

Bellin College



2025-2026
OMPT/DScPT
Handbook and Catalog

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Introduction

Welcome from the President

Welcome to Bellin College!

Since 1909, Bellin College has proudly educated students pursuing careers in healthcare. We offer a wide range of programs in nursing, medical imaging, and physical therapy, with degree options that include certificates, bachelor's, master's, and terminal degrees. Our learning environment fosters academic excellence, leadership development, and a strong commitment to community service.

We collaborate closely with advisory committees to ensure our curriculum prepares students with the knowledge and skills needed to succeed in today's dynamic healthcare field. As a student here, you are preparing to become a future leader who will make a meaningful impact on individuals, families, and communities. Your experience at Bellin College will challenge and inspire you to grow beyond your expectations.

Our core values, excellence, integrity, community, and caring, are reflected in everything we do, from classroom instruction to community engagement. These values guide our interactions with students, alumni, board members, faculty, staff, and the greater community.

The Board of Trustees, faculty, staff, and administration are all deeply committed to your academic and personal success. With our two campus locations, the Resch Campus on Eaton Road and the Van Asten Campus on Development Drive, we provide a variety of



resources and amenities to support your learning journey. Our experienced faculty offer innovative instruction in the classroom, labs, simulation centers, and clinical/practicum settings, giving you hands-on experiences that sharpen critical thinking and clinical judgment.

A Bellin College education prepares you to deliver exceptional patient care and lead within the healthcare field. Our graduates make a lasting difference in their professions, communities, and the broader society. Through a commitment to lifelong learning and leadership, Bellin alumni continue to inspire and excel.

Within the Bellin College Guide, Handbook, and Catalog, you'll find essential information to support your time here. These resources offer guidance, insights, and tips to help you navigate college life, whether you're just starting or nearing graduation. Explore our campus life section to discover student organizations, events, and the vibrant community that surrounds you.

Our team is dedicated to ensuring you're fully prepared for your future role in healthcare. Please don't hesitate to reach out if you need assistance—we are here for you every step of the way.

Welcome to Bellin College. I'm excited to see all that you'll achieve. Wishing you a successful and fulfilling year ahead!

Positively,

Dr. 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. Diversity includes, but is not limited to, race, ethnicity, age, sex, gender identity, sexual orientation, socio-economic status, religion, and people with disabilities. It is the priority of the college to foster a passion to uphold our stated goals and mission, so that we may positively influence our communities.

Our Commitment

- Acknowledging that diversity is holistic.
- 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 cultural humility.
- 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 100th 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

In association with the mission of the College, it is the intention of all programs to educate students to be proficient health professionals and team members possessing a concern for quality patient care and technical competency. It is the College's aim to maintain the highest program standards, thus ensuring accreditation by appropriate accrediting bodies, thus guaranteeing graduates eligibility for licensure examination or certification.

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

The relationship between teaching and learning is a dynamic process of discovery attained through interaction and engagement. While 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 healthcare.

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

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

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>

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

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>

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

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

19751 East Mainstreet, Suite 339, Parker, CO 80138

Phone (303) 694-9262, www.arcstsa.org

Commission on Accreditation in Physical Therapy Education (CAPTE)

3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085

Phone (703) 706-3245, www.capteonline.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>

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
- Track
 - Family Nurse Practitioner
 - Nurse Educator
 - Psychiatric Mental Health Nurse Practitioner
- Doctor of Nursing Practice
- Track
 - Advanced Practice Registered Nurse
 - APRN Family Nurse Practitioner
 - APRN Psychiatric 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
- Psychiatric 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 institution offering bachelor's, master's, and doctoral degrees.

Campus Information

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 (Administrative Assistant for Support Services, Student Services Coordinator,

Executive Director of Student Services/ Registrar, Bursar, Academic Advising, Financial Aid, Associate Registrar)

- 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
- Admissions
- Conference Room
- Faculty and Adjunct Faculty Offices
- Information Technology
- Instructional Design
- Micro Market Area and Student Lounge
- Physical Therapy Labs
- Reception Desk (security station)

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

Second Level

- Academic Clinical Affiliation Coordinator
- Associate Deans (BSDMS, 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 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	I will have a good understanding of my own strengths and weaknesses. I will assess and manage my emotions and those of my

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.	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.
Professionalism	Service
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 locations.

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) 433-6698. Office personnel will attempt to locate the student as soon as possible.

Emergency contact numbers

It is important that student emergency contact information remains up to date. Students can update their emergency contact information by contacting the One Stop Shop (Student Services). (920) 433 6698 or studentservices@bellincollege.edu

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

Bellin College is committed to providing exceptional healthcare education alongside a supportive campus experience. As part of that commitment, resources are available to assist students in finding housing. While Bellin College does not offer on-campus housing, to support the housing search, Bellin College has partnered with College Pads, a third-party platform that helps students find roommates and explore local rental listings, including apartments, duplexes, houses, and rooms for rent near campus.

Prospective and current students are encouraged to use this resource as a helpful tool in their housing search. Whether relocating to

Green Bay or exploring new living arrangements in the area, the platform offers a centralized place to browse available rental options and connect with local landlords.

Bellin College does not operate or manage the College Pads website. The rental listings available through College Pads are not approved, verified, or endorsed by the College. Bellin College does not inspect any of the properties listed and cannot guarantee the condition, safety, or overall quality of the rental units. All rental agreements are made directly between students and landlords, and Bellin College does not assume responsibility for any contractual arrangements.

[Please visit our CampusPads page here](#)

For current students looking for roommates, a “Housing Roommate Finder” is available on the BC Buzz.

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 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
WIXX 101.1-FM	WBAY Channel 2
WNCY 100.3-FM	WFRV Channel 5
WTAQ 1360-AM	WLUK Channel 11
WDUZ 1400-AM	WGBA Channel 26

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
- 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.

A few other resources include:

- CASTLE (Center for Academic Success, Teaching, and Learning Excellence) to help with academic success strategies such as exam prep, note-taking, study skills, time management, and much more!
– <https://bellincollege.mywconline.com/>
- PACs (Peer Academic Coaches) to help with specific class content- <https://bellincollege.mywconline.com/>
- Meeting with faculty
- Meeting with a member of the CARE Team ([Benny Rieth](#) Vice President of Student Affairs, Enrollment, and Belonging, [Dr. Mark Bake](#) Chief Academic Officer, [Bridgett Lowery](#) Academic Success Coordinator, and [MaKayla Schroeder](#) Academic Advisor)

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. Parking permits must be displayed on rearview mirrors when parking at any location related to college business. While attending clinical, students must adhere to the parking regulations specific to the clinical locations.

There is no designated parking at the Michael Van Asten location aside from avoiding the visitor stalls adjacent to the front door.

Safety and Security

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

Throughout the entire year, there are security personnel at both locations when students have access to the buildings. For assistance, the Resch security desk can be reached at 920-433-6698. The Michael Van Asten security desk can be contacted at 920-433-4316. The security coordinator's office, available at 920-433-6672, is

in room L-48 on the Resch location. Email correspondences should be sent to bcsecurity@bellincollege.edu. Incident reports may also be filed [online](#).

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 [2025 Annual Security Report](#), reflecting Clery Act statistics for 2024, showed zero arrests, zero violations, and one criminal incident 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.
 - **Note:** Legal, chemical dispensing devices sold commercially for personal (e.g. pepper spray) are not prohibited by this policy

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

- The College main entrance doors are open to the public during regular business hours from 7 a.m. to 4:30 p.m. Monday through Friday, Saturdays 8 a.m. to 3:30 p.m., and Sundays (Michael Van Asten location only) 10 a.m. to 5:30 p.m.
- Students can enter and exit the College via the main entrance or back entrances. All doors besides the front doors remain locked at all times. Student ID badges, which allow access to the back doors, do not allow access to the back door of the employee lounge at the Michael Van Asten location.
- Access with personal ID badge is required from 4:30 p.m. until closing.
- Students 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 to faculty or administrative offices via their ID before or after regular business hours.
- Hours are subject to change, particularly during holidays and summer months.

