aid office.

## Aid Disbursements

Aid will be paid to the student's account not more than three working days prior to the start of the semester; excess funds, if applicable, will be refunded to the student via a check. Refund checks will be distributed by the College's Bursar after the published Drop/Add period.

## Special Circumstances/Dependency Override

Although it is rare, occasionally, a student may experience certain financial or family circumstances which, while not possible to fully report on the FAFSA, may warrant a re-review of the student's financial aid eligibility. The term special circumstances refers primarily to circumstances related to income/expenses which may be, in the current year, drastically different than that of the FAFSA base year (two years prior). This may be due to a job loss/layoff, unexpected medical expenses not covered by insurance, the death of a parent or other family member, FAFSA reflects a one-time, non-recurring income source in the base year that is no longer available to the family, or other significant household changes which are not reflected on the FAFSA. It is expected that income will fluctuate over time (therefore the FAFSA must be filed every year) but when there is a significant change due to circumstances beyond the student/parent's control, there may be a need to adjust data on the FAFSA to reflect the family's current financial status more closely. In extreme circumstances, the Director of Financial Aid has the authority to change a dependent student into an independent student

for financial aid (FAFSA filing) purposes. Documentation to substantiate the student's claim of self-support is required.

**Please note:** Department of Education prohibits a dependency override for these situations: parent's refusal to provide data on the FAFSA or provide financial support to the student, student is not living with the parent or student is not claimed as a dependent on the parent's tax return. There must be extenuating circumstances which can be documented (by a non-family member or agency) to support such a claim.

Any student who believes that they should be considered for a special circumstances review, or a dependency override should consult with the Director of Financial Aid. If the situation meets the criteria for a review, the student will be given instructions regarding the required documentation.

## Financial Aid Programs

Financial aid can come from a variety of sources such as federal and state governments, higher educational institutions, civic organizations, employers, businesses, professional groups, and other sources. For more information about financial aid programs available at Bellin College, visit our website. <https://www.bellincollege.edu/admissions/financial-aid-and-scholarships/applying-for-financial-aid/types-of-financial-aid/>

NOTE: Graduate students are not eligible for Federal Pell Grants or most WI Grant programs. Graduate students may borrow federal student loans.

## Financial Aid Professional Judgement

If a student believes that the financial and/or other data reported on the FAFSA or used to determine the student's eligibility for financial aid, is not an accurate reflection of the student's family's financial situation, the student may request consideration for a Professional Judgement through the Bellin College financial aid office.

1. Complete the *Request for Financial Aid Professional Judgement* form which is available from the financial aid office. The form identifies the type of change(s) the student is seeking. The

form also clearly states the process flow. The completed form must be submitted to the Director of Financial Aid (DFA). It is recommended that the student set up a meeting with the DFA prior to completing the form.

2. Within ten (10) business days of receipt of the form, the DFA will perform an initial review of the form to assess the type and extent of the request and determine acceptable documentation to support the student's request(s). Acceptable documentation will be based on guidelines set by the US Department of Education, as available, as well as other criteria on a case-by-case basis. The student will then be notified via e-mail of the required documentation.

3. The student must submit all supporting documentation within 21 days of the date the notification e-mail was sent from the DFA. Failure to comply with this deadline will result in a denial of the request for professional judgement.

4. The DFA will perform the final review/determination of the request within ten (10) business days of receiving all supporting documentation.

- If the request is denied, the student will be notified via e-mail of the denial as well as the basis for the decision immediately upon conclusion of the review.
- If the review results in approved changes to the student's FAFSA data, the DFA will access the FAFSA Partner Portal and make the corrections directly to the student's FAFSA. This will result in a corrected FAFSA output (ISIR) which will be received from the DOE usually within three (3) business days. Once this is received and uploaded into the SIS system, the student's financial aid will be adjusted accordingly.

- If the review results in approved adjustments to the student's COA, the DFA will adjust the affected elements in the SIS and recalculate the student's financial need and aid eligibility.

5. For approved Professional Judgement requests, the student will be notified via e-mail within ten (10) business days after the corrections/adjustments have been made. This will ensure enough time for the corrected FAFSA data to be received from the DOE and proper adjustments to aid to be made. An adjusted financial aid offer letter will be uploaded to the student's Document Tracking record in the SIS and the student will be sent a detailed e-mail outlining the approved changes as well as the impact on financial aid eligibility.

6. Per DOE regulations, the original *Request for Financial Aid Professional Judgement* form as well as all supporting documentation and communications will be maintained in the student's file (paper or electronic) for a minimum of three (3) years after the student is no longer enrolled at Bellin College.

7. Student's who have received an approved dependency override through Professional Judgement will be considered independent in subsequent academic years. Additional documentation will not be required provided no conflicting information is received by the DFA.

The decision of the DFA is final. A student may not submit another request for Professional Judgement for the same academic year unless the student's circumstances change.

Students who believe their financial or family situations may qualify for a Professional Judgement review, must contact the Director of Financial Aid ([lana.goodman@bellincollege.edu](mailto:lana.goodman@bellincollege.edu)) to obtain the *Request for Financial Aid Professional*

## Merit Scholarship Program Guidelines

The below guidelines will apply to undergraduate students awarded a Bellin College Merit Scholarship for an initial enrollment period beginning before December 31, 2022. Merit scholarship funds are to be used to pay for educational costs incurred while enrolled at Bellin College. This scholarship program is based solely on academic performance.

## Award Values

[Merit scholarships are awarded as the total maximum dollar value allowed over the course of the student's expected enrollment at Bellin College. Awards are spread over the expected terms of enrollment. Merit scholarships do not extend beyond the original anticipated number of terms of enrollment:](#)

Enrollment Track	Maximum Number of Terms to Receive a Merit Scholarship
Traditional Four-Year	4 years (8 semesters)
15-Month	7 sessions

## MPN and Entrance and Exit Counseling for Federal Direct Loans

Before a Federal Direct Stafford Loan (subsidized or unsubsidized) will be processed for a student, a loan agreement or MPN (Master Promissory Note) and an entrance counseling session must be completed at [www.studentaid.gov](http://www.studentaid.gov). Prior to graduation or upon termination of at least half-time enrollment at Bellin College, an exit counseling session must be completed at [www.studentaid.gov](http://www.studentaid.gov).

Parents of dependent undergraduate students who wish to apply for a Federal Direct PLUS Loan, must complete the application and the PLUS Master Promissory Note (MPN) at [www.studentaid.gov](http://www.studentaid.gov).

## Satisfactory Academic Progress (SAP) for Financial Aid Recipients

Federal regulations require each College to establish and consistently apply both a qualitative and quantitative method of measuring a student's progress toward degree/program completion. Students are required to meet such standards in order to be eligible for federal, state, and institutional aid programs. These standards measure a student's performance in the following three areas: completion rate, cumulative Bellin GPA and maximum time allowed. The following SAP policy applies to all students enrolled at and receiving financial aid (Title IV and Non-Title IV aid) from Bellin College regardless of enrollment status, program of study, etc. **Please note:** that SAP standards for financial aid are separate from academic standards set by the College.

To view the entire SAP policy as approved by the US Dept of Education, please download the [PDF](#).

### General Guidelines

- Unless otherwise noted, all students regardless of enrollment status or program are subject to identical standards under this policy.
- SAP will be checked by the Director of Financial Aid at the end of each enrollment term, including summer and interim terms.
- Students may be placed on financial aid warning or probation but not on academic probation or vice versa. See the student handbook for more information on Academic Probation.
- Only those transfer courses included on the official credit evaluation AND courses taken while enrolled at Bellin College (including those taken at and transferred from other institutions) as part of the current degree program are used in the SAP calculation. Courses accepted for transfer from any other institution and used to meet Bellin College degree requirements are included in the Completion Rate and Maximum Time Frame calculations. This applies to any courses taken at any institution other than Bellin College at any point prior to or during the student's enrollment at Bellin College for courses used to meet degree requirements at Bellin College.
  - Transfer courses accepted at the time of admission will be included on the official credit evaluation completed by the Bellin College Admissions office as determined from official transcripts obtained as part of the admissions process. These courses will be counted as both attempted and earned.
  - Courses taken at another institution in any term while enrolled at Bellin College to be used to meet Bellin College degree requirements will be included in the Completion Rate and

Maximum Time Frame calculations. It is the student's responsibility to ensure that the Registrar receives an official transcript for all transfer courses upon completion of the course(s). An official transcript must be received within four weeks of completing the course (end of the applicable enrollment term). These courses will be counted as attempted and may be either earned or not earned based on the assigned grade (a grade of C or better is required to accept a course as transfer).

### Summer and Winter Interim Terms

It is understood that not all students are enrolled in summer or interim terms. However, if a student enrolls during such a term, courses taken during these terms are included in the SAP calculations provided those courses are used to meet degree requirements at Bellin College. Graded Bellin College courses will be included in the earned/attempted ratio and included in the GPA calculation. Courses which are strictly clinical in nature (pass/fail) will count towards the credits earned/attempted ratio, but do not affect the GPA. Courses taken at other institutions to transfer to meet Bellin College degree requirements will be included in the earned/attempted ratio, but not affect the GPA. Students are responsible for ensuring that the Registrar receives the appropriate official transcripts as noted above.

## Scholarship Reception and Thank You Acknowledgement Requirement

The below guidelines will apply to undergraduate students awarded a Bellin College Merit Scholarship for an initial enrollment period beginning before December 31, 2022. The Merit Scholarship Program was discontinued for students first enrolling on or after January 1, 2023. Instead, those students are considered for our new Admissions Scholarship Program. Merit scholarship funds are to be used to pay for educational costs incurred while enrolled at Bellin College. This scholarship

program is based solely on academic performance. Students should refer to their original Merit Scholarship notification letter for renewal requirements and award values. The letter may be viewed in the MyBC Student Portal under My Financial Aid, Completed Documents.

### Award Values

[Merit scholarships are awarded as the total maximum dollar value allowed over the course of the student's expected enrollment at Bellin College. Awards are spread over the expected terms of enrollment. Merit scholarships do not extend beyond the original anticipated number of terms of enrollment:](#)

Enrollment Track	Maximum Number of Terms to Receive a Merit Scholarship
Traditional Three- and Four-Year	8 semesters
15-Month	7 sessions

## Summer Enrollment Status

### Enrollment Status

Summer is considered a separate enrollment term; therefore, enrollment status is based on credits enrolled for the summer only. In order to be considered at least half-time, a student must be taking a minimum of six credits during the summer term. Credits taken at another institution must be transferable towards degree requirements at Bellin College but may be used to determine total number of credits enrolled during the summer.

## Withdrawal and Financial Aid

### Full Withdrawal from Bellin College and Financial Aid

Students who wish to fully withdraw from Bellin College are expected to contact the Academic Advisor, Registrar, Program Director, or other representative of the College to begin the official withdrawal process. By definition, a withdrawal occurs when the student does not complete all of the days in the period of enrollment (semester, term, etc) that the student was scheduled to complete. The process is outlined in the Student



Guide located on the [www.bellincollege.edu](http://www.bellincollege.edu) website. The policy below is in compliance with federal regulations (34 C.F.R. § 668.22).

### Withdrawal Date Determination

The withdrawal date for a student who ceases attendance at Bellin College prior to the end of an enrollment period (i.e., semester) will be:

- A student who wishes to withdraw from all courses prior to the end of an enrollment period is expected to provide official notification of the intent to withdraw to the Advisor and Accommodations Coordinator in accordance with College policy (per Bellin College Student Guide). Notification may be made in person, in writing, by phone, or via e-mail. The withdrawal process begins with the student's notification of the intent to withdraw. The student is expected to meet with the Advisor to ensure that all documents are completed. The Exit form is initiated by the Academic Advisor and is completed/reviewed as part of the exit/withdrawal process. If the student is not able to meet in person with the Advisor, the process may be completed remotely (via one or a combination of the following: phone, Zoom or Teams meeting, e-mail, US mail).

- The official withdrawal date will be the date the student provided notification of his/her intent to withdraw or
- If the student notifies the Advisor of an intent to withdraw at a later date (ie. will complete the semester), the official withdrawal date will be the last date of attendance in an academically-related activity (ie. last day of classes or the date the student indicates will be his/her last day of attendance).
- The Date of the Institution's Determination that the student has withdrawn will be the withdrawal date or the date of notification, whichever is later.

- If a student ceases attendance in all courses but does not notify the College:

- The official withdrawal date will be the date the school determines is related to the circumstance beyond the student's control which led to the student ceasing attendance **or** the midpoint of the payment period/period of enrollment if no last date of attendance is documented

- The Date of the Institution's Determination that the student has withdrawn will be the date the school became aware that the student has ceased attendance.

- If a student fails to earn a passing grade in at least one course over an enrollment period, that student is considered to have unofficially withdrawn unless the College can document that the student completed the enrollment period. Bellin College is not required to take attendance therefore, official attendance records may not be available. If a student receives an F in all courses, the Registrar and Advisor will contact the appropriate faculty in an effort to determine when the student last participated in an academically related activity. Examples of this may be the last course assignment the student submitted, the last date the student completed a graded assignment/quiz/test, or the last time the student logged into an online component of the course, if applicable (log in dates, etc. are available through the Bellin College IT Department).

- The withdrawal date will be the midpoint of the enrollment period unless the College can document the student's last date of an academically related activity.
- If the institution cannot document that the student began attendance (never began academically related activity for the enrollment period), the student will be considered to have never enrolled
- The Date of the Institution's Determination that the student has withdrawn will be the date the final grades are posted.

It is important to note that the College may choose to use the student's documented last date of attendance in an academically related activity as the withdrawal date, as appropriate. An example of this may be if a student notifies the Advisor of his/her intent to withdraw at a future date but continues to attend one or more classes until that date.

Even though Bellin College is not required to take attendance, the faculty and staff are very proactive in efforts to ensure a student's success in the program. If a student simply ceases to participate in one or more courses, the applicable faculty will notify the Academic Advisor, Registrar, or appropriate Program Director of the student's lack of participation. In this case, the Advisor, Registrar, etc. will attempt to document the student's last date of

attendance through documented information available from the faculty or the Bellin College IT department. Examples of this may be date of the last course assignment the student submitted, the last date the student completed a graded assignment/quiz/test, or the last time the student logged into an online component of the course, if applicable (log in dates, etc. are available through the Bellin College IT Department). This same process will be followed at the end of the semester if a student receives a grade of F in all courses.

### Return of Unearned Aid

When a student withdraws from Bellin College prior to completing an enrollment period (semester, term) in which the student began attendance, the College must determine the amount, if applicable, of grants and loans the student earned as of the student's withdrawal date. The amount of earned aid (and institutional charges) is based on the percentage of the enrollment term completed (completed calendar days of instruction divided by total calendar days of instruction in the term). Institutional charges will be adjusted based on this calculation for all students who fully withdraw. If the total amount of aid that the student earned is less than the amount of assistance that was disbursed to the student or parent, the difference must be returned to the aid programs from which they originated (in the order specified below). The student is not eligible to receive any additional disbursements of aid, if applicable, for that term of enrollment. The Director of Financial Aid uses the R2T4 calculator provided by the US Department of Education on the COD secure website to determine the official percentage of the period of enrollment completed/earned.

Bellin College will return unearned Title IV program funds as soon as possible but no later than 45 days of the College's determining the student withdrew up to the amount of refunded tuition and fees charges for the term (institution's portion). Returns of Pell and Direct Loans are recorded directly on the student's record on the COD and, if necessary, processed through the G5. Aid returns in excess of the refunded tuition and fees charges become the responsibility of the student to return (student's portion). Under federal regulations, any student who fails to return federal funds as required will remain ineligible for further federal financial aid until the total amount of funds has been

returned or the student enters into an agreement with Bellin College or the U.S. Department of Education Secretary to repay the unearned aid.

Number  
of calendar days completed in the term

Percentage of Earned Aid/Charges:  
-----

Total  
number of calendar days in the term

45 days completed

Sample: ----- = 36%

125 days in the term

In this example, the student withdrew 45 days into the term and therefore, earned 36% of Title IV aid received and incurred 36% of the institutional charges for that term. The institution will reduce the student's charges by 64% and 64% of the federal aid disbursed to the student will be returned. If the amount of returned aid is in excess of the amount of reduced charges, the student is responsible to return/repay the difference.

Unearned aid will be returned to sources in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Other federal grant or loan assistance
8. WI Grant Programs
9. Institutional programs (merit scholarships, donor scholarships, admissions scholarships)
10. Other Aid (private scholarships and/or loans)

No return of financial aid funds is required from students who have completed at least 60% of the enrollment term as of the date of withdrawal as students who complete at least 60% of the term are considered to have earned 100% of the Title IV aid received for the enrollment term. There will be no reduction in institutional charges for students who complete at least 60% of the enrollment term.

The amount of federal grant funds to be returned by the student (student's portion) must be returned within 45 days of the date the notification was sent to the student. The student's portion of federal loan funds must be repaid by the student in accordance with the terms of the loan.

### **Notification to Student**

Bellin College will notify the student, in writing, of the amount of tuition and fees to be refunded, as well as the amount, if applicable, of loans and/or grants (aid) to be returned to their sources by the College. The notification includes the amount the student is responsible for returning, if applicable, to Bellin College or the US Department of Education as well as instructions on how to do so and will be mailed to the student within 30 days of the date the College determined the student withdrew. If the student is required to return funds, the student will also be notified that his/her eligibility for further Title IV aid will end if satisfactory repayment arrangements are not made within 45 days of the date of the notification. If a student fails to enter into a satisfactory repayment agreement with Bellin College within the 45 days, the student will be referred to the US Department of Education's Default Resolution Group for further collection.

### **Credit Balances (Refunds to Student)**

If the withdrawal calculation results in a credit balance (retained aid or payments in excess of retained institutional charges), the College will issue a refund check to the student (or parent, if the credit balance is due to a Federal Parent PLUS Loan) for the full amount of the credit balance as soon as possible but no later than 14 days of the date the institution completed the R2T4 calculation. The check will be mailed to the student (or parent) via US Postal Service.

### **Financial Aid Status when Withdrawing from College**

A student who withdraws beyond the 60% point of an enrollment period will remain eligible for federal financial aid provided all other eligibility criteria are met. A student who withdraws prior to the 60% point of an enrollment term and who is not required to return any federal aid in excess of the institution's portion of a calculated return, remains eligible for federal financial aid provided all other eligibility criteria are met. A student who withdraws prior to the 60% point of an enrollment period and is required to return a portion of federal aid (student's portion of the return) will remain eligible for federal financial aid provided if the student:

- Repays the overpayment (unearned aid) in full to the institution within 45 days of the date the College sends the notification to the student that a return of federal aid is required.
- Enters into a satisfactory repayment agreement with the College.
- Signs a repayment agreement with the Secretary of the U.S. Department of Education, which will include terms that permit the student to repay the overpayment while maintaining eligibility for federal aid.

Bellin College will refer collection matters to the Secretary of the U.S. Department of Education if the student does not repay to the College the full amount of the overpayment or enter into a satisfactory repayment agreement with the College or the Secretary of the U.S. Department of Education within 45 days from the date the College sent the student a notification of the overpayment.

Overpayment collection accounts will be referred to the U.S. Department of Education at any time the student fails to meet the terms of the repayment agreement with the College or the student fails to enter into a repayment agreement with the Secretary. Students whose overpayment collection accounts have been referred to the Secretary will be considered ineligible for federal financial aid until the student and the Secretary enter into a repayment agreement.

### **Repayment Agreement**

A student who owes a repayment of federal financial aid (student's portion) may choose to enter into an agreement with Bellin College. This agreement will specify minimum payments, frequency of payments and the maximum time

allowed for repayment in full. Overpayments paid to Bellin College will be returned to the appropriate aid sources.

The College will require monthly payments of at least \$50. The full amount of the overpayment must be repaid within two years of the date the College determined the student withdrew. If, at any time, the student fails to meet these terms, Bellin College will assign collection of the overpayment to the Secretary of the U.S. Department of Education at which time the student will become ineligible for further federal financial aid.

### **Post-Withdrawal Disbursement (PWD) of Aid**

If the amount of grants and loans the student earned is greater than the total amount of grant/loan assistance that was disbursed to the student, or to the parent on the student's behalf, the difference must be treated as a post-withdrawal disbursement (PWD).

Within 30 days of the date the College determined the student withdrew, a written notification will be sent to the student/parent to include the following:

- Identify the type and amount of aid eligible for/included in the post withdrawal disbursement.
- Explain that all or any portion of the disbursement may be accepted or declined.
- Inform the student or parent that no post-withdrawal disbursement of a federal loan will be made to the student or parent (or to the student's account) without confirmation of acceptance of the disbursement
- Request a response indicating acceptance (or decline) of a federal loan disbursement; this must be received within 14 days of the date the notification was mailed to the student/parent. If no response is received within 14 days or a response is received after the 14-day deadline, no post-withdrawal disbursement of federal loan funds will be made.
- Inform the student or parent of the procedures for requesting/receiving the accepted post-withdrawal loan disbursement and that such a disbursement may be credited to the student's account to pay institutional charges, if applicable, or disbursed directly to the student, or parent, if funds are from a PLUS Loan. The 14-day response deadline applies regardless of whether the

disbursement will be to the student's account to pay institutional charges or a direct disbursement to the student/parent.

• Inform the student or parent that accepted post-withdrawal federal loan funds must be repaid in accordance with the terms and conditions of the loan.

