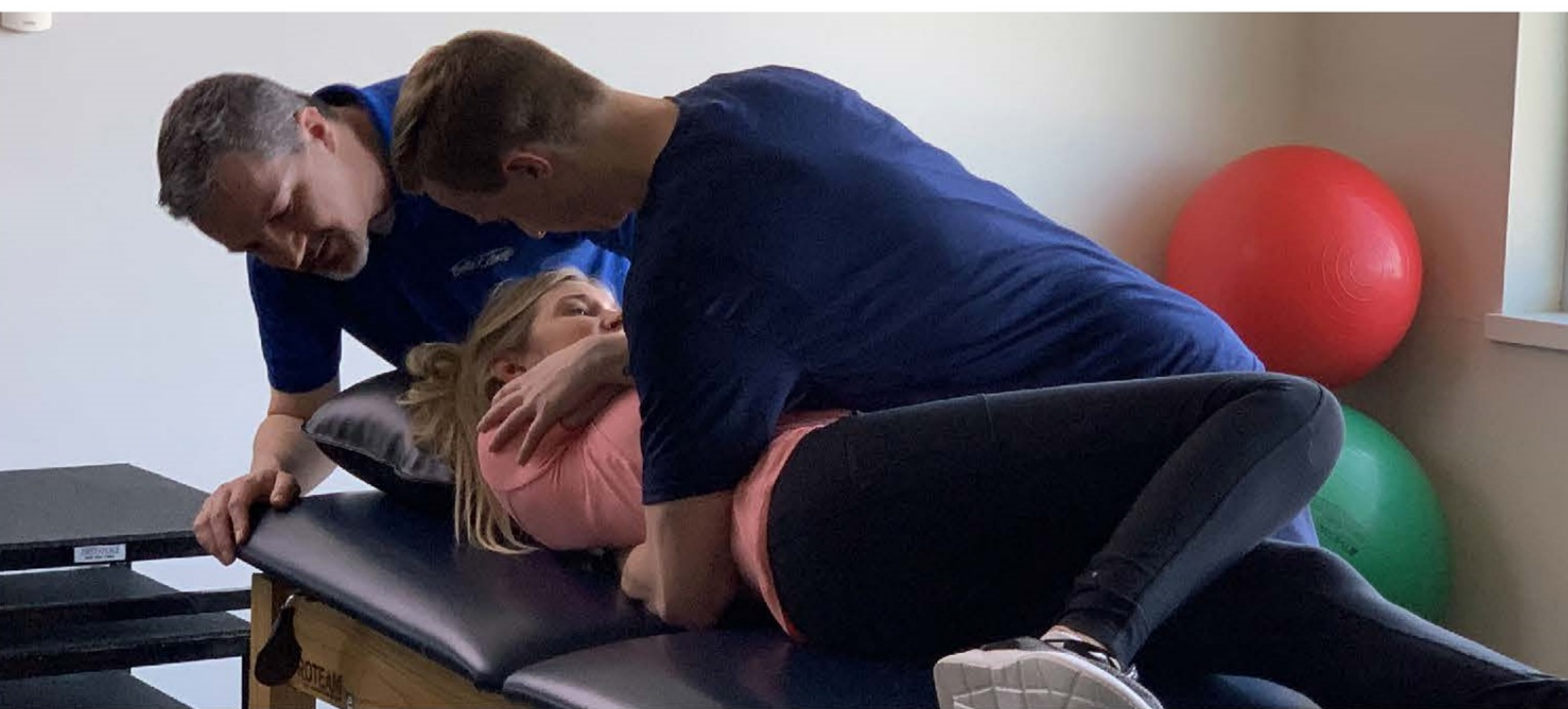


# *Bellin College*

## Doctor of Physical Therapy



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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 Orthopaedic 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

### 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 Physical Therapy Association Code of Ethics (Updated 8/12/ 2020)

The Code of Ethics for the Physical Therapist (Code of Ethics) delineates the ethical obligations of all physical therapists as determined by the House of Delegates of the American Physical Therapy Association (APTA). Bellin College DPT students are obligated to comply with these behaviors.

**Principle 1:** Physical therapists shall respect the inherent dignity and rights of all individuals. (Core Values: Compassion and Caring, Integrity)

- 1A. Physical therapists shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.
- 1B. Physical therapists shall recognize their personal biases and shall not discriminate against others in physical therapist practice, consultation, education, research, and administration

**Principle 2:** Physical therapists shall be trustworthy and compassionate in addressing the rights and needs of patients and clients. (Core Values: Altruism, Collaboration, Compassion and Caring, Duty)

- 2A. Physical therapists shall adhere to the core values of the profession and shall act in the best interests of patients and clients over the interests of the physical therapist.
- 2B. Physical therapists shall provide physical therapist services with compassionate and caring behaviors that incorporate the individual and cultural differences of patients and clients.
- 2C. Physical therapists shall provide the information necessary to allow patients or their surrogates to make informed decisions about physical therapist care or participation in clinical research.

- 2D. Physical therapists shall collaborate with patients and clients to empower them in decisions about their health care.
- 2E. Physical therapists shall protect confidential patient and client information and may disclose confidential information to appropriate authorities only when allowed or as required by law.

**Principle 3:** Physical therapists shall be accountable for making sound professional judgments. (Core Values: Collaboration, Duty, Excellence, Integrity)

- 3A. Physical therapists shall demonstrate independent and objective professional judgment in the patient's or client's best interest in all practice settings.
- 3B. Physical therapists shall demonstrate professional judgment informed by professional standards, evidence (including current literature and established best practice), practitioner experience, and patient and client values.
- 3C. Physical therapists shall make judgments within their scope of practice and level of expertise and shall communicate with, collaborate with, or refer to peers or other health care professionals when necessary.
- 3D. Physical therapists shall not engage in conflicts of interest that interfere with professional judgment.
- 3E. Physical therapists shall provide appropriate direction of and communication with physical therapist assistants and support personnel.

**Principle 4:** Physical therapists shall demonstrate integrity in their relationships with patients and clients, families, colleagues, students, research participants, other health care providers, employers, payers, and the public. (Core Value: Integrity)

- 4A. Physical therapists shall provide truthful, accurate, and relevant information and shall not make misleading representations.
- 4B. Physical therapists shall not exploit persons over whom they have supervisory, evaluative, or other authority (e.g., patients/clients, students, supervisees, research participants, or employees).
- 4C. Physical therapists shall not engage in any sexual relationship with any of their patients and clients, supervisees, or students.

- 4D. Physical therapists shall not harass anyone verbally, physically, emotionally, or sexually.
- 4E. Physical therapists shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.
- 4F. Physical therapists shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.

**Principle 5:** Physical therapists shall fulfill their legal and professional obligations. (Core Values: Accountability, Duty, Social Responsibility)

- 5A. Physical therapists shall comply with applicable local, state, and federal laws and regulations.
- 5B. Physical therapists shall have primary responsibility for supervision of physical therapist assistants and support personnel.
- 5C. Physical therapists involved in research shall abide by accepted standards governing protection of research participants.
- 5D. Physical therapists shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.
- 5E. Physical therapists who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.
- 5F. Physical therapists shall provide notice and information about alternatives for obtaining care in the event the physical therapist terminates the provider relationship while the patient or client continues to need physical therapist services.

**Principle 6:** Physical therapists shall enhance their expertise through the lifelong acquisition and refinement of knowledge, skills, abilities, and professional behaviors. (Core Value: Excellence)

- 6A. Physical therapists shall achieve and maintain professional competence.
- 6B. Physical therapists shall take responsibility for their professional development based on critical self-

assessment and reflection on changes in physical therapist practice, education, health care delivery, and technology.

- 6C. Physical therapists shall evaluate the strength of evidence and applicability of content presented during professional development activities before integrating the content or techniques into practice.
- 6D. Physical therapists shall cultivate practice environments that support professional development, lifelong learning, and excellence.

**Principle 7:** Physical therapists shall promote organizational behaviors and business practices that benefit patients and clients and society. (Core Values: Integrity, Accountability)

- 7A. Physical therapists shall promote practice environments that support autonomous and accountable professional judgments.
- 7B. Physical therapists shall seek remuneration as is deserved and reasonable for physical therapist services.
- 7C. Physical therapists shall not accept gifts or other considerations that influence or give an appearance of influencing their professional judgment.
- 7D. Physical therapists shall fully disclose any financial interest they have in products or services that they recommend to patients and clients.
- 7E. Physical therapists shall be aware of charges and shall ensure that documentation and coding for physical therapist services accurately reflect the nature and extent of the services provided.
- 7F. Physical therapists shall refrain from employment arrangements, or other arrangements, which prevent physical therapists from fulfilling professional obligations to patients and clients.

**Principle 8:** Physical therapists shall participate in efforts to meet the health needs of people locally, nationally, or globally (Core Value: Social Responsibility)

- 8A. Physical therapists shall provide pro bono physical therapist services or support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.
- 8B. Physical therapists shall advocate to reduce health disparities and health care

- inequities, improve access to health care services, and address the health, wellness, and preventive health care needs of people.
- 8C. Physical therapists shall be responsible stewards of health care resources and shall avoid overutilization or under- utilization of physical therapist services.
- 8D. Physical therapists shall educate members of the public about the benefits of physical therapy and the unique role of the physical therapist.

## Bellin College Doctor of Physical Therapy (DPT) Program Mission Statement

Bellin College is dedicated to promoting an inclusive and innovative educational environment that prepares autonomous and collaborative Doctors of Physical Therapy who are altruistic, caring, and dedicated to providing excellence in practice. Graduates and faculty will be leaders, dedicated to lifelong learning, service, and advocacy for the advancement of the profession and society.

## DPT Program Goals

- The program will promote excellence in physical therapy practice and education through an optimal learning environment that offers best practice models of contemporary physical therapy care and healthcare administration.
- The program will advance the physical therapy profession through a commitment to scholarship, leadership development, professional advocacy and partnerships.
- The program will foster diversity and inclusion across all program stakeholders.

## DPT Student/Graduate Goals

- Students/graduates will demonstrate excellence in person-centered evidence-based physical therapy care.
- Students/graduates will demonstrate a commitment to lifelong learning and leadership.

- Students/graduates will improve the health of society by providing respectful care, which is collaborative and responsive to diverse cultural health beliefs and practices.

# Admissions Policies and Procedures

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## Admissions Policies and Procedures - DPT

Bellin College to be non-discriminatory because of race, color, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status, or disability in the admission of 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 informed decisions without being subjected to high-pressure tactics. Information to prospective students is accurate, complete, and up to date. This information is provided without any requirement that the prospective student 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 their honesty, maturity, or moral character.