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

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, and

Student Services (One Stop Shop). 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 security or IT Services for access to be disabled.
- Upon graduation, student ID badges are collected by the Student Services personnel.
- The Academic Advisor is responsible for collecting the student ID badges of students leaving the College due to withdrawal or dismissal.

Undergraduate

- Undergraduate student photos will be taken by Student Services personnel during orientation.
- Student Services will coordinate photos for students unable to attend orientation.
- Individual submission of photos for undergraduate students is not allowed.

Graduate

- Graduate students enrolled in in-person programs will have their photo taken during their orientation. If orientation is missed, students should make arrangements with Student Services to have their photo taken on campus at another time.
- Graduate students enrolled in distance-learning only programs may not be required to obtain an ID badge. Students should contact Student Services with any questions or to arrange obtaining an ID badge, if needed.
- Individual submission of photos for graduate students is not allowed.

Nursing Assistant and Other Certificate Programs

- Students attending other programs that require them to be on campus must have their photos taken during orientation by Student Services if applicable.
- The Nursing Assistant Coordinator will coordinate photos for students unable to attend orientation.
- Individual submission of photos for students in other programs is not allowed.

Replacement ID Badge:

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

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

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

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 all programs can be found in the Bellin College Guidebooks, as well as the Bellin College website: 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).

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.

- Contact Student Services at (920) 433-6699 or 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.
- 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

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.

Graduating students 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.
- An example of the signature line can be reviewed in the CASTLE Canvas course

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; (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 a 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 Hendrickson Library is central to the intellectual life of Bellin College. We cultivate a vibrant learning environment by providing access to both print and electronic scholarly collections and resources that support all academic programs and scholarship, foster life-long learning, and provide welcoming spaces that enhance the educational experience. The library is located on the second floor of the Resch location and the second floor of the Van Asten campus.

The library is staffed by a professional librarian and a library assistant.

Library Hours

The library is open Monday through Thursday from 7:30 a.m. to 9:00 p.m. Friday hours are 7:30 a.m. to 8:00 p.m. Saturday hours are 8:00 a.m. to 4:00 p.m. These hours are subject to change. Staffed hours are Monday-Friday from 7:30 a.m. to 4:30 p.m.

Library Phone and Email

920-433-6659

library@bellincollege.edu

Accessing the Library

The library website can be accessed in two ways:

Canvas Course Pages

Log in to your course page

On left side, navigate to **Help & Resources**

Click on **BC Library**

Bellin College Website

Go to the Bellin College home page:

<https://bellincollege.edu>

Click on **Quick Links**

Scroll down to **Library**

When accessing the library resources, you will be directed through the EZProxy screen. Enter your Bellin College username and password and click on Login. You will only see this screen once per online session.

Library Services Reference Services/Literature Searches

The librarian is available to assist with locating information and for instruction on how to use library resources. The librarian is available in person, by email or Teams, or by phone for consultations.

Borrowing Materials

All students have borrowing privileges. Students are personally responsible for the safety, proper use, and timely return of all library materials. Fines may be charged for lost or damaged library materials. Books and journals may be checked out for three (3) weeks and can be renewed if not needed by another student. Reference resources, new journal issues, and bound journals do not circulate and must be used in the library space. Anatomical models located in the library space may not be removed from the library and may not be checked out.

Interlibrary Loan

Students may request materials that the Hendrickson Library does not own by filling out an Interlibrary Loan request form. This form is found on the library website or from within a database search. Most requests are filled within 2-3 days; however, it is advisable to allow 1 week. Articles will be emailed to a student's Bellin College email. Other items interlibrary loaned, like books, will need to be picked up in the library. Checkout periods are set by the lending library.

Computers/Laptops

Students may use the computers or laptops located in the library. Students are expected to understand and comply with the College policies regarding use of the internet and email. Failure

to comply with these policies may result in consequences up to and including dismissal from the College. When using a College computer, students should use a jump drive to save any data. Students may also save information on their College-assigned H: drive. Installing programs or changing computer settings is prohibited.

Printing/Photocopying

Printers for student use at the Resch location are in the library, first floor student lounge, and lower-level lounge and at the Van Asten location in the first floor student study area and library. Enrolled students receive a 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.

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.

Group Study Rooms

The library has 2 study rooms available for student use at the Resch Campus and one study room at the Van Asten Campus. They are available on a first-come, first-served basis. Rooms must be kept clean, and users are responsible for their personal property. Each room has whiteboards and TV/DVD player if needed. Groups exhibiting loud or disruptive behavior will be asked to leave.

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 7th Edition of the APA Style Guide provides basic guidelines about preparing papers for submission. APA Style also uses parenthetical citations 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 7th Edition of the APA Publication Manual is a 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 citations 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 11th Edition of the AMA Manual of Style is a 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 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

The Board of Trustees and the Administration of Bellin College ensure that no student shall be denied access to the benefits of education, programs, or services at Bellin College solely because of disability. For each qualified student, accommodations shall be granted to ensure equal access to education, programs, and services according to the student's needs.

POLICY:

Rehabilitation Act of 1973

No public or private institution may discriminate against a disability solely because of the disability based on Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

<https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/section-504-rehabilitation-act-of-1973>

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.

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. 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. Before meeting with a member from student affairs, students must have completed and submitted the proper paperwork, which can be found on the website, a member of the student affairs office, etc. This paperwork must be completed by a licensed professional (not a family member) qualified to make the diagnosis and includes but is not limited to providing a description of the disability, including a clearly stated diagnosis and history.

- Instruments/procedures used to make diagnosis and how the diagnosis currently impacts the student's functioning in daily life and educational settings
- Recommendations for accommodations
- Any related supporting medical or academic documentation

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. The exception is students in the 15-month program.

Students Rights and Responsibilities

Each student with an identified and documented disability has the right to receive appropriate and reasonable accommodations from Bellin College:

1. Equal access to education, programs, and services offered through Bellin College.
2. Equal opportunity to learn and receive appropriate and reasonable accommodations, academic modifications, and equipment needed to ensure equal access.
3. Adherence to the confidentiality of all information regarding their disability and to choose to whom information about their disability is disclosed, except as permitted or required by law.
4. Necessary information will be available to appropriate college members pertaining to the student's individual disability.
5. If a student needs assistance throughout the accommodations process, accommodation services in student affairs can assist.
6. Appeal decisions related to accommodation determinations.
7. Request changes or additions to approved accommodations.

Each student with an identified and documented disability has the responsibility to ensure they meet and follow through to:

1. Meet academic qualifications and maintain essential institutional standards for education, programs, and services (i.e., completing assigned work in courses undertaken)
2. Identify themselves promptly as an individual with a disability when accommodations and modifications are necessary and seek information and assistance as needed from appropriate sources designated by the college as soon as possible. Please allow one week for the accommodations services to review the paperwork and create an accommodations plan.
3. Provide appropriate and Bellin College comprehensive documentation when

seeking accommodations from approved licensed professional by (a) describing the diagnosis and history, including names and scores of evaluations, (b) describing how the disability impacts the student's functioning in daily life and educational settings, and (c) recommendations for accommodations.

4. Once the student has supplied the college with the appropriate documentation, accommodations services will review the appropriate documents to create an accommodations plan. During this time, the college will determine what accommodations will best benefit the student in their studies.
5. Once an accommodations plan is made, the student will have the opportunity to review the plan and sign the release of the accommodation notification.
6. Accommodation services will release the accommodations plan to the student.
7. The student is responsible for setting up meetings with appropriate people (faculty) to implement proper accommodations. It is suggested that students have these meetings two weeks before the semester. Accommodations can take up to three business days for faculty to implement.
8. Faculty will work with proper resources to reserve testing spaces and other resources as needed and provided by the college.

WHAT SUPPORT SERVICES DOES BELLIN COLLEGE PROVIDE?

We offer these services to assist qualified students reach their educational goals:

- Extended time on exams
- Reduced distraction testing environment
- Private testing environment
- Note taking
- Enlarged print material
- Alternative learning devices
- Counseling referral
- ETC.