If a student is eligible for a post-withdrawal disbursement, funds may be credited to the student's account up to the amount of unpaid institutional charges, if applicable; remaining funds will be refunded directly to the student (or parent, if funds are from a Federal PLUS Loan). The direct disbursement will be mailed to the student or parent to the address on file:

- Available grant funds will be disbursed first as soon as possible but no later than 45 days of the date of the institution's determination the student withdrew.
- Any remaining eligible post-withdrawal disbursement will be made from *requested/accepted* federal loan funds as soon as possible but no later than 180 days of the date of the institution's determination the student withdrew; the disbursement will be made in accordance with the student's or parent's wishes as identified in the confirmation/acceptance of the post-withdrawal disbursement of loan funds.

Copies of all communication to the student/parent, response(s) from the student/parent, R2T4 calculations, disbursements and/or returns of aid, etc generated by or received by the Bellin College financial aid office will be placed in the student's file.

## **Student Health and Safety Policies**

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### **Admission Health and Safety Requirements**

Upon acceptance into the College, a student's pre-entrance medical information will be reviewed. This will include a pre-entrance physical examination, immunizations, criminal background information, drug screen and the minimum technical criteria standards.

All accepted students must complete the pre-entrance medical information requirements by the designated deadlines set in Viewpoint. If health requirements are not completed, the student may not be able to attend class, lab or clinical. Noncompliance with these requirements will also result in a “hold” status on the student’s record. This “hold” status will not allow the student to register for classes, or receive a reference or transcript, until the requirement(s) are completed, and the hold is removed.

Documentation of required immunizations, such as hepatitis B, measles, mumps, rubella, varicella (chickenpox), meningococcal and tuberculosis is required. Specific information can be found in the student’s Viewpoint account. All students will upload immunization documents into Viewpoint to show they completed their immunization requirements.

## Annual Health Requirements

**Please note:** If health requirements are not completed, the student will not be able to attend class, lab or clinical.

Bellin College offers enrolled students routine services, such as yearly TB skin tests and influenza (flu) vaccination. Flu vaccines are administered for free at Bellin College each fall. Students assume responsibility for all health costs that are not a part of the routine student health services. Such costs might include health problems present prior to admission to the College, long-term illness, surgical treatment, prescription medications, dental and eye care, illness, or injury. Costs of hospitalization or physician care beyond those covered by insurance are the responsibility of the student and/or the student’s family. Additional vaccination or titers, such as QuantiFERON Gold blood testing for tuberculosis, will be the responsibility of the student to obtain and pay for.

## Tuberculosis Testing

Students will adhere to the standards for communicable disease prevention for tuberculosis and follow the health requirements set by the Wisconsin Healthcare Alliance and agencies in which Bellin holds clinical affiliation agreements.

**Tuberculosis skin test (TST):** Initial 2 step TB skin tests and annual 1 step TB renewal if required. Skin tests will be offered at Bellin College’s locations. Intradermal injection of 0.1ml of tuberculin Purified Protein derivative (PPD) into the inner surface of the forearm by a trained health care provider.

## TB testing guidelines:

1. Baseline TB screening using a two-step TST or single blood assay test IGRA (QuantiFERON Gold or T-Spot).
  - If a student received a positive PPD result, the student must provide the following documentation:
    - Positive TB skin test results
    - Negative chest x-ray dated post positive TST conversion.
    - Complete annual health symptom TB specific questionnaire.
    - Any further follow up will be completed by the Health and Wellness Coordinator.
  - If a student is positive for active TB disease, the student must participate in an active treatment plan to be reviewed annually. The student is not eligible to participate in clinical practicum until the healthcare provider determines the student is not communicable.
  - TST will be offered at no expense to students.
  - It is the responsibility of the students to attend the Bellin College provided TST sessions during scheduled times. If they are unable, individuals will be responsible for reaching out to the Health and Wellness Coordinator to schedule.
2. Students must complete an **annual** health symptom TB specific questionnaire. This is available on Viewpoint.
3. Annual Skin test or blood assay will only be necessary if required by your assigned clinical agency. You will be notified by the Health and Wellness coordinator if this is necessary. TST will be offered at no expense to students.
  - It is the responsibility of the students to attend the Bellin College provided TST sessions during scheduled times. If they are unable, students will be responsible for reaching out to the Health and Wellness Coordinator to schedule a time.

4. Student Services will maintain a list of qualified TB screeners. These are the only healthcare professionals that may read the skin test.
5. TST readers are trained following the guidelines of the CDC.
6. Students will be encouraged to take a photo of the form for their personal records.
7. TST readers will give the completed document to the student following the reading. The student will be responsible to upload the documentation to Viewpoint. Lost documentation will require repeat testing.

## Influenza (flu) Immunization

Bellin College's policy is to protect the health of students, staff, and the community. The College endorses universal flu vaccination and follows the guidelines provided by the Bellin Health System.

- The influenza (flu) vaccine will be provided free of charge to all Bellin College students through its annual flu clinic.
- To be compliant, students must receive the influenza vaccine by the annual participation deadline of December 1. (This date is subject to change based on flu activity and vaccine availability and will be determined by Bellin Health System.)
- Students are mandated to sign a Bellin College consent in order to receive the influenza vaccine at the College.
- Students immunized at a location outside of Bellin College, such as a private physician office, pharmacy, or public clinic, must provide proof of immunization and sign a declination. Acceptable forms of proof are a physician's note or immunization record which includes date of vaccination.
- All students will receive a sticker, showing they received the vaccine, which must always be worn on their badge during the influenza season.
- If a student chooses to decline the flu vaccine. They must apply for an exemption. Please reach out to the Health & Wellness Coordinator.

## Bloodborne Exposure

Students who sustain a sharps injury (needle stick, glass, blade, etc.) or exposure to blood, or bodily fluids, while engaged in a college sponsored education program should receive

prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, students who have been exposed to blood and/or body fluids must adhere to the following procedures. Please keep in mind that drug prophylaxis is time sensitive (2-24 hours), and patients leave the hospital quickly, therefore the student must immediately seek help from the appropriate supervising personnel.

Immediately after exposure first aid steps should be taken.

1. Tell your preceptor and/or clinical instructor that you have had a sharps injury/exposure.
2. Remove the item that punctured your skin from the sterile field (if applicable).
3. Break scrub. (if applicable)
4. Clean the wound with soap and water for 15 minutes (per CDC guidelines)
5. If a splash exposure, flush mucous membranes with water or saline. Remove contacts if splash in eye. Flush for 15 minutes.

Appropriate medical follow-up must be obtained. Students who incur a bloodborne exposure will follow the clinical agency's policy to gain appropriate counseling and testing. Testing of the source patient's blood will be done according to the facility's policy. The student is NOT to ask the source patient for permission for blood testing. The student will be counseled and advised regarding the post-exposure prophylaxis, if necessary. Baseline blood tests will be administered on the student. Retesting occurs at 6 weeks, 3 months, and 6 months after exposure (or as indicated by facility policy). All procedures, testing, and results will remain confidential and will be at the expense of the student. The faculty will initiate the incident/injury report and evaluate the circumstances of the incident and notify the appropriate program director. The injury report will be completed at the clinical agency site. The Bellin College incident/injury report will be completed and filed at the college.

## CPR Certification and CPR Renewal Training

CPR certification must be from the American Heart Association(AHA) – Healthcare Provider/ Basic Life Support (infant/child/adult).

Students will be trained at the College using the RQI (Resuscitation Quality Improvement) system. Students will complete the initial prep course for RQI. On a quarterly calendar basis (January-March, April -June, July- September and October to December), students will be required to complete the ongoing curriculum to verify competence of skills and knowledge. With each quarterly renewal, students will begin a new 2-year cycle of certification from the American Heart Association. Students must show proof of CPR certification by **uploading**, both the AHA and the RQI e-card into Viewpoint.

Noncompliance may result in the student's removal from clinical placement(s) and inability to progress in the program.

## Criminal Background Information Reporting

Criminal background checks of all applicants/ students are required and reviewed by the Health & Wellness Coordinator. This is in compliance with the Wisconsin Caregiver Law. Bellin College reserves the right to deny admission or terminate enrollment of any student because of his or her criminal history. Information surrounding criminal history is collected via ViewPoint, Inc. during the application process. Those who have been convicted or have charges pending (of specific crimes/offenses that would bar them from clinical experiences as a student or employment and/or licensure as a caregiver) will be denied admission and/or dismissed from the College.

An enrolled student is responsible for reporting any criminal charges to the Health & Wellness Coordinator, within two business days. The Chief Academic Officer (CAO) will review the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Law, the student's ability to participate in clinical experiences, the student's continued enrollment at the College as well as licensure implications. The CAO will inform the appropriate Dean and Program Director of any findings.

Courses with a clinical component may not be taken by a student who: a) who has been denied licensure by the board; b) whose license is currently suspended, surrendered, or revoked in any United States jurisdiction or c) whose license/ registration is currently suspended, surrendered, or revoked in another country due to disciplinary action. Students must notify the Health & Wellness Coordinator. if they are in violation of these requirements.

Student Services is responsible for the managing and maintaining of student records.

Documentation is confidentially recorded and filed. Please note: An applicant/student should keep all documentation of any event leading to a positive background check for application to their licensure exam.

## Drug Screen

Students must undergo a drug screen prior to entry. The Health & Wellness Coordinator, will review the confidential drug screen results. Any student whose drug screen reports the use of illegal drugs may have their admission revoked. Drug screens must be completed through the Viewpoint locations.

## Fitness for Class, Lab and Clinical

All students must report to class, lab and clinical free of impairment from the use of alcohol and/ or drugs, and are thereby judged as fit for class, lab and clinical. The following procedural steps will be followed when there is reasonable suspicion of impairment.

- If any member of the college community suspects a student may be unfit for class, lab, and or clinical, that individual should report the observations to the person supervising the student. That individual will submit a written statement of all observations made at the time of the incident.
- Any student suspected of not being fit for duty, based on observation of appearance, behavior, speech, or breath odor will be asked to undergo a drug and alcohol testing by a faculty member or appropriate college administrator at the time of the observed behavior.



- The student will be removed from class, lab or clinical with assistance of the faculty member and/or a college administrator.
- Prior to collecting the specimen, the student will be asked to voluntarily sign the consent to release of information form for the drug and/or alcohol testing. Refusal to sign the consent to release information form and/or undergo a drug and alcohol test, when there is reasonable cause for testing, will result in presumed positive test results and an immediate suspension from class or clinical pending further disciplinary action. Further disciplinary action may include dismissal from the college, independent and regardless of the results of any subsequent drug and alcohol tests.
- Any student involved in a reasonable cause circumstance, whether tested or not, will be transported home by a faculty or college administrator. This is to prevent the student from operating their vehicle when possibly under the influence of drugs and/or alcohol. If necessary, law enforcement will intervene.
- When a student's drug/alcohol testing is positive a student assistance program referral is made, the student's return to school will be based on the following:
  1. Evidence of ongoing compliance with the recommended treatment plan as outlined by the student assistance program.
  2. A signed return-to-school contract, as coordinated by the Chief Academic Officer, which may include additional drug and/or alcohol testing prior to returning to class or clinical, as well as additional drug and/or alcohol tests without notice at any time within 24 months from the current date.
  3. Successful completion of the student assistance program.

The confidentiality and privacy rights of Bellin College students will be protected. Test results and/or the identities of any student participating in a rehabilitation program will not be revealed to anyone outside this policy without the express written consent of the student.

## Healthcare Insurance

As a healthcare-focused institution, Bellin College is deeply committed to the health and well-being of all students. Guided by our core values of care, compassion, and responsibility, we

recognize that access to healthcare is critical for student success. This policy ensures that every student is prepared to address their health needs with minimal disruption to their education and clinical responsibilities.

### POLICY:

All enrolled students at Bellin College are required to carry and maintain active health insurance coverage throughout their enrollment. This applies to all undergraduate and graduate students. This does not apply to non-degree seeking students.

To support this policy, Bellin College has partnered with Covering Wisconsin, a nonprofit organization that helps individuals and families in Wisconsin find affordable health insurance options. This partnership will assist students in identifying plans that meet their needs and budgets.

Health insurance compliance will be tracked through ViewPoint.

- Students must upload proof of current health insurance coverage to ViewPoint prior to the start of each academic year.
- Acceptable coverage includes personal insurance, family insurance plans, Medicaid/BadgerCare, or insurance purchased through the Health Insurance Marketplace.
- Bellin College does not currently offer a student health insurance plan but will assist students in connecting with Covering Wisconsin for support.

### Exemptions:

Students may request a waiver for extraordinary circumstances by submitting a written appeal to Student Affairs to [campuslife@bellincollege.edu](mailto:campuslife@bellincollege.edu). Each request will be reviewed on a case-by-case basis.

### Non-Compliance:

Students who do not submit proof of insurance may face holds on course registration, may be restricted from participating in clinical experiences, and will not be considered compliant with institutional requirements.

### Resource:

In partnership with Bellin College, Covering Wisconsin is available to help students with their health insurance needs and questions. A

program of the University of Wisconsin-Madison Division of Extension, Covering Wisconsin is our state's federally-certified and state-licensed health insurance Navigator entity. There is no cost for Covering Wisconsin's services including helping students understand their health insurance options, enrolling in the most appropriate coverage, and learning how to access benefits. Covering Wisconsin is proud and happy to help both the students of Bellin College and residents throughout the state. Learn more about Covering Wisconsin here.

**Contact: Tony Lee, Navigator Regional Lead, 920-857-0401, [anthony.lee@wisc.edu](mailto:anthony.lee@wisc.edu)**

## Illness Reporting

Students should immediately report all illnesses, contagious diseases, or suspicion of such that they are experiencing to their faculty or program director. Students on clinical or a practicum assignment must avoid transmitting illness to their patients, therefore, students should be evaluated by their faculty, or the Health and Wellness Coordinator before reporting to their clinical or practicum location.

A student who has been absent for a significant health problem (illness or surgery) is required to submit a licensed healthcare provider's note to the Vice President of Student Affairs, Enrollment, and Belonging, indicating any restrictions and/or if the student is able to resume classroom, lab and/or clinical activities.

After a student's absence from the classroom, lab, practicum or clinical experience, their performance will be evaluated by the faculty according to the course outcomes. Requirements to make-up lab, practicum or clinical experiences, will be established by the faculty. Arrangements to meet the course outcomes must be met before progressing to the next semester.

Students must report symptoms of COVID to the COVID reporting email [covidreporting@bellincollege.edu](mailto:covidreporting@bellincollege.edu). Emails will be checked daily between 8am and 4:30pm. If emails are sent outside that time frame, a reply may not be sent until the following day.

## Immunization Requirements

The below immunizations are required to participate in the Bellin College clinical settings and progress in the curriculum plans. Prior to entering the clinical practicum courses, students must provide proof they meet the health requirements for the clinical agency in which they will complete their clinical education.

<b>Measles</b>	Positive immune blood titer or dates of two vaccines.
<b>Mumps</b>	Positive immune blood titer or dates of two vaccines.
<b>Rubella</b>	Positive immune blood titer or dates of two vaccines.
<b>Varicella (Chickenpox)</b>	Positive immune blood titer or dates of two vaccines. If you have had Chickenpox, you will need a blood titer and must provide documented results of a positive blood titer showing proof of sufficient immunity. History or documentation of the disease IS NOT acceptable proof of immunity.
<b>Hepatitis B/ Heplisav-B</b>	HEPLISAV-B (Two Vaccine Series) OR Hepatitis B (Three Vaccine Series), OR Post Vaccination Antibody Screen - This is a series of either two or three vaccinations and post vaccination antibody screen. The vaccination series is voluntary but is highly recommended for all students entering a health career field. Students can also submit a positive Hepatitis B Antibody Titer.
<b>Meningococcal</b>	Date of one vaccine or signed declination.
<b>Tetanus</b>	Td or Tdap is required. A booster is required every 10 years
<b>Flu Vaccine</b>	Documentation of the annual Flu vaccine OR a signed declination form is required. Please note: Each clinical site will have flu season protocol/requirements that students will be expected to follow, these requirements supersede the college's policy. Flu vaccines are administered free of charge at the college in the fall of the academic year.
<b>COVID-19 Vaccine</b>	The vaccination is voluntary; however, each clinical site will have a COVID 19 vaccination protocol/requirements that students will be expected to follow. These requirements supersede the college's policy.

If a blood titer is submitted to show immunity for any disease listed above, it must be documented as "antibodies present," "immune" or have an ISR value of 1.10 or higher. The general health of the applicant must be deemed adequate for meeting the program outcomes of the degree. Any declination of vaccines may put the student's ability to advance through the curriculum in jeopardy.

## Injury Reporting

If a student is injured or underwent surgery, the student should inform the Vice President of Student Affairs, Enrollment, and Belonging and Program Director. The student must provide a report from their healthcare provider, documenting any restrictions and/or any prescription medications. The appropriate Program Director will provide clearance to participate in coursework, including lab and clinical experiences.

Any student injured in class should report the injury to their faculty member. Basic first aid will be provided by the College. If further medical care is warranted, the student will be referred to his or her healthcare provider or taken to the emergency department. The cost for care will be billed to their health insurance. The College expects all students to maintain health insurance coverage.

Students injured when performing clinical duties will follow appropriate policy and procedures as designated by the clinical agency. The student will also report the injury to clinical faculty and complete an incident report form with the Administrative Assistant for Student Affairs. Any significant exposure must be reported to the faculty member immediately. If the injury occurs at Bellin Hospital, the student should report to Employee Health Services or in their absence, to the SWAT/Supervisor.

A student who has been absent for a significant health problem (surgery or injury with crutches, brace, or cast) is required to submit a licensed healthcare provider's note to the Vice President of Student Affairs, Enrollment, and Belonging, indicating any restrictions and/or if the student is able to resume classroom, lab and/or clinical activities.

All students must have an emergency contact on the back of their student ID, along with current contact information in the Student Services One Stop Shop office.

## Malpractice Insurance

Malpractice insurance is not required as a student. The College recommends that students evaluate the malpractice issue and obtain coverage prior to their first clinical course if they choose.

## Minimal Technical Criteria: Allied Health

In compliance with the Americans with Disabilities Act, Bellin College does not discriminate on the basis of disability in the administration of its educational policies, admission policies, student aid and other College-administered programs nor in the employment of its faculty and staff. As a Bellin College student, performance of certain activities is required with or without reasonable accommodation. Bellin College reserves the right to determine final eligibility based upon the applicant and student's ability to successfully complete Minimum Technical Criteria Standards as outlined by the College. Students must have the abilities and skills according but not limited to the following:

- Ability to communicate with patients, families and other health care professionals.
- Problem-solving abilities sufficient for clinical judgment.
- Dexterity, range of motion, and eye/hand coordination sufficient to perform procedures and manipulate equipment, including intervention in an emergency situation.
- Auditory and visual ability sufficient for assessment of health care status, and for providing safe and effective care.
- Emotional health sufficient to provide safe and effective care, meet the physical demands of patient care, including but not limited to the ability to lift, position, and transport patient and the ability to lift, move and position heavy equipment.
- Meet the Minimal Technical Criteria Standards as outlined on the medical form.

## Student Pregnancy Policy

Pregnancy may render the expectant student susceptible to environmental conditions during their educational or clinical experiences at Bellin College. The College does not assume responsibility or liability for complications that may occur as a result of the pregnancy.

## Pregnancy and Related Conditions:

All students who are pregnant and/or experiencing related conditions are entitled to the following from Bellin College:

- To be allowed make up any missed work without penalty
- To be treated similarly to students with a temporary disability
- To be allowed to take a leave, and to return to the same academic and extracurricular status as before their medical leave began
- To be provided reasonable adjustments, like a larger desk, elevator access, or allowing frequent trips to the restroom
- To be allowed a voluntary leave of absence

Documentation is not required when:

- Needs are obvious
- Student previously provided sufficient documentation
- Reasonable modification is sitting or standing, keeping water nearby, or taking breaks for basic needs

## Pregnancy Written Notice

When a student informs any employee of a student's pregnancy or related conditions, the employee must promptly provide the college's accommodation services' contact information via email and inform that person that Student Affairs can coordinate specific actions to prevent sex discrimination and ensure reasonable accommodations. The email address for accommodation services is [accommodations@bellincollege.edu](mailto:accommodations@bellincollege.edu)

If the student is enrolled in a program where additional risks, such as radiation exposure, exposure to certain illnesses, etc., may be incurred, these risks will be discussed prior to completion of the Declaration of Pregnancy Form.

The Program Director, together with the Vice President of Student Affairs, Enrollment and Belonging and other appropriate college personnel, will work to create options for the student. If granted a leave of absence, the student must provide evidence of ability to return to the College by a licensed healthcare provider. Documentation must indicate the return date and any restrictions, if applicable. All evidence of ability to return should be provided to accommodation services/Student Affairs.

**All students who find themselves expecting are encouraged to reach out to [accommodations@bellincollege.edu](mailto:accommodations@bellincollege.edu) to declare their pregnancy and so that a plan of completion can be made.**

# Health Sciences Resource Center Resources & Policies

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## Equipment in the HSRC

Every effort is made to purchase equipment that is identical to the equipment health care workers use when caring for patients in the clinical setting.

HSRC supplies are for student practice only and are **not** to be utilized in direct patient care at any time.

Certain supplies such as Blood Pressure cuffs are available for check out, for practice at home. Students may check out these items for four days. If accommodation is needed for a longer period of time, the student should discuss this with the HSRC staff for an extension. All items are to be returned to an HSRC staff member.

All needle safety devices are to be engaged immediately after use. Sharps are to be discarded into a secure sharp's disposal box after use on models or manikins to avoid accidental skin puncture with a nonsterile needle. This includes but is not limited to: needles for injections, IV catheter needles, lancets for finger-stick blood samples, and/or needles for lab testing, etc.