Specific requirements for admission to the DPT program can be found in the Bellin College Doctor of Physical Therapy Guide: Catalog and Handbook and the Bellin College website: [www.bellincollege.edu](http://www.bellincollege.edu). Students must follow the policies and procedures documented in their specific Bellin College Guide and website <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/bellin-college-guide/> at the time in which they entered.

## Bellin College Mission Statement

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

## Bellin College DPT Program Mission Statement

Bellin College is dedicated to promoting an inclusive and innovative educational environment that prepares autonomous and collaborative Doctors of Physical Therapy who are altruistic, caring, and dedicated to providing excellence in practice. Graduates and faculty will be leaders, dedicated to lifelong learning, service, and advocacy for the advancement of the profession and society.

## Admissions Requirements

Application to the Bellin College Doctor of Physical Therapy program will be made through the PTCAS website. The Bellin College Admissions Department will coordinate applications, facilitate admission material submission, and be the primary communication conduit during the admissions process. Once the application is complete, the admissions department will review the application using a standardized admissions rubric. Bellin College evaluates applicants holistically, utilizing a combination of cognitive and non-cognitive qualifications for admission. All files are reviewed on an individual basis.

Students will submit proof of the following admission requirements through the application portal:

- Completion of a Bachelor's Degree from an accredited institution of higher education; may be in progress at time of application, but must be completed by program start date.
- Recommended cumulative  $\geq$  GPA 3.0; or  $\leq$  3.0 with cumulative GPA  $\geq$  3.50 over last 60 SH/90 QH
- Pre-requisite classes; may be in progress at time of application, but must be completed by program start date.
  - Recommended GPA  $\geq$  3.0, with no course less than "C."
  - All courses need to be completed within ten years before application, except Anatomy/Physiology, which must be completed in the last five years. Exceptions may be made for practical work experience relevant to the physical therapy field.
    - 1 semester Human Anatomy with lab

- 1 semester Physiology with lab (may take 2-semester sequence Anatomy/Physiology)
- 2 semesters Chemistry with lab
- 2 semesters Physics with lab
- 2 semesters Biology with lab (Exercise Physiology class with lab may be substituted for one Biology class)
- 2 semesters Psychology
- 1 semester Statistics
- 1 credit Medical Terminology
- GRE completed within five years before application
  - Exception: Applicants with a graduate degree from a regionally accredited institution may report earlier GRE scores. Transcripts of post-graduation education must be provided.
  - There is no minimum GRE score required for admission, although achievement within the 40th percentile or Verbal + Quantitative score of 295 or above is highly recommended.
- Evidence of work experience, extracurricular, leadership, and service
- Two references (at least one from a former teacher and one from a licensed medical professional is preferred)
- Written statement of purpose
- Observation hours: Recommend eight hours in a variety of PT settings. Please note that applicants exceeding 50 observation hours are not given additional consideration during their application review.

Any course graded as "pass/fail" or "satisfactory/unsatisfactory" will not be considered in the GPA/rubric calculation. The admissions counselor will verify that "pass" or "satisfactory" represents at least a grade of C.

## Application Review & Interview Process

Admissions Staff will determine eligibility and complete the initial review. The admission staff is responsible for scoring the academic information, essays, letters of recommendation, work experience, and extracurricular activities using a standardized rubric. Any questions regarding scoring will be deferred to the Program Director. Based on these scores, students will be placed in one of five tiers:

- Tier 1, 2, 3 will be granted an interview (score  $\geq 40$  on rubric)
- Tier 4 will be placed on a waiting list for interview score (score 20-39 on rubric)
- Tier 5 will be denied admission (score  $<20$  on rubric)

Applicants who submit their application before the fall priority deadline will be interviewed during the fall semester. Otherwise, the application deadline is mid-spring semester, with interviews to follow. An on-campus interview will be encouraged, although a virtual platform option will be available if the applicant requests. The interviewer will determine a composite interview score based on a standard rubric. The interview score will be added to their initial application rubric score.

## Immunizations

The below immunizations are required to participate in the Bellin College clinical settings and progress in the curriculum plans. Before entering the clinical practicum courses, students must prove they meet the clinical agency's health requirements in which they will complete their clinical education.

Measles	Positive immune blood titer or dates of two vaccines.
Mumps	Positive immune blood titer or dates of two vaccines.
Rubella	Positive immune blood titer or dates of two vaccines.
Varicella (Chickenpox)	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.
Hepatitis B/ Heplisav-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. OR a Positive Hepatitis B Antibody Titer OR Signed Declination Form.
Meningococcal	Date of one vaccine or signed declination.
Tetanus	Td or Tdap is required. A booster is required every 10 years.
Influenza	Clinical requirements and recommendations from the Center for Disease Control (CDC) indicate flu vaccines are mandatory. Each clinical site will have flu season protocol/ requirements that students will be expected to abide by, which includes proof of receiving

	the flu vaccination. Flu vaccines are administered for free at the College in the fall of the academic year
Tuberculosis (TB)	It is a requirement of all applicants to have two TB tests before admission. The two-step TB screening involves receiving the test, then returning to have it read within a specific time period. The second step involves the process repeated one to three weeks after the first TB skin test
COVID-19	Documentation of COVID vaccine and/or booster or file request for vaccine exemption to Bellin College.  For clinical assignments: Has COVID vaccine or proof of exemption if applicable by agency, per their timeline. NOTE: Exemption from one agency does NOT mean exemption from other agencies. COVID guidelines and deadlines need to be followed per agency.

Blood titers showing immunity 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 will put the student's ability to advance through the curriculum in jeopardy.

## Criminal Background Checks

Criminal background checks of all applicants/ students are required and reviewed by the Dean of Student Services. 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.

## Drug Screen

Students must undergo a drug screen prior to entry. The Dean of Student Services 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 Concentra-Bellin Health clinic.



## 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.

## 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).

## Post-Acceptance

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 essential function standards.

All accepted students must complete the pre-entrance medical information requirements by the designated deadlines set in Viewpoint. If health requirements are not met, the student may not 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, Inc. to show they completed their immunization requirements.

## Recruitment

Each academic year, the Doctor of Physical Therapy (DPT) program will attempt to admit 34 students, allowing for a 10% increase in a given year to account for admissions attrition.

A dedicated Admissions Counselor will lead and coordinate the recruitment and admissions process for the DPT program in collaboration with the DPT program administration and faculty, Director of Admissions, and Director of Marketing. The program website will be the primary means of sharing program information to recruit prospective students. Bellin College will strive to recruit a diverse applicant pool through various outreach and marketing programs, including e-mail, social media, virtual webinars, tours/open houses, college fairs, and engagement with advisors at other colleges. Campus tours and individual appointments with the Admissions Counselors and Program Faculty will be available upon request. Promotional materials will include printable materials and digital content housed on the program website.

Program features that promote the recruitment of a diverse student population include consultation with groups speaking for underrepresented populations, targeted marketing efforts to regions of lower socioeconomic status and those classified as rural. Each fall, an assessment of the prior year applicants and admissions will be conducted with attention to diversity among our applicants and matriculated students.

## Special Considerations/ Conditional Acceptance

The admissions workgroup will review students for any special considerations and award conditional acceptance as appropriate.

Students may apply before the completion of pre-requisite classes. The student may be

conditionally accepted, contingent on successfully completing the in-progress coursework. The student must earn a "C" or better grade, and an overall pre-requisite GPA of  $\geq 3.0$  is recommended.

Students may apply before completing the GRE. However, the application review will not be completed until an official score is submitted. If a student takes the GRE multiple times, their highest score will be taken upon review of their application.

Students may apply before completing their baccalaureate degree but must hold a degree before beginning the DPT program.

## College Credits – Earning, Evaluation and Transfer

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### Transfer Credits - DPT

The DPT program will not grant advanced placement, credit for experiential learning, or transfer credits from another program or institution. All courses within the professional didactic and clinical curriculum are required.

## Academic Policies and Procedures

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### Academic Advising – DPT

Each student will be assigned a DPT faculty Academic Coach at the start of the program. The DPT faculty Academic Coach will meet with each student at least once per semester (Semester 6 and 8 may be in conjunction with the Academic Coordinator of Clinical Education). Objectives of the DPT Faculty Academic Coach are to:

1. Facilitate communication and support for the DPT student
2. Foster successful progress through close monitoring of academic performance

3. Provide professional mentorship and support to students as a means of ensuring academic success and professional development
4. Provide an avenue for students to relay urgent concerns (illness, pressing situations) to faculty
5. Serve as a conduit to further academic support and services available such as tutoring and use of the Center for Academic Success, Teaching, and Learning Excellence, and Library Services
6. Serve as a conduit to further non-academic support and services such as the Student Life Assistance Program
7. Advise and assess the co-curricular portfolio

## 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.

# 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.

## DPT Practical Examination / Skills Check Policy

### First Attempt Practical Examination / Skills Check Process

A minimum of 77% proficiency is required on all clinically related practical examinations. Safety requirements must be met at a 100% competency level. The practical examinations require the student to meet both safety and technical skill performance competencies. If a student does not perform in a safe manner, the student will receive an F grade for the practical examination; if the student earns less than 77% on the technical skill performance, the student will likewise receive an F grade for the practical examination. In either case, the student must retake the practical examination. The student

must meet both safety (100%) and technical skill performance competencies (77%) to pass the practical retake.

## Second Attempt Practical Examination / Skills Check Process

### Safety Fail

If indicated in the practical examination/skills check rubric, omission of any identified critical safety element will result in failure. Critical safety elements may include:

- using standard precautions
- introducing oneself
- wearing an identification badge
- confirming patient identity
- obtaining informed consent
- donning a gait belt

The student will be required to retake the entire practical examination/skills check.

- The grader will notify the course lead instructor of a student safety fail
- The lead instructor will inform the student of safety failure and arrange a retake
- No remediation plan is required
- The highest grade awarded for passing the second attempt practical examination/safety check will be 77%

### Traditional Fail

Should a student score below 77% on their initial attempt, the following process will occur:

- The grader will notify the course lead instructor of the failure and the reasons for failing.
- The lead instructor will notify the student of the failure and reasons for failing.
- Following the meeting, the student is required to submit a written plan of remediation to the lead instructor that will effectively prepare the student for their second attempt practical examination/skills check within two business days.
- The lead instructor will review and approve the student's remediation plan and administer the first retake practical examination.
- The highest grade awarded for passing the second attempt practical examination/safety check will be 77%.