Request for Accommodation Consideration

To be completed by a licensed professional (not a family member), such as but not limited to a qualified medical doctor, nurse practitioner, psychiatrist, counselor, or social worker.

Reason for Accommodation (Check one):

- ☐ ADA Accommodation (Permanent)
☐ Short Term Medical

Provider's Signature: _____

License #: _____

Student name (First, MI. Last): _____

Print or type name and title: _____

D.O.B. ____/____/____**Date of initial diagnosis:** ____/____/____**Date of most recent reevaluation** (If applicable): ____/____/____**Diagnosis description and history** (I.e., 504 Plan, IEP, etc.):

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Email: _____

Instruments/procedures used to make diagnosis (Including evaluations results, if applicable):

Date: ____/____/____

Direct questions to, or simply submit this form and any additional information via fax, e-mail or mail to:**Treatment plan** (Including medication, if applicable):

Accommodations Services

Bellin College

3201 Eaton Road

Impact of diagnosis (Including description of the student's functional limitations as a result of diagnosis and how they might impact this student's functioning in daily life and educational settings. Failure to identify major life activities impacted by disability will result in no accommodations being approved.):

Green Bay, WI 54311

Office Phone: 920-433-6656**Fax:** 920-433-1922**Email:** accommodations@bellincollege.edu

Date: ____/____/____

Recommended accommodations:

_____**Direct questions to, or simply submit this form and any additional information via fax, e-mail or mail to:**

Accommodations Services

Bellin College

3201 Eaton Road

Provider's Information

Green Bay, WI 54311

Office Phone: 920-433-6656

Fax: 920-433-1922

Email: accommodations@bellincollege.edu

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
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.
 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.

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

The Center for Academic Success, Teaching, and Learning Excellence (CASTLE) provides content-specific 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 Become a Peer Academic Coach

Students interested in becoming a peer academic coach (PAC) can contact the Director of CASTLE.

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.

Complaints/ Grievance Process

- [Grievance Policy](#)
- [Complaint Policy](#)
- [General Complaint Form](#)
- [Title IX Complaint Form](#)
- [Discrimination/Harassment Complaint Form](#)
- [Distance Education Complaint Process](#)

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.

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 change.
- Automobile information change.

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.

The College does not oversee the personal lives of College community members on or off campus. However, everyone is expected to be responsible for their own conduct and abide by all state laws and follow College policies and guidelines. The unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of a controlled substance or alcohol is prohibited within the Bellin College buildings and in clinical. All events with alcohol must be approved by the appropriate college personnel and the consumption of alcohol at such events must be in moderation. The College cooperates with civil authorities in the enforcement of local, state, and federal laws. Violations of federal and Wisconsin laws regarding drugs and alcohol will be considered a violation of the Bellin College foundational behaviors and should be reported to the Director of Student Affairs and DEI or Dean of Students and Allied Health Sciences within two business days. A violation of drug and alcohol use must be reported to the respective state or national board examination organization if applicable. Eligibility for credentialing and licensure is at the discretion of the respective regulatory body.

Penalties against persons found in violation of this policy include disciplinary action up to and including termination from the College program, or employment. Persons found in violation may be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program which is approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

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 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.

DRUG ABUSE AND ALCOHOL PREVENTION PROGRAM

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program.

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. All members of the Bellin College Community (faculty, staff, and students) are encouraged to review the information on the website as well as consult the Bellin College Guide and Employee Manual (Policy 6.17).

Resources available for alcohol and drug abuse problems include the Bellin Health Services, such as the Employee Assistance Program and Student Assistance Program through Bellin Health and other community resources. To comply with the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College annually distributes to each student and employee the College policy regarding drugs and alcohol, a description of the legal sanctions and health risks, a description of available treatment programs and sanctions to be imposed if violations occur.

Resources:

Uwill is Private. Secure. Confidential.

Call 833.646.1526

If you are experiencing a medical emergency, call 911.

Uwill also provides students free access to on-demand wellness programming through its easy to use online platform. Select *wellness* from the left navigation and relax and recharge your mind

and body with a wide range of wellness such as yoga, meditation, mindfulness, and more! Allow Uwill to help you discover greater focus and balance as you navigate the semester

[For more information please visit our website](#)

Additional resources include:

- CASTLE (Center for Academic Success, Teaching, and Learning Excellence) to help with academic success strategies such as exam prep, note-taking, study skills, time management, and much more! – <https://bellincollege.mywconline.com/>
- PACs (Peer Academic Coaches) to help with specific class content- <https://bellincollege.mywconline.com/>
- Meeting with faculty
- Meeting with a member of the CARE Team ([Benny Rieth](#) Vice President of Student Affairs, Enrollment, and Belonging, [Dr. Mark Bake](#) Chief Academic Officer, [Bridgett Lowery](#) Academic Success Coordinator, and [MaKayla Schroeder](#) Academic Advisor)

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 (College)
- 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.

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.

1. 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.
2. 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.
3. To protect all those involved who report or provide information related to harassment and/or discrimination from retaliation of any kind.
4. To set forth guidance for preventing harassment and/or discrimination.
5. To take timely corrective action when harassment and/or discrimination is alleged to have occurred.
6. To establish a consistent process for resolving complaints of harassment and/or discrimination in a fair and just manner.

ONLINE DISCRIMINATION/ HARASSMENT COMPLAINT FORM

Non-Discrimination Statement:

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.

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.

1. 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.

2. 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.
3. 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.
4. Bellin Human Resources- should be contacted prior to any attempt to resolve a complaint.
5. Complainant- An individual who is subject to alleged discrimination, harassment, retaliation, or unfair treatment regarding the interpretation or application of an existing College policy.
6. 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.
7. 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.

8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.

1. 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.
2. 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.
3. 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.
4. A factual description of the incident(s) including a description of the unwelcome behavior, date, time, place, and the names of any witnesses.
5. A description of any consequences that the individual seeking an Alternative Resolution has experienced.
6. A request for the discriminatory or harassing behavior to cease.
7. 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.

1. 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.
2. 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.
3. 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.
4. 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.

5. The investigation will normally be concluded within 30 working days. The complainant and respondent will be notified in writing of any reasonable delays.
6. 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.
7. 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.
8. 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.
9. 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

1. 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.
2. The written appeal must be filed within five working days after receiving the written decision with the President/CEO of the College.
3. 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.
4. 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 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

The purpose of the hazing policy is to ensure that each member of the Bellin College community is cared for and treated with dignity and respect.

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.

While positive initiation traditions can serve as building blocks to camaraderie, it is important to recognize when an activity constitutes hazing. Further, it is important to note that social pressure can constitute forced or requisite participation, even if the activity is claimed to be voluntary.

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 student affairs at campuslife@bellincollege.edu

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/>.

Reference Request

Students requesting a reference from Bellin College personnel must complete a Reference Request Form. Students with a hold on their records cannot request to receive a reference. The reference request form is available on the College website.

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). 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 and 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 themselves in a disorderly, lewd, indecent, or obscene manner on College's property or at College sponsored or supervised functions.
- Always conduct themselves 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

The purpose of this policy and statement is to protect the right of freedom of speech for Bellin College students.

POLICY AND PROCEDURES:

As an educational institution, we support 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 recognizes that some ideas will be viewed as offensive and disagreeable by some, perhaps even most, members of the community. However, it is not the role of the College to shield individuals from ideas and opinions they find unwelcome, disagreeable, uncivil, or even deeply offensive. Rather, we encourage students of the College community to act according to the principle that the best response to ideas that they find offensive is speech, not censorship. Participating in a community where there is a diverse range of opinions, perspectives, and experiences is rewarding for all of our members and the College is committed to nurturing and celebrating this experience. We expect that diverse views and opinions will create conflict and disagreement among us at times, but the genuine sharing of ideas, perspectives, and values presupposes both freedom and responsibility. Consequently, we expect all members of the community to engage in civil discourse, reasoned thought, sustained discussion, and constructive participation. The freedom to express ideas, exchange views, and engage in protest is essential to the life of the College.