## Health Sciences Resource Center (HSRC) Overview

The HSRC provides the link between theory and practice through simulated hands-on learning experiences. A variety of learning resources are used to enhance understanding, develop psychomotor skills, and build confidence in the health care environment. The HSRC is located in the lower level of the Resch campus. It includes the following:

### Health Assessment Labs

Two health assessment rooms which have

equipment and supplies for learning and practicing physical assessment. Students are encouraged to bring a change of clothing with them, shorts, or comfortable pants and t-shirt, as students will assess each other.

## Simulation Labs

There are several simulation lab areas. surgical suite, ED/ICU/pediatric room, birthing suite, four physician exam rooms, and a four-bed medical surgical area. Students utilize these rooms with various scenarios to help prepare them for clinical experiences. These hands-on experiences help students develop critical thinking and decision-making skills.

## Skill Labs

There are two skill lab rooms that each room accommodate six simulated patients. The primary purpose of the skills labs is to enhance classroom activities and support student learning in a safe environment. These areas are equipped with hospital beds, manikins for practicing skills before they are attempted in a clinical setting with actual patients. Additional training models are available for specialized skills such as injections, IV fluid therapy, ostomy care, etc. Any invasive procedures are to be performed **ONLY** on manikins and training models. No invasive procedures are to be performed on any person, **ever**.

**NO needles or sharps are to be removed from the HSRC. (No exceptions)**

## Allied Health Specialized Rooms

There are two radiology lab spaces equipped with x-ray machines. There is a mammography simulation area, a classroom that has both an MRI Simulator and Cat Scan simulator. There is a 3-D VERT (Virtual Reality) in the Radiation Therapy classroom. For the surgery assist program there is the surgical suite, and a surgical skills lab.

## Other Additional Spaces

- Advance Practice/Procedure Room
- Debrief Conference Room
- Lactation Room
- Patient Lounge
- Simulation Control Rooms
- Standard Classroom
- Student Lounge

# HSRC Guidelines

Each student has an obligation to conduct themselves in a manner in accordance with Bellin College mission and values as an educational institution. Violations of College rules, including violations of each respective professional code of ethics will be handled by college administrative personnel and may result in disciplinary action.

Children under the age of 18 are not permitted in any of the HSRC areas, unless approved by Bellin College Administration prior to the event.

Students attire while in the HSRC during hands on practice includes closed toed shoes, clean clothing, no dangling jewelry, or clothing that may interfere with completing tasks due to safety reasons. Name badges are always to be worn. Bellin College scrubs are to be worn during simulation, check off testing, and during lab course time, at the faculty's discretion.

Covered beverages with a top closure are allowed, with the following exceptions: **No beverages in any simulation areas or medical imaging rooms. Food is not allowed in lab training or practice areas at any time.**

All students utilizing the HSRC are responsible for assisting staff in maintaining safety and cleanliness of the lab environment. This includes returning the space to the way it was set up and disinfecting as directed by HSRC staff. Students need to wear gloves while using the provided disinfectant wipes.

# HSRC Lab Hours

Healthcare is a hands-on, practice profession. Individual competence is achieved by repetitive practice. Bellin College practice areas are available to all students for review of skills, physical assessment, medical imaging exams and surgical prep. Practice areas are open Monday - Thursday from 7am - 9pm, 7am - 7pm on Fridays and Saturday 8am - 4pm. Practice hours are subject to change dependent on college building hours. Additional practice times may be provided based upon student schedules, class times, or student and faculty requests. HSRC Coordinators or Student Assistants are available to obtain any additional supplies or equipment needed for practice.

Regular practice time is expected. Some classes, as noted on their syllabus, have mandatory

practice time throughout the semester. Each student will log their practice time using the HSRC badging system. Access to students individual practice time hours can be found at:

**timetracking.bellincollege.edu**

Students should also maintain a personal log of mandatory practice hours obtained during the semester for their reference.

## Lab Maintenance and Personal Protective Equipment Policy

This is provide direction as to the maintenance of the science labs and the personal protective equipment (PPE) used in them.

Laboratory maintenance occurs at regular intervals by students, faculty, and staff. All required personal protective equipment related to the laboratory for students and faculty is provided by Bellin College. This includes, but is not limited to: safety goggles, gloves, lab coats, sanitizing sprays, and biohazard disposal containers. Some items (e.g., chemistry goggles) may need to be brought to the laboratory each week by the student. Students are responsible for maintaining the sanitation of such items.

## Lab Precautions for Working with Bodily Fluids Policy

Bellin College adopts the following universal precautions for working with bodily fluids:

### Universal Precautions for Students Working with Blood

1. Disinfect work area prior to the procedure and place clean paper towels in the center of the work area.
2. Wash hands thoroughly and prepare finger to be punctured by cleaning it with an alcohol swab.
3. Students must wear gloves and safety goggles and may only handle their own body fluids.
4. Appropriately dispose of materials in the biohazard containers found in the lab.
5. Wipe down the work area and any area that may have been exposed to blood with

disinfectant immediately after contamination occurs and at the end of the lab.

6. Wash hands thoroughly and immediately after the exercise is complete.

### Universal Precautions for Students Working with Urine or Saliva

1. Before lab, wash hands thoroughly and line the work area with clean paper towels.
2. Students must wear gloves and safety goggles and may only handle their own body fluids.
3. Rinse and dispose of all supplies that may have come into contact with urine or saliva in the appropriate biohazard container.
4. Dispose of urine in the bathroom toilet and saliva in the sink.
5. After lab, wipe down work area with disinfectant and wash hands thoroughly.

### Disposal Policies

1. Dispose of broken glassware in the marked cardboard box container. Broken glass containers are ONLY to be used for broken glass. Always use a broom and dustpan if asked to clean up broken glassware.
2. Dispose of used slides in the glass container labeled "Used Slides."
3. As needed, scalpel blades must be disposed of only by instructors.
4. Uncontaminated gloves can be disposed of in the regular trash. Contaminated gloves must be disposed of in a biohazard waste container. Examination gloves used in dissections are not considered to be biohazard waste and can be disposed of in the regular trash.
5. Biohazardous wastes must be disposed in a biohazard waste container. Preserved materials (e.g., cat tissues) are NOT considered biohazardous waste and can be disposed in the regular trash. Your instructor will inform you which disposal containers are to be used with which type of biohazardous waste (i.e., metal sharps, glass, and non-sharps).
6. Dispose of lancets immediately after use in the appropriate sharps biohazard container. Never reuse a lancet.
7. Dispose of all supplies that may have come into contact with blood in the appropriate biohazard container.

8. Rinse and dispose of all supplies that may have come into contact with urine or saliva in the appropriate biohazard container.
9. Dispose of urine in the bathroom toilet and saliva in the sink.

For details pertaining to a specific lab or procedure, please consult the Human Anatomy & Physiology Lab Manual. This provides guidance as to the universal precautions to working with bodily fluids. This pertains to all students, faculty, staff working in the Anatomy and Physiology lab.

## Radiation Safety – BSRS and BSRT

The purpose of this is ensuring the safe operation and application of ionizing x-radiation for the education of BSRS and BSRT students. The use of ionizing x-radiation for the diagnostic and therapeutic benefit of patients has been well established. The role of the medical imaging professional is to use the least amount of radiation necessary, in order to achieve maximum diagnostic results. The professional standard of As Low as Reasonably Achievable (ALARA) level of radiation is vitally important to the safe use of radiation and an integral component of this policy.

It is important that students have simulated real-world experiences in the proper use of ionizing x-radiation and to do so in a controlled environment with proper supervision. The use of Bellin College's energized radiographic equipment will be used exclusively for its educational value.

### Usage Rules and Requirements

- Use of the energized radiographic system will be strictly controlled by BSRS faculty and clinical staff. **Under no circumstances will ionizing x-radiation be applied to living human tissues within the College learning laboratories.** Ionizing x-radiation (x-ray) exposures will be permitted under the direct supervision of BSRS and BSRT faculty and will be limited to tissue equivalent x-ray phantoms, inanimate objects, and/or testing equipment.
- The concept of ALARA (As Low as Reasonably Achievable) will be consistently reinforced in all classroom discussions, simulation, laboratory exercise, and clinical experiences. Additionally, the Wisconsin

Administrative Code and Rules of Chapter HSS 157 will be followed as it relates to student learning.

- A full copy of HSS 157 is on file with the BSRS and BSRT Program Director as well as in the central control area of the energized radiographic labs.
- Actual x-ray exposures will be permitted and supervised by BSRS and BSRT faculty. Electrical power may be supplied to the x-ray system for the operation of equipment features such as x-ray tube head motions, table locks and movements, collimator light, etc., but the x-ray exposure switch will be protected by a "lock and key" mechanism. X-ray exposures will be permitted only under direct supervision by qualified faculty.
- No x-ray exposures will be permitted with the x-ray room doors open and all exposures must be verbally announced to anyone in the vicinity prior to the actual exposure.
- All students, BSRS and BSRT faculty who use the x-ray system as part of their education will have on their body a personnel monitoring device (PMD) and worn in the proper location.
- PMDs need to be returned to the storage rack at the completion of the clinical rotation. PMDs should not be exposed to sunlight or temperature extremes and should remain at the clinical site for each clinical rotation.
- Personnel monitoring data will be maintained by College officials and reviewed regularly by the College Radiation Safety Officer (RSO).
- Lead protective devices will be provided as customary devices for a real-world experience and will be used accordingly.
- Students or faculty will not be used to restrain or position anatomy in its proper orientation during an actual x-ray exposure.
- In the event of x-ray equipment malfunction, the BSRS and BSRT Program Director must be notified for appropriate corrective action.
- Lead protective devices will be inspected and inventoried annually by the College Radiation Safety Officer (RSO) at the conclusion of each spring semester. Inspection will consist of visual, physical inspection. Suspect devices may be reviewed fluoroscopically for additional evaluation. Lead protection devices that are considered damaged and unsafe will be removed from circulation and replaced.



- For portables and fluoroscopy procedures, always wear a lead apron and thyroid collar, and stand as far away as possible from the x-ray source as deemed possible.
- While in a student clinical rotation, students are expected to comply with the radiation protection policies of the clinical site.

## Radiation Monitoring – BSRS and BSRT

All students and Bellin College personnel will be provided appropriate radiation monitoring to ensure a safe educational and work environment. The following measures are in place in accordance with Wisconsin Administrative Code of Radiation Protection (Chapter HSS 157).

## Personnel Monitoring Devices (PMDs) Usage Rules and Requirements

- PMDs will be provided to all students and faculty in the clinical setting. Students will be issued PMDs at the onset of clinical rotations by College officials.
- PMDs must be worn at the collar level and outside any lead protected device.
- PMDs must be worn at all times when in the presence of ionizing radiation for College activities including clinical rotations.
- PMDs are not to be shared or switched (exchanged) between students.
- PMDs are not to be worn during personal medical imaging procedures.
- PMDs will be changed on a quarterly basis and collected by the appropriate Clinical Coordinator.
- In the event of a declared pregnancy, a separate fetal badge will be worn in addition to the personal PMD.
- Lost or damaged PMDs must be reported to the Program Director immediately and replacement devices will be provided in a reasonable time frame.
- Students are responsible for reviewing their individual PMD data and maintaining awareness and understanding of the data.
- PMD exposure data will be reported quarterly as it becomes available from the contracted supplier.
- PMD exposure data is reviewed by the College Radiation Safety Officer (RSO).
- All students will maintain an annual radiation exposure of less than the As Low as

Reasonably Achievable (ALARA) levels. This represents 1/10 of the annual permissible dose, which equates to 500 millirem (mrem) or less.

- Any student who is identified as approaching the ALARA limit will be counseled by the College RSO, with documentation placed in the student file.
- PMD exposure data records will be maintained in the RSO as well as being posted for student review in the Learning Management System.

## Skills Lab Testing – Medical Imaging

Students will be informed by the course facilitator of the day and time of their assigned testing. Students are responsible for arriving promptly and being fully prepared to test.

If a student is unable to keep a testing appointment, she/he is expected to contact the course facilitator according to Bellin College late exam policy. Students are required to wear their uniform (scrubs) and name badge during lab testing activities.

Lab testing is to assure safe practice before a student enters a clinical site. A passing score on lab testing is required before a student may advance to clinical or the next assigned course.

## Dress Code

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### Dress Code for Undergraduate Allied Health Students

The dress code is provide direction for appropriate appearance/professional image in the classroom, lab, on clinical sites and when on clinical during clinical preparation.

Clinical agency policies take precedence. Where there is no policy, the following dress code is to be followed.

### Classroom/Lab Activities

It is the general understanding that clothes worn on campus are appropriate to wear in a

classroom setting and are not provocative in nature. Students are not allowed to wear hats during exams.

During physical therapy or Health Assessment lab sessions, students are asked to wear clothing that allows access to the topical anatomic area while still assuring modesty. Examples include shorts, T-shirts, tank tops. If access is required to spinal landmarks, wearing a gown or sports bra is appropriate.

Standard medical scrubs are required for the cadaver anatomy lab.

Students may be required to wear their uniform (detailed below) during lab and simulation activities, at the discretion of faculty and program leadership.

BSRT students are exempt from wearing scrubs while in lab.

## Student Uniforms

The Bellin College uniform consists of selections from a list of clothing supplies for students by The Elite Group. The clothing is embroidered with the Bellin College logo on the upper left pocket area. All required pieces of clothing worn as part of the uniform must be ordered through The Elite Group. Uniform substitutions are not acceptable. The following variations have been determined for each program:

**BSRS:** Caribbean blue scrub top and bottom with Bellin College logo.

**BSDMS:** Navy blue scrub top and bottom with Bellin College logo.

**BSRT:** Pewter scrub top and bottom with Bellin College logo.

**BSSA:** Ciel scrub top and bottom with Bellin College logo for lab courses.

- Hospital provided scrubs
- Closed-toed, closed-heel and skid resistant shoes for OR purposes only
- Hospital provided bouffant caps
- Hospital provided shoe covers
- Hospital provided scrub jacket
- Hospital provided eye protection
- Optional cloth surgical cap: provided by student and neutral in color and pattern.

**BSN:** Royal blue scrub top and bottom with Bellin College logo, or white Bellin College lab coat for clinical preparation.

**Graduate Nursing:** White lab coat.

**DPT:** Blue polo shirt or pullover and black or gray slacks. A solid-colored cardigan (no logos) may be worn over the polo. [Optional Uniform Pieces for DPT include: Sleeveless, short-sleeved, or long-sleeved solid colored shirt \(black, white, or gray\).](#)

**Nursing Assistant:** Store bought solid-colored scrubs. If a short sleeved or long-sleeved shirt is worn under the scrub it must be a solid color and tight fit on the sleeves.

## Optional Uniform Pieces

- Sleeveless, short sleeved, or long-sleeved white shirt may be worn under scrub top
- NO hoodies, sweatshirts, or fleece tops or jackets
- If wearing a short-sleeved t-shirt, the sleeves must not extend below the sleeves of the scrub top
- White shirts must be plain, without lace, and logo free and must be tucked in
- Student may wear jogger scrub pants in the same color as the program uniform in settings where scrubs are required
- Cotton snap front scrub jacket with Bellin College logo in the same color as the program uniform

## General Clinical Guidelines

### ID Badge:

- No alterations to the badge are allowed.
- Badge reels other than those provided by Bellin College must be approved by clinical facilitator before use.
- The badge must be clipped at the top of the scrub top, lab coat or clothing at chest level.
- The badge must always be visible.

### Uniform:

- Uniforms are required to be clean and wrinkle-free.
- The uniform must be of an appropriate size. Tops and pants too small, too large, too long, or too short are not acceptable. Tops must cover skin at all times.
- Pants are to be worn at waist level and leg bottoms cannot touch the floor.

- [Undergarments should never be visible. Undergarment lines should not be noticeable when bending or reaching. Neutral-colored undergarments, which are not visible, need to be worn under all light-colored attire.](#)
- Variations in any dress code requirements (for psychiatric centers, community/public health, etc.) will be reviewed by faculty prior to clinical.

### **Hair, Nails and Makeup:**

- Hair should be neatly styled, clean, and drawn back from the face. Hair is to be securely styled in a bun, ponytail, or other method that keeps hair off shoulders.
- Barrettes, hair clips, and headbands must be plain, solid colors free of logos.
- Headscarves (worn as a symbol of religious faith) may be worn but must fastened when working in patient care areas for safety reasons.
- Cloth surgical caps may be worn under the healthcare provided bouffant hats in areas where hats are required.
- Hair cannot be extreme in color or style.
- Beards, sideburns, and mustaches must be neatly trimmed.
- Makeup should be conservative and natural-looking.
- Artificial nails and nail polish are not allowed.
- Natural nails should be clean and short (not to exceed ¼ inch past the fingertip.)
- False eyelashes of any type are not allowed.

### **Shoes and Socks:**

- Students must have a pair of shoes that are for patient care only.
- White clean shoes in good repair are required. The shoes must be closed-toe and closed-heel, and made of a non-permeable (i.e.: not mesh) material.
- Socks must be worn, and should be in a solid neutral color (black, white, or gray).

### **Jewelry and Body Piercings:**

- Acceptable jewelry includes:
  - A plain wedding band (no stones).
  - A conservative, plain wristwatch (no ornamental stones). Fitness bands included.
  - Smart watches can be worn in clinical as long as notifications are turned off for emails and text messages and are kept clean.

- A single, small post (stud) earring, no bigger than a pencil eraser per ear, to be worn in the lower lobe of the ear.
- Unacceptable jewelry includes:
  - More than one earring per ear
  - Fashion rings
  - Necklaces
  - Bracelets
  - Body piercings on the face, tongue, or any visible body part, are to be covered or removed.

### **Tattoos:**

- Tattoos will need to be covered if deemed offensive by patients, faculty, colleagues, or clinical facility staff.

### **General Considerations:**

- Students are expected to practice good hygiene, body odor may be an irritant to others.
- Students should not wear scents of any kind.
- No gum is allowed.

### **Clinical Sites During Clinical Preparation**

A professional appearance is expected at all times.

- Students will wear a Bellin College lab coat, student ID badge, and business-casual clothing.
- Socks are mandatory.
- Footwear must be worn at all times and be closed-toe, closed-heel, clean and in good repair.
- Examples of unacceptable attire include, but not limited to:
  - Midriff tops.
  - Low-cut shirts with exposed cleavage.
  - T-shirts with words, pictures, or graphics.
  - Denim, metallic, leather, suede, mesh, sheer or clinging fabrics, or low-rise pants.
  - Sweatshirts, sweatpants, and lounge pants.
  - Capri pants.
  - Shorts.
  - Heels higher than 1.5 inches.
  - Hats or caps.
  - Hoodies, sweatshirts, or fleece tops or jackets.

## Consequences and Exceptions

Students who fail to comply with the dress code policy may be subject to disciplinary action, including dismissal from the clinical site and the potential for an unsatisfactory clinical evaluation.

Exceptions may be made on a case-by-case basis for religious, cultural, or medical reasons.

Exceptions must be obtained from the appropriate program director **prior** to attending clinical.

# Student Performance Remediation and Due Process

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## Academic Misconduct – Due Process Procedures

If a report of academic misconduct is received or if faculty suspects that misconduct has occurred, the following steps will be initiated:

### Step 1: Faculty and Student Meeting

The suspecting faculty member discusses the situation with the student within three working days of the incident or becoming aware of the incident. Then:

- The faculty may conclude the suspicion of academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty may conclude that there is sufficient evidence to support the claim of academic misconduct and reports the information to the appropriate Program Director.

Proceed to Step 2.

### Step 2: Program Director Notification

The appropriate Program Director will determine if evidence supports a claim of academic misconduct by investigating the allegation. The

Program Director will meet with the faculty member and the student individually. If the student chooses not to meet with the Program Director in person, the process will continue with the information available. The Program Director may request information from other students/parties. The student may request for other students/parties to provide information regarding the allegation. Each person will be asked to document the details of the incident in writing.

Within three working days of receiving the information from the faculty member, the following may occur:

- The Program Director may conclude that academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Program Director may conclude that there is sufficient evidence to support the claim of academic misconduct and reports the information to the appropriate Academic Dean.

Proceed to Step 3.

### Step 3: Appropriate Academic Dean Notification

Within three working days of receiving the information from the Program Director, the following may occur.

- The appropriate Academic Dean may conclude that academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The appropriate Academic Dean may conclude there is sufficient evidence to support the claim of academic misconduct and render consequences.

If the student acknowledges the behavior, and/or academic misconduct is determined by the Program Director and the appropriate Academic Dean, who will determine the consequences.

Furthermore, the appropriate Academic Dean will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information as needed.

- Communicate with the student, as necessary. If student does not choose to meet with the appropriate Academic Dean, the process will continue with the information available.
- The faculty member, student, and/or other parties may be asked to provide further information.
- Consult with the Chief Academic Officer.

The decision of the appropriate Academic Dean is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Chief Academic Officer. Appeals must be received within 10 working days of termination. All applicable documentation from the case of misconduct becomes part of the student's official file.

## Academic Misconduct – Overview

Bellin College students are responsible to pursue their studies with integrity and honesty. Failure to do so is considered academic misconduct. Academic misconduct includes the active and/or passive participation in giving or taking information, allowing information to be given or to be taken from an unauthorized or unacknowledged source in a situation where individual performance is required.

Academic misconduct includes but is not limited to:

- Cheating
- Revealing or receiving examination content
- Plagiarism, including insufficiently documenting sources or using another's work as your own.
- Stealing examinations or course materials, or knowingly using such stolen materials
- Falsifying any record or other data
- Violating course expectations as stated by the faculty member teaching the course.
- Giving or receiving improper collaboration or assistance on assignments/exams

For academic misconduct, a Student Performance Notification (SPN) will be initiated by the College.