- The lead instructor will communicate the student's status with the program director throughout the process.
- Students who fail the second attempt practical examination/safety check (score below 77%) will be allowed a third attempt (see Third Attempt Practical Examination/ Skills Check Process Policy).

## Third Attempt Practical Examination / Skills Check Process

Should a student score below 77% on their second attempt, the following process will occur:

- The lead instructor will notify the student of failure and reasons for failure.
- The student is required to submit a written **revised** plan of remediation to the lead instructor that will effectively prepare the student for their third attempt practical examination/skills check within two business days.
- The lead instructor will review and approve the student's revised remediation plan.
- The lead instructor will communicate the student's status with the program director and the clinical education coordinator.
- The student will meet with the Program Director and submit both the original and secondary remediation plans.
- Upon approval from the Program Director, the lead instructor will schedule and administer the third attempt practical examination/safety check.
- The highest grade awarded for passing the third attempt practical examination / safety check will be 70%.
- Students who fail the third attempt practical examination/safety check (score below 77%) will not be allowed to pass the course and will be placed on Academic Probation. (See the Grade and Progression Policy - DPT)

## Electronic Devices

Electronic devices include, but are not limited to, cellphones, laptop 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.

## Grade Appeal Policy

A student may appeal a grade for computation or interpretive error. No grades will be reviewed after 20 working days from official Registrar posting 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 period.

## Procedure

The grade appeal procedure is as follows:

- The student must contact the course instructor within 10 working days of the grade return.
- The course instructor will review how the grade was determined with the student based on written criteria in the course outline.
- If the issue is not resolved, the student should contact the appropriate Program Director within five working days. The student must present, in writing, the reasons he or she believes the grade should be changed. If the Program Director is also the course instructor in the appeal, a different Program Director must handle the appeal process for review of 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 instructor. 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.

## 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.

## Grading Policies – DPT

All courses in the DPT program require a final grade of C or better. Lab practicals must pass all safety criteria and the final grade to pass a lab practical must exceed 77%.

The following grading system is used to determine course achievement in classes in one's major program:

	Letter Grade	Grade Points per Credit	Numeric Grade Equivalent
	A	4.0 points	93.00-100
	AB	3.5 points	90.00-92.99
	B	3.0 points	85.00-89.99
	BC	2.5 points	82.00-84.99
Bellin College DPT Minimum Progression Requirements			
	C	2.0 points	77.00-81.99
	D	1.0 point	70.00-76.99
	F	0.0 points	Below 70.00

The grade calculation 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. Students must pass all skills check, and practical exams to pass a course and must achieve an overall course average of 77%

It is the policy of Bellin College to not offer extra credit.

## Immersion Clinical: International Travel/ Domestic Study (DPT)

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.
- 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.
- 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.

### **Repeated Courses**

DPT students may repeat a Bellin College DPT course if they do not earn a passing grade of C. This would require the student to fall back one year to the next cohort in order to meet all pre-requisite course requirements.

## **Registrar Policies and Procedures**

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### **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.

# 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 - Graduate Programs

Credit hours equate to the amount of instruction time assigned to a class. The amount of time allotted per credit varies for theory, lab, and clinical courses. (See the table below). The total instructional hours for a course are distributed

across the semester or session. In addition to instruction time, students should anticipate spending a minimum of 30 hours per credit of out of classroom preparation and study over the course duration.

Program of Study	Theory Credit Hour (classroom or online)	Lab Credit Hour	Clinical Practicum Credit Hour
Nursing	1 credit = 15 hours	1 credit = 45 hours	1 credit = 85 hours
DPT	1 credit = 15 Hours	1 credit = 30 hours	1 credit = 60 hours
DScPT & OMPT	1 credit = 15 hours	1 credit = 30 hours	1 credit = 85 hours

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, readings, and papers, outside course assignments and/or projects.

## 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.

## 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.

## 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.

## Physical Therapy Courses

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 removed 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.

## 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](#).

## Graduate Physical Therapy Tuition

- The 2024-25 tuition charge for graduate courses is \$816 per credit.

## Additional Expenses – DPT

In addition to tuition and fees, students should plan for the following additional expenses:

- Books (hard copy or e-book)
- Room and board
- Transportation
  - Most DPT courses will occur at the Bellin College – Van Asten Campus, 2620 Development Drive, Green Bay, WI. In addition, students will occasionally be required to attend classes at the Bellin College – Resch Campus, 3201 Eaton Road, Green Bay, WI; St. Norbert College Gehl-Mulva Science Center (gross anatomy lab), First Street, DePere, WI; and various remote lab locations located in the greater Green Bay area. Students are responsible for transportation to all integrated clinical experience (ICE) sites and clinical education sites.
- DPT 731 Materials Fee
- CPR Certification through American Heart Association
- American Physical Therapy Association Student Membership

## Course Audit Fee

The tuition fee for auditing a course is one-third the regular cost of that course.

## 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

## Federation of State Boards for Physical Therapy License Exam

There are a number of costs associated with (PT) licensing. DPT students should consult with FSBPT <https://www.fsbpt.org/> and the state board they wish to practice in prior to graduation.

## 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.

## Out-of-State Tuition

Bellin College does not discriminate between in or out-of-state students when determining tuition and fees costs.

# 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](http://www.va.gov) 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](http://www.vocationalrehabilitation.va.gov)
- 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](http://www.va.gov) 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)

## 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.\*

Students will need to enroll in Typhon and Viewpoint prior to their first semester of study. Further information will be sent to the student once the reservation has been paid.

- **Typhon Fee:** One-time fee required to enroll in Typhon program which is used to coordinate clinical education
- **Viewpoint Fee:** One-time fee required to enroll in Viewpoint program which is used to verify admission and enrollment requirement documents

## Financial Aid Policies and Procedures

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### 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.

### Appeal Procedure

#### Incomplete grades

A student who was placed on financial aid warning or probation due to an incomplete grade may make a written request to the Director of Financial Aid once the course is completed to again review the student's SAP status. The student will be notified in writing of the outcome of the appeal within ten business days. Possible outcomes of the appeal include remaining on financial aid warning or probation lifting the warning status and the student will once again be in good standing. Credits not completed within four weeks of the last day of the course will remain counted as attempted, but not earned credits for SAP purposes. The decision of the Director of Financial Aid is final.

### Financial Aid Probation

To appeal a financial aid probation, a student must submit a signed and dated letter of appeal to the Director of Financial Aid within 14 calendar days of notification of the probation. The letter must explain why the student failed to meet SAP standards and how the student plans to improve upon his or her academic performance if financial aid eligibility is allowed to continue. Factors which may be considered when reviewing a student's appeal may include but are not limited to: personal or immediate family illness, death in the family, natural disaster, or other extraordinary circumstances. Documentation may be required. The Director of Financial Aid and the Executive Director of Student Services will review the request and a decision will be made within ten business days of receipt of the letter and supporting documentation (if applicable). The student will be notified in writing of the decision. If the appeal is granted, the student will be allowed one additional enrollment term of financial aid warning. Only one suspension appeal will be allowed; no further appeals will be accepted. The decision of the Executive Director of Student Services and Director of Financial Aid is final.

### Return of Unearned Aid

When a student withdraws from Bellin College prior to completing an enrollment period (block, semester, session term), the College must determine the amount, if applicable, of grants and loans the student earned as of the student's withdrawal date in accordance with Section 668.22 (e) of the Higher Education Act. If the total amount of aid that the student earned is less than the amount of assistance that was disbursed to the student or parents, the difference must be returned to the aid programs from which they originated in accordance with Section 668.22 (g), (h) and (l). The student is not eligible to receive any additional disbursements of aid, if applicable, for that term of enrollment.

Bellin College will return (within 30 days of the Colleges determining the student withdrew) unearned aid on behalf of the student up to the amount of refunded tuition and fees charges paid by the student or parent on their behalf. Any additional aid returns become the responsibility of the student. 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.

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, Fergus scholarships, patron 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.

## Refund 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 to be returned to their sources. This includes the amount the student is responsible for returning within 30 days of the date the College determined the student withdrew.

## 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 Awards

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, the expected family contribution (EFC), 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, an email notification will also be sent to the student with instructions to view aid in his or her MyBC portal. A pdf of the offer letter will be available in the MyDocuments section of the 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 all enclosures and follow all instructions.

## 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.

## 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 he/she 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 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

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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.

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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 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*

## 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.

## 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

## Withdrawal Date Determination for Non-Attendance

In accordance with Section 668.22 of the Higher Education Act, 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:

- The date, as determined by the College, that the student began the withdrawal process prescribed by the College policy.

- The date, as determined by the College, that the student otherwise provided official notification to the institution or its representative, in writing or orally, of his or her intent to withdraw.
- The mid-point of the enrollment period if the student ceases to attend without providing official notification to the College of his or her intent to withdraw unless the College can document the student's last date of attendance at an academically related activity. **Please note:** See term definition below.
- The date the College determines is associated with the circumstance, if the student failed to provide official notification of the intent to withdraw due to illness, accident, grievous personal loss, or other such circumstance beyond the student's control.

## 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.

## Bellin College DPT Program-Related Essential Functions

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 student's ability to successfully complete minimum technical criteria standards as outlined by the College. Students must have the ability to perform the essential functions listed below

There are certain required abilities, standards, and qualifications necessary to achieve satisfactory competence to practice physical therapy. These essential functions are not achieved solely by gaining academic knowledge. In addition to academic knowledge, the student must meet a combination of cognitive,

psychomotor, affective, sensory, and communication skills that are required for entry level competency. The Essential Functions document allows each candidate/ student to evaluate his or her ability to successfully perform the specified tasks and complete the program.

The DPT program at Bellin College requires students to demonstrate essential functions that are expected of all physical therapists. These functions are required to ensure the safety and wellbeing of patients/ clients, colleagues, faculty, and other health care professionals. In order to be admitted to and successfully complete the requirements for a doctorate degree in physical therapy, students must be able to perform, with or without reasonable accommodations, the essential functions listed below. During matriculation, if it becomes apparent to DPT faculty and staff that the student cannot perform these essential functions with reasonable accommodations; or the accommodations are not reasonable and would put an undue hardship on the university; or that the performance of these functions would significantly increase the risk the harm or jeopardize the safety of others, the program may withdraw the offer of admission to DPT program or dismiss the student from the program. The university cannot guarantee that the clinical education facility will be able to offer the same reasonable accommodations that are made available to the University.

### Cognitive Functions

The student must have the intellectual ability to solve problems by integrating a variety of complex information from different sources in a safe, appropriate, effective, and timely manner.