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. Each member of the community is also expected to encourage and facilitate the ability of other community members to express themselves freely. No group or individual has the right to interfere with the legitimate activity of other authorized persons and groups, as such activity compromises the College's goal of creating an environment where issues can be openly discussed.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that students may say whatever they wish, wherever they wish. Bellin College has obligations to protect the dignity and security of all members of the College community from those who would seek to use speech primarily to deprive others of their freedom to learn, their freedom to contribute, and their freedom to participate in our community. Thus, the College may seek to restrict expression that: 1) violates state or federal law; 2) constitutes slander, threats, or harassment; 3) unreasonably invades individual privacy or violates confidentiality interests; or, 4) is directly incompatible with the functioning of the College as dedicated to the public good. In addition, the College may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the College. However, these are limited exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions not be used in a manner that is inconsistent with the College's ideals relating to the free and open discussion of ideas.

If students were to express or conduct themselves in ways that consist of hatred, hurtful actions or words, unethical behavior, or are not consistent with the college's mission, vision, values, campus policies, and foundational behaviors, are then subject to disciplinary action against the student such as the Student Behavior Conduct Hearing Procedures, the Student Performance Notification (SPN) Policy, the Bias Incident Policy, and other policies and procedures that may apply.

The College is committed to the principles of the free expression of ideas and providing an atmosphere of civility and mutual respect

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.

Student Social Media Policy

Student Social Media Use:

1. Students are expected to consistently demonstrate Bellin College's values and foundational behaviors in all social media interactions, including those on personal accounts.
2. Respectful and courteous communication must be maintained at all times.
3. Students are responsible for content posted on personal accounts if it references Bellin College, its affiliates, or clinical experiences, even indirectly. Posting any content that includes patient information, images, or Personal Health Information (PHI), even if the patient is not named, is strictly prohibited.
4. Misuse of social media—including but not limited to unprofessionalism, bullying,

substance abuse, illegal activity, harassment, discrimination, hate speech, or any content that reflects poorly on the College—may result in investigation and disciplinary action, up to and including dismissal. Some violations may also carry legal consequences under state or federal law, such as HIPAA violations or threats.

5. Student-run account pages not affiliated with official student organizations must:
 - These are pages made by students. Some are to connect other students, highlight an incoming class. Etc.
 - Be private.
 - Clearly state they are not affiliated with Bellin College.
 - Ex. Facebook, X, Instagram, etc.

Student Organization Social Media Use:

1. Student organizations may maintain social media accounts representing their group. Each account must:
 - Have login credentials filed with the Student Affairs department.
 - Be accessible to the organization's faculty/staff facilitator.
 - Not use the Bellin College logo unless approved for official use.
 - Be responsible for all content posted on their accounts.
2. For assistance with graphics or posts, student organizations may contact the Bellin College Marketing Department.

Reporting Guidance:

If a student or employee is concerned about social media misuse, it may be reported to the Student Affairs department or submitted through the General Complaint Form found on the Bellin College website.

Investigations will be led by the Student Affairs department in collaboration with the appropriate Associate Dean, Program Director, or designated personnel. Individuals who witness or receive reports of student social media violations should promptly notify the Student Affairs department and provide any relevant documentation or evidence.

Following investigation, students may be subject to disciplinary action in accordance with applicable policies and procedures, including but not limited to the Student Behavior Conduct Hearing Procedures, the Student Performance Notification (SPN) Policy, and the Bias Incident

Policy. Disciplinary outcomes may range from warnings to dismissal, depending on the severity and nature of the violation.

Title IX Policy Statement and Form

Bellin College is committed to maintaining a living, working, 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 free from 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 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 Dep 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 or unfair treatment regarding the interpretation or application of an existing college policy.

Bellin College is only responsible for investigating "formal

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 or partner 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 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) 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 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 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 in a room.
5. The parties may consult their advisor or have their advisor present when a meeting occurs.
6. Either party may withdraw, without penalty, from the IR at any time before an agreement is signed by both parties. If either party withdraws, the 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 discuss 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. Once 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 and respondent will be notified in writing of

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 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 v Department of Education's Title IX Final Rule and respondent will be notified in writing of any reasonable delays.
7. There is no restriction of the ability of the parties to discuss 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 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.
10. In consultation with the appropriate College Administrator, the Title IX 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 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 of 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 that 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 the college's evidence standard, within five working days after receiving the written appeal.
5. The final determination will be communicated in writing 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

Bridgett Lowery

Confidential Help

Title IX Advocate

(920) 433-6663

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

Sarah Woolsey

Deputy Title IX Coordinator

(920) 712-6550

sarah.woolsey@bellincollege.edu

Lawrence Potter

Deputy Title IX Coordinator

(920) 433-6672

lawrence.potter@bellincollege.edu

Chad Dall

Title IX Official with Authority

(920) 433-6691

chad.dall@bellincollege.edu

TITLE IX REPORTING/ COMPLAINT FORM

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 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 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 (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

☐ Yes,
I am choosing to go forward with an investigation

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

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 by others will 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 assault, 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.

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

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.

[Student Organization Handbook](#)

Introduction to Bellin College

American Physical Therapy Association (APTA) Guide for Professional Conduct and Code of Ethics

Preamble

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).

This Code of Ethics describes the desired behavior of physical therapists in their multiple roles (e.g., management of patients and clients, consultation, education, research, and administration), addresses multiple aspects of ethical action (individual, organizational, and societal), and reflects the core values of the physical therapist (accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility). Throughout the document the primary core values that support specific principles are indicated in parentheses. Unless a specific role is indicated in the principle, the duties and obligations being delineated pertain to the five roles of the physical therapist. Fundamental to the Code of Ethics is the special obligation of physical therapists to empower, educate, and enable those with impairments, activity limitations, participation restrictions, and disabilities to facilitate greater independence, health, wellness, and enhanced quality of life.

- **Principle 1:** Physical therapists shall respect the inherent dignity and rights of all individuals.
- **Principle 2:** Physical therapists shall be trustworthy and compassionate in addressing the rights and needs of patients and clients.
- **Principle 3:** Physical therapists shall be accountable for making sound professional judgments.

- **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.
- **Principle 5:** Physical therapists shall fulfill their legal and professional obligations.
- **Principle 6:** Physical therapists shall enhance their expertise through the lifelong acquisition and refinement of knowledge, skills, abilities, and professional behaviors.
- **Principle 7:** Physical therapists shall promote organizational behaviors and business practices that benefit patients and clients and society.
- **Principle 8:** Physical therapists shall participate in efforts to meet the health needs of people locally, nationally, and globally.

DScPT Program Goals

- Develop clinical scientists with the ability to complete advanced clinical-based research, advancing the profession of physical therapy.
- Develop educational leaders who excel at mentoring, instilling professional values, and serving as a role model to their colleagues and students.

DScPT Program Outcomes

Upon completion of the program, the graduate is able to:

1. Advance the science of physical therapy through the use of translational research to improve patient outcomes and healthcare systems.
2. Serve as a practice leader in the design, direction, and evaluation of systems to advance evidence-based practice.
3. Demonstrate competence in teaching through curriculum development, assessment and evaluation, incorporating sound pedagogical and andragogical principles.
4. Demonstrate oral and written communication skills required to present and publish scholarly work.

Programs Overview

The fellowship program is designed to advance the skills of physical therapy practitioners in application of evidence-based research and advanced Orthopaedic manual physical therapy techniques with a goal of improving the outcomes of patients with musculoskeletal conditions. The fellowship serves as the primary avenue for completing the DSc clinical core curriculum.

The DSc degree program expands on the knowledge, skills, and abilities obtained from completion of the clinical core with further emphasis on research, educational leadership, and advanced practice.

Students may choose to complete only the fellowship component or may choose to continue to complete the DSc degree.

OMPT Fellowship Faculty Goals & Outcomes

- Goal 5. Program faculty will develop physical therapists that value the principles of lifelong learning and evidence-informed practice and behave accordingly in their daily practice. (Excellence and Integrity)
 - Outcome 5-1: Program graduates will demonstrate a commitment to lifelong learning through the enrollment in terminal academic degree education or post-professional certification programs.
 - Outcome 5-2: Program participants/graduates will engage in clinical research that contributes to the progression of evidence-informed physical therapy practice.