- The student must initial and sign the SPN.
- Faculty must sign the SPN.
- A copy of the SPN is provided to the student.
- The original signed SPN is placed in the student's file.

## Appeals Process

If the student or College employee believes that the process and procedures outlined in this Policy were not followed, within 10 business days of the date of the Student Grievance Ad Hoc Committee's decision an appeal may be submitted to the President/CEO in writing. The Appeals Form is located in the office of the Vice President of Student Affairs, Enrollment, and Belonging.

Within 14 business days of receipt of the appeal, the President/CEO or designee(s) may review and communicate with the student, the College employee, the administrator and supervisor, or the members of the Ad Hoc Committee to determine whether the process and procedures were followed.

The President/CEO may render one of the following decisions:

- Finds evidence of violation of the process and procedures of this Policy, the President/CEO will direct the administrator to review the case anew.
- Finds no evidence of violation of the process and procedures of this Policy; the President/CEO will uphold the ruling of the Grievance Ad Hoc Committee

The President/CEO will respond, in writing, within 15 business days of receipt of the appeal. The decision of the President/CEO is final and not appealable.

For more information, please visit <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

## Appeal of Dismissal

A student that has been dismissed from Bellin College may appeal for readmission to the College one time only.

The student appeal must be communicated in writing and the appeal must:

- Be received by the College within 10 working days of receipt of notice of dismissal.

- Identify an extenuating circumstance contributing to the dismissal from the College.
- Identify behavioral changes that will contribute to the student's success if the appeal for readmission is granted.
- Include student's contact information, address, home telephone and cell phone numbers, and email address. Submit the appeal to the appropriate Dean as outlined below.

Reason for Dismissal:	Student writes appeal to:
Academic Misconduct	Appropriate Academic Dean
Non-Academic Misconduct	Vice President of Student Affairs, Enrollment, and Belonging
Reasons outlined in "Dismissal from Bellin College"	Appropriate Academic Dean

## Causes for Dismissal from Bellin College

A student may be dismissed from the College as a result of academic-misconduct, non-academic misconduct, academic performance and/or for behaviors that are not in accordance with College policies or values.

The following situations result in an automatic dismissal from Bellin College:

- Failure to fulfill or resolve academic or disciplinary probation requirements via breach of contract.
- A student who is unsuccessful in two major courses will be dismissed (see progression policy). Exceptions may apply to students in their last session/semester.
- A student who is unsuccessful in three total courses or two program courses will be dismissed (see progression policy, which also states students may repeat a failed course one time only).
- A failure in any course in any session within the 15-month option, as all courses must be completed in sequence.
- Receipt of an incomplete in more than two enrollment sessions or two incompletes in one semester or grading period.
- A student is not able to progress in their curriculum plan due to space or course availability.
- Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.

- Failure to complete the degree within 150% of the enrollment term.
- The College reserves the right to dismiss any student from the program when that student's health, performance and/or behavior jeopardizes the safety of patients, other students, or College faculty, staff, visitor, and/or guests.

## Non-Academic Misconduct – Overview

Consideration for others and respect for each person and property is valued within the Bellin College community. The philosophy of the College is that all students, faculty, and staff (members) as well as any College visitors or guests, must be able to study and work in an environment that is safe from harassment, discrimination, intimidation, and other disruptions. It is an expectation that all members, visitors, and guests are entitled to fair treatment and will conduct themselves appropriately, respectfully, and responsibly.

For students, behaviors inconsistent with this premise are considered non-academic misconduct. Non-Academic misconduct includes but is not limited to:

- Behaviors that constitute harassment, discrimination and/or intimidation.
- Conduct which constitutes actual or threatened serious danger to one's own personal health, safety, the health and safety of any member, visitor, or guest of the College.
- Unauthorized possession, storage or use of any weapon or explosive.
- Unlawful possession, use, distribution, or sale of any narcotic or drug as defined by the statutes of the State of Wisconsin.
- Possession or consumption of alcoholic beverages in contradiction of State of Wisconsin law and/or College policy.
- Forgery, counterfeiting, alterations, misuse of any College record, logo, document, or ID card.
- Attempts or actual stealing, destroying or defacing materials or property belonging to the College or College members, visitors, or guests.
- Unauthorized entry into or alteration of, any Bellin College computer records or the violation of the College Informational Technology policies and procedures.



- Failure to comply with the lawful directives of College employees or College security.
- Signing into a computer, class, clinical or test for someone else.
- Persistent or inappropriate behaviors that interrupt the teaching and/or learning.
- Conduct that violates the American Nurses Association Code of Ethics for nurses.
- Failure to notify the College of ineligibility to practice as a licensed RN in good standing.
- Violations of policies/procedures as stated in The Bellin College Nursing Guide Handbook & Catalog and other College resources.
- Behaviors inconsistent with the College values, mission and/or procedures

## Non-Academic Misconduct – Due Process Procedures

If a report of non-academic misconduct is received or if a College faculty or staff member suspects that misconduct has occurred, the following steps will be initiated:

### Step 1: Faculty and Student Meeting

If the incident occurred in a classroom/lab/clinical setting and involves a faculty or staff member, the involved faculty or staff member will discuss the situation with the student within three working days of the incident or becoming aware of the incident. Then:

- The faculty or staff member may conclude that the suspicion of non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty or staff member may conclude that there is sufficient evidence to support a claim of non-academic misconduct and reports the information to the appropriate Program Director.

Proceed to Step 2.

### Step 2: Program Director and Student Meeting

The appropriate Program Director will determine if evidence supports a claim of non-academic misconduct by investigating the incident. The Program Director will meet with the faculty

member, student, and others applicable to the incident individually. If the student chooses not to meet with the Program Director in person, the process will continue with the information available. The student may request for other students/parties to provide information regarding the allegation. Each person will be asked to document the details of the incident in writing.

Within three working days of receiving the information regarding the allegation:

- The Program Director concludes that non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Program Director concludes that there is sufficient evidence to support the claim and reports the information to the Vice President of Student Affairs, Enrollment, and Belonging within three working days.

Proceed to Step 3.

### Step 3: Vice President of Student Affairs, Enrollment, and Belonging Notification

Within three working days of receiving the information from the Program Director, the following may occur:

- The Vice President of Student Affairs, Enrollment, and Belonging may conclude that non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Vice President of Student Affairs, Enrollment, and Belonging may conclude there is sufficient evidence to support the claim of non-academic misconduct and render consequences.

If the student acknowledges the behavior and/or non-academic misconduct is determined by the Program Director, the Vice President of Student Affairs, Enrollment, and Belonging will determine the consequences following consultation.

Furthermore, the Vice President of Student Affairs, Enrollment, and Belonging will:

- Assure that due process has been followed throughout all stages of the claim.



- Review documentation and request additional information as needed.
- Communicate with the student, as necessary. If student does not choose to meet with the Vice President of Student Affairs, Enrollment, and Belonging, the process will continue with the information available.
- Ask the faculty member, staff member, student and/or other parties to provide further information.
- Consult with the Bellin College president.

The decision of the Vice President of Student Affairs, Enrollment, and Belonging is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Chief Academic Officer. Appeals must be received within 10 working days of termination.

All applicable documentation from the case of misconduct becomes part of the student's official file.

## Progression Policy

Students who fail a major or general education course should be aware that:

- A student may be allowed to continue in their program while on probation.
- A student's curriculum plan may be altered and likely extend the student's graduation date.
- Any failed course may be repeated one time only.
- Placement in any repeated course is subject to space availability.
- [If a space is not available or the course is not offered the student may be required to exit from the College until the failed course can be repeated.](#)
- Each student situation will be reviewed on an individual basis by the Program Director and the appropriate academic dean.

The student will be notified in writing of their individual situation and must complete the requirements outlined in their Student Performance Notification (SPN) to avoid dismissal from the program.

An incomplete status must be addressed in order for students to progress in the curriculum. (See Incomplete Policy).

## Progression Deferment

A progression deferment is defined as a temporary:

- Voluntary suspension of enrollment in a degree program for not more than one year. It is allowed for undergraduate students who need, for various approved reasons, to voluntarily suspend degree progression.
  - Students must be in good standing and do not have to follow the standard reapplication process when ready to return to Bellin College, provided not more than one year has passed since the last semester of enrollment.
- Involuntary suspension of enrollment in a degree program for no more than one year due to inability to progress because of course scheduling.
  - Students returning will be placed on academic probation.
- Return to Bellin College is dependent on space availability.

Students must meet with the appropriate Academic Advisor to begin the process and access the required paperwork. Students may also need to notify the appropriate Student Services personnel, depending on future enrollment status.

- The appropriate Academic Advisor will assist the student in completing the undergraduate exit form.
- A student must request a voluntary deferment at or near the completion of a currently enrolled semester, otherwise, an elective exit (withdrawal) is required.
- A student is not allowed to be enrolled at any other institution of higher education for credit during the deferment.
- A progression deferment is not considered a leave of absence (LOA), as defined by the U.S. Department of Education.
- A student will notify Bellin College of a projected return date for enrollment. A return to Bellin College must occur within one year pending availability, otherwise, the students will be changed to withdrawn and will need to follow the readmit procedure.

## General Education Progression Requirements

While enrolled at Bellin College, a student who is unsuccessful in three total courses (whether general education or program-level), will be

dismissed. All general education courses taken to complete a program requirement are subject to this policy, which is separate from the progression policy as it relates to program-level, i.e., major, courses.

- A student can repeat a single general education course once without dismissal from Bellin College
- The lack of success in general education courses may lead to the extension of the length of time for degree completion and/or a special enrollment schedule in one or more semesters, as well as potential placement in another cohort.

Repeating an unsuccessful Bellin College general education equivalent course at another institution is allowed, if given permission by the Director of General Education but subject to same repeat conditions.

- Students who are unsuccessful in a course designed to meet a general education requirement may enroll in a different course that fulfills the general education requirement. This is subject to the General Education course requirement repeat policy.
- The repeat/progression policy begins with enrollment at Bellin College.

## Student Grievance Procedure

A grievance is an individual student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. A student has a right to express a grievance without prejudice, penalty, or reprisal. The College believes in resolving issues at the lowest level possible. If there is more than one student involved, each student must file a separate grievance. A grievance submitted by a group of students will not be accepted.

To provide students with a direction to voice their concerns, a four (4) step grievance procedure has been established for an individual student to express problems, concerns, or disagreements relative to their experiences at the College. If resolution is obtained in any given step, that resolution is considered final. The procedural steps outlined below need to be completed sequentially within the timeframes outlined in each step. Before filing an official grievance, the college community highly recommends first having a conversation with the Vice President of

Student Affairs, Enrollment, and Belonging or the designated Dean or Director to resolve the issue a hand.

All aspects of the Student Grievance Procedure are confidential. All parties, student, and employees are required to exercise confidentiality and privacy in relation to all verbal and written communications.

### Procedure

#### Step 1: Informal Grievance Process

The student speaks to the College employee (faculty or staff member) to whom they have the concern with about the believed infringement of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. The concern must be articulated in a manner that is specific to the infringement and/or unaccepted treatment.

Possible following outcome:

- The issue is resolved.
- The issue is unresolved and proceeds to Step 2.

#### Step 2: Informal Grievance Process

The student meets with the Vice President of Student Affairs, Enrollment, and Belonging (or designee). This is to occur within 2 business days following Step 1.

The Vice President of Student Affairs, Enrollment, and Belonging (or designee) to:

- Provide the student with the name of the employee's immediate supervisor.
- Notify the involved employee of the situation via a face-to-face meeting.
- Arrange and meet with the involved employee, their supervisor, and the student within 3 business days of the notification of the dispute to attempt to resolve the concern at the lowest level possible.

Possible following outcome:

- The issue is resolved.
- The issue is unresolved and proceeds to Step 3.

#### Step 3: Formal Grievance Process

If the student is not satisfied with the outcome of the informal grievance process, the student may

begin a formal grievance process by documenting their grievance and the steps that have been taken to resolve the situation. The student completes the Student Grievance Procedure Step 3 Form located in the Vice President of Student Affairs, Enrollment, and Belonging office.

- Student name, address, phone number, and College email address
- Date of situation/incident
- Description the situation or incident to include the name of the College employee involved
- Steps that have been taken to resolve the situation
- Outcome of prior steps and communications with those involved
- Expectations for resolution
- Provision (attachment) of any supporting documentation related to the grievance
- Student signature and date to certify that the student has reviewed the Student Grievance Procedure, and understands their rights, obligations, and responsibility to the process

The documented Student Grievance Form is submitted to the Vice President of Student Affairs, Enrollment, and Belonging (or designee) who will supply copies to the employee and employee's immediate supervisor within three (3) business days of Step 2. The College employee has three (3) business days to respond in writing to the student. A copy of the response will be provided to:

- Employee's immediate supervisor.
- Director of Student Affairs and DEI
- Appropriate cabinet member

Possible following outcome:

- The issue is resolved.
- The issue is unresolved and proceeds to Step 4.

#### Step 4: Formal Grievance Proceeds

If the formal grievance proceeds to Step 4 the Vice President of Student Affairs, Enrollment, and Belonging (or designee) then meets with the College employee and student separately within three (3) business days to inform them that the grievance has progressed to the final step.

The Vice President of Student Affairs, Enrollment, and Belonging (or designee) convenes and

meets with the Student Grievance Ad Hoc Committee within three (3) business days of meeting with the student. This Committee is chaired by the Vice President of Student Affairs, Enrollment, and Belonging (or designee) and members include: the appropriate Academic Dean, appropriate Program Director, a staff member, a student representative chosen from the Student Senate. If any member(s) of the Committee feels they are unable to be impartial they will be recused and replaced with another member.

The student and involved College employee will be given the opportunity to meet with the Committee to expound on their side of the grievance, as the committee may ask for further information or clarification from any or all involved during the meeting. The Student Grievance Ad Hoc Committee has 5 business days to make a decision on the Grievance based on the review of information provided and applicable College policies, procedures, and regulations. The committee shall base its decision upon the record of the meeting and shall not consider matters outside of the record.

The Student Grievance Ad Hoc Committee may determine:

- The Student Grievance is incomplete and request additional information. If additional information is required, the student or involved College employee has 3 business days to provide that information to the Ad Hoc Committee.
- The Student Grievance is in favor of the student.
- The Student Grievance is dismissed and provides a rationale for their decision.

The Vice President of Student Affairs, Enrollment, and Belonging (or designee) shall provide to the College employee and student involved the outcome of the committee's decision in writing via certified mail and College email. A copy of the letter will be provided to the President/CEO. The outcome shall include:

- Findings of fact in chronological order
- A statement of the individual student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College that is alleged to have been violated
- An opinion on the validity of the grievance

- Remedial recommendations and the final outcome

An official record of the process and all steps taken to resolve the grievance will be documented and kept in a sealed file in a fireproof cabinet. Additionally, the grievance will be recorded on a separate document of all grievances in the President/CEO office.

## Student Performance Remediation and Due Process

### Student Performance Notification (SPN)

[Academic success is essential for progression in the program. The purpose of the Student Performance Notification is to provide the student with notice of academic \(inclusive of lab/clinical\) or professional performance issues. This allows for student consultation with appropriate College personnel to determine steps for success.](#)

SPNs are completed by faculty or staff in consultation with the Program Director for academic issues or Vice President of Student Affairs, Enrollment, and Belonging (or designees) for non-academic concerns.

Examples of SPN categories include, but are not limited to:

- **Academic Performance**
  - Failure to meet course outcomes.
- **Professional Performance** (inappropriate or unsatisfactory professional performance). Examples include, but are not limited to:
  - Unsafe practices
  - Late work
  - Tardiness or absence from lab/clinical
  - Violations of the Dress Code Policy
- **Conduct** (violations of the Bellin College Student Foundational Behaviors or Code of Conduct). Examples include, but are not limited to:
  - Student Behaviors
  - Violations of the Dress Code Policy
  - Unethical or Illegal Behavior
  - Unprofessional Communication/Behavior
  - Repeated Infractions of College Policies

### **SPN Category**

SPNs are leveled based on pattern and/or severity of the issue, resulting in either Monitoring or Probation.

Students are required to review and sign the SPN. Failure to sign may result in an academic hold placed on the student's account, thus limiting access to courses, registration, campus resources, etc.

### Classroom, Lab, and Clinical Monitoring

[A student who is not making satisfactory progress toward specific classroom, lab, and/or clinical outcomes, may be placed on monitoring at any point during their program of study. The duration will be determined by the Program Director.](#)

- Classroom monitoring may occur when student behaviors are not conducive to classroom outcomes and student success.
- Lab or clinical monitoring may occur when student behaviors lead to a negative outcome or injury (incident) or when skills, behaviors and actions are not conducive to course outcomes and success.

Failure to meet the terms of classroom/lab/clinical monitoring will result in probationary status. Each situation is evaluated on a case-by-case basis.

### **Probations – Overview**

A student may be placed on academic and/or disciplinary probation. A student may be placed on probation as a progression of monitoring or may be placed directly on probation depending on the severity of the infraction.

### **Probations are typically a period of one year**

- The student is expected to fulfill the terms of the probationary status as outlined in the Student Performance Notification (SPN).
- A student on probation (academic and/or disciplinary) is not eligible for Dean's List status.
- A student who does not meet the terms of probation as defined on the SPN is subject to dismissal from the program.

### Academic Probation

[A student is placed on Academic Probation when failing to meet the appropriate course](#)

[grade or lab/clinical requirements or in some cases of academic performance. The following results in automatic academic probation:](#)

- Failure to maintain a 2.0 grade point average (GPA) each semester/session in major coursework as well as any Bellin College general education courses.
- Failure to attain a C or better in major coursework.
- Failure to attain a C or better in a required general education course.
- Receipt of an unsatisfactory final clinical evaluation.
- Failure to attain a P in any pass/fail major course.
- Failure to meet the terms or expected outcomes of classroom/lab, and/or clinical monitoring.

[Each case is reviewed individually. The nature and gravity of the incident, the motivation underlying the behavior, the student's academic, performance and disciplinary history, precedent in similar cases and other mitigating circumstances will be considered in determining the appropriate action\(s\). Repeat cases of violations of the College values may result in more severe penalties. Based on the type of infraction, the College cooperates with local, state, and federal law enforcement authorities as appropriate.](#)

The College reserves the right to immediately terminate any student from the program when that student's behavior, health, and/or performance jeopardizes the safety of the clients, other students, or College faculty, staff, visitors, guests, and/or property.

Students are required to sign the SPN form when placed on clinical monitoring or academic probation. The form provides written evidence of present status, recommendations for improvement, expected outcomes, timelines, and consequences. The signed form becomes part of the student's official file. A copy of the signed SPN is provided to the student.

### **Progression Policy**

Students who fail 2 major courses or general education course should be aware that:

- A student may be allowed to continue in their program while on probation.

- A student's curriculum plan may be altered and likely extend the student's graduation date.
- Any failed course may be repeated one time only.
- Placement in any repeated course is subject to space availability.
- [If a space is not available or the course is not offered the student may be required to exit from the College until the failed course can be repeated.](#)
- Each student's situation will be reviewed on an individual basis by the Program Director and the appropriate academic dean.

The student will be notified in writing of their individual situation and must complete the requirements outlined in their Student Performance Notification (SPN) to avoid dismissal from the program.

An incomplete status must be addressed in order for students to progress in the curriculum. (See Incomplete Policy).

## **General Education Offerings**

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### **General Education Core Courses**

Course	Credits
Communication	3
Diversity	3
Philosophy/Ethics	3
Writing	3
Anatomy and Physiology I	4
Anatomy and Physiology II	4
Chemistry	4
Algebra	3
Psychology	3
Credits total	30

### **General Education Courses**

Students should consult the catalog (<https://catalog.bellincollege.edu/classes>) for general education course offerings. Current offerings are listed on the Bellin College General

Education website (<https://www.bellincollege.edu/academics/general-education-courses/>). Enrolled students must complete general education requirements at Bellin College. Exceptions to this rule occur only when the course is not offered at Bellin College in the time frame in which the class is needed. Students must consult with the Academic Advisor. All requested exceptions are reviewed by the director of general education and either approved or denied. If approved, the credits for the course taken may be used to determine enrollment status for financial aid purposes at Bellin College. Students must initiate the Financial Aid Consortium Agreement Form (download at <https://www.bellincollege.edu/admissions/financial-aid-and-scholarships/applying-for-financial-aid/>) and submit to the BC Financial Aid Office. The student is required to submit an official transcript to BC immediately upon completion of the course to have the credit satisfy a requirement.

## General Education Program Goals

- To provide students with broad knowledge and intellectual concepts to complement their health care specialization.
- To provide students with intellectual stimulation that encourages lifelong learning.

## General Education Program Outcomes

At the completion of the program, the graduate is able to:

- Students will communicate effectively through writing and speaking.
- Students will identify and apply mathematical and scientific reasoning skills in problem solving.
- Students will demonstrate critical thinking skills.
- Students will exhibit an understanding of the processes of the natural world and the human interaction with it.
- Students will display an understanding of honest and ethical behavior and an appreciation for diverse perspectives.

## Overview of General Education Offerings

Bellin College offers General Education (GEN ED) Courses to current Bellin College students. Bellin College students are required to take general education courses if offered at Bellin College. Exceptions may be made on a limited basis. For details of class schedules and offerings see the [Bellin College](#) website.