1. Measure, calculate, analyze, comprehend, integrate, recall, retain and synthesize a large body of knowledge under time constraints.
2. Gather appropriate information from a variety of sources during clinical encounters, including medical records, past medical history, interviews, and examinations to make effective clinical decisions that consider the individual patient and their unique needs.
3. Critically analyze information from a variety of sources including research, literature, textbooks, lectures, class discussions, patient

demonstrations, medical history, and laboratory classes in order to make effective clinical decisions.

4. Participate in the process of scientific inquiry by applying the principles of scientific methods to read and interpret professional literature; participate in, plan, and/or conduct research; evaluate outcomes; and assess new concepts and technologies.
5. Evaluate and assess information gathered during a clinical encounter to formulate a diagnosis, prognosis, and plan of care and modify if appropriate.
6. Engage in outcomes data collection and analysis at each step of patient management as well as with discharge planning
7. Assess limitations of one's own knowledge and/or performance in order to provide safe, effective patient care and acknowledge the need to refer the patient/client to other healthcare professionals.
8. Select and disseminate appropriate, clear, and concise information to all stakeholders, including patient/client, family, health care professionals, researchers, and payers.
9. Demonstrate ability to plan, organize, supervise, and delegate in order to accomplish tasks and goals.
10. Effectively utilize technology such as computers and equipment for research, classroom assignments and clinical experiences, including electronic medical records.

## Motor Function

Students must have sufficient gross and fine motor skills, coordination, and mobility to perform all responsibilities of a physical therapist safely, accurately, and efficiently in all settings. This includes patients/clients across the lifespan and conditions involving all body systems.

1. Assume and maintain for extended periods a variety of positions and movements, including but not limited to sitting, standing, squatting, kneeling, reaching, walking, stair climbing and pushing and pulling.
2. Demonstrate appropriate and safe body mechanics and respond safely and effectively to sudden or unexpected movements of patients and/or colleagues.
3. Respond quickly to emergency situations and perform procedures such as lifting,

pulling, or pushing patients/clients, transporting patients, and applying force to perform CPR.

4. Safely, reliably, and efficiently perform required physical therapy screenings, examinations, and intervention procedures in order to evaluate and treat movement dysfunction and promote health and wellness.
5. Safely and reliably operate physical therapy related equipment, patient monitoring devices and therapeutic devices.
6. Demonstrate the required neuromuscular control and eye-hand coordination required to perform all physical therapy skills and procedures safely, reliably, and efficiently.

## Communication

Students must be able to communicate effectively utilizing the appropriate verbal and nonverbal, written, and electronic communication that is professional and meets the needs of the target audience including but limited to: colleagues, health care professionals, patients/ clients, caregivers, faculty, policy makers and payers.

1. Comprehend and interpret the verbal, non-verbal, and written communications of others and respond in an appropriate, professional manner.
2. Gather a thorough history from patients and caregivers.
3. Communicate clearly, effectively and with sensitivity both verbally and non-verbally in English with a variety of audiences.
4. Demonstrate the ability to give and receive constructive feedback.
5. Actively listen to others and modify communication style to meet the needs of the audience.
6. Communicate complex information in an appropriate, efficient and clear manner to a variety of stakeholders, including but not limited to patients, caregivers, health care professionals and third-party payers.
7. Demonstrate interpersonal skills as needed for productive classroom discussion, respectful interaction with classmates and faculty, and development of professional relationships with others.
8. Educate others by applying teaching and learning theories and methods in health care and community environments.
9. Complete reading and written assignments, document and maintain written records,

participate in group activities, present oral and written reports and provide constructive feedback.

## Sensory

Students must be able to perceive all information necessary to provide effective patient care. Students will be required to utilize their visual, auditory, and tactile sensations in order to assess patient status and detect any changes.

1. Observe audiovisual presentations, written materials, demonstrations, and physical therapy procedures.
2. Observe activity and behavior as well as changes in patient/ client status from a distance as well as closely, in order to make clinical decisions.
3. Accurately monitor and interpret results from equipment and patient monitoring systems, including therapeutic exercise equipment, therapeutic modalities, EKGs, and radiographs.
4. Ability to perform auscultation and auditory evaluation including but not limited to lungs, heart, pulse, blood pressure, joint noises and prostheses.
5. Appreciate tactile feedback related to safe and accurate application of procedures such as palpation, manual muscle testing, and joint mobilization.
6. Demonstrate ability to discern changes in body structures through observations and palpation of body surfaces.
7. Perceiving appropriate tactile feedback in order to perform examinations, procedures and skills that require application of various pressures, such as joint mobilization, palpation, and manual muscle testing.
8. Recognize the signs of disease and impairments through the use of multiple senses simultaneously including observation, palpation, smell (signs of infection or poor hygiene) auditory information (voice, lungs, and heart sounds)

## Affective

Students must be able to demonstrate emotional intelligence, maturity and respect for others and their differences. Students must be able to maintain effective, professional relationships with others, and be able to engage with sensitivity, honesty, compassion, and integrity.

1. Act in an ethical, legal, and responsible manner consistent with the Core Values and Professional Behaviors outlined by the American Physical Therapy Association.
2. Recognize and demonstrate respect for cultural, ethnic, ethical, and value differences among students, faculty, staff, patients, caregivers, and other health care professionals
3. Develop professional, empathic relationships with individuals from a variety of backgrounds, ages, and needs, based on mutual trust.
4. Develop and maintain effective, respectful working relationships with professional colleagues, peers, patients, families, and the general public.
5. Work effectively as part of a team, whether at school, in the community or as part of an interdisciplinary team.
6. Demonstrate flexibility and adaptability to changing situations and uncertainty.
7. Maintain personal hygiene at all times.
8. Recognize the impact of their own personal values, beliefs, emotions, and experiences affect perceptions and relationships with others.
9. Respond appropriately to stressful situations in the classroom and clinic.
10. Value the importance of the interprofessional team to the health and function of individual and society.
11. Effectively manage multiple demands and deadlines effectively both in the academic, clinical, and personal arena.
12. Accept responsibility for all actions, reactions, and inactions.
13. Value the importance of personal, emotional, spiritual, and professional development in professional practice.
14. Discern important environmental cues in a complex and distracting environment.

## Professional Conduct

Students must possess the ability to practice in an ethical, legal, and responsible manner. Students must be willing to learn and adopt professional standards of conduct as well as the Code of Conduct for the University. Students must abide by the core values of the profession including: compassion, integrity, altruism, professional duty, excellence, accountability, and social responsibility. Students must be able to engage in the care of all patients, in all settings.

Adopted from Faulkner University and the University of Wisconsin-Madison Department of Physical Therapy

## Resources

1. American Physical Therapy Association. Guide to Physical Therapist Practice. Alexandria, Virginia, 2008.
2. American Physical Therapy Association. Minimum Required Skills of Physical Therapist Graduates at Entry Level. BOD G11-05-20-449.
3. Ingram, D. (1997) Opinions of physical therapy education program directors on essential functions. Physical Therapy. 77: 37-45.
4. Rangel A, Wittry A, Boucher B, Sanders B. A survey of essential functions and reasonable accommodations in physical therapist education programs. (2001) Journal of Physical Therapy Education. 15: 11-19.

## 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 for students. The College recommends that students evaluate the malpractice issue and obtain coverage prior to their first clinical course if they desired. DPT students may want to consult the DPT Program Director regarding coverage. The College liability insurance only covers students during College-sponsored activities. Malpractice insurance coverage is available through the APTA or local and national insurance agencies.

## 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 Science Resource Center (HSRC) – Resources and 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.

## HSRC

The HSRC provides the link between theory and practice through simulated and hands-on learning

experiences. A variety of learning resources are used to enhance understanding, develop psychomotor skills, and build confidence in health care environment. It is comprised of:

- Advance Practice/Procedure Room
- Birthing Suite
- CT Simulator Classroom
- Diagnostic Medical Sonography Lab
- Exam Rooms - Four
- Fundamental Skill Labs
- Health Assessment Labs

- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- MRI Simulator Classroom
- Patient Lounge
- Practice Lab
- Radiology Labs – Two
- Science Lab Classroom
- Simulation Control Rooms
- Student Lounge
- Surgical Suite
- Physical Therapy Skills Lab (Mike Van Asten location)

## 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.

## Skills Lab Testing

Students will be informed by the course facilitator of the day and time of their assigned lab testing. Students are responsible for arriving promptly and being fully prepared for the test. If a student is unable to keep a testing appointment, they are expected to contact the course facilitator according to the Bellin College late exam policy. Students are required to wear their uniform (scrubs) and name badge during lab testing activities. A lab coat is optional during testing. Students who do not meet the standard set in the course syllabus will be placed on a Student Performance Notification and PASS plan.

## Wet (Cadaver) Anatomy Lab Safety

### Wet (Cadaver) Anatomy Lab Safety

Bellin College DPT students will participate in wet (cadaver) anatomy lab at St. Norbert College Gehl-Mulva Science Building through a partnership with the Medical College of Wisconsin. The following safety policies pertain to the wet (cadaver) lab.

This information must be reviewed prior to the beginning of the Anatomy term (reviewed by the

Sr. Anatomist conducting the lab). A copy of this material and Material Safety Data Sheets (MSDS) must also be made available in the Anatomy lab.

The bodies have gone through a chemical embalming process:

1. Embalming is done with an aqueous mixture of isopropyl alcohol, glycerine, phenol, formaldehyde, and methanol. Hydrite Blend 4396 (MSDS available) is diluted approximately 50% with water, and that is the solution with which the bodies are embalmed. The final dilution of embalming fluid contains approximately 27% isopropyl alcohol, 17% glycerin, 2.5% formaldehyde, and 7.5% phenol.
2. Approximately 5 gallons of a 10% alcohol (ethanol/methanol) and water solution have been added to the humidior.

Some individuals can detect formaldehyde odors as low as 0.04 ppm.