OMPT Fellowship Program Goals & Outcomes

- Goal 1. The program will provide an innovative educational environment through the integration of modern learning tools with advanced professional clinical practice. (Excellence and Community)
- Goal 2. The program will offer a flexible route for a diverse and inclusive group of physical therapists from across the United States to access and matriculate through post-professional fellowship training. (Community)

OMPT Fellowship Participant/Graduate Goals & Outcomes

- Goal 3. Program participants will demonstrate the integration of eclectic, person-centered, orthopaedic and manual physical therapy skills and techniques into an advanced clinical decision-making framework. (Excellence and Caring)
 - Outcome 3-1: Program participants will have the skills to interact with physical therapy colleagues and other healthcare providers (general physicians, surgeons, nurse practitioners, physician assistants, etc.) confidently and professionally. (Excellence, Integrity – Professionalism, and Community)
 - Outcome 3-2: Program participants will demonstrate skilled psychomotor performance and integration of eclectic, evidence-informed, person-centered orthopaedic and manual physical therapy assessment techniques and interventions. (Excellence and Caring)
 - Outcome 3-3: Program participants will demonstrate an advanced clinical decision-making framework to provide evidence-informed, person-centered care effectively and efficiently.
 - Outcome 3-4: Program participants will demonstrate advanced communication skills (verbal, non-verbal and written) within a sound decision-making framework when providing person-centered care.
 - Outcome 3-5: Program participants will acquire FAAOMPT status.
- Goal 4. Program participants/graduates will recognize the need for leadership roles in clinical practice, professional service, and advocacy within orthopaedic and manual physical therapist practice. (Integrity)
 - Outcome 4-1: Program participants/graduates will initiate and/or grow into leadership roles in clinical practice, education, and/or the business of physical therapy.
 - Outcome 4-2: Program participants/graduates will engage in professional service through the APTA (local chapters, state chapters, and national

association), the AAOMPT, and/or physical therapy practices throughout the United States.

Admissions Policies and Procedures

Admissions Decision Process

Bellin College evaluates applicants holistically utilizing a combination of educational, personal, and health qualifications for admission. Applications for prospective students will be processed in the Admissions office. All files are reviewed on an individual basis.

If information or requirements are not complete or satisfactory, it is documented on the rubric and then discussed with the applicant. Interviews are conducted live (DSc) or asynchronously (OMPT Fellowship). The interview portion of the rubric is scored. The score on the rubric indicates whether a prospective student is accepted, denied, or needs further review.

If an applicant's file needs further review, the appropriate Academic Dean and Program Director will review all of the applicant's file materials. The admission decision will be made collaboratively between the Admissions representative and the Academic Dean and Program Director. For more information visit <https://www.bellincollege.edu/admissions/>

Bellin College to be nondiscriminatory 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 student can make an informed decision 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 his or her honesty, maturity, or moral character.

Specific requirements for admission to the OMPT and DScPT programs can be found in the Bellin College Physical Therapy Guide as well as the Bellin College website: www.bellincollege.edu. Students are to 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.

Programs – Certificate

Fellowship in Orthopedic and Manual Physical Therapy (OMPT)

Programs – Graduate

Doctor of Science in Physical Therapy (DScPT)

Final Admission for All Stated Programs Above

Final admission to the DSc program is contingent upon receipt of all official transcripts (for any courses in progress at the time of application). Meeting minimum program requirements does not guarantee admission.

Doctor of Science in Physical Therapy (DSc)

- All applicants must have graduated from an accredited school of physical therapy and must have and submit a current license to practice physical therapy in a US state. This license must not be under suspension, revocation, probationary status, or subject to disciplinary proceedings or inquiry.
- Submission of transcripts from:
 - Undergraduate College/University
 - First Professional Education
 - Fellowship Program
 - Transcripts must be original copies. If transcripts are not written in English, a copy in the original language and the English translation are required.
- APTA Membership
- Current/active AAOMPT Fellow status (need FAAOMPT number and expiration date) and AAOMPT membership or Fellow status from representing organization and active membership if applicable

- One Letter of Recommendation
- Professional Curriculum Vitae

Non-United States Citizens

Non-US citizens are encouraged to contact the Admissions Department for details.

The application process remains the same per program of interest. However, the following additional documents are required:

- Proof of immigration status.
- Providing evidence of English proficiency via the TOEFL (Test of English as a Foreign Language).
- Providing official transcripts evaluated by the ECE (Educational Credential Evaluators) (if course is taken at a University/College outside of the United States).

OMPT Fellowship Admission Requirements

- Applicants must have one year of experience working as a physical therapist.
- All applicants must have and submit a current license to practice physical therapy in a US state. This license must not be under suspension, revocation, probationary status, or subject to disciplinary proceedings or inquiry.
- Graduate of APTA accredited Orthopaedic Residency program (Sports residency will also be considered), ABPTS specialist certification (OCS), or demonstrable clinical skills in orthopaedic manual physical therapy.
- APTA and AAOMPT Membership.
- Current CPR Certification.
- Possess adequate personal professional liability insurance that applies to all clinical settings in which they conduct clinical work (employer and mentorship hours).

College Credits – Earning, Evaluation, and Transfer

Credit Evaluation

Applicants who have earned college-level credits will receive a Bellin College credit evaluation that indicates which courses and credits transfer to satisfy Bellin College requirements. The factors for determining transferability are as follows:

- Accreditation status of the previous institution(s) attended.
- The quality of the student's achievement
- Course content
- The dates the courses were completed

Applicants may request an unofficial credit evaluation before applying. This is optional, as applicants will receive an official credit evaluation as part of the application process. An unofficial credit evaluation can help students plan additional courses needed to meet Bellin College admission and degree requirements.

An applicant having courses in-progress (IP) at the time of credit evaluation, application or acceptance to the College must provide official transcripts as soon as the courses are completed. The 3.0 GPA requirement and grades of C or above in each course must be met to remain a viable applicant.

Courses that meet required general education courses outlined for each program option will be included on the credit evaluation.

Credit for Military Experience

Applicants who are veterans or are currently serving in the military may receive credit for military experience. Credit earned while serving in the United States military may meet specific Bellin College degree requirements. Bellin College grants credit for degree requirements after a review of official documentation. In granting credit, Bellin College follows the American Council on Education (ACE) recommendations and Bellin College policies.

Documentation includes:

- Joint Services Transcript (JST)
- Community College of the Air Force (Air University) Transcript
- Discharge or separation documentation from Active Duty, DD Form 214
- Credits earned while serving in the military are evaluated by the Registrar. The Registrar will review and make the final determination on transfer of credit. There is no additional fee for this review.

Bellin College also has a Memorandum of Understanding (MOU) agreement with the Department of Defense.

Credit for Prior Learning

Individuals who have a combination of prior coursework or life experiences which appear to fulfill a required course in the academic plan may seek credit for prior learning (CFPL). It is the individual's responsibility to provide supporting evidence, which may include, but is not limited to: portfolio, narrative, syllabi, course outlines, position description and resume or curriculum vita. If CFPL is granted by Bellin College, the individual is excused from taking the course. Credit for the equivalent course will appear as prior learning (PL) on the transcript.

Applicants should contact the Admissions Office for further details and eligibility requirements.

Current students should contact the Student Services for further details and eligibility requirements. A fee is charged for CFPL evaluation.

Transferring Credits into the DSc in Physical Therapy Program

A maximum of 40 semester credit/hours (three-course units or their equivalents) may be approved for transfer credit. Transfer credits will be considered if the course(s) is similar in content and rigor to the Bellin College Doctor of Science in Physical Therapy curriculum, and the grade must be at least an "AB" (90% and above). Grades of "B" are only accepted under special circumstances with program director approval. Grades of "B-", "B/C", "C", "C/D", "D", are not accepted.

Credit may be given for terminal doctoral degree level bio-statistics classes, with successful passing of a competency examination in this area.

The student must submit an official transcript, description and syllabi of the course(s) taken to the DSc Program Director for evaluation if the student believes the course is equivalent to a Bellin College graduate course.