## BSRS Academic Plan

### Bellin College BSRS Residency Requirement

A student who transfers into the radiologic science program must complete a minimum of 44 credits in radiologic science at Bellin College. Of the 44 credits, at least 36 credits must be within the Radiologic Science major. Of these 36 credits, at least 24 must be upper-level credits.

### BSRS Academic Plans General Information

- Curriculum is subject to change.
- Freshman and sophomore course are offered sequentially as listed.
- Radiologic science courses are offered sequentially and must be taken as such.
- Courses with the prefix RS are Bellin College radiology course; all other course numbers reflect general education course requirements.
- Each course is graded in its entirety. A student must be successful in all course components (i.e., class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.

<b>Radiologic Sciences</b>	<b>65</b>
General Education Requirements	55
Total	120

## BSRS Traditional

### Degree Type

Bachelor of Science of Radiologic Sciences (BSRS)

A three-year academic plan of study for those with few or no prior college credits seeking a Bachelor of Science in Radiologic Sciences (BSRS).

### Freshman Year | Semester 1 Fall

Item #	Title	Credits
BI 156	Anatomy & Physiology I	4
EN 115	Composition and Professional Writing	3
MA 101	College Algebra	3
PS 105	Introduction to Psychology	3
SS 100	Student Success	1
RS 100	Fundamentals of Medical Imaging & Healthcare	2

### Freshman Year | Semester 2 Spring

Item #	Title	Credits
BI 256	Anatomy & Physiology II	4
CH 122	General Chemistry	4
CM 100	Health Communication	3
RS 120	Principles of Radiologic Physics	3

### Sophomore Year | Semester 1 Summer

Item #	Title	Credits
	Social Science Elective (3 credits)	3
	Philosophy/Ethics Requirement (3 Credits)	3
	Diversity Requirement (3 credits)	3
	General Elective (3 Credits)	3
RS 200L	Introduction to Radiographic Procedures - Lab	1

### Sophomore Year | Semester 2 Fall

Item #	Title	Credits
RS 201	Image Analysis I	3
RS 220	Patient Care in Radiologic Sciences I	2
RS 204	Radiographic Procedures I	3
RS 204L	Radiographic Procedures I – Lab	1
RS 205	Image Production & Management	3
RS 206C	Clinical Radiography I	2

### Junior Year | Semester 1 Spring

Item #	Title	Credits
RS 230	Patient Care in Radiologic Sciences II	2
RS 207	Radiographic Procedures II	3
RS 207L	Radiographic Procedures II – Lab	1
RS 208	Image Analysis II	3
RS 333C	Clinical Radiography II	4
RS 304	Principles of Radiation Protection and Radiobiology	3



## Junior Year | Semester 2 Summer

Item #	Title	Credits
	Humanities Elective (3 credits)	3
BU 320	Foundations of Healthcare Management	3
RS 310	Radiographic Pathology	2
RS 302	Ancillary Imaging and Cross-Sectional Anatomy	2
RS 305	Advanced Radiologic Physics	3
RS 343C	Clinical Radiography III	3

## Senior Year | Semester 1 Fall

Item #	Title	Credits
	General Elective (3 Credits)	3
PH 360	Contemporary Issues in Healthcare	3
RS 443C	Clinical Radiology IV	4
	RS 410 and RS 410C or RS 430 and RS 430C	5

## Senior Year | Semester 2 Spring

Item #	Title	Credits
BU 221	Healthcare Economics	3
	Human Development Requirement (3 Credits)	3
RS 420	Principles of Computerized Tomographic Imaging (CT)	3
RS 420C	CT- Clinical	2
RS 453C	Clinical Radiology V	4
RS 470	Radiology Synthesis	1
	Total Credits	120

### Credit Hour Ratio

1 credit theory = 15 hrs, 1 credit lab (science) = 30 hrs, 1 credit lab (program) = 45 hrs, 1 credit clinical = 60 hrs

### Previous Years

[BSRS Sophomore Transfer \(Class of 2023+\)](#)

## Graduation Requirements – BSRS

A Bachelor of Sciences in Radiologic Sciences (BSRS) degree is awarded to a student who has:

- Completed a minimum of 120 credits including 55 in general education and 65 in radiologic sciences. For credits required to graduate, see the general education course requirements under “Admission Requirements” or the following “Academic Plans” for each specific option.
- Achieved a cumulative GPA of 2.0 or higher.
- A student who transfers into the radiologic science program must complete a minimum of 44 credits in radiologic science credits at Bellin College.
- Completed all required course with a grade of C or higher.
- Fulfilled the student assessment test requirements.
- Successfully completed all curriculum requirements no later than six years after initial entrance into the program.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

## BSDMS Academic Plans

### Bellin College BSDMS Residency Requirement

A student who transfers into the BSDMS program must complete a minimum of 44 credits in Diagnostic Medical Sonography at Bellin College. Of the 44 credits, at least 36 credits must be within the Diagnostic Medical Sonography major. Of these 36 credits, at least 24 must be upper-level credits.

### BSDMS Academic Plans General Information

- Curriculum is subject to change.
- All major courses are offered sequentially and must be taken.
- Courses with the prefix DMS and DCS are Bellin College major courses; all other course numbers reflect general education course requirements.
- Each course is graded in its entirety. A student must be successful in all course components (i.e., class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.

## BSDMS - Cardiovascular Concentration

### Degree Type

Bachelor of Science in Diagnostic Medical Sonography (BSDMS)

A three-year academic plan of study (full-time three-semester academic year) for those with few or no prior college credits seeking a Bachelor of Science in Diagnostic Medical Sonography (BSDMS) Cardiovascular Concentration.

### Year 1 | Fall Semester

Item #	Title	Credits
BI 156	Anatomy & Physiology I	4
EN 115	Composition and Professional Writing	3
MA 101	College Algebra	3
PS 105	Introduction to Psychology	3
SS 100	Student Success	1
DMS 110	Fundamentals of Medical Imaging & Healthcare	2

## Year 1 | Spring Semester

Item #	Title	Credits
BI 256	Anatomy & Physiology II	4
CH 122	General Chemistry	4
CM 100	Health Communication	3
DMS 100	Introduction to Diagnostic Medical Sonography/Ergonomics	3

## Year 1 | Summer Semester

Item #	Title	Credits
	Humanities Elective (3 credits)	3
	General Elective (3 Credits)	3
DMS 206	Patient Care in Sonography	2
DMS 208	Sonographic Physics and Instrumentation	3
DCS 101	Introduction to ECG and Echocardiography Principles	3
DCS 222L	Echo Sonography Lab	1

## Year 2 | Fall Semester

Item #	Title	Credits
	Ethics/Philosophy Requirement (3 credits)	3
	Social Science Elective (3 credits)	3
DCS 241C	Clinical Sonography I	4
DMS 231	Vascular Sonography I	3
DCS 331	Adult Echocardiography I	3

## Year 2 | Winter Interim

Item #	Title	Credits
DMS 350	Physics Synthesis	1

## Year 2 | Spring Semester

Item #	Title	Credits
	Diversity Requirement (3 credits)	3
DCS 342C	Clinical Sonography II	4
DMS 332	Vascular Sonography II	2
DCS 431	Adult Echocardiography II	3
DCS 371	Pediatric Echocardiography I	3

## Year 2 | Summer Semester

Item #	Title	Credits
BU 320	Foundations of Healthcare Management	3
RS 302	Ancillary Imaging and Cross-Sectional Anatomy	2
	DCS 372 or DCS 360	2
DMS 350	Physics Synthesis	1
DCS 443C	Clinical Sonography III	4
DCS 461	Adult Echocardiography III / Special Procedures	2

### Year 3 | Fall Semester

Item #	Title	Credits
	General Elective (3 Credits)	3
PH 360	Contemporary Issues in Healthcare	3
DCS 444C	Clinical Sonography IV	5
DMS 433	Vascular Sonography III	2
	DCS 473 or DMS 470	2

### Year 3 | Spring Semester

Item #	Title	Credits
	Upper Division Elective (3 credits)	3
	Human Development Requirement (3 Credits)	3
BU 221	Healthcare Economics	3
DCS 445C	Clinical Sonography V	5
DCS 485	Sonography Synthesis (Vascular/Echo)	1
	Total Credits	120

#### Credit Hour Ratio

1 credit theory = 15 hrs; 1 credit lab (science) = 30 hrs; 1 credit lab (program) = 45 hrs; 1 credit clinical = 60 hrs

\*\* Physics Synthesis can be taken in the Winter Interim Year 2 if good academic standing or Winter Interim Year 3.

#### Previous Years

[BSDMS - Cardiovascular Concentration \(2022\)](#)

## BSDMS - General Vascular Concentration

### Degree Type

Bachelor of Science in Diagnostic Medical Sonography (BSDMS)

A three-year academic plan of study (full-time three-semester academic year) for those with a few or no prior college credits seeking a Bachelor of Science in Diagnostic Medical Sonography (BSDMS) General Vascular Concentration. Onset class of 2024+

### Year 1 | Fall Semester

Item #	Title	Credits
BI 156	Anatomy & Physiology I	4
EN 115	Composition and Professional Writing	3
MA 101	College Algebra	3
PS 105	Introduction to Psychology	3
SS 100	Student Success	1
DMS 110	Fundamentals of Medical Imaging & Healthcare	2

### Year 1 | Spring Semester

Item #	Title	Credits
BI 256	Anatomy & Physiology II	4
CH 122	General Chemistry	4
CM 100	Health Communication	3
DMS 100	Introduction to Diagnostic Medical Sonography/Ergonomics	3

### Year 1 | Summer Semester

Item #	Title	Credits
DMS 206	Patient Care in Sonography	2
DMS 208	Sonographic Physics and Instrumentation	3
DMS 211	Abdominal Sonography I	3
DMS 240L	Sonography Lab	1
DMS 261	OB/GYN Sonography I	3
	Ethics/Philosophy Requirement (3 credits)	3

### Year 2 | Fall Semester

Item #	Title	Credits
	General Elective (3 Credits)	3
DMS 221C	Clinical Sonography I	4
DMS 231	Vascular Sonography I	3
DMS 312	Abdominal Sonography II	3
DMS 362	OB/GYN Sonography II	3

### Year 2 | Spring Semester

Item #	Title	Credits
	Diversity Requirement (3 credits)	3
BU 221	Healthcare Economics	3
DMS 322C	Clinical Sonography II	4
DMS 332	Vascular Sonography II	2
DMS 413	Abdominal Sonography III	2
DMS 464	OB/GYN Sonography III	2

## Year 2 | Summer Semester

Item #	Title	Credits
DMS 302	Ancillary Imaging and Cross-Sectional Anatomy	2
BU 320	Foundations of Healthcare Management	3
	Humanities Elective (3 credits)	3
DMS 350	Physics Synthesis	1
DMS 423C	Clinical Sonography III	4

## Year 3 | Fall Semester

Item #	Title	Credits
	General Elective (3 Credits)	3
PH 360	Contemporary Issues in Healthcare	3
DMS 424C	Clinical Sonography IV	5
DMS 433	Vascular Sonography III	2
DMS 470	Specialized Sonography	2

## Year 3 | Spring Semester

Item #	Title	Credits
	Upper Division Elective (3 credits)	3
	Human Development Requirement (3 Credits)	3
	Social Science Elective (3 credits)	3
DMS 425C	Clinical Sonography V	5
DMS 480	Sonography Synthesis	1
	Total Credits	120

## Graduation Requirements – BSDMS

- A Bachelor of Science in Diagnostic Medical Sonography (BSDMS) degree is awarded to a student who has:
  - Completed a minimum of 120 credits including 58 in general education and 62 in Diagnostic Medical Sonography. For credits required to graduate, see the general education course requirements under “Admission Requirements” or the following “Academic Plans” for each specific option.
  - Achieved a cumulative GPA of 2.0 or higher.
  - A student who transfers into the Diagnostic Medical Sonography

program must complete a minimum of 44 credits in major credits at Bellin College.

- Completed all required courses with a grade of C or higher.
- Fulfilled the student assessment test requirements.
- Successfully completed all curriculum requirements no later than six years after initial entrance into the program.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

## Adult Echo Minor Academic Plan

### Minor Adult Echo

#### Degree Type

Bachelor of Science in Diagnostic Medical Sonography (BSDMS)

The following courses are needed to complete the adult echocardiography minor:

Item #	Title	Credits
HS 308	Nemesis: Disease and the Battle to Defeat It	3
EN 310	Empathetic Listening, Identity, and Illness	3
PH 360	Contemporary Issues in Healthcare	3
DCS 100	Introduction to Adult Echo Evaluation	1
DCS 330	Adult Echocardiography I	3
DCS 335	Echo Clinical I	1
DCS 430	Adult Echocardiography II	4
DCS 435	Echo Clinical II	1
	Total Credits	19



# BSRT Academic Plan

## BSRT Academic Plans General Information

- Curriculum is subject to change.
- Radiation Therapy courses are offered sequentially and must be taken as such.
- Courses with the prefix RT are Bellin College major courses; all other course numbers reflect general education course requirements.
- Each course is graded in its entirety. A student must be successful in all course

components (i.e., class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.

- Clinical internship sites are geographically dispersed; clinical internship site placement is determined by program officials.

## Bellin College BSRT Residency Requirement

A student who transfers into the radiation therapy program must complete a minimum of 44 credits in radiation therapy at Bellin College. Of the 44 credits, at least 36 credits must be within the Radiation Therapy major. Of these 36 credits, at least 24 must be upper-level credits.

## BSRT (Class of 2020+)

### Degree Type

Bachelor of Science in Radiation Therapy (BSRT)

A three-year academic plan of study (full-time three-semester academic year) for those with few or no prior college credits seeking a Bachelor of Science in Radiation Therapy.

### Year 1 | Fall Semester

Item #	Title	Credits
BI 156	Anatomy & Physiology I	4
EN 115	Composition and Professional Writing	3
MA 101	College Algebra	3
PS 105	Introduction to Psychology	3
SS 100	Student Success	1
RT 100	Fundamentals of Medical Imaging & Healthcare	2

### Year 1 | Spring Semester

Item #	Title	Credits
CH 122	General Chemistry	4
CM 100	Health Communication	3
RT 120	Principles of Radiologic Physics	3
RT 201	Orientation to Radiation Therapy	2

### Year 1 | Summer Semester

Item #	Title	Credits
	General Elective (3 Credits)	3
HS 204	History of Healthcare in the United States	3
PH 202	Introduction to Medical Ethics	3
RT 214	Pathology	3

## Year 2 | Fall Semester

Item #	Title	Credits
MA 230	Statistics	3
EN 310	Empathetic Listening, Identity, and Illness	3
RT 217	Quality Management in Radiation Therapy	2
RT 220	Radiation Therapy Physics	2
RT 302	Ancillary Imaging and Cross-Sectional Anatomy	2

## Year 2 | Spring Semester

Item #	Title	Credits
BU 221	Healthcare Economics	3
	Human Development Requirement (3 Credits)	3
	Diversity Requirement (3 credits)	3
RT 311	Principles and Practice of Radiation Therapy I	3
RT 325	Radiation Biology and Radiation Protection	3

## Year 2 | Summer Semester

Item #	Title	Credits
BU 320	Foundations of Healthcare Management	3
	General Elective (3 Credits)	3
RT 308	Patient Care in Radiation Therapy	3
RT 312	Principles and Practice of Radiation Therapy II	3
RT 330	Dosimetry and Treatment Planning	3

## Year 3 | Fall Semester

Item #	Title	Credits
RT 410C	Clinical Radiation Therapy I	12

## Winter Interim

Item #	Title	Credits
RT 420C	Clinical Radiation Therapy II	3

## Year 3 | Spring Semester

Item #	Title	Credits
RT 430C	Clinical Radiation Therapy III	12

## Year 3 | Summer Semester

Item #	Title	Credits
RT 440C	Clinical Radiation Therapy IV	3
RT 480	Radiation Therapy Synthesis	2
	Total Credits	120

## BSRT Traditional

### Degree Type

Bachelor of Science in Radiation Therapy (BSRT)

A three- year plan of study (full-time three-semester academic year) for those with few or no prior college credits seeking a Bachelor of Science in Radiation Therapy.

### Year 1 | Fall Semester

Item #	Title	Credits
BI 156	Anatomy & Physiology I	4
EN 115	Composition and Professional Writing	3
MA 101	College Algebra	3
PS 105	Introduction to Psychology	3
SS 100	Student Success	1
RT 100	Fundamentals of Medical Imaging & Healthcare	2

### Year 1 | Spring Semester

Item #	Title	Credits
BI 256	Anatomy & Physiology II	4
CH 122	General Chemistry	4
CM 100	Health Communication	3
RT 120	Principles of Radiologic Physics	3
RT 201	Orientation to Radiation Therapy	2

### Year 1 | Summer Semester

Item #	Title	Credits
	General Elective (3 Credits)	3
	Humanities Elective (3 credits)	3
	Philosophy/Ethics Requirement (3 Credits)	3
MA 230	Statistics	3
RT 302	Ancillary Imaging and Cross-Sectional Anatomy	2

### Year 2 | Fall Semester

Item #	Title	Credits
EN 310	Empathetic Listening, Identity, and Illness	3
RT 214	Pathology	3
RT 217	Quality Management in Radiation Therapy	2
RT 220	Radiation Therapy Physics	2
RT 277	Operational Issues in Radiation Therapy	1
	Upper Division Elective (3 credits)	3

### Year 2 | Spring Semester

Item #	Title	Credits
BU 221	Healthcare Economics	3
	Diversity Requirement (3 credits)	3
RT 311	Principles and Practice of Radiation Therapy I	3
RT 325	Radiation Biology and Radiation Protection	3
RT 330	Dosimetry and Treatment Planning	3

## Year 2 | Summer Semester

Item #	Title	Credits
BU 320	Foundations of Healthcare Management	3
RT 308	Patient Care in Radiation Therapy	3
RT 312	Principles and Practice of Radiation Therapy II	3
RT 358	Clinical Internship Seminar	1
	Human Development Requirement (3 Credits)	3

## Year 3 | Fall Semester

Item #	Title	Credits
RT 410C	Clinical Radiation Therapy I	12

## Winter Interim

Item #	Title	Credits
RT 420C	Clinical Radiation Therapy II	3

## Year 3 | Spring Semester

Item #	Title	Credits
RT 430C	Clinical Radiation Therapy III	12

## Year 3 | Summer Semester

Item #	Title	Credits
RT 440C	Clinical Radiation Therapy IV	3
RT 480	Radiation Therapy Synthesis	2
	Total Credits	120

### Previous Years

[BSRT \(Class of 2020+\)](#)

## Graduation Requirements – BSRT

A Bachelor of Sciences in Radiation Therapy (BSRT) degree is awarded to a student who has:

- Completed a minimum of 120 credits including 55 in general education and 65 in radiation therapy. For credits required to graduate, see the general education course requirements under “Admission Requirements” or the following “Academic Plans” for each specific option.
- Achieved a cumulative GPA of 2.0 or higher.
- A student who transfers into the radiation therapy program must complete a minimum of 44 credits in radiation therapy credits at Bellin College.
- Completed all required course with a grade of C or higher.
- Fulfilled the student assessment test requirements.
- Successfully completed all curriculum requirements no later than six years after initial entrance into the program.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

Students take the required general education courses at Bellin College or accredited two- or four-year institutions. Bellin College students are required to take particular general education courses if offered at Bellin College. General education courses are also accepted from accredited two or four-year institutions.

## BSSA Traditional (2022)

### **Degree Type**

Bachelor of Science in Surgical Assisting (BSSA)

## BSSA Academic Plan

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### BSSA Academic Plans General Information

- Curriculum is subject to change.
- Surgical assisting courses are offered sequentially and must be taken as such.
- Courses with the prefix SUR are Bellin College major courses; all other course numbers reflect general education course requirements.
- Each course is graded in its entirety. A student must be successful in all course components (i.e., class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.
- Summer semester Junior Year is split into two 5-week sessions. The first session consists of the completion of their ST Core Curriculum with SUR 433C (Surgical Clinical III) and SUR 415 (Surgical Synthesis I).
- Upon completion of SUR 433C and SUR 415, students are eligible to sit for their national certification exam in Surgical Technology.
- After challenging the national certification exam at least once, students can proceed into their SA courses for the second 5-week rotation summer semester junior year with SUR 330 (Introduction to Surgical Assisting) and SUR 370 (Introduction to office practice).
- Students will be granted a certificate of completion for their Surgical Technology curriculum requirements.

### Bellin College BSSA Residency Requirement

A student who transfers into the surgical assisting program must complete a minimum of 44 credits in surgical assisting at Bellin College. Of the 44 credits, at least 36 credits must be within the surgical assisting major. Of these 36 credits, at least 24 must be upper-level credits.

A three- year academic plan of study for those with few or no prior college credits seeking a Bachelor of Science in Surgical Assisting.