### FORMALDEHYDE HEALTH HAZARDS/ SYMPTOMS OF OVEREXPOSURE

Route of entry	Acute symptoms	Chronic Symptoms
Inhalation (Primary route of entry)	May cause eye, nose, throat irritation; eye tearing; coughing; chest tightness	May cause headaches, rhinitis, nausea, drowsiness, respiratory impairment, kidney injury, pulmonary sensitization, and tissue damage.  Linked to sleeping disorders, irritability, memory deficits, loss of concentration and mood alterations.  IARC classifies formaldehyde as a Class 1 human carcinogen for nasopharyngeal cancer. Its role in lung cancer has not been substantiated.
Skin Exposure	May cause irritation, white discoloration, hardness, and numbing; some develop sensitization dermatitis,	May cause numbness or itching rash, fingernail damage, hardening or

	characterized by the sudden eruption of blisters on eyelids, neck, face, hands, or arms.	tanning (discoloration) of the skin, sensitization. Once sensitized, symptoms can be seen with very low doses.
Eye Contact	Irritation and tearing as airborne concentration of formaldehyde vapors increase; direct contact with concentrated solutions can cause severe corneal injury and loss of vision; direct contact with dilute concentrations that can cause discomfort and irritation that may diminish over time and if treated promptly.	NA

### PHENOL HEALTH HAZARDS/SYMPTOMS OF OVEREXPOSURE

Route of entry	Acute symptoms	Chronic Symptoms
Inhalation	May cause eye, nose, throat irritation; not typically a significant route of entry, as phenol is not very volatile.	
Skin Exposure (Primary route of entry)	May cause irritation, white discoloration, hardness, and numbing; some develop sensitization dermatitis, characterized by the sudden eruption of blisters on eyelids, neck, face, hands, or arms.	Systematic disorders such as digestive disturbances, nervous system effects, and possibly by skin discoloration and eruptions; chronic phenol poisoning is characterized by vomiting, difficulty swallowing, excess salivation, diarrhea, anorexia, headache, fainting, vertigo, mental disturbances and possibly skin eruptions. Prolonged exposure may result in deposition of dark pigment in the skin.
Eye Contact	Concentrated phenol solutions are severely irritating to the eye and cause conjunctival swelling; cornea becomes white and loses sensation; can cause chemical burns from exposure.	

### 10% ETHANOL (ALCOHOL) HEALTH HAZARDS/SYMPTOMS OF OVEREXPOSURE:

Route of entry	Acute symptoms	Chronic Symptoms
Inhalation	May cause respiratory tract irritation, central nervous system depression, headache, nausea, dizziness, narcosis.	Not expected via inhalation route; chronic symptoms from ethanol overexposure typically due to ingestion
Skin Exposure	May be harmful if swallowed; can cause skin irritation.	Alcohols defat the skin, and may produce dermatitis
Eye Contact	Liquid causes eye irritation; stinging.	NA

### ISOPROPYL ALCOHOL HEALTH HAZARDS/SYMPTOMS OF OVEREXPOSURE:

Route of entry	Acute symptoms	Chronic Symptoms
Inhalation	May cause respiratory tract irritation; central nervous system depression, headache, nausea, dizziness	Not expected via inhalation route; chronic symptoms from ethanol overexposure typically due to ingestion
Skin Exposure	May be harmful if swallowed; can cause skin irritation/drying skin.	Alcohols defat the skin, and may produce dermatitis
Eye Contact	Liquid causes eye irritation; stinging.	NA

### GLYCERIN HEALTH HAZARDS/SYMPTOMS OF OVEREXPOSURE:

Route of entry	Acute symptoms	Chronic Symptoms
Inhalation	Low hazard; not volatile; inhalation of a mist may cause respiratory tract irritation .	Not expected via inhalation route unless a mist is formed
Skin Exposure	May cause skin irritation.	No info found
Eye Contact	May cause eye irritation.	No info found

## Emergency Safety Information

Familiarize yourself with the locations of eyewash stations, emergency showers, and telephone. In the event of skin exposures, wash thoroughly with soap and water. Contact Health and Wellness Services (form for reporting an accident is on-line) and inform your instructor.

In event of eye contact, flush eyes for 10-15 minutes. Contact Health and Wellness Services (form for reporting an accident is on-line) and inform your instructor.



In event you develop symptoms you believe are consistent with exposure to phenol, formaldehyde, or ethanol, notify your instructor and Health and Wellness Services. Remove yourself from the lab and go to an area of fresh air.

**Spills or Medical Assistance:** In the event of a spill or emergency medical assistance is needed, call Campus Safety from any phone inside Gehl Mulva Science (GMS) building (x3260).

**Fire Alarms:** A flashing strobe and alarm requires you to immediately close the humidor; leave the anatomy lab and building via the closest exit ; gather on the grass outside of the building where it is safe to do so. Do not re-enter the building until you are notified it is safe to do so ("All Clear").

**Tornado Alarms:** An alarm would sound with an audible message that can be heard inside and outside of the building. The "Alertus" notification system, located in the Atrium would flash and display the warning message with instructions about what to do. This means that you immediately close the humidor; move to lower levels/hallways that have no exterior windows, and stay there until the "All clear," or the horns stop alarming. You may seek shelter in any interior corridor location.

## Personal Protective Equipment (PPE)

The following PPE is required as part of the Anatomy lab:

- Safety glasses when in the anatomy lab and you (or your classmates) are dissecting.
- Double glove with nitrile gloves when working on the cadaver. Change your gloves at least every two hours, or more frequently if your hands become immersed in embalming fluid. DO NOT USE latex gloves, as latex does not provide appropriate protection.
- Closed-toe shoes must be worn in the lab; no sandals, flip flops or other shoes that expose bare feet are allowed.
- Scrubs are to be worn while working on the bodies, or any clothes dedicated to the gross lab that will not be worn elsewhere. Street clothes are not allowed, unless covered by a lab coat.

## General Safety Considerations

Please keep your dissection area clean and organized. At the end of lab, wipe down exterior handles and any exterior soiled surfaces of the humidor with paper towels. If embalming fluid leaks on the floor it can erode the floor surface over time so, please use the mop in the housekeeper's closet to clean up spills at the end of lab.

If you are using an iPad, cover the iPad with a ziplock bag to prevent contamination. That can be removed at the end of class, and you can use your iPad screen through the bag.

- Glycerin is very slippery; wipe up any inadvertent spills quickly to avoid falls.
- Wash hands thoroughly before and after removing gloves. Always wash hands prior to leaving the lab. Do not leave the lab with your gloves on!!
- No food or drink is permitted in the lab.
- Do not leave your clothing, books, instruments, or personal belongings in the lab.
- Briefcases, bookbags, or backpacks should not be brought into the cadaver areas.
- Long hair must be tied back and dangling jewelry should be removed.
- Know the location of the nearest eyewash, shower, and telephone.
- Know the exit door location and closest exit route, should there be a fire alarm in the building.
- Do not work alone in the lab.
- Report all injuries to the instructor and complete an on-line accident report.
- Keep the laboratory clean and clean up any spills immediately.
- Never leave scalpel blades unsheathed where they can injure yourself or a classmate.
- When using sharp instruments, always carry them with the tips pointing down and away from your body. Always cut away from your body. Never try and catch falling sharp instruments. Grasp sharp instruments only by the handle(s).

## Waste Disposal

- All used scalpel blades or disposable needles must be placed inside the red sharps containers for disposal. Do not fill the container more than  $\frac{3}{4}$  full; notify the Chemical Hygiene Officer (x4019) for disposal.

# Dress Code

## Dress Code for DPT 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

## 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.

## 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 Performance: Class/Lab/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. The following may result in academic monitoring:

- Failure to pass a written exam, skills check, or practical exam
- Average course grade is below 77% with at least 20% of the course completed

## 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) in each semester/session in Bellin College major and general education courses.

- Failure to attain a “C” or better in a major course or required education course.
- Receipt of an unsatisfactory clinical evaluation.
- Failure to attain a “P” in any Pass/Fail 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 from 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.

## 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 who believes their dismissal from the College has occurred in error may appeal the dismissal. The student appeal must be communicated in writing and the appeal must:

- Be received within 10 working days of receipt of notice of dismissal.
- Include a detailed narrative, along with any supporting documentation, explaining why the student believes the dismissal was made in error.
- Include student’s contact information: address, home telephone and cell phone numbers and email address.

Submit the appeal to the appropriate Academic 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”	Chief Academic Officer

# 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 reasons 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:

- Program Participants who become ineligible to practice due to loss of license.
- 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 general education courses will be dismissed (see Progression Policy which also states students may repeat a failed course one time only).
- Receipt of an incomplete in more than two enrollment sessions or two incompletes in one semester or grading period.
- If 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 five years.
- 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, visitors, and/or guests.

If any of the above occurs, the program participant will be notified immediately of their termination, unless a specific performance plan indicated otherwise. The program participant will lose access to Bellin College courses within the learning management system once terminated.

## Grade and Progression Policy – DPT

All courses require a final grade of 77% or better.

When a final grade of less than C is earned, the course facilitator is to notify both the student and DPT Program Director in writing (an email is acceptable) within one week of assigning the grade. The student will then receive a letter from the DPT Program Director informing them of the Repeat and Progression Policy. The student must retake the course and achieve a successful score.

A student receiving a final grade of less than 77% in a Physical Therapy course should be aware:

- 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, when the course is next available (following year).
- Each student situation will be reviewed on an individual basis by the Associate Dean of Physical Therapy and Chief Academic Officer.

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).

## Repeat and Progression Policy

Two DPT courses can be repeated once in an effort to remove the unsatisfactory grade from the individual's GPA computation. Students requesting to repeat a course (second attempt at the same Bellin College course) must submit a written appeal to the DPT Program Director.

Repeating a course will require a modification to the student's plan of study and will result in a delay of anticipated graduation date (possibly by one year). Subsequent course enrollment will be dependent upon meeting prerequisite or co-requisite requirements of the course.

Students who receive a final grade below a C in a repeated course will be dismissed from the program. Appeal for readmission after dismissal may be done per policy.

A course repeat related to ethical, legal, moral, or competency standards violations will be



reviewed on an individual basis by the DPT Program Director and the Chief Academic Officer. The decision is final.

## 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.

## Clinical Experience: Incomplete/Withdrawal/Failure

Students who:

- Receive an "Incomplete" while on a clinical experience will not be allowed to progress in the program until the grade is remediated to a grade of "Pass."
- Receive a "Withdrawal" from any clinical experience is subject to the College Grade and Progression Policy as described in the Catalog/Handbook. Students must meet with the CEC to establish a remediation plan.
- Receive a "Fail" from any clinical experience is subject to the College Grade and Progression Policy as described in the Catalog/Handbook. The student has the right to engage in the appeals process for failed clinical experiences as outlined in the Catalog/ Handbook

## Probations – Overview

Failure to meet the terms of classroom/lab/ clinical monitoring will result in probationary status.

A student may be placed on academic and/or professional performance/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.

## Professional Performance/ Disciplinary Issues Monitoring

- 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.