Transfer credit decisions are at the discretion of the Program Director. If approved, the transfer credit will appear on the transcript but will not be calculated into the student's GPA.

Academic Policies and Procedures

Academic Advising – DSc/OMPT

All DSc students are advised by the DSc Program Director upon entering the DSc program through graduation.

All OMPT students are advised by the OMPT Program Director upon entering the OMPT Fellowship program through completion.

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.

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.

Confidentiality of Protected Health Information

Clinical experience requires students to access protected health information about clients. The Health Insurance Portability and Accountability Act (HIPAA) requires health information about clients to be secured and kept confidential. As a student, there is a legal and ethical need to protect a client's right to privacy. Client information will not be shared in any form or medium, including written, verbal, or electronic methods, with anyone other than those who are directly responsible for the patient's care and treatment. Patient identifiers include, but are not limited to name, medical record number and visit number, dates including birth date, date of admission and date of discharge. Patient care information will be discussed only in-patient care areas and with acute awareness of who is within hearing range.

While students may write down essential information for the preparation and care of clients, information that identifies a client in any way may not be taken from the clinical site. No records may be photocopied for any reason. It is

unlawful to disclose all individually identifiable information. This relates to information about past, present and future:

- Physical and mental health.
- Provision of healthcare to the client.
- Payment for the client's healthcare.

Violation of this policy may result in clinical and/or disciplinary probation, dismissal, and/or legal and financial consequences.

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.

Educational Resources & Required Materials

OMPT Fellowship

Required Materials

1. Maitland's Vertebral Manipulation – 8th edition
Management of Neuromusculoskeletal Disorders – Volume 1
Editors: Elly Hengeveld, Kevin Banks
ISBN-10: 0702040665
ISBN-13: 978-0702040665
Publisher: Churchill Livingstone
Published Date: October 9th, 2013
2. Maitland's Peripheral Manipulation – 5th edition
Management of Neuromusculoskeletal Disorders – Volume 2
Editors: Elly Hengeveld, Kevin Banks
ISBN-10: 0702040673
ISBN-13: 978-0702040672
Publisher: Churchill Livingstone
Published Date: October 29, 2013

Doctor of Science in Physical Therapy

Required Materials

1. *Handbook of Teaching & Learning for Physical Therapists*
By Gail M Jensen, Elizabeth Mostrom
ISBN: 978145570616
Publisher: Saunders
Published Date: 3rd Edition, 2012
2. *Learning Assessment Techniques: A Handbook for College Faculty*
By Elizabeth F Barkley, Claire Howell Major
ISBN-13: 978-1119050896
ISBN-10: 9781119050896
Publisher: John Wiley & Sons
Published Date: January 19, 2016
3. *Medical Statistics: A Guide to SPSS, Data Analysis and Critical Appraisal*
By Belinda Parton & Jennifer Peat
ISBN-10: 1118589939
ISBN-13: 978-1118589939
Publisher: BMJ Books
Published Date: 2nd edition, October 6, 2014

Recommended Materials

- *Student Engagement Techniques*
By Elizabeth F Barkley
ISBN-10: 047028191X
ISBN-13: 978-0470281918
Publisher: Jossey-Bass
Published Date: November 2, 2009
- *A Practical Guide for Medical Teachers – 5th Edition*
By John Dent, Ronald M Harden, Dan Hunt
ISBN-10: 9780702068911
ISBN-13: 978-0702068911
Publisher: Elsevier
Published Date: July 14, 2017
- *The Art and Craft of College Teaching: A Guide for New Professors and Graduate Students*
By Robert Rotenburg
ISBN-10: 1598745433
ISBN-13: 978-1598745344
Publisher: Routledge
Published Date: 2nd edition, May 17, 2010
- *Educating Physical Therapists*
By Gail M Jensen, Elizabeth Mostrom, Laurita M Hack, Terrence Nordstrom and Jan Gwyer
ISBN-10: 1630914118
ISBN-13: 978-1630914110
Publisher: Slack
Published Date: November 30, 2018
- *Guide to Evidence-Based Physical Therapist Practice*
By Dianne V. Jewell
ISBN-10: 9781284104325
ISBN-13: 978-1284104325
Publisher: Jones & Barlett Learning
Published Date: 4th edition, August 29, 2017

Extension Request Policy

Students should understand the following:

- Prior to the start of the scheduled learning assessment, students must request an excused absence from the original date.
- After a discussion with the student, faculty will reschedule the student to take the assessment within 7 calendar days.
- If the assessment is not submitted at the time determined by the faculty, a grade of zero will be recorded as the grade.

Grade Appeal Policy

As published in the course syllabus, the course instructor's grading policy shall be the course's grading standard. The student is responsible for knowing the grading policy and reviewing their assessment/assignment grades in a timely manner when published by the course instructor. Students should address any question or disagreement about individual assessments/assignments grades with the course instructor within five working days of the grades being published. An attempt to resolve the issue with the instructor is required in all cases. If the question or disagreement is not resolved via this process, the student may initiate a further review via the designated program director. Requests for a grade review by the program director must be made within five working days of meeting with the course instructor. The program director's decision will be final.

Only final course grades may be appealed. Individual assignment/assessment grades are not open for appeal. A student's appeal of the final course grade can be based only on evidence of one of the following situations:

- The course instructor has not followed their published grading policy. (An interpretive error.)
- The calculation of the final grade is incorrect. (A computation error.)

The grade appeal procedure is as follows:

- The student must contact the course facilitator within ten working days of the date on which the registrar posts the final course grade to the student's transcript.
- The course facilitator will review how the grade was determined with the student based on the course syllabus's written grading criteria.
- If the issue is not resolved, the student should contact the appropriate Program Director within five working days.
- The student must present in writing why they believe the grade was either computed incorrectly or erroneously/unfairly applied.
- If the Program Director is also the course facilitator in the appeal, a different Program Director must handle the appeal process to review the information and final decision. The appropriate academic Dean will assign a different Program Director to the appeal.
- The appropriate Program Director will request and review a written explanation of

the grade from the course facilitator. This explanation must be submitted within two working days.

- The appropriate Program Director's decision on the grade appeal is final.
- The student and faculty will be notified of the program director's decision in writing.
- No course grades will be reviewed after ten working days of the final course grades being released by the registrar unless it can be demonstrated that a grade was incorrectly recorded or that it was impossible for the student to initiate review during the designated time.

Grading Policies

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
Bellin College Fellowship Minimum Progression Requirement	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 DSc in PHYSICAL THERAPY MINIMUM PROGRESSION REQUIREMENT	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 process will be consistent across the Bellin College curricula. For all program offerings, within each course individual assignments/projects/exams will be recorded to one decimal point without rounding up (for example, 92.37 will be recorded as 92.3.) The final composite course grade will not be rounded up (for example, a 92.8 will receive an AB.)

Each course is graded in its entirety. A student must be successful in all course components (i.e. class, lab and/or clinical) to receive a passing grade. The course outcomes are represented in all course components. **Due to the nature of**

variable timelines for doctoral research, DSC900, DSC901, DSC902, DSC903, DSC904, DSC905, DSC906 and DSC907 will be graded on a PASS/FAIL basis.

It is the policy of Bellin College to not offer extra credit in undergraduate or graduate major courses.

Grades without Associated Grade Points

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 the 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.

All DSc courses require a final grade of "C" (77%) or better. The grade of "D" (76.99% or less) is below satisfactory achievement.

For the Fellowship clinical program, any grade earned at an accredited institution must be that of an "AB" or higher for it to be accepted by the College and student to receive course credit.

Late Submission Policy

Points for late learning assessments will be deducted as follows from the grade:

- 1 calendar day late = 4 percentage points
- 2 calendar days late = 8 percentage points
- 3 calendar days late = 16 percentage points
- 4 calendars days late = grade of zero

Example: If a student received a 94% on the learning assessment submitted after the submission deadline:

- 1 calendar day late = final grade of 90%
- 2 calendar days late = final grade of 86%
- 3 calendar days late = final grade of 78%
- 4 calendar days late = final grade of zero

Any deviation from this policy must be approved by the Program Director and stated clearly on the syllabus.