### Freshman Year | Semester 1 Fall

Item #	Title	Credits
BI 156	Anatomy & Physiology I	4
HC 105	Medical Terminology	2
MA 101	College Algebra	3
EN 115	Composition and Professional Writing	3
SS 100	Student Success	1
SUR 100	Introduction of Surgical Technology	2

### Freshman Year | Semester 2 Spring

Item #	Title	Credits
BI 256	Anatomy & Physiology II	4
CH 122	General Chemistry	4
CM 100	Health Communication	3
SUR 110	Fundamentals of Surgical Technology I	4

### Sophomore Year | Semester 1 Summer

Item #	Title	Credits
SUR 210	Fundamentals of Surgical Technology II	3
SUR 221	Sterile Processing	3
	Philosophy/Ethics Requirement (3 Credits)	3
SUR 207	Surgical Patient Care	3
SUR 225	Infection Prevention	3

### Sophomore Year | Semester 2 Fall

Item #	Title	Credits
BI 352	Microbiology	4
PS 105	Introduction to Psychology	3
SUR 231C	Surgical Clinical I	4
SUR 228	Surgical Pharmacology	3

### Junior Year | Semester 1 Spring

Item #	Title	Credits
	General Elective (3 Credits)	3
SUR 332C	Surgical Clinical II	4
SUR 350	Advanced Surgical Procedures	3
SUR 310	Diagnostics Basics	2
BU 221	Healthcare Economics	3

### Junior Year | Semester 2 Summer

Item #	Title	Credits
BU 320	Foundations of Healthcare Management	3
SUR 330	Introduction to Surgical Assisting	5
SUR 433C	Surgical Clinical III	2
SUR 370	Introduction to Office Practice	2
	Diversity Requirement (3 credits)	3

## Senior Year | Semester 1 Fall

Item #	Title	Credits
SUR 410	Surgical Assisting Anatomy and Techniques	4
PH 360	Contemporary Issues in Healthcare	3
SUR 441C	Surgical Assisting Clinical I	5
EN 310	Empathetic Listening, Identity, and Illness	3

## Senior Year | Semester 2 Spring

Item #	Title	Credits
	General Elective (3 Credits)	3
HD 300	Adulthood and Aging	3
SUR 420	Risk Management and Surgical Quality Standards	2
SUR 442C	Surgical Assisting Clinical II	6
SUR 485	Surgical Synthesis II	1
	Total Credits	120



# Graduation Requirements

## – BSSA

A Bachelor of Sciences in Surgical Assisting (BSSA) degree is awarded to a student who has:

- Completed a minimum of 120 credits including 55 in general education and 65 in surgical assisting. For credits required to graduate, see the general education course requirements under “Admission Requirements” or the following “Academic Plans” for each specific option.
- Achieved a cumulative GPA of 2.0 or higher.
- A student who transfers into the surgical assisting program must complete a minimum of 44 credits in radiation therapy credits at Bellin College.
- Completed all required course with a grade of C or higher.
- Fulfilled the student assessment test requirements.
- Successfully completed all curriculum requirements no later than six years after initial entrance into the program.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

Students take the required general education courses at Bellin College or accredited two- or four-year institutions. Bellin College students are required to take particular general education courses if offered at Bellin College. General education courses are also accepted from accredited two or four-year institutions.

# Courses

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## Cardiovascular Concentration

### **DCS 100 : Introduction to Adult Echo Evaluation**

An introduction to transthoracic echocardiography including 2D, M-mode, spectral and color Doppler, standard echocardiographic views, measurements, and quantitation principles for each standard view. Includes image orientation, scan techniques for each view and normal anatomical structures and patient positioning. Normal anatomy, anatomical variants, physiology, hemodynamics, and the conduction system will be discussed. Students will be required to complete one mandatory weekend scan lab intensive that demonstrates scanning skills (DCS/minor option only).

**Credits 1**

#### **Prerequisites**

Vascular Technology (RVT) credentialed through the American Registry for Diagnostic Medical Sonographers (ARDMS), a Senior student in the BSDMS GV program at Bellin College, or all previously required and concurrent courses per the academic plan, or with consent of the faculty.

### **DCS 214 : Principles of EKG/Cardiovascular Physiology**

This course is designed to present basic principles of ECG and the fundamentals of the ECG waveform. The student will be introduced to normal basic pattern and common abnormality recognition. Cardiovascular physiology, including the physiology of blood vessels throughout the body and the heart, and exercise physiology will be discussed.

**Credits 2**

#### **Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

### **DCS 222L : Echo Sonography Lab**

This course will focus on the physical scanning components of the echo sonography field. Students will learn scanning techniques correlating with curriculum that is being taught in the classroom. Students will have the opportunity to demonstrate scanning skills on each other and/or phantoms. Students will also be required to comp out on selected sonographic views.

**Credits 1**

#### **Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

### **DCS 241C : Clinical Sonography I**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations may include adult echocardiography, pediatric echocardiography, and vascular imaging. During this practicum, students will be assigned clinical competencies and objectives to demonstrate proficiency in the performance of sonographic imaging.

**Credits 4**

#### **Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

### **DCS 331 : Adult Echocardiography I**

This course introduces students to the mechanisms of disease. Students will demonstrate their knowledge for cardiovascular pathophysiology and hemodynamics, sonographic technique, measurements, quantitative principles, and Doppler patterns in both the normal heart and those with cardiac diseases. This course will cover ventricular function, ischemic cardiac disease, pericardial disease, systematic and pulmonary cardiomyopathies, and hypertensive heart disease.

**Credits 3**

#### **Prerequisites**

None

**DCS 342C : Clinical Sonography II**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations may include adult echocardiography, pediatric echocardiography, and vascular imaging. During this practicum, students will be assigned clinical competencies and objectives to demonstrate proficiency in the performance of sonographic imaging.

**Credits 4**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DCS 371 : Pediatric Echocardiography I**

This course introduces students to pediatric echocardiography techniques and procedures. Emphasis is placed on the sonographic appearance of the normal neonatal and pediatric heart. Basic scan protocols to include 2D, M-mode, Doppler, pressure gradients, and standard measurements. Overview of neonatal and pediatric patient care include age-appropriate care, patient safety, infection control, patient monitoring, vital signs, assessment, thermal regulation, sedation, and emergency care is included. The segmental approach to congenital heart disease and basic congenital heart diseases will be discussed.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DCS 372 : Pediatric Echocardiography II**

This course will cover advanced congenital heart diseases and the surgical repair methods currently available. The anatomy, hemodynamics, and rationale for each surgical approach will be discussed in the pediatric and adult heart. In depth coverage of cardiac measurements in pediatric and adult congenital echocardiography will be covered with specific emphasis of post-surgical shunts, baffles, stents, and grafts.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DCS 431 : Adult Echocardiography II**

This course introduces the students to valvular diseases and treatments including prosthetic heart valves. The pathophysiology, hemodynamics, sonographic technique, and quantitative principles of endocarditis, adult congenital heart diseases, cardiac masses, cardiac trauma, and sources of embolus will be discussed. Common arrhythmia and conduction abnormalities will be reviewed.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DCS 443C : Clinical Sonography III**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations may include adult echocardiography, pediatric echocardiography, vascular imaging, and invasive procedures. During this practicum, students will be assigned clinical competencies and objectives to continue to master their sonographic skills.

**Credits 4**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DCS 444C : Clinical Sonography IV**

This course is a rotation through various clinical settings to demonstrate proficiency in sonographic examinations. Clinical experience rotations may include adult echocardiography, pediatric echocardiography, vascular imaging, and invasive procedures. During this practicum, students will continue to be assigned clinical competencies and objectives to continue to master their sonographic skills.

**Credits 5**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DCS 445C : Clinical Sonography V**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations may include adult echocardiography, pediatric echocardiography, vascular imaging, and invasive procedures. During this practicum, students will complete all clinical competencies and objectives to demonstrate entry level proficiency as a cardiovascular sonographer. Emphasis will be placed upon independent scanning.

**Credits 5**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DCS 461 : Adult Echocardiography III / Special Procedures**

This course introduces students to utility and limitations of special procedures including enhanced, intraoperative, invasive procedures, and other special echocardiography studies. Heart transplants, cardiac assist devices, and intracardiac shunts and pressures will be discussed.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DCS 473 : Pediatric Echocardiography III**

In this course the student will explore acquired diseases in the pediatric heart. Special procedures including contrast, three-dimensional, procedures, and other special echocardiography exams will be discussed. Students will gain an understanding of research techniques and opportunities for professional development, including resume and portfolio building. In addition, students will understand upcoming and emerging technologies and the correlation of related imaging, laboratory, and functional testing procedures.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DCS 485 : Sonography Synthesis (Vascular/Echo)**

This course will enhance the transition of students into professional sonography practice. A cumulative review for the American Registry for Diagnostic Medical Sonography (ARDMS) adult echocardiography, pediatric echocardiography, and vascular boards will occur and mock boards will be given. Students may take all three board exams 60 days prior to graduation.

**Credits 1**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 360 : Interventional Procedures**

This course is designed to present advanced techniques which utilize either radiology or ultrasound to perform interventional procedures. Special procedures such as drain placements, biopsies, and cath lab interventions will be taught. Additionally, sedation techniques and patient monitoring will be included. Students will perform a shadow opportunity in either structural heart and/or cath lab.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

# Diagnostic Cardiac Sonography

## **DCS 101 : Introduction to ECG and Echocardiography Principles**

This course is an introduction to the basic principles of ECG and normal hemodynamic and physiologic anatomy. Common dysrhythmias will be discussed as well as abnormality recognition, stress testing, and the conduction system. Additionally, an introduction to cardiovascular physiology, normal anatomy, anatomical variants, physiology, and hemodynamics will be explored in relation to the echocardiographic exam. Students will be introduced to transthoracic echocardiography including 2D, M-mode, spectral and color Doppler, standard echocardiographic views, measurements, and quantitation principles for each standard view. The course will include image orientation, scan techniques for each view, normal anatomical structures, and patient positioning.

**Credits 3**

### **Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

# Diagnostic Medical Sonography

## **DMS 302 : Ancillary Imaging and Cross-Sectional Anatomy**

This course will introduce the student to the various imaging modalities within a contemporary healthcare setting. Students will gain an understanding of the patient's pathway from diagnosis to treatment. Various allied health specialties such as cardiac catheterization, CT, MRI, radionuclide imaging, sonography, women's imaging, radiology, and radiation oncology will be discussed. Cross-sectional anatomy will be covered as it relates to a patient's diagnosis.

**Credits 2**

### **Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

# Diagnostic Medical Sonography General Vascular

## **DMS 100 : Introduction to Diagnostic Medical Sonography/Ergonomics**

This course will prepare students for the new and challenging demands of sonography training in a healthcare facility. Proper ergonomics, basic sonographic terminology, physics principles, technique and equipment, and an introduction to abdominal and cerebral vasculature is included. Students will demonstrate proficiency in scanning the abdominal great vessels and cerebral vessels.

**Credits 3**

### **Prerequisites**

[DMS 110](#) or with consent of the faculty.

## **DMS 110 : Fundamentals of Medical Imaging & Healthcare**

This course provides students with an introduction to the essential elements of medical imaging and the healthcare environment. Included are topics ranging from professional history, legal and ethical implications, patient communication, and avenues for professional development and continuing education. The basic principles of sonography will be discussed. Students will begin to gain an appreciation for the medical imaging environment and the critical role it plays in the delivery of quality medical care.

**Credits 2**

### **Prerequisites**

None

## **DMS 120 : Principles of Radiographic Physics**

This course provides a foundation for the technology medical imaging. Topics discussed include atomic structure and mechanics, sound wave and transducer properties, the nature of electricity and magnetism as well as the electromagnetic spectrum. Also included are topics dealing with basic circuits and circuit theory, x-ray tube design and operation, digital imaging, x-ray production and interactions, as well as the technology fundamental to its effective usage and control. Operator and equipment safety will be emphasized throughout the course.

**Credits 3**

### **Prerequisites**

[DMS 110: Fundamentals of Medical Imaging & Healthcare](#)

**DMS 206 : Patient Care in Sonography**

This course introduces the student to fundamental patient care procedures commonly expected of medical imaging professionals. Basic nursing skills essential to the sonographer will be emphasized. Topics covered include communication strategies specific to medical imaging, patient handling techniques, infection control, medical histories and records documentation, and emergency patient care procedures. Students will develop an understanding and appreciation of the vital role the sonographer plays as a member of the health team and the professional standards of conduct expected.

**Credits 2****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 208 : Sonographic Physics and Instrumentation**

This course will cover the basic acoustical physics and waves in human tissue with an emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. Design and performance of transducers, pulse-echo imaging equipment, and Doppler and color flow equipment. The physics leading to image artifacts is described, as are methods for evaluating performance of ultrasound devices. Finally, acoustical exposure measurements and levels from diagnostic equipment are discussed, as well as biological effects and risk.

**Credits 3****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 211 : Abdominal Sonography I**

This course will focus on anatomy, physiology, pathology, and pathophysiology seen on normal and abnormal sonograms. Emphasis is placed on the sonographic anatomy liver, transplanted liver, biliary system, and pancreas with correlated laboratory exercises. The relationship of abnormal findings to patient history, physical examination and laboratory findings are stressed.

**Credits 3****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 221C : Clinical Sonography I**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations may include abdominal, OB/GYN, pediatric and vascular imaging. During this practicum, students will be assigned clinical competencies and objectives to complete.

**Credits 4****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 231 : Vascular Sonography I**

This course will focus on vascular anatomy, vascular physics and instrumentation, hemodynamics, and pathological patterns. Students will become familiar with the clinical symptoms and specific ultrasound protocols for normal and abnormal cases in vascular systems associated with peripheral and cerebrovascular disease.

**Credits 3****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 240L : Sonography Lab**

This course will focus on the physical scanning components of the sonography field. Students will learn scanning techniques correlating with curriculum that is being taught in the classroom. Students will have the opportunity to demonstrate scanning skills on each other and/or phantoms. Students will also be required to comp out on selected sonographic exams.

**Credits 1****Prerequisites**

DMS all previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 261 : OB/GYN Sonography I**

This course will focus on the relational and sonographic anatomy of the female pelvis. Cross-sectional anatomy and normal sonographic findings of the non-gravid pelvis will be emphasized. Included are discussions on gynecologic pathologies, reproduction, and infertility. Physiology and related laboratory and clinical findings for disease processes are highlighted related to the female pelvis. The biology of reproduction including normal and abnormal first-trimester findings are discussed.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 290 : Independent Study – Theory**

This course is an independent study course designed to remediate the content needed to succeed in future sonography core courses. Students build on previously acquired knowledge and experiences to prepare for their clinical experiences and future abdominal and obstetric/gynecological course work.

**Credits 1**

**Theory Hours 1****Prerequisites**

None

**DMS 312 : Abdominal Sonography II**

This course will focus on anatomy, physiology, pathology, and pathophysiology seen on normal and abnormal sonograms. Upon completion, students should be able to recognize abnormal pathological processes in the adrenal, urinary system, renal transplants, gastrointestinal tract, spleen, retroperitoneum, and previously taught Abdominal Sonography I content.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 322C : Clinical Sonography II**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations may include abdominal, OB/GYN, pediatric and vascular imaging. During this practicum, students will be assigned clinical competencies and objectives to complete.

**Credits 4**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 332 : Vascular Sonography II**

This course will focus on vascular anatomy, physics and instrumentation, hemodynamics, and pathological patterns. Students will become familiar with the clinical symptoms and specific ultrasound protocols for normal and abnormal cases in vascular systems associated with peripheral disease. Physiological testing techniques and quantitative principles will also be included.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 350 : Physics Synthesis**

This course will enhance the transition of students into professional sonography practice. Emphasis is placed on ultrasound machine manipulation and image quality. In addition, a review for Sonographic Principles and Instruments board will occur and a mock board will be given. Successful completion of the American Registry for Diagnostic Medical Sonography (ARDMS) Sonographic Principles and

**Credits 1**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.



**DMS 362 : OB/GYN Sonography II**

This course will focus on understanding embryology, sonographic evaluation of the gravid uterus, pathophysiology, and complications during pregnancy. Placental pathologies, fetal anomalies, and fetal dating will be discussed. Students will have the opportunity to practice biometric measurements and an anatomical survey on obstetrical phantoms and a simulator during this course.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 413 : Abdominal Sonography III**

This course will focus on anatomy, physiology, pathology, and pathophysiology seen on normal and abnormal sonograms of the small parts, musculoskeletal, intraoperative, and pediatric specialty exams. Students will become familiar with the clinical symptoms, lab values and specific ultrasound protocols for normal and abnormal cases. Thoracentesis, paracentesis, biopsy, and other sonographic guided procedure protocols will be taught. The student will have the opportunity to demonstrate their knowledge of sterile technique. Emphasis will also be placed on previously taught Abdominal Sonography I & II content.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 423C : Clinical Sonography III**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations may include abdominal, musculoskeletal, obstetrics/gynecology, pediatric, vascular, and invasive procedures. During this practicum, students will be assigned clinical competencies and objectives to continue to master their sonographic skills.

**Credits 4**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 424C : Clinical Sonography IV**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations may include abdominal, musculoskeletal, obstetrics/gynecology, pediatric, vascular, and invasive procedures. During this practicum, students will continue to be assigned clinical competencies and objectives to continue to master their sonographic skills. Emphasis will be placed upon off-hour sonography.

**Credits 5**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 425C : Clinical Sonography V**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations may include abdominal, musculoskeletal, obstetrics/gynecology, pediatric, vascular, and invasive procedures. During this practicum, students will complete all clinical competencies and objectives demonstrate their skillset as entry level sonographers. Emphasis will be placed upon off-hour sonography and independent scanning.

**Credits 5**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 433 : Vascular Sonography III**

This course will discuss hemodynamics, abdominal, penile, and transplant organ Doppler. Vascular statistics and quality improvement efforts will be discussed. Students will become familiar with the clinical symptoms and specific ultrasound protocols for normal and abnormal cases associated with abdominal vascular diseases, ultrasound-guided procedures, the role ultrasound plays in surgical interventions or assessments, and previously taught material from Vascular Sonography I & II.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 464 : OB/GYN Sonography III**

This course will discuss the role of ultrasound in evaluating maternal complications in pregnancy, needle obstetrical procedures (CVS sampling, Amniocentesis, PUBS, therapy), and in monitoring high risk patients. Fetal anomalies, abnormal fetal growth, labor, multiple gestations, and genetic anomalies will be covered. Students will understand the role that three-dimensional sonography plays in ob/gyn practice.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 470 : Specialized Sonography**

In this course the student will study the specialized components of the sonography profession. Specialized exams including the embryology, structure, physiology, and pathology of the fetal heart and musculoskeletal exams will be explored. Emerging technologies such as contrast and veterinary medicine will be discussed. Students will gain an understanding of teaching, research techniques, and opportunities for professional development. Mental health, burnout, ergonomic techniques, and employment information will also be included.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 480 : Sonography Synthesis**

This course will enhance the transition of students into professional sonography practice. A cumulative review for the American Registry of Diagnostic Medical Sonography (ARDMS) Abdomen, Obstetrics/Gynecology, and Vascular Technology board exams will occur. Mock board exams will be given. It is recommended that students complete three board exams.

**Credits 1**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

## General Education

**BI 156 : Anatomy & Physiology I**

The first of a two-course sequence, this course provides a lecture and laboratory study of the structure and function of human cells, tissues, and organs and body systems as they relate to human health and biology. The course stresses homeostatic control systems and coordinated body functions with an emphasis on the integumentary, skeletal, muscular, nervous, and endocrine systems.

**Discipline** NS, CR, GE

**Credits 4**

**Theory Hours 3**

**Lab Hours 1**

**Prerequisites**

None.

**BI 352 : Microbiology**

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology, biotechnology, and immunology, with emphasis on identification and characterization, disease transmission and clinical pathogenicity of microorganisms organized by organ system. Upon completion, students will be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques.

**Discipline** NS, UL, GE

**Credits 4**

**Theory Hours 3**

**Lab Hours 1**

**Prerequisites**

BI 152 Principles of Biology & BI 252 Anatomy and Physiology or consent of instructor.

**BU 221 : Healthcare Economics**

Healthcare spending has been rising immensely for decades, now accounting for a significant portion of the US economy and federal budget. Health economics is an increasing field and is a significant part of public policy in all countries throughout the world. The choice on how to pay and provide healthcare has direct effects on the wellbeing of consumers and producers of healthcare nationwide, while also playing a key role in national economic performance. In this course the students will cover a number of topics including basic economic concepts essential to healthcare, aspects of healthcare in the US, as well as healthcare reform. The students will apply economic principles to a range of important healthcare policy questions.

**Discipline** BU, SS, GE

**Credits** 3

**Prerequisites**

None.

**BU 320 : Foundations of Healthcare Management**

This course expands the student's knowledge of the organization and function of healthcare systems and their interrelationships. Concepts of planning, organizing, team building, staffing, and controlling will be discussed as they relate to the mission, values, and strategic initiatives of the system/organization. Quality improvement and the utilization of resources to deliver optimum healthcare at a reasonable cost will be addressed.

**Discipline** BU, UL, GE

**Credits** 3

**Prerequisites**

None.

**CH 122 : General Chemistry**

This course provides the opportunity for the learner to develop the knowledge and the skills process in the understanding of general chemistry. Topics covered are: metric system, problem-solving, periodic relationships, chemical reactions, equilibrium, properties of water, acids, bases, salts and gas laws as well as an introduction to organic chemistry. Students focus on skill development, communication and problem solving. Critical thinking skills are developed as students learn to collect and analyze data and work out the correct solutions.

**Discipline** NS, CR, GE

**Credits** 4

**Theory Hours** 3

**Lab Hours** 1

**Prerequisites**

[MA 101: College Algebra](#)

**CM 100 : Health Communication**

This course is an introduction to one of the fastest growing areas of the communication discipline: health communication. The course surveys current issues, theory, and research surrounding health communication, and focuses on a variety of issues, such as perceptions of health, provider-patient relationships, health organizations, health campaigns, intercultural issues, and the use of new communication technologies in healthcare. Students gain practical experience with communication in healthcare in a variety of simulated contexts.

**Discipline** HU, CM, CR, GE

**Credits** 3

**Prerequisites**

None.