## Progression Deferment

A progression deferment is defined as a temporary, elected suspension of enrollment in a degree program for not more than 1 year. It is allowed for graduate nursing 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 previous semester of enrollment. Students must meet with the 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 Academic Advisor will assist the student in completing the Graduate Exit/Deferral Form.
- A student must request the 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, otherwise the student will be changed to withdrawn status, and will need to follow the readmit procedure.

## 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 - DPT

### 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 medical imaging as well as any Bellin College general education courses.
- Failure to maintain a 2.0 GPA each semester in Bellin College major and general

education course and summer semester in Diagnostic Medical Sonography and Radiologic Science as well as any Bellin College general education courses.

- Failure to attain a C or better in Diagnostic Medical Sonography and Radiologic Science courses.
- 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 Diagnostic Medical Sonography and Radiologic Science courses.
- Failure to meet the terms or expected outcomes of classroom/lab, and/or clinical monitoring.
- Failing the DPT mid-curricular written or practical exam on the second attempt

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 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'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).

## Academic Performance: Class/Lab/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. The following may result in academic monitoring:

- Failure to pass a written exam, skills check, or practical exam
- Average course grade is below 77% with at least 20% of the course completed
- Failure of the mid-curricular written or practical exam 1<sup>st</sup> attempt

## 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 3.0 grade point average (GPA) each semester/session in the DPT program.
- Failure to attain a grade of C or better in any DPT course.

- Failure to pass a lab practical for any course after 3 attempts
- Failure to attain a P in any Pass/Fail Physical Therapy course.
- Failure to meet the terms or expected outcomes of classroom/lab and/or clinical monitoring.
- [Failure of the mid-curricular written or practical exam after 2nd attempt](#)

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.

## 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 reasons 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:

- Program Participants who become ineligible to practice due to loss of license.



- 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 general education courses will be dismissed (see Progression Policy which also states students may repeat a failed course one time only).
- Receipt of an incomplete in more than two enrollment sessions or two incompletes in one semester or grading period.
- If 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 five years.
- 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, visitors, and/or guests.
- Failure of the mid-curricular written or practical exam after 3rd attempt

If any of the above occurs, the program participant will be notified immediately of their termination, unless a specific performance plan indicated otherwise. The program participant will lose access to Bellin College courses within the learning management system once terminated.

## DPT Academic Planning

### Doctor of Physical Therapy

#### Degree Type

Doctor of Physical Therapy

The Bellin College DPT Program emphasizes curricular threads that include human movements sciences, professionalism, evidence-based practice, and person-centered care. This curriculum spans 8 semesters and totals 106 credits.

#### Fall Semester Year 1

Item #	Title	Credits
DPT 705	Human Gross Anatomy	5
DPT 710	Human Pathophysiology	4
DPT 731	Clinical Fundamentals of Physical Therapy Practice	4
DPT 780	Introduction to Evidence-Based Practice	1
DPT 785	Professional Foundations of Physical Therapy Practice I	2

#### Spring Semester Year 1

Item #	Title	Credits
DPT 715	Human Movement Science	4
DPT 720	Applied Neuroscience	4
DPT 735	Musculoskeletal Physical Therapy I – Extremities	3
DPT 741	Therapeutic Interventions I: Exercise Testing and Prescription	4
DPT 790	Lifestyle Medicine in Physical Therapy Practice	2

## Summer Semester Year 1

Item #	Title	Credits
DPT 751	Therapeutic Interventions II: Strength, Conditioning and Special Topics	3
DPT 755	Musculoskeletal Physical Therapy II – Spine	3
DPT 760	Neurological Physical Therapy I	3
DPT 765	Medical Screening for the Physical Therapist	2
DPT 770	Applied Pain Science	1
DPT 795	Principles of Business Entrepreneurship & Administration	2
DPT 830	Pharmacology for the Physical Therapist	2

## Fall Semester Year 2

Item #	Title	Credits
DPT 745	Biophysical Agents in Rehabilitation	2
DPT 815	Movement Across the Lifespan	2
DPT 860	Neurological Physical Therapy II	2
DPT 870	Cardiovascular & Pulmonary Physical Therapy	4
DPT 890	Clinical Education I	4

## Spring Semester Year 2

Item #	Title	Credits
DPT 835	Musculoskeletal Physical Therapy III – Advanced Topics	3
DPT 865	Neurological Physical Therapy III	2
DPT 875	Pediatric Physical Therapy	3
DPT 880	Applied Biostatistics and Research Methodology	2
DPT 930	Diagnostic Imaging for the Physical Therapist	2

## Summer Semester Year 2

Item #	Title	Credits
DPT 990	Clinical Education II	8
DPT 995	DPT Capstone I	1

## Fall Semester Year 3

Item #	Title	Credits
DPT 882	Healthcare Ethics	2
DPT 950	Management of Integumentary and Lymphatic Conditions	2
DPT 960	Prosthetics and Orthotics in Rehabilitation	2
DPT 970	Geriatric Physical Therapy	3
DPT 975	Physical Therapist Management of the Medically Complex Person	3
DPT 985	Professional Foundations of Physical Therapy Practice II	1

## Spring Semester Year 3

Item #	Title	Credits
DPT 993	Clinical Education III	8
DPT 997	DPT Capstone II	1
	Total Credits	106

# Graduation Requirements

## – DPT

A Doctor of Physical Therapy degree is awarded to a student who has completed the program of study and:

- Completed all courses with a grade of C or higher.
- Successfully completed Student Assessment requirements.
- Successfully completed the Capstone Scholarly Project.
- Successfully completed the ePortfolio.
- Submitted Intent to Graduate Form (available on the College web site).
- Completed the above within five years from start in the DPT 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.

## Graduate Student E-Portfolio – Assessment of Student Academic Achievement

The DPT student E-portfolio is the second of the final graduate program projects and demonstrates that the student has achieved the DPT Program co-curricular Outcomes.

Assessment of student academic achievement is an integral part of the curriculum and of the student's learning experience. Assessment is a process to determine the extent of achievement toward pre-established outcomes for individual students and the aggregate data is used to enhance overall institutional effectiveness, including the integrity of the curriculum in facilitating student achievement of the Program Outcomes and enhancing curriculum development through continuous improvement. This process is a joint effort between the student and faculty.

Each DPT course has written outcomes that must be successfully completed in order for the student to complete the course and each course

is designed to facilitate the process toward the Graduate Program Outcomes. Course activities that support the curricula are designed to develop the cognitive, psychomotor, and affective skills necessary to meet the Program Outcomes. These include the integration of various Physical Therapy roles, synthesis of theory and advanced knowledge (Physical Therapy and related disciplines) and integration of research/scholarly activities into specialized advanced roles. Additionally, it includes providing leadership in intra-professional and inter-professional systems that promote improved processes and outcomes and the analysis of Physical Therapy leadership responsibilities in shaping policy, responding to inter-cultural and global communities and in promoting the health of population groups.

The E-portfolio project is graded as Pass (P) or Fail (F), dependent upon the successful completion of the Capstone I and II course objectives. Students must successfully complete the E-portfolio project in order to be eligible for graduation.

An introduction to the E-Portfolio Project will take place during the first semester (Professional Foundations I). Students will be assigned a "Capstone Project Repository Course" that will contain additional e-portfolio resources.

## Portfolio Artifacts

Assessment artifacts that a student may include in their portfolio include written projects and papers, evaluation and feedback forms, presentations, evidence of group process, evidence of community service, professional service, or service to the college. The portfolio must be submitted in an online format for student and faculty to review. The student is responsible for collecting the artifacts in a Graduate Student Portfolio that will be reviewed at the end of all course work and prior to graduation.

## Student Responsibilities

Program Progression: Students must meet all course requirements, identify, and collect materials for their Graduate Student Portfolio and demonstrate successful completion of the Program Outcomes before graduation.

## Portfolio Confidentiality

Only DPT program faculty and necessary academic administration (Chief Academic Officer and President) will have access to the E-Portfolio for academic review purposes (i.e. academic accreditors). The exported copy of the E-Portfolio will be archived in Canvas and accessed only for future academic accreditation purposes. Any other access to the student's E-Portfolio by parties other than those stated above will be prohibited without the express written consent of the student.

## Institutional Review Board Information

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).

## Mid-Curricular Exam

The mid-curricular exams are used to assess student learning in a summative format prior to the first and second internships. This exam ensures that students have the didactic knowledge and psychomotor skills to progress to the internship phase of the curriculum while providing a learning assessment to identify gaps in specific knowledge areas. This process is broken down into two multiple-choice, board-style tests and two practical examinations. The first written exam occurs during the first two weeks of the third trimester and the second during the last two weeks of the fourth trimester. The first exam covers science content from Human Anatomy, Pathophysiology, Human Movement Science, and Applied Neuroscience.

The second exam covers clinical topics including Clinical Fundamentals of Physical Therapy Practice, Musculoskeletal I and II, Therapeutic Interventions I and II, Medical Screening, Pain Science, Neurological Physical Therapy I,

Pharmacology, and Lifestyle Medicine. Other non-clinical topics are also included in this exam from Evidence-Based Practice, Professional Foundations, and Business Entrepreneurship and Administration.

The DPT program faculty develop questions for the written exam. The time allotment for the written exam is 72 seconds per question simulating the same time per question as the National Physical Therapy Licensing Board Exam. The test is broken into two 50-question sections with a 15-minute break occurring in between.

Upon conclusion of the written exam, students will be provided a breakdown of incorrect content sections and systems to guide future study and remediation efforts. Students must pass both mid-curricular exams with a grade of 70%.

A student failing the first attempt will be provided with an analysis of items missed. They will be placed on academic monitoring and required to meet with their Academic Coach to develop a remediation plan. The Academic Coach will sign off on the remediation plan, and the student will receive a minimum time frame of one week for remediation before attempting to take the test on a second occasion. If the student fails the second attempt, an analysis of missed items will be provided. The student will be placed on academic probation and required to meet with the program director to develop a remediation plan that may include repeating course sections or whole courses. Upon successful completion of those courses, the student will be allowed a third attempt. If the student fails the third attempt, the student will be dismissed from the program.

The mid-curricular practical examinations will involve the student simulating a physical therapy session based on a case study. The practical exams will occur during the latter half of the 3<sup>rd</sup> and 5<sup>th</sup> academic semesters. The practical exams will be observed by a licensed physical therapist who will perform debriefing immediately following the experience. The practical exams will be digitally recorded and reviewed by the student to facilitate reflection on the experience. Students will meet with a faculty member within 10 days following exam completion for guided reflection and the development of an action plan to address any performance deficits. The practical exam will be graded as pass/fail based

on a rubric. Failure to pass the practical exam will result in the same remediation process as listed previously for the written exam.