Student Evaluation of Course and Faculty

Course evaluations are distributed within Canvas in every course after each session/semester. Students are encouraged to take course evaluations for each of the courses they had that session/semester and provide feedback on what went well and what could be improved. Evaluations open a few weeks before the end of the course and close after the course concludes and grades are due. Faculty do not see responses to the evaluations until after grades for the courses are posted.

To uphold confidentiality and promote candid feedback, course evaluations are conducted anonymously. However, if a respondent includes personally identifying information or writes in a manner that reveals their identity, anonymity may be compromised.

For further questions surrounding course evaluations, please contact

Institutional Effectiveness at
institutionaleffectiveness@bellincollege.edu.

Registrar Policies and Procedures

Academic and Graduation Honors

Academic Honors

The Dean's List is composed of undergraduate students who have earned a grade point average of 3.5 or better in Bellin College courses, are in good academic and/or disciplinary standing and have earned at least six Bellin College credits graded on a 4.0 scale within the semester. Courses graded with pass/fail are not calculated for honors.

Highest Honors 3.90 – 4.00

High Honors 3.75 – 3.89

Honors 3.50 – 3.74

Semester honors are announced following the completion of fall, spring, and summer semesters.

Graduation Honors

Graduation honors reflected on the final transcript will be recorded on the basis of the student's entire academic history at Bellin College (not including any transfer or pass/fail coursework).

Summa Cum Laude 3.90 – 4.00

Magna Cum Laude 3.75 – 3.89

Cum Laude 3.50 – 3.74

At commencement, the Graduation Honors list will be based on the cumulative Bellin College grade point average recorded at the end of the preceding semester.

Cumulative grades through the fall semester are used to calculate the honors listing for the May commencement ceremony. Cumulative grades through the summer semester are used to calculate the honors listing for the October ceremony. Graduation honors will be recorded on the final transcript. For undergraduate

students to be eligible to graduate with honors, undergraduate students must complete a minimum of 44 credits in residency.

Academic and graduation honors do not apply to graduate programs.

Academic & Registration Calendars

Please see the Quick Links menu on the Bellin College website at www.bellincollege.edu. Click on Academic Calendar or the Registration Calendar for full access.

Causes for Academic Dismissal from Bellin College

Bellin College fosters student success through the completion of academic goals. It is imperative that we stress excellence in students' education. The actions of undergraduate and graduate/professional students are expected to be consistent with the standards of academic conduct, core values, and student foundational behaviors.

The following situations may result in a dismissal from Bellin College:

Undergraduate Academic Grounds for Dismissal

The potential grounds for academic dismissal for undergraduate students are:

Any undergraduate student who is unsuccessful in three Bellin College courses OR

Unsuccessful in two major courses OR

Unsuccessful in the same course twice

Graduate Academic Grounds for Dismissal

The potential grounds for academic dismissal for graduate students are:

Any graduate student who is unsuccessful in two major courses OR

Unsuccessful in the same course twice

Additional Causes for Dismissal

- 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.
- 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.
- Violation of academic integrity.

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 = 95 hours
DPT	1 credit = 15 Hours	1 credit = 30 hours	1 credit = 60 hours
DScPT & OMPT	1 credit = 15 hours	1 credit = 40 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.

Exit/Withdrawal Policy, Official Exit Date

Exit from the College is defined as withdrawing from all courses for the current enrollment period (session/semester). Withdrawals within the semester must be completed within the withdrawal dates according to the registration

timeline. Students may electively withdraw or may be dismissed by the College. Students exiting from the College for any reason, elective or due to college policy, must meet with the Academic Advisor or, if a Graduate/Doctoral student, the appropriate Program Director to complete the exit process.

The Academic Advisor or Program Director will assist the student with the exit process.

- If a student notifies the College that she/he will be withdrawing **at the end of an enrollment period** (term/semester), it is permissible for them to complete the Exit Form on or before the last day of the enrollment term. The student may meet with the designated College personnel before the last day of the enrollment period in anticipation of the exit.
- If the student completes the Exit Form prior to the end of the enrollment term but is electing to finish specific courses, an Add/Drop/Withdrawal form must be completed for each course the student is exiting. This form must be completed at the time the student notifies the College of plans to exit from specific courses and submitted to the Registrar.
- If a student is exiting from the College **before the end of the enrollment period (session/semester) an Exit Form must be completed.**
- If a student does not complete the Exit Form or fulfill the exit requirements, the student will be automatically withdrawn, and a Hold will be placed on their College records until obligations are resolved. A Hold on the record means the student may be denied access to their record/information pending completion of any financial obligations (tuition, fees). The Hold will commence the day of the official exit date.
- By definition, a withdrawal from the College is an elective process, chosen by the student. A dismissal from the College is a decision made by the College to discontinue a student's continued enrollment, based on various factors, academic or non-academic. A student must elect to withdraw from courses within the withdrawal period in a semester, per the registration timeline. Withdrawing after the withdrawal date, but prior to the end of the semester, will result in the student earning a failing grade ("F") for

any course not already completed and graded. Additionally, the student will be classified as dismissed from the college.

- A student may also choose to exit the college on a temporary basis by requesting a Deferred Progression. This process allows for exiting the college for up to one year without the need to complete the reapplication process. Students should consult the Academic Advisor or Program Director if interested in this option.

Students are advised to check the academic and/or registration calendar to identify the final dates to withdraw from courses and understand the ramifications that withdrawal has on applicable grades/transcripts/tuition and any applicable refunds.

Official Exit Date

The College requires the student notify the College of his or her intent. Notification may be made in person, in writing, by phone, or via e-mail. Notification should identify the student's intended last date of class attendance, which will be the official exit date. Notification must be made to the appropriate Academic Advisor, Program Director, or Academic Dean. If a student withdraws from the program without completing that enrollment term, the exit date will be the date the notification is received from the student. If a student drops all courses during the add/drop period, the official exit date is the last day of the previous enrollment period.

A student may decide to exit the College prior to the end of an enrollment period and remain enrolled through the end of that session/semester/term. In this situation, the student will identify the last day of the enrollment period (session/semester/term) as the official exit date. Students may meet with the appropriate Academic Advisor or Program Director to complete required paperwork and related responsibilities before the last day of the enrollment period. If necessary, a follow-up appointment may be scheduled for the end of the session or semester in order to complete the exit process.

If a student is dismissed from the College due to academic performance issues, the official exit date will be the last day of the enrollment period.

If a student is dismissed from the College due to academic or non-academic misconduct the exit

date will be determined by the appropriate Academic Advisor, Academic Dean and/or Program Director.

A student who chooses to electively withdraw within the semester must do so prior to the deadline of the withdrawal period, according to the registration timeline. Withdrawing during the withdrawal period results in courses being graded with a “W”, which does not carry a GPA value. Withdrawing after the withdrawal date, but prior to the end of the semester, will result in the student earning a failing grade (“F”) for any course not already completed and graded. Additionally, the student will be classified as dismissed from the college.

If a student fails to make payment or initiate satisfactory payment arrangements by the tuition due date, the student may be institutionally withdrawn. If a student has not made adequate payment arrangements, he or she will not be allowed to attend any subsequent Bellin College classes and a hold may be placed on all College records. The official exit date will be the last day of the enrollment period for which the charges were incurred.

If a student did not begin the official exit process or provide notification of his or her intent to exit (ceased attendance), the official exit date will be the date the College became aware the student's ceased attendance.

The official exit date must be a College business day. If notification is received on a non-business day, the official exit date will be the first business day after notification.

Grade Point Average

A student's grade point average (GPA) is a quantitative measure of academic achievement and is computed based on credits earned and grades achieved. Only grades for courses taken at Bellin College are used to compute the GPA each semester. GPAs are computed at the end of each semester for all courses taken at Bellin College during that period. The GPA is determined on a 4.0 scale. Pass/Fail courses are not included in the GPA.

Incompletes

Undergraduate

No more than two incompletes in major or general education courses can be granted in any one semester or grading period. Incomplete courses in more than two grading periods will result in automatic dismissal from Bellin College. Students with extenuating circumstances may appeal to their Program Director.