**CM 110 : Customer Service in Healthcare**

This course shows students the importance of customer service in various healthcare settings while also understanding the rules and regulations that apply in those settings pertaining to issues like Electronic Health Records, HIPAA, and others. Students reflect on how respecting patient confidentiality, practicing professionalism, and acting ethically are linked to excellent customer service by both practicing customer service communication in hypothetical scenarios and thinking through the theories that guide communication in those contexts.

**Discipline** HU, SS, GE

**Credits** 3

**Prerequisites**

None

**DI 202 : Diversity Issues in Healthcare**

This course uses a multi-disciplinary approach to introduce the student to the historical, sociological, anthropological, and cultural resources for understanding the issues of diversity in healthcare in the America experience. It introduces the student to the ongoing issues of diversity that continue to be part of the practice of healthcare today.

**Discipline** DI, SS, CR, GE

**Credits** 3

**Prerequisites**

None.

**DI 212 : World Religions**

World Religions provides a survey of the major religions of the world. Students gain an introduction to the history, beliefs, practices, and sacred texts of primal religions, Judaism, Christianity, Islam, Hinduism, Buddhism, Daoism, and Confucianism, and others. Key historical and contemporary religious leaders are discussed in detail.

**Discipline** DI, HU, GE

**Credits** 3

**Prerequisites**

None.

**DI 305 : Health Equity in Contemporary Society**

This course provides a comprehensive examination of the complex factors that contribute to health disparities and inequities within contemporary society. Students will explore the social, economic, and environmental determinants of health, with a particular focus on understanding how these factors impact access to healthcare, health outcomes, and overall well-being for individuals and communities.

Through an interdisciplinary approach, the course will analyze the intersectionality of various social identities, such as race, ethnicity, socioeconomic status, and gender, and their influence on health disparities. Students will critically assess the historical and structural foundations of healthcare systems, policies, and practices, with an emphasis on the ways in which these systems can perpetuate or alleviate health inequities.

**Credits** 3

**Prerequisites**

None

**DI 326 : The Immigrant Experience in Modern American and Its Implications for Healthcare**

This course brings to light the often-untold stories of refugees and immigrants seeking to make a home in America by focusing on the modern immigrant and refugee experience of various different groups, all relevant to either or both Northeast Wisconsin and America in general. Students explore how and why these populations of immigrants and refugees come to America and the immense challenges they face in a new country with a special eye towards implications in the context of healthcare.

**Discipline** DI, HU, SS, GE, UL

**Credits** 3

**Prerequisites**

None

**DI 350 : A Social Justice Odyssey**

This course invites students to navigate the intricate pathways of equity, diversity, and social justice, drawing inspiration from the metaphor of an odyssey. Throughout this expedition, students will critically examine historical and contemporary challenges, explore intersectional perspectives, and cultivate the skills needed to navigate the complex terrain of social injustices. Students will explore the evolution of social justice movements across different historical contexts. They will analyze critical events, figures, and milestones that have shaped the pursuit of equality, understanding the impact of historical injustices on present-day social structures. Students will analyze key social justice movements in the state of Wisconsin and visit crucial places of the movements, such as movements involving the Menominee Termination Act of 1961, Milwaukee's civil Rights movement of the '60s, and the Lesbian, Gay, Bisexual, and Transgender (LGBT+) Rights Movement in Wisconsin.

**Credits** 3

**Prerequisites**

None

**EN 115 : Composition and Professional Writing**

This course provides students with college-level writing skills and principles of description, narration, comparison analysis, research, persuasion, and APA formatting. The course also includes elements of professional and technical writing.

**Discipline** WR, HU, CR, GE

**Credits** 3

**Prerequisites**

None.

**EN 204 : Gender, Equity, and Health**

This course explores the impact of intersectionality and gender in the healthcare experiences of both caregiver and patient, specifically focusing on issues of gender, gender identity, race, and socio-economic status. By bringing together personal accounts of caregivers and patients (in memoirs, books, and film) with scientific research and institutional norms, this course helps students more fully understand how different people experience and navigate the healthcare system.

**Discipline** HU, DI, GE

**Credits** 3

**Prerequisites**

None

**EN 310 : Empathetic Listening, Identity, and Illness**

This course brings together the personal, human, and intimate experiences of health and illness as told through personal accounts, fiction, memoirs, essays, poetry, and film with theoretical, scientific, and institutional understandings to create more holistic knowledge of patients' health, illness and, most importantly, identity.

**Discipline** CM, HU, UL, GE

**Credits** 3

**Prerequisites**

[EN 115](#) (or transfer equivalent)

**HC 100 : Introduction to Healthcare**

This course provides students with an overview of the healthcare delivery system. Students are exposed to the business model, team member roles, financial implications, and care options within a healthcare delivery system.

**Discipline** GE

**Credits** 3

**HC 105 : Medical Terminology**

This course introduces students to the language of medical terminology and the importance of proper medical term usage. Focus is placed on accurate spelling and pronunciation of terms; building knowledge of basic medical vocabulary with an emphasis on prefixes, suffixes, roots; combining word forms; and developing a comprehension of medical terminology related to each system of the body.

**Discipline** GE

**Credits** 2

**Prerequisites**

None.

**HD 300 : Adulthood and Aging**

This course is designed to give students an accurate understanding of the psychological changes that individual's experience as they grow across the adult life span: young adult, middle adulthood, and older adults. Students will examine the life span from an inter-professional perspective, stressing the interaction of physiological, psychological, cultural, and social aspects of human development while examining the dynamic forces that underlie and produce changes. The course will emphasize the need for identifying the ever-changing relationships between the individual and society that help to shape the experience of aging and emphasizing the topical areas in which psychological change occurs.

**Discipline** SS, UL, GE

**Credits** 3

**Prerequisites**

None.

**HS 204 : History of Healthcare in the United States**

This course focuses on the history of healthcare in the United States, from bloodletting to the baccalaureate degrees, house calls to health maintenance organizations, exams to x-rays, and many topics in between. Students will explore the effects of major social and political milestones on the evolution of healthcare. Pharmacological advances, education, disease eradication, technology, the impact of war, and care delivery will be addressed.

**Discipline** HU, GE

**Credits** 3

**Prerequisites**

None.

**HS 210 : 20th Century American History and Its Impact on Health**

Examining the Progressive Era through the Cold War, this course considers the circumstances around some of the major public health and healthcare events of the 20th century in the United States by framing them through the history that made them possible. Particularly, the course examines how the social history of 20th Century America was often tied to the health of the nation's citizens through public health initiatives, personal choices, and government responses. Covered healthcare topics include, but are not limited to, vaccinations, food and drug reform, healthcare access, and women's health.

**Discipline** HU, GE

**Credits** 3

**Prerequisites**

None

**HS 308 : Nemesis: Disease and the Battle to Defeat It**

This course focuses on several diseases that have been the scourge of mankind throughout history. It will examine the details of major diseases from the Black Death to Ebola. Students will look at the major characteristics of specific diseases and the social, political, and economic impact on human populations in the United States and throughout the world. Students will also study the battle to prevent, conquer, or cure these diseases, and identify the primary personalities who fought these battles.

**Discipline** HU, SS, UL, GE

**Credits** 3

**Prerequisites**

None.

**MA 101 : College Algebra**

The course is a study of basic algebraic techniques, including the study of the properties of elementary functions, such as polynomial, absolute value, radical, rational, exponential, and logarithmic functions. Topics include equations, inequalities, functions, and their graphs. Students interpret, analyze, solve, and formulate mathematical and real-world problems.

**Discipline** MA, CR, GE

**Credits** 3

**Prerequisites**

None.

**MA 230 : Statistics**

This course introduces students to descriptive statistics, both graphical and numerical, elementary probability, general and sampling distributions, and the fundamentals of statistical inference, including hypothesis testing, correlation, and T-testing. Statistical concept in healthcare highlighted included the difference between correlation and causation, mortality and morbidity, and efficacy and effectiveness.

**Discipline** MA, SS, GE

**Credits** 3

**Prerequisites**

None.

**NA 150 : Nursing Assistant**

The Nursing Assistant Program of Bellin College is a State of Wisconsin approved nurse aide training program designed to provide the knowledge and skills necessary to safely care for clients in the long term care and acute care setting. The course also fulfills the requirements necessary to apply for CNA certification in the State of Wisconsin.

This nursing assistant training program is reviewed every two years by the Office of Caregiver Quality of the Division of Quality Assurance of the Wisconsin Department of Health Services.

**Discipline** GE

**Credits** 3

**PH 202 : Introduction to Medical Ethics**

The medical field is comprised of an almost inexhaustible array of ethical issues. In this class, we will lay the groundwork of ethical theory and then quickly analyze ethical issues in clinical practice and social justice issues in the medical field. We will then turn to particular ethical issues, such as organ transplantation, stem cell research, euthanasia, abortion, and genetic enhancement.

**Discipline** HU, CR, PH, GE

**Credits** 3

**Prerequisites**

None.

**PH 360 : Contemporary Issues in Healthcare**

This course focuses on important issues currently facing the medical community and society at large. Topics may include cultural approaches to healthcare, disability and aging, the history of nursing homes and assisted living facilities, end of life decisions, the use of technology and electronic health records, social and political approaches to healthcare and the cost of healthcare, ethics surrounding pregnancy, vaccine ethics, medical errors, and overtreatment, among others.

**Discipline** HU, PH, SS, UL, GE

**Credits** 3

**Prerequisites**

None.

**PH 370 : Environmental Philosophy**

With the onset of climate change and issues of resource depletion, experts have warned that we are in the midst of an environmental crisis. This course will analyze the environmental crisis from both a conceptual and an ethical point of view. The students will look at the empirical elements of the current crisis, the conceptual roots of the crisis and the ways to change our understanding of the human relation to the environment by examining different ways in which to expand the realm of moral consideration to include animals, plantstand even the land as such. The students will then look at particular ethical issues that are related to the environment, which may include population and consumption, anthropogenic climate change, environmental justice and issues related to environmental health ethics, including food ethics, pollution and wasteland health effects related to climate change.

**Discipline** HU, PH, UL, GE

**Credits** 3

**Prerequisites**

None.

**PS 105 : Introduction to Psychology**

Students gain an introduction to the study of human behavior and cognitive processes. Topics include biological foundations of psychological processes, lifespan development, learning theory, personality theory, perception, memory, states of consciousness, stress and emotions and social psychology, among others.

**Discipline** SS, PS, CR, GE

**Credits** 3

**Prerequisites**

None.

**PS 107 : Social Deviance**

This course discusses the intricacies of social behavior and perception. How does social stigma and deviance factor into an individual's mental health and wellbeing? Parallels will be drawn between social treatment and interactions with stereotyped individuals and their long-term mental health levels. As much as psychological stability is based on the nuances of brain activity and capacity, there is a strong correlation between the treatment of those with prosocial behavior versus seemingly antisocial behavior and their mental stability. Students will strive to make and understand those connections in this class.

**Discipline** SS, GE

**Credits** 1

**PS 110 : Developmental Psychology**

Developmental Psychology studies human growth and development across the entire lifespan. Students learn the characteristics of development from conception to death and the various influences on the development of human beings. Topics include the biological, physical, cognitive, and socioemotional aspects of human development.

**Discipline** SS, PS, GE

**Credits** 3

**Prerequisites**

None.

**SO 105 : Introduction to Sociology**

This course provides an introduction to basic concepts and theoretical perspectives of sociology, which can be defined as the study of social and group behavior. This course provides a survey of major sociological thinkers and key topics, including the social context, the sociological perspective, and the ways in which social interactions, social institutions, social structures, and social changes affect ourselves and our world.

**Discipline** SS, GE

**Credits** 3

**Prerequisites**

None.



**SP 150 : Spanish for Health Professionals**

This course provides both future and current health professionals an introduction to the Spanish language and the cultures of Spanish-speaking persons. Students will gain familiarity with basic written and oral vocabulary to prepare them for interactions with Spanish-speaking patients in a variety of settings. No previous experience with the Spanish language is required.

**Discipline** HU, SS, DI, GE

**Credits** 3

**Prerequisites**

None.

**SS 100 : Student Success**

This course is designed to help students learn and improve skills and strategies that are essential to academic success. Topics include professionalism, time management, study skills, note-taking, test-taking strategies, stress management, reading strategies, and paper writing, among others.

**Discipline** GE

**Credits** 1

**Prerequisites**

None

**WL 101 : Yoga**

In this course, students practice foundational yoga poses to improve strength, flexibility, and balance in the body. Emphasis is placed on bringing awareness and mindfulness to the body through practicing a series of poses and breathing techniques to promote a mind body connection.

**Discipline** GE

**Credits** 1

**Prerequisites**

None.

**WL 103 : Fitness and Nutrition for You**

Fitness and Nutrition for You will explore both emerging and established topics pertaining to fitness and nutrition. This course covers fitness and nutrition principles as applied to one's own food and exercise choices to build a foundation of health for one's future.

**Discipline** GE

**Credits** 1

**Prerequisites**

None

# Radiation Therapy

**RT 100 : Fundamentals of Medical Imaging & Healthcare**

This course provides students an introduction to the essential elements of medical imaging and the healthcare environment. Included are topics ranging from school and professional history, hospital and school policies and procedures, organizational structures, the inter-relationship of select professional organizations, healthcare economics, patient communication and customer service skills, and avenues for professional development and continuing education. The basic principles of radiation protection and health and hygiene will be discussed as well as a brief introduction to the specialty areas of radiology. The student will begin to gain an appreciation for the medical imaging environment and the critical role it plays in the delivery of quality medical care.

**Credits** 2

**Prerequisites**

None

**RT 120 : Principles of Radiologic Physics**

This course provides a foundation for the technology of radiologic sciences. Topics discussed include atomic structure and mechanics the nature of electricity and magnetism, and the electromagnetic spectrum. Also included are topics dealing with basic circuits and circuit theory, x-ray tube design and operation, digital imaging, x-ray production and interactions, as well as the technology fundamental to its effective usage and control. Operator and equipment safety will be emphasized throughout the course.

**Credits** 3

**Prerequisites**

[RS 100: Fundamentals of Medical Imaging & Healthcare](#)

**RT 201 : Orientation to Radiation Therapy**

This course provides students with an overview of the foundations of radiation therapy, the treatment process, carcinogens, and professional ethics. Students will get an overview of other patient care professionals that work with oncology patients. Students will be introduced to terminology and nomenclature used in radiation therapy and will learn about historic perspectives of radiation therapy. Principles of radiation and health safety as well as professional responsibilities of the radiation therapist will be discussed and examined.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 214 : Pathology**

This course provides epidemiologic and etiologic overview of various neoplastic diseases. Central Nervous System, head, and neck, respiratory, breast, digestive, reproductive, urinary, endocrine, hematopoietic, integumentary, lymphatic, and musculoskeletal malignancies are critiqued in terms of symptoms, mechanism and patterns of spread, histology, tumor grading, staging, detection, screening and diagnosis, and treatment rationale. Common pathology will also be discussed.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 217 : Quality Management in Radiation Therapy**

This course provides an overview of general principles of quality management, continuous improvement, and safety standards in radiation therapy. Topics include the validity of quality assurance checks and how quality assurance applies clinically, testing performed on simulators and linear accelerators, brachytherapy source inventory checks and safety concerns. Major historic radiation safety events are also discussed.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 220 : Radiation Therapy Physics**

This course is the study of the fundamental physics practices and applications utilized in radiation therapy. Topics include nuclear transformation, external teletherapy units, and measurement of absorbed dose. An overview of dose distribution and scatter analysis will be given. Production of X-rays, interaction, and measurement of ionizing radiation, and quality of X-ray beams will be revisited.

**Credits 2**

**Prerequisites**

None

**RT 277 : Operational Issues in Radiation Therapy**

[This course is designed to focus on the operational issues a radiation therapist will encounter within the profession. Topics will include applicable human resource regulations, billing and reimbursement, professional and community commitment and professional development. Health IT specific to the radiation oncology environment and](#) healthcare trends that impact the radiation therapist will also be discussed.

**Credits 1**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 302 : Ancillary Imaging and Cross-Sectional Anatomy**

This course will introduce the student to the various imaging modalities within a contemporary medical imaging department. These areas include cardiovascular imaging to include cardiac catheterization, CT scanning, MRI scanning, radionuclide imaging, ultrasonography, breast imaging, DXA scanning and radiation oncology. Additionally, the special studies of arthrography and myelography will be covered from a radiography perspective. Cross-sectional anatomy will be presented as it relates to ultrasound, CT, and MRI imaging.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 308 : Patient Care in Radiation Therapy**

This course provides the fundamentals of patient care skills needed for radiation therapists. Content includes essential patient care concepts including medical assessment, physical assessment, physical assistance, patient education, infection control and aseptic technique, physiologic monitoring, venipuncture, drug administration, patient special needs, psychosocial considerations, and medical emergencies.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 311 : Principles and Practice of Radiation Therapy I**

This course is designed to provide an overview of cancer the specialty of radiation therapy. Treatment options beyond external beam radiation are discussed, such as brachytherapy and particle therapy. Overall cancer management is discussed, along with the roles and responsibilities of the radiation therapist, the treatment prescription, and treatment delivery.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 312 : Principles and Practice of Radiation Therapy II**

This course is designed to examine the multidisciplinary approaches in cancer treatment. It consists of advanced topics in radiation therapy such as chemotherapy, surgical intervention, immunotherapy, combined modalities, benign conditions, and managing side effects. Metastatic and palliative treatments and radiation therapy emergencies are also covered in this course.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 325 : Radiation Biology and Radiation Protection**

This course will address the radiobiological/biophysical events at the cellular and subcellular levels. Analysis of factors influencing radiation response of cells and tissues will be covered. Discussions will cover topics including medical aspects of radiobiology, including systemic and total body response time, dose fractionation, and volume and site as they apply to both normal and tumor biology. Students will learn about radiobiological data on graphs, charts, and survival curves.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 330 : Dosimetry and Treatment Planning**

This course will discuss the concepts of dose distribution in tissue, patient treatment approaches, and planning techniques. Topics include dosimetric considerations and calculations for photon, electron, and brachytherapy treatments. Clinical applications of treatment beams, accessories, and compensators are also discussed.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 410C : Clinical Radiation Therapy I**

Clinical Radiation Therapy I provides the student with opportunities to apply learned skills in the practice of radiation therapy. Students will progress from observation to participation in simulation, treatment planning and treatment delivery methods within radiation therapy.

**Credits 12**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 420C : Clinical Radiation Therapy II**

Clinical Radiation Therapy II progresses student skills in the practice of radiation therapy. Content is designed to provide sequential development, application and integration of concepts and theories as a practicing therapist.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 430C : Clinical Radiation Therapy III**

Clinical Radiation Therapy III will progress the students' clinical education experience. This course is a continuation of Clinical Practicum II with emphasis on critical thinking and problem solving as the student builds on previous knowledge.

**Credits** 12

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 440C : Clinical Radiation Therapy IV**

Clinical Radiation Therapy IV will complete the students' clinical education experience. This course is a continuation of Clinical Practicum III with more emphasis on critical thinking, problem solving, and completing all necessary competencies.

**Credits** 3

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RT 480 : Radiation Therapy Synthesis**

This course will enhance the transition of students into professional radiation therapy practice. It will provide an overall understanding of the knowledge and skills needed to be a successful, competent radiation therapist. Students will build a resume and practice interview skills. A cumulative review of the content categories of theory and clinical concepts in radiation therapy will prepare students for the national certification exam.

**Credits** 2

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

## Radiologic Sciences

**RS 100 : Fundamentals of Medical Imaging & Healthcare**

This course provides students an introduction to the essential elements of medical imaging and the healthcare environment. Included are topics ranging from school and professional history, hospital and school policies and procedures, organizational structures, the inter-relationship of select professional organizations, healthcare economics, patient communication and customer service skills, and avenues for professional development and continuing education. The basic principles of radiation protection and health and hygiene will be discussed as well as a brief introduction to the specialty areas of radiology. The student will begin to gain an appreciation for the medical imaging environment and the critical role it plays in the delivery of quality medical care.

**Credits** 2

**Prerequisites**

None

**RS 120 : Principles of Radiologic Physics**

This course provides a foundation for the technology of radiologic sciences. Topics discussed include atomic structure and mechanics the nature of electricity and magnetism, and the electromagnetic spectrum. Also included are topics dealing with basic circuits and circuit theory, x-ray tube design and operation, digital imaging, x-ray production and interactions, as well as the technology fundamental to its effective usage and control. Operator and equipment safety will be emphasized throughout the course.

**Credits** 3

**Prerequisites**

[RS 100.](#)

**RS 200L : Introduction to Radiographic Procedures - Lab**

**Credits** 1

**RS 201 : Image Analysis I**

This course is designed to assist students in recognizing the difference between optimal and sub-optimal radiographic images to include chest, abdomen, upper extremities, and shoulder girdle. The student will develop and implement a plan to determine the positioning and technical factors required to create an optimal image.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 204 : Radiographic Procedures I**

Radiographic Procedures I will provide information on various radiographic procedures. It is designed to give the student a working knowledge of the routine radiographic positions and their underlying anatomical features. This course will provide the foundational information that will then be applied in the course RS 204L.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**Corequisites**

[RS 204L.](#)

**RS 204L : Radiographic Procedures I – Lab**

Clinical Radiography I Lab will provide the student with the opportunity to demonstrate routine radiographic positions and their application in a radiographic room with emphasis on proper use of equipment used in radiographic imaging, safety protection devices and patient communication.