## Scholarly Project

The DPT Scholarly Project is one of the final graduate program projects and is a component of DPT 995 and DPT 997. It demonstrates the student's cumulative knowledge and ability to integrate evidence into practice. The project is focused on a substantive area of professional scholarly interest and displays developing expertise. With mentoring by selected graduate faculty, the student develops an in-depth research project that is either a case report or participation in an experimental or quasi experimental design study. The final scholarly product should benefit an area of professional clinical or educational practice and demonstrate scholarly voice in written work. Ultimately, the scholarly project should demonstrate meaningful commitment and practical application for leadership in improving patient care.

The scholarly project is graded as Pass (P) or Fail (F) within the Capstone I and II courses. Passing Capstone I and II is dependent upon the successful completion of the course objectives. Students must successfully complete the Scholarly Project and its dissemination in order to be eligible for graduation.

# Courses

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## Doctor of Physical Therapy

### **DPT 705 : Human Gross Anatomy**

This course will address human anatomy from a structural and functional perspective, incorporating both micro- and macro-anatomy formats. An emphasis will be placed on relationships between musculoskeletal, neurological, and vascular systems through the lens of the movement science. Laboratory sessions include both dry and wet lab exploration of models, diagrams, images, and cadavers.

**Credits** 5

### **DPT 710 : Human Pathophysiology**

This course will cover cellular and systems physiology from a normative and pathological perspective. Human body systems are examined with an emphasis on the cardiovascular, pulmonary, musculoskeletal, and nervous systems. Additional topics include the genitourinary and renal, gastrointestinal, hematologic, hepatic, immune, integumentary, and lymphatic systems. Pathophysiology considerations for viral and bacterial infections, genetics, immunology, oncology, and chronic non-communicable disease will be examined. Human response and adaptation to aerobic and anaerobic exercise will be integrated into the learning content for each system.

**Credits** 4

### **DPT 715 : Human Movement Science**

This course will introduce students to comprehensive human movement and biomechanical analyses including muscle function and joint kinematics. An emphasis on both isolated and functional movement of the limbs and appendicular skeleton, including gait, sit to stand, occupational and functional tasks will be covered. Lab activities include kinematic analysis using technology for patients with a variety of movement disorders.

**Credits** 4

### **DPT 720 : Applied Neuroscience**

The purpose of this course is for students to learn the fundamentals of how the human nervous system is constructed (neuroanatomy) and how it works (neurophysiology). Clinical examples will be utilized throughout the course to illustrate the relationship between “neuroscience” and the practice of physical therapy. Lectures will provide an overview of the human nervous system, with primary focus on the central nervous system. The peripheral nervous system will also be discussed. During structured laboratory sessions, students will examine virtual vs “wet” specimens, models, and images of human brain and spinal cord. Additional laboratory sessions will address clinical aspects of human neuroscience including psychomotor skill development for completion of components of the neurological screening examination.

**Credits** 4

### **DPT 731 : Clinical Fundamentals of Physical Therapy Practice**

This course will introduce students to fundamental aspects of physical therapy practice necessary for beginning immersion into the clinical environment. Emphasis is placed on safety principles related to infection prevention, identification of lines/tubes, selection and fit of assistive devices, and beginning patient handling skills for bed mobility, transfers, ambulation, and wheelchair mobility. Learners will also develop familiarity with various examination procedures including vital signs assessment, palpation, range of motion assessment with goniometry, and muscle strength assessment with manual muscle testing and dynamometry. This course includes part-time integrated clinical education (ICE) hours for students to develop their professional identity and reinforce laboratory content.

**Credits** 4

**DPT 735 : Musculoskeletal Physical Therapy I – Extremities**

This course will introduce the student to the management of extremity musculoskeletal disorders. Learners will examine various extremity neuro-musculoskeletal conditions, surgical procedures, and injuries. An emphasis will be placed on the examination principles and progress psychomotor skills related to palpation, and evidence-based interventions emphasizing person-centered education, manual therapy, and therapeutic exercise of the extremities. These principles will be integrated into a standardized clinical reasoning model for addressing individuals with extremity related musculoskeletal disorders.

**Credits 3**

**DPT 741 : Therapeutic Interventions I: Exercise Testing and Prescription**

This course will explore soft tissue techniques, exercise testing and prescription in the context of the physical therapist's practice. Exercise components of frequency, intensity, time, type, volume, and progression will be examined in depth in order to address deficits in range of motion, flexibility, muscle performance and cardiorespiratory endurance. The learner will be introduced to the aquatic medium for performing exercise along with the principles of neuromotor control and learning. Behavioral strategies to overcome barriers to physical activity and exercise will also be emphasized.

**Credits 4**

**Prerequisites**

Successful completion of all term 1 coursework

**DPT 745 : Biophysical Agents in Rehabilitation**

This course will introduce students to the use of thermal, acoustic, mechanical, electromagnetic, and electrotherapeutic biophysical agents in clinical practice. Clinical reasoning is emphasized for the appropriate selection of biophysical agents based on current best evidence of physiological effects, recommended dosage, and efficacy as well as considerations of patient characteristics including indications and contraindications. Students will also learn appropriate documentation standards for use of biophysical agents. Laboratory sessions emphasize the safe and effective application of biophysical agents for patient care.

**Credits 2**

**DPT 751 : Therapeutic Interventions II: Strength, Conditioning and Special Topics**

This course will build upon the foundations learned in Therapeutic Interventions I by expanding on strategies for developing strength and aerobic conditioning along the spectrum of a person's presentation. Modifications to an exercise program will be considered for children, adolescents, pregnancy, older adults, and other special conditions. The student will be exposed to commonly used exercise equipment. Special attention will be placed on outcome testing and training necessary to return a patient to sport or occupation, as well as therapist response to a medical emergency within the clinical setting.

**Credits 3**

**DPT 755 : Musculoskeletal Physical Therapy II – Spine**

This course will introduce the student to topics and content related to the management of musculoskeletal disorders involving the spine. Learners will examine the clinical application of human biomechanics, functional movement, and examination principles and progress their psychomotor skills related to palpation, and evidence-based interventions emphasizing patient education, manual therapy, and therapeutic exercise of the spine. These principles will be integrated into a standardized clinical reasoning model for addressing patients/clients with spine related musculoskeletal disorders. The goal of this course is to enable the physical therapy student to examine and treat patients/clients with various spine related musculoskeletal disorders safely and effectively.

**Credits 3**

**DPT 760 : Neurological Physical Therapy I**

This course will expand upon the neurological examination and introduce students to physical therapy rehabilitation principles for patients with neurological conditions, with emphasis on vestibular conditions, cerebrovascular accident, and spinal cord injury. Students will apply the patient management clinical reasoning model alongside the application of tests and measures to clinical practice. The principles of motor learning, neuroplasticity, and compensation will be examined throughout the recovery process and continuum of care. Lab sessions will integrate hands on clinical tests and measures with evidence-based treatment techniques.

**Credits 3**



**DPT 765 : Medical Screening for the Physical Therapist**

This course will introduce clinical reasoning as it relates to medical screening and differential diagnosis within a physical therapist's practice. The clinical reasoning model will emphasize potential flags that could signal specific diseases and syndromes and the need for referral and communication with other healthcare providers. Considerations for treatment plan modifications and patient monitoring are also discussed. Lab sessions provide students with the psychomotor skills necessary for thorough medical screening.

**Credits 2**

**DPT 770 : Applied Pain Science**

This course will provide the student with an overview of treating individuals suffering from persistent pain conditions and associated complicating factors. Learners will explore concepts related to the physiology of pain, pain mechanisms, pain diagnoses, fear avoidant behaviors and the biopsychosocial model. Clinical application of modern pain neuroscience education as well as evidence-informed pain assessment and treatment will be performed. The goal of this course is to enable the physical therapy student to treat individuals suffering from various pain conditions as part of an interprofessional medical team confidently and effectively.

**Credits 1**

**DPT 780 : Introduction to Evidence-Based Practice**

This course will introduce students to fundamental principles of physical therapy research and critical thinking including literature search, critique, research methodology and dissemination. Students begin to formulate clinical questions, examine research methods, and learn how to critically appraise the evidence. The student is introduced to the following topics in the research process: basic research design, issues of reliability and validity, diagnostic utility of clinical tests, and fundamentals of conducting a literature review. The goal of this course is to foster the student to become an intelligent consumer of basic scientific design and appraisal of medical literature.

**Credits 1**

**DPT 785 : Professional Foundations of Physical Therapy Practice I**

This course will introduce students to the Physical Therapy profession covering topics related to history, the professional association, professionalism, ethics, advocacy, core values and juris prudence. The International Classification of Functioning, Disability and Health (ICF) is also introduced and related to patient/client assessment, management, and documentation. Aspects of billing, coding and reimbursement are covered as well as introduction to other members of the healthcare team, including the physical therapist assistant. Finally, fundamentals of competent person-centered education and communication are addressed.

**Credits 2**

**DPT 790 : Lifestyle Medicine in Physical Therapy Practice**

This course will provide students with an introduction to the physical therapist's role in health promotion and wellbeing through select lifestyle medicine topics. Learners will investigate injury and disease prevention strategies and models, social determinants of health, sleep and nutrition, ergonomics, and the impact of psychosocial factors on health and disability. The goal of this course is to empower the physical therapy student to take an active role in inspiring healthy behaviors in a person-centered manner.

**Credits 2**

**DPT 795 : Principles of Business Entrepreneurship & Administration**

This course will explore principles of entrepreneurship, business administration, and leadership for physical therapists, including market analysis, value-based care, billing, and management within the context of healthcare systems and clinics. Students will gain knowledge of strategic planning, organizational structures, fiscal management, marketing, and legal considerations as they pertain to the physical therapy profession. Special topics include telehealth, conflict resolution, change management strategies and communication concepts both internal and external to the business entity.

**Credits 2**

**DPT 815 : Movement Across the Lifespan**

This course will introduce the student to contemporary theories of human neuromotor development across the lifespan. The course will address typical and atypical developmental directions, progressions, and typical milestones of both gross and fine motor skills. Aspects of gait, balance and the pain experience will be examined as they affect a person throughout their lives. Normal physiological changes associated with aging will be discussed from a systems perspective.

**Credits 2**

**DPT 830 : Pharmacology for the Physical Therapist**

This course will cover the role of prescription drugs in clinical care throughout the physical rehabilitation process. Pharmacokinetics including specific actions, indications, safety, and side effects are covered within the context of physical therapist practice. An in depth understanding of medications and the impact on timing of rehabilitation interventions alongside a systems-based approach to care will be covered.