It is the responsibility of the student to request an incomplete and make arrangements with the appropriate course facilitator/faculty to complete the required work. Incomplete grades must be resolved within four weeks of the last day of the course, or the incomplete becomes an F.

In the BSN 15 Month Option Program, each course must be completed successfully in order to progress to the next session.

Graduate

No more than two incomplete courses can be granted in any one semester or grading period. Incomplete grades in more than two grading periods will result in automatic dismissal from Bellin College. Students with extenuating circumstances may appeal to their Program Director.

It is the responsibility of the student to request an incomplete and make arrangements with the appropriate course facilitator/faculty to complete the required work. Incompletes must be resolved within four weeks of the last day of the course, or the incomplete becomes an “F”.

In the DPT Program, each course must be completed successfully in order to progress to the next semester.

For courses in the OMPT program designated as “unscheduled”, the incomplete policy does not apply. OMPT students who exit the college without completing their program may receive a grade of “W” or “F” in unscheduled courses, depending on progress in the course at time of exit. Course progress is determined by Faculty and/or Program Director.

Leave of Absence from College

Students may apply for a leave of absence (LOA) from Bellin College for specific reasons and must be of a specific duration. There are three types of LOA, Voluntary, Medical reasons and Military Service. An approved leave allows students to

return without taking part in the re-admission process. Any student wanting or needing to step away from a program of study (degree or certificate) can apply for a leave of absence from Bellin College for specific reasons and the leave may be required to be of a specific duration. An approved leave allows students to return without having to follow in the re-admission process. Bellin College supports students who need to take time away from studies and will provide a successful plan to resume studies upon their return.

A student should begin the LOA request process with an academic advisor or program director. A Student should also contact the Director of Financial Aid concerning any obligations or future financial aid.

- Supporting documentation must accompany the request for leave (i.e., military orders, medical documentation, jury duty notification, etc.).
- Whenever possible, a student should plan the leave to cause minimal disruption to studies. The College will work with the student to ensure this. LOA requests to begin at the end of a semester are preferred.
- Students should be in good standing status when requesting a LOA.
- Mid-semester requests for leave should be submitted before the end of the withdrawal period whenever possible.
- All absences must be approved prior to leave, with the exception of bereavement and certain personal necessity conditions.
- Leave of Absence is not allowed for the purpose of attending another academic institution.

Students must notify Bellin College when requesting to return from a leave of absence. Sufficient time to prepare for the return should be provided by the student. Students must provide supporting documentation before they can return from a leave of absence. The official return date and course program of study will be discussed prior to the return.

Students may also want to consider a deferred progression as an option for leaving the college for a planned, specific time frame (please refer to Exit/Withdrawal policy).

For additional information on the LOA types and request process, students should contact Student Services.

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

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

Application Fee

There is no charge for online applications.

Please note: Application and other fees charged by another college or university where general education courses are to be completed must be paid directly to that college or university, not through Bellin College.

2025-2026 Tuition Tuition Costs

- Cost of per credit tuition is posted on the Bellin College website under Admissions then, "Tuition and Fees".
- Students have access to their account information via the student information system 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 [Textbook and Supply List](#).

Fellowship Tuition

- The 2025-26 tuition charge for graduate courses is \$402 per credit
- Independent Study Fellowship course fee is \$250 per course
- Fellowship scholarly project course fee is \$680
- Fellowship students will be charged a \$140 technology fee per semester of enrollment regardless of whether the student is taking new courses, or finishing coursework from a previous semester.

DSc Tuition

- The 2025-26 tuition charge for graduate courses is \$852 per credit.

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 - \$200

Non-Degree - \$200

15 Month Program - \$200

Graduate Nursing - \$250

OMPT/DSc - \$500

DPT - \$1,000

DCS Certificate - \$200

Graduation Fee (DSc only)

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.

Students enrolled in the Orthopaedic and Manual Physical Therapy Fellowship program are not charged a graduation fee.

Out-of-State Tuition

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

Required Student Fees

- **Assessment Fee** covers the costs associated with additional materials, resources and/or clinicals provided to support the preparation for licensure and/or certification.
- **Materials Fee** covers the costs associated with additional materials and resources needed for a course.
- **Health Fee** supports the costs incurred in the maintenance of the student related health requirements and health records.
- **Health Science Resource Center Fee** supports the cost associated with services, simulations, rentals and consumable supplies needed in the clinical instruction of students.
- **Technology Fee** includes support for computers, media supplies and web-based features.
- **General Education Lab Fee** covers the cost of lab supplies associated with given course curriculum.
- **Student Activity Fee** supports student related functions, events, and organizations.
- **Project Fee** applies when students participate in learning activities requiring substantial resources beyond those in a standard class setting.
- **Comprehensive Exam Fee** applies when students complete their comprehensive exam.
- **Clinical Fee** supports costs associated with securing clinical/practicum sites.
- **Graduation Fee** supports costs associated with graduation including degree evaluation, diploma and cover, and mailing fees.

Note all required student fees are non-refundable.

Veterans Education Benefit Information

Federal Veteran Benefits

The Bursar is the Veterans Administration (VA) representative for Bellin College students. To receive veterans' educational benefits, student-veterans must be certified. Students eligible for federal programs such as the Montgomery GI Bill®, Post 9/11 and other VA programs - must be certified by both the VA and the Bellin College Bursar office. All VA benefits are subject to the individual's specific length of duty and the

benefits of the program. Since the College is a private institution, they are subject to the tuition cap set by the Department of Defense for each program.

It is the applicant's/student's responsibility to understand their eligibility for federal and state veteran's benefits and adhere to program requirements. The number for individual educational inquiries is 1-888-422-4551 or 1-888-GI-BILL1. The website is www.gibill.va.gov.

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.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

Financial Aid Policies and Procedures

Agency Forms

Students receiving funds from outside agencies, such as a tribal organization or a state's workforce development agency, may be required to submit a form to the financial aid office or the Bursar's office. These forms are available through the awarding agencies and are required to verify the student's eligibility for financial assistance. **Please note:** Not all agencies have separate forms which must be completed. It is best to check with a representative of the awarding agency to determine if a form is required. It is the student's/agency's responsibility to submit the form to the financial aid office in a timely manner.

Applying for Financial Aid at Bellin College

Bellin College students who wish to apply for any form of need-based or non-need based financial aid from federal and/or state sources must file a Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. 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.

Cumulative Bellin GPA

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; transfer courses used to meet Bellin College degree requirements are used in other aspects of SAP but do not affect the GPA.** GPAs are reviewed at the end of each enrollment term for all courses taken at Bellin College during that period. The GPA is on a 4.0 scale. See below to determine how the GPA is calculated. The Financial Aid SAP standards for GPA mirrors the expectations of Bellin College academic standards. Every student's cumulative Bellin GPA will be checked at the end of each enrollment term.

Graduate Students

All Graduate students will be expected to maintain a minimum cumulative Bellin GPA of 3.0 throughout the program in order to meet satisfactory academic progress standards. This standard mirrors the College's minimum GPA requirement for graduation in a graduate program.

The following will be considered when evaluating a student's cumulative Bellin GPA:

- Transfer credits are not included in the GPA calculation, only Bellin College courses.

- Pass/fail courses will not affect a student's GPA calculation.

GPA Calculation

The Bellin College GPA is calculated based on the number of credits and the assigned grade. Each grade (A, AB, B, BC, etc.) is assigned a point value. That point value is multiplied by the number of credits for that course (i.e. 3). The result is the total points for the course. To determine the GPA, the total of all points is divided by the total number of credits earned. The result is the GPA (carried to three decimal points—GPAs are not rounded). Since the SAP standards apply only to the cumulative GPA (not by semester), the cumulative GPA calculation uses the total for all Bellin Courses.

Letter Grade	Assigned Point Value
A	4.0
AB	3.5
B	3.0
BC	2.5
C	2.0
CD	1.5
D	1.0
F	0

To illustrate (sample):

Credits Earned	Grade	Points
3	A	12
3	B	9
2	AB	7
4	BC	10
3	BC	