**Credits 1**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 205 : Image Production & Management**

This course provides a foundation for understanding and applying the principles of x-radiation to medical image production. Factors of image quality, image geometry, and exposure factor variables, methods of scatter control, quality control procedures, image-receptor technology, x-ray beam characteristics and exposure technique selection will be covered. Students should expect to be proficient at x-ray exposure technique preparation for general radiographic procedures.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 206C : Clinical Radiography I**

Clinical Radiography I provides the student with opportunities to apply learned positioning skills in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. Students will master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 207 : Radiographic Procedures II**

Radiologic Procedures II provides information on various radiographic procedures. It is designed to give the student a working knowledge of the routine and non-routine radiographic positions, to include fluoroscopic, mobile and trauma radiography, and the underlying anatomical features. This course provides the foundational information that will then be applied in the course RS 207L.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**Corequisites**

[RS 207L.](#)

**RS 207L : Radiographic Procedures II – Lab**

Clinical Radiography II Lab will provide the student with the opportunity to demonstrate routine as well as non-routine radiographic positions and their application in a radiographic room. Emphasis on proper use of equipment used in imaging will include the fluoroscopic unit and mobile x-ray machine as well as radiation safety protection devices.

**Credits 1**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**Corequisites**

[RS 207](#).

**RS 208 : Image Analysis II**

This course is designed to assist the student in recognizing the difference between optimal and sub-optimal radiographic images to include lower extremities, pelvis, bony thorax, spine, and skull imaging. The students will utilize the evaluation plan developed in Image Analysis I to determine the positioning and technical factors required to create an acceptable image.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 211C : Clinical Radiography II**

Clinical Radiography II provides the student with clinical application needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 220 : Patient Care in Radiologic Sciences I**

This course introduces the student to fundamental patient care procedures commonly expected of medical imaging professionals. Basic nursing skills and communication essential to the radiographer will be emphasized. Topics covered include communication strategies specific to medical imaging, patient handling techniques, human diversity, medical histories and records documentation, infection control, and vital signs. Students will develop an understanding and appreciation of the vital role the radiographer plays as a member of the healthcare team and the professional standards of the conduct expected.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 230 : Patient Care in Radiologic Sciences II**

This course is a continuation of [RS 220](#) (Patient Care in Radiologic Sciences I). In this course, topics include medical emergencies, pharmacology and the principles of drug administration, medical law and professional ethics, contrast media and the introduction of radiopharmaceuticals, non-aseptic techniques and procedures, surgical radiography and aseptic techniques, and the care of patients in medical imaging under a variety of imaging situations. Students will continue to integrate the role of the radiographer into the concept of a multidisciplinary health team.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 301 : Radiographic Pathology**

This course acquaints the future radiographer with some of the basic radiologic interpretive techniques in medical imaging evaluation. Various disease processes will be discussed and their radiologic manifestations. The general intent of this course is to give radiographers an appreciation of the challenge radiologists have in image interpretation and the vital role medical imaging professionals play in achieving optimum image quality. Students will present classroom presentations on selected disease processes.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 302 : Ancillary Imaging and Cross-Sectional Anatomy**

This course will introduce the student to the various imaging modalities within a contemporary healthcare setting. Students will gain an understanding of the patient's pathway from diagnosis to treatment. Various allied health specialties such as cardiac catheterization, CT, MRI, radionuclide imaging, sonography, women's imaging, radiology, and radiation oncology will be discussed. Cross-sectional anatomy will be covered as it relates to a patient's diagnosis.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 303C : Clinical Radiography III**

Clinical Radiography III will provide the student with essential clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist. Emphasis will be on Fluoroscopy, mobile and off-hour radiography.

**Credits 6**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 304 : Principles of Radiation Protection and Radiobiology**

This course discusses radiation protection practices as utilized in a modern medical imaging department. Radiation effects at the molecular and cellular level will be presented as well as the factors effecting biological responses to irradiation including acute and chronic effects. Federal, State, and International standards will be reviewed along with techniques and methods the professional radiographer can use to ensure minimum exposure to the general public and occupational personnel. Other topics to be covered include ALARA, personnel monitoring, equipment characteristics, department design theory and the vital role members of the radiation protection team play in keeping exposure levels to a minimum. An outside observation assignment is a requirement of this course.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 305 : Advanced Radiologic Physics**

This course is designed as a follow-up to radiologic physics and investigates the imaging technologies of fluoroscopy and image intensification, flat-panel digital technology, image display systems, film/screen imaging, computed (CR), direct radiography (DR) and computer applications in medical imaging. A particular emphasis will be placed on the use of computers in medical image formation and management (PACS). Additionally, specialized radiology equipment will be discussed including tomography, and mobile and portable units. The role of the radiographer in quality control management will be a consistent theme in this course.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.



**RS 306 : Clinical Radiography IV**

Clinical Radiography IV will provide the student with the necessary clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed during radiographic examinations. Emphasis will be on surgical, trauma and off-hour radiography.

**Credits 4**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 310 : Radiographic Pathology**

This course is designed to acquaint the future radiographer with some of the basic radiologic interpretive techniques in medical imaging evaluation. Common disease processes will be discussed as well as their radiologic manifestations. Interpretive skills used by radiologists will be emphasized as they relate to optimum medical image quality, and the role a medical imaging professional plays in delivery quality images. Classroom format will be participative with selected case study student presentations.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 333C : Clinical Radiography II**

Clinical Radiography II provides the student with clinical application needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist. Emphasis will be on general, fluoroscopy, and mobile radiography.

**Credits 4**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 343C : Clinical Radiography III**

Clinical Radiography III will provide the student with the necessary clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed during radiographic examinations. Emphasis will be on surgical, trauma, fluoroscopy, mobile radiography, and off-hour radiography.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 410 : Principles of Magnetic Resonance Imaging (MRI)**

This course provides the student with entry-level knowledge of contemporary magnetic resonance scanning. Topics to be covered include MRI nuclear physics, signal generation, protocols and sequencing, patient care and MRI safety, instrumentation and image evaluation, coil technology and applications, MRI angiography and common clinical applications of MRI scanning technology. This course is supplemented by a concurrent clinical practicum.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 410C : MRI – Clinical**

This course is designed to compliment the didactic course in MRI scanning and runs concurrently. Students will be assigned to actual MRI clinical sites and placed alongside experienced MR technologists. Areas to be covered during this clinical practicum include MR patient and physician communications, pulse sequences and scanning protocols, image quality assessment and quality control, MR scanner operation and MR patient and operator safety. Additionally, there will be clinical experience in coil selection and placement, patient positioning, patient care specific to MR scanning and MR angiography. Image critique and cross-sectional anatomy and pathology seen on MR images are included for discussion. Students completing this course should be prepared to continue the clinical requirements in preparation for MR certification.

**Credits 2****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

Co-requisite: RS410

**RS 420 : Principles of Computerized Tomographic Imaging (CT)**

This course presents the fundamental physical principles of current CT scanning technology. Topics to be covered will include a review of the historical development of CT technology, CT image production, back projection and cone-beam technologies, detector design and operation, software applications, x-ray tube design considerations, CT image geometry and image reconstruction techniques and methods to minimize dosages to patients and staff. Additionally, the patient care considerations unique to CT procedures will be discussed. An emphasis will be placed on multi-detector computerized tomography (MDCT) and its clinical applications. This course is supplemented by a concurrent clinical practicum.

**Credits 3****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**Corequisites**

[RS 420.](#)

**RS 420C : CT- Clinical**

This course compliments the didactic course in CT scanning and provides CT experiences in a contemporary CT imaging department. Students will be assigned to CT clinical sites and placed alongside experienced CT technologists. Areas to be covered during this clinical practicum include CT patient care, physician communications, CT scanning protocols, image quality assessment and quality control, CT scanner operation and patient and operator safety. Students will demonstrate competency in basic, entry-level CT procedures and will be prepared to continue the post-graduation clinical requirements for CT certification.

**Credits 2****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**Corequisites**

[RS 420.](#)

**RS 430 : Principles of Women's Imaging**

This course provides a basic understanding of the principles of mammographic imaging as well as osteoporosis detection. Included in this course will be topics such as breast anatomy and pathology, mammographic equipment design and operation, positioning skills and patient care considerations, quality control procedures, and interventional breast procedures, including basic ultrasonography of the breast. Also included will be the theory and operation of dual emission x-ray absorptiometry (DXA). Both women's imaging specialties will be supported by clinical experiences as a separate course and runs concurrently.

**Credits 3****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**Corequisites**

[RS 430C.](#)

**RS 430C : Women's Imaging – Clinical**

Students in this course will be assigned to an accredited mammography facility offering a full range of women's health services. Emphasis will be placed on breast cancer detection technologies including mammography and stereotactic localization. Additionally, students will learn the procedural skills of dual energy x-ray absorptiometry (DXA). Students should expect to develop entry-level skills necessary in a contemporary Women's Imaging department and in doing so, will begin preparation for certification in mammography and DXA scanning.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**Corequisites**

[RS 430](#).

**RS 440 : Senior Practicum**

Clinical Radiography V provides the student with essential clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital and clinic setting. The student will continue to master the skills related to the functions and procedures performed during radiographic examinations. This course will continue to place emphasis on an ever-changing environment that encourages continued development of routine radiographic procedures, as well as non-routine. The student will begin to practice performing procedures in a timely manner, as dictated by the patient situation, while maintaining image quality.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 443C : Clinical Radiology IV**

Clinical Radiography IV provides the student with essential clinical education needed in the practice of radiography. Clinical rotations will take place in hospital and clinic setting. The student will continue to master the skills related to the functions and procedures performed during radiographic examinations. This course will continue to place emphasis on an ever-changing environment that encourages continued development of routine radiographic procedures, as well as non-routine. The student will begin to practice performing procedures in a timely manner, as dictated by the patient situation, while maintaining image quality.

**Credits 4**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 450 : Senior Practicum**

Clinical Radiography VI will provide the student with the necessary clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital and clinic setting. The student will continue to master the skills and experiences related to the functions and procedures performed during radiographic examinations. Emphasis will be placed upon critical thinking skills in a complex medical imaging environment. Clinical experiences in this course will complement the completion of the student's portfolio. Students will complete the required American Registry of Radiologic Technologist clinical competencies during this course.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 453C : Clinical Radiology V**

Clinical Radiography V will provide the student with the necessary clinical education needed in the practice of radiography. Clinical rotations will take place in hospital and clinic setting. The student will continue to master the skills and experiences related to the functions and procedures performed during radiographic examinations. Emphasis will be placed upon critical thinking skills in a complex medical imaging environment. Clinical experiences in this course will complement the completion of the student's portfolio. Students will complete the required American Registry of Radiologic Technologists (ARRT) clinical competencies during this course.

**Credits 4**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 470 : Radiology Synthesis**

This course will enhance the transition of students into professional radiology practice. A cumulative review for the American Registry of Radiologic Technologists (ARRT) boards exams will occur. Mock board exam will be given.

**Credits 1**

**Prerequisites**

Enrollment in Radiology Program; senior standing.

**RT 358 : Clinical Internship Seminar**

**Credits 1**

## Surgical Assisting

**SUR 100 : Introduction of Surgical Technology**

This course provides students an introduction to the foundational elements of surgical technology. Included are topics ranging from school and professional history, basic terminology, and the roles and responsibilities of the surgical team members. An overview of sterilization and disinfection are introduced along with introduction to basic surgical instruments and supplies. Lab simulation and role shadowing are included to ensure the student has a good understanding of the role.

**Credits 2**

**SUR 110 : Fundamentals of Surgical Technology I**

This course will build upon the student's foundation of sterile technique and disinfection. Students will gain knowledge of the different types of technologies used in the surgical setting. They will learn basic technologist skills such as preoperative case planning, gowning, and gloving, and setting up the sterile field for a surgical procedure. An overview of perioperative patient care is given along with patient positioning techniques for procedures. Students will have hands on practice of surgical draping, instrument passing, instrument counts, and surgical dressing application. It will provide an overview of surgical specimen management and the importance of proper processing of specimens. This course will also provide an overview of environmental hazards in the operating room, along with the surgical technologist's role during an all-hazards preparation. Lab practice and shadowing continues.

**Credits 4**

**Theory Hours 3**

**Lab Hours 1**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 207 : Surgical Patient Care**

This course will provide students with the knowledge and skills required to provide safe patient care. Each phase of perioperative care will be reviewed, along with the potential risks to the surgical patient. Areas of emphasis will include the needs of the surgical patient, patient transportation, intraoperative positioning techniques, the surgical skin prep, electrocautery safety, and correct patient identification and procedure protocols. Urinary catheterization and emergency patient situations will also be introduced. Risk management, particularly in the form of sentinel events, will be discussed in detail. Coping mechanisms related to death and dying will also be introduced.

**Credits 3**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 210 : Fundamentals of Surgical Technology II**

In this course, students will continue to build upon their foundation of aseptic/sterile technique. Students will focus on both intraoperative and postoperative case management techniques and will begin to learn how to anticipate the needs of the surgeon. Students will gain knowledge on advanced skill sets, such as hemostasis, surgical exposure, and the placement of drains and catheters. Stages of wound healing along with wound closure devices will be discussed in detail. Students will gain knowledge of basic General, Orthopedic, and OBGYN surgical procedures, along with the instrument trays, supplies and equipment required to perform those specific procedures. Anatomy and physiology principles are applied. Students learn to take a wholistic view of procedures, including anesthesia. Lab and clinical shadowing are included in the scrub role.

**Credits 3****Theory Hours 2****Lab Hours 1****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 221 : Sterile Processing**

This course will advance the knowledge and principles of sterile processing of instruments. Students will gain a deep understanding of all types of sterilization and Instruction for Use (IFUs) requirements. Areas of focus will be placed on instrument prepping and wrapping, sterilization process, and storage and distribution for all types of surgical instrumentation and supplies. In addition, the tissue tracking for grafts used for surgical procedures and environmental disinfection practices for the operating room will be discussed. By the end of the course, the student will be able demonstrate sterile processing competencies for basic instrument trays for all specialties.

**Credits 3****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 225 : Infection Prevention**

This course will expand the student's knowledge beyond disinfection and sterile technique to an understanding of the fundamentals of infection prevention. Basic microbiology concepts will be introduced. Students will learn to identify conditions in the perioperative setting that lead to an additional risk of hospital acquired infections, along with techniques to reduce that risk. This course will also educate the student on their risks of infection during the surgical procedure, and how to mitigate those risks. Pathophysiology will be introduced for various body systems, including the diagnostic testing required and treatment options available.

**Credits 3****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 228 : Surgical Pharmacology**

This course will provide a basic understanding of the different types of drugs used for surgical procedures. Medications used in the perioperative phases of care will be reviewed. Focus will be placed on the care and handling of drugs (including radioisotopes) and solutions, dosage calculations, labeling and terminology related to pharmacology. Anesthesia will be discussed in detail, including the different phases of anesthesia and the different types of anesthesia that can be utilized for a surgical procedure. Post-anesthesia care will be discussed along with possible complications that can arise for the post-operative patient.

**Credits 3****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 231C : Surgical Clinical I**

Surgical Technology Clinical I places students at a clinical setting that will provide students with the opportunity to apply learned skills for basic surgical procedures in the operating room. Students begin to function as team members under the guidance of the instructor and authorized clinical personnel. The students will progress through the observation, second scrub, and first scrub roles.

**Credits 4****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 302 : Ancillary Imaging and Cross-Sectional Anatomy**

This course will introduce the student to the various imaging modalities within a contemporary healthcare setting. Students will gain an understanding of the patient's pathway from diagnosis to treatment. Various allied health specialties such as cardiac catheterization, CT, MRI, radionuclide imaging, sonography, women's imaging, radiology, and radiation oncology will be discussed. Cross-sectional anatomy will be covered as it relates to a patient's diagnosis.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 310 : Diagnostics Basics**

This course will introduce the student to various essential diagnostic testing and imaging relevant to surgical procedures. These areas will include cardiac catheterization, CT scanning, MRI scanning, radionuclide imaging, ultrasonography, breast imaging, DXA scanning, and radiation oncology. Cross-sectional anatomy will be presented as it relates to ultrasound, CT, and MRI imaging. Emphasis will be placed on diagnostic testing procedures that take place both pre-operatively and post-operatively, along with specialized testing that is required for specific surgical procedures.

**Credits 2**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 330 : Introduction to Surgical Assisting**

This course provides the student with an introduction to the fundamentals of surgical assisting in both a first and second role. The students will gain an understanding of the roles and responsibilities within the SA's scope of practice, along with a comprehension of the history of the surgical first assistant profession. The course will provide the students with an opportunity to apply their learned skills and extend their clinical skills to include all phases of surgical patient perioperative care. Emphasis will be placed on preoperative skills such as skin preparation and surgical draping, intraoperative skills which include retraction, hemostasis, tissue handling, and tissue approximation techniques, and postoperative management such as application of dressings and immobilization devices. This course will include a large Lab component that will include 2 hours of instructed Lab time with Faculty, and 2 hours of independent Lab practice time minimum per week.

**Credits 5**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty [including completion of surgical technology academic program/certificate. Must have challenged](#) a national surgical technology certification exam at least once.

**SUR 332C : Surgical Clinical II**

Surgical Technology Clinical II progresses student's clinical education experience. The content allows the student to continue to improve technical skills while accepting more responsibilities during surgical procedures. The students should continue to progress in First and Second scrubbing surgical procedures of increased complexity as they move towards entry-level surgical technologist abilities.

**Credits 4**

**Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 350 : Advanced Surgical Procedures**

This course expands the student's procedure knowledge to include basic and advanced procedures in all the surgical specialties. Anatomy and physiology are applied, along with the discussion of pathologies associated with each surgical procedure. Emphasis will be placed on all phases of surgical preparation, along with the procedural steps and necessary instrumentation and supplies required. Lab practice and clinical shadowing will enable the students to demonstrate appropriate surgical case setups for the different surgical specialty procedures. Students will be able to identify the fundamentals of these procedures and will then be able to apply them in the clinical settings.

**Credits 3****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 370 : Introduction to Office Practice**

This course will introduce the students to the fundamentals of the role of a surgical assistant in a surgical clinic practice. It will provide an overview of the office flow and the skills required to support the practice; including skills required to prepare patients for an office exam, assisting on office procedures, and completing the appointment. Students will gain insight on the required steps that are taken to move from scheduling the surgical procedure in the clinic to performing the surgical procedure in the operating room. Emphasis will be placed on learning to navigate through the EPIC electronic medical records system to ensure a smooth transition from student to employee. Skills lab practice and clinical observation for various specialties will be included.

**Credits 2****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty including completion of surgical technology academic program/certificate. Must have challenged a national surgical technology certification exam at least once.

**SUR 410 : Surgical Assisting Anatomy and Techniques**

This course provides the student with anatomic principles and skills required for surgical assisting. Emphasis is placed on comorbidities and how they can affect the surgical procedure along with patient outcomes. Skills such as retraction, sponging, suctioning, tourniquet placement, drain management, wound care, and dressing application for various surgical procedures will be discussed in detail and practiced in the Lab setting. Students will become proficient in all forms of skin approximation and wound closure techniques. Students will progress from application of theory in Lab, to participation on surgical procedures.

**Credits 4****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 415 : Surgical Synthesis I**

This course focuses on the preparation of students for their national certification examination for surgical technology. This class consists of cumulative review of content and clinical concepts in surgical technology that they have learned throughout their progression through the Surgical Technology academic content. We will have multiple practice exams, discuss different study techniques, and will go through the breakdown of content on the certification examinations.

**Credits 1****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.



**SUR 420 : Risk Management and Surgical Quality Standards**

This course introduces students to the basic quality standards for surgery. Regulatory standards that are required by state and federal agencies will be discussed in detail, along with specific policies and procedures that are put in place by healthcare facilities. Perioperative microbiology will be discussed, including laboratory methods used to determine specific types of microorganisms, and how they relate to infection control and prevention for the surgical patient. Students will also focus on the requirements used to reduce patient harm events. Sentinel events, both in the operating room and patient clinical settings will be discussed. Surgical errors will be assessed along with prevention techniques involving the surgical team. Communication, teamwork skills and professional responsibilities specific to the surgical assistant will be demonstrated in a simulated clinical and surgical setting.

**Credits 2****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 433C : Surgical Clinical III**

This course expands the knowledge of general and specialty surgical procedures by having the student take a wholistic approach to the procedure by incorporating pathophysiology, diagnostic interventions, infection prevention, along with surgical techniques. During this course, the student will function more independently in the first-scrub role, with emphasis on critical thinking, communication, teamwork, and problem solving.

**Credits 2****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 441C : Surgical Assisting Clinical I**

Surgical Assisting Clinical I provides the student with the opportunity to apply learned skills for assisting on surgical procedures. Students begin to function as a First Assist team member under the guidance of the Clinical Instructor and/or a Bellin College approved clinical preceptor. The students will demonstrate progression in their First Assist abilities on basic surgical procedures.

**Credits 5****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 442C : Surgical Assisting Clinical II**

Surgical Assisting Clinical II provides the student with the opportunity to refine their assisting skills. During this course, the student will progress towards independence with emphasis placed on critical thinking, problem solving, and meeting the criteria for certification and health system credentialing. The students will show significant progression in their First Assist abilities from basic to more complex surgical procedures. This course will serve as a transition from student to perspective employee.

**Credits 6****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.

**SUR 485 : Surgical Synthesis II**

This course will continue to enhance the transition of students into professional practice. It will provide an overall understanding of the knowledge and skills required to be a successful surgical assistant. Students will complete a portfolio project and continue to improve their interview skills. Cumulative review of content and clinical concepts in surgical assisting will prepare students for the CSFA certification exam.

**Credits 1****Prerequisites**

All previously required and concurrent courses per the academic plan or with consent of the faculty.