**Credits 2**

**DPT 835 : Musculoskeletal Physical Therapy III – Advanced Topics**

This course will provide students with advanced clinical reasoning and intervention skills for the management of patients with neuromusculoskeletal conditions. The integration of manual therapy, therapeutic exercise, pain science and lifestyle medicine knowledge and skills learned in previous courses are honed and expanded upon through case-based learning activities. Students will refine their exercise prescription and thrust and non-thrust manual therapy skills as well as learn basic trigger point dry needling skills for the treatment of soft tissue dysfunction. The goal of this course is to enable the physical therapy student to utilize clinical decision-making to integrate these interventions into person-centered clinical treatment plans safely and effectively.

**Credits 3**

**DPT 860 : Neurological Physical Therapy II**

This course will advance the students ability to assess and develop a plan of care for individuals experiencing neurological deficits from select diagnoses including multiple sclerosis, amyotrophic lateral sclerosis, peripheral neuropathies, Parkinson's disease and other select parkinsonism syndromes. Topics covered include examination, evaluation, diagnosis, pharmacological management, clinical decision-making, prognosis, standardized assessments, outcome measures and interventions.

**Credits 2**

**Prerequisites**

Successful completion of all term 3 coursework

**DPT 865 : Neurological Physical Therapy III**

This course will advance the students' ability to assess and develop a plan of care for individuals experiencing neurological deficits from select diagnoses including concussion, traumatic brain injury, dementia, brain tumors, and other rare or complex neurological conditions. Topics covered include examination, evaluation, diagnosis, pharmacological management, clinical decision-making, prognosis, standardized assessments, outcome measures and interventions. Special emphasis is placed on considerations of health policy, billing, and legal requirements for persons with neurological pathologies and for their caregivers.

**Credits 2**

**Prerequisites**

Successful completion of all term 4 coursework

**DPT 870 : Cardiovascular & Pulmonary Physical Therapy**

This course will provide the student with in-depth knowledge of the unique aspects of individuals with cardiovascular, metabolic, and pulmonary contributions to movement dysfunction across the lifespan. Learners will explore the pathophysiology, risk factor management, medical and surgical treatments of the cardiovascular, metabolic, and pulmonary systems. Students will engage in activities related to the physical therapist's examination, assessment, and management of the individual with cardiopulmonary and metabolic disorders across the continuum of care.

**Credits 4**

**DPT 875 : Pediatric Physical Therapy**

This course will present fundamental concepts for the physical therapy management of children with conditions of the various body systems. Emphasis is placed on management of children with musculoskeletal, neurological, and/or cardiopulmonary impairments. A normal developmental framework serves as the course foundation. Students apply the elements of patient/client management in physical therapy practice, including screening, examination, evaluation, diagnosis, prognosis, plan of care, intervention, and outcomes related to the pediatric person.

**Credits 3**

**DPT 880 : Applied Biostatistics and Research Methodology**

This course will introduce the specific elements of applied research design and statistics. Students become familiar with relevant research statistics to apply and synthesize the scientific literature. Items related to measurement, statistical analysis, critical inquiry, and strength of evidence are presented. These concepts are applied in the critical evaluation of published physical therapy literature. The goal of this course is to advance the student to become confident in consuming scientific statistical concepts and appraisal of medical literature.

**Credits 2**

**DPT 882 : Healthcare Ethics**

This course attempts to help students provide answers to the question: "What does it mean to be an ethical healthcare professional?" Geared specifically for doctoral level healthcare students, the course begins by delving into ethical theory and then quickly synthesizing the codes of ethics of healthcare professions. Students then analyze what it means to go beyond the code of ethics in their own practice in order to be an ethical healthcare professional, aided by concepts from traditional ethical theory, as well as more recent considerations in healthcare ethics, including issues pertaining to social justice, phenomenological research, and particularly studies on what it means to empathize with individuals in a healthcare setting in order to provide person-centered care

**Credits 2**

**DPT 890 : Clinical Education I**

This course is the first full-time clinical education experience (CEE) under the supervision of a licensed Physical Therapist Clinical Instructor. All students will have participated in >100-hours of part-time integrated clinical education experiences prior to this course. As DPT890 is an integrated experience within the curriculum, all academic coursework has not yet been completed. This is a structured, six-week, mentored clinical education experience that allows students to apply physical therapy principles learned in the first 4-terms of didactic work. This experience could occur in a variety of practice settings (excluding settings that focus only on specialty practice). Examples of settings include, but are not limited to acute care hospitals, rehabilitation centers, home health care agencies, outpatient clinics, schools, and skilled nursing facilities. This experience emphasizes development of clinical reasoning skills while performing fundamental person-centered care using the patient management model. During this experience students should gain confidence in completing comprehensive individualized screening, examination, evaluation, plan of care development, intervention, and re-assessment for individuals with a variety of movement related conditions representative of those conditions commonly seen in practice, while abiding by physical therapy practice standards.

**Credits 4**

**DPT 930 : Diagnostic Imaging for the Physical Therapist**

This course will cover the use and interpretation of imaging modalities and its impact on clinical decision making for the physical therapist. Guidelines for the selection and interpretation of imaging studies including radiographs, magnetic resonance, computed tomography, and diagnostic ultrasound will be covered. Lab activities include the use and interpretation of diagnostic ultrasound images most commonly seen in clinical practice.

**Credits 2**

**DPT 950 : Management of Integumentary and Lymphatic Conditions**

This course will cover the physical therapy management of individuals with integumentary and lymphatic conditions. A specific emphasis is placed on factors that influence tissue healing alongside the examination, evaluation, and overall person-centered care for all types of integumentary lesions seen in a physical therapist's practice to include venous and arterial insufficiency ulcers, pressure ulcers, neuropathic ulcers, and burns. Students will also learn assessment and treatment techniques for management of lymphatic conditions.

**Credits 2**

**DPT 960 : Prosthetics and Orthotics in Rehabilitation**

This course will introduce evidence regarding the indications and considerations necessary for the use of orthotic and prosthetic devices to support a rehabilitation plan of care. Students will be exposed to orthoses for various cranial, spinal, and extremity conditions. A special emphasis is placed on upper and lower extremity amputations and prosthetics, focusing on movement analysis. Treatment planning as it pertains to the types of prosthetics and orthotics will be covered including fitting, device utilization, exercise programs, gait analysis, and training.

**Credits 2**

**DPT 970 : Geriatric Physical Therapy**

This course will reinforce principles of physical therapy management covered in prior courses and applied specifically to the older adult. Normal physiological effects of aging of each body system will be compared to pathophysiology and related to how they affect the human movement system. The use of health and safety screening tools will be promoted as well as evaluation, assessment, care planning and coordination for the older adult. An overview of end-of-life issues, reimbursement models, and community resources will conclude the course.

**Credits 3**

**DPT 975 : Physical Therapist Management of the Medically Complex Person**

This course will expand upon concepts introduced in pathophysiology and previous systems-based courses. Students will learn to address multiple disease pathologies and co-morbidities as they compound to produce medically complex situations. The learner will examine implications for the physical therapist management of the medically complex person across the continuum of care including inpatient, outpatient, home-based, and institutional settings. This course will take a problem-based learning approach which will include the musculoskeletal, nervous, cardiovascular, pulmonary, metabolic, gastrointestinal, hepatic, renal, lymphatic, immune, reproductive, and integumentary systems as well as disorders related to infectious disease, substance abuse, immunodeficiencies, oncology, and surgical procedures.

**Credits 3**

**DPT 985 : Professional Foundations of Physical Therapy Practice II**

This course will reinforce and further develop lessons covered in Professional Foundations I. Additional topics include examination of licensure and scope of practice for the physical therapist and physical therapist assistant. This course will also explore concepts of being person-centered, including the duty to refer and report illegal, unethical, and unprofessional behavior. Leadership styles will be explored as it relates to oneself, the profession, and society. Social determinants of health will be reviewed through a population health lens and students will learn the value of cultural competency to physical therapy practice. The student will be exposed to advocacy at the national, state, and local level and will develop a plan for lifelong learning post-graduation.

**Credits 1**

**DPT 990 : Clinical Education II**

This course is the second of three full-time clinical education experiences (CEE) under the supervision of a licensed Physical Therapist Clinical Instructor. All students will have participated in >100-hours of part-time integrated clinical education experiences and 6 weeks of full-time clinical experience prior to this course. This is a structured, twelve-week, mentored clinical education experience that allows students to increase their experience working with patients in the clinical setting. This experience could occur in any practice setting. During this experience students should progress in confidence and independence while completing comprehensive individualized screening, examination, evaluation, plan of care development, intervention, and re-assessment for individuals with a variety of movement related conditions representative of those conditions commonly seen in practice, while abiding by physical therapy practice standards. This experience emphasizes progression of clinical reasoning skills and evidence-informed practice while performing fundamental person-centered care using the patient management model.

**Credits 8****DPT 993 : Clinical Education III**

This course is the final of three full-time clinical education experience (CEE) under the supervision of a licensed Physical Therapist Clinical Instructor. All students will have participated in >100-hours of part-time integrated clinical education experiences and 18 weeks of full-time clinical experience prior to this course. This is a structured, twelve-week, mentored clinical education experience that allows students to increase their experience working with patients in the clinical setting. This experience could occur in any practice setting. During this experience students should further progress in confidence and independence while completing comprehensive individualized screening, examination, evaluation, plan of care development, intervention, and re-assessment for individuals with a variety of movement related conditions representative of those conditions commonly seen in practice, while abiding by physical therapy practice standards. This experience emphasizes continued progression of clinical reasoning skills and evidence-informed practice while performing fundamental person-centered care using the patient management model

**Credits 8****DPT 995 : DPT Capstone I**

This two-part course will integrate the didactic, clinical, and evidence-based knowledge from this curriculum applied to a scholarly project. Learners will write a proposal and background during this course that will result in either a case report or assist in a research study conducted at Bellin College. This course also integrates the initiation of a co-curricular portfolio designed to aid in the reflection of learning and professional development that occurred during the time in the DPT program both inside and outside the classroom.

**Credits 1****DPT 997 : DPT Capstone II**

This two-part course will integrate didactic, clinical, and evidence-based knowledge from the DPT curriculum applied to a scholarly project. Learners will disseminate a case report or assist in a research study conducted at Bellin College. This course also includes the final submission of a co-curricular portfolio designed to aid in the reflection of learning and professional development that occurred during the time in the DPT program both inside and outside the classroom.

**Credits 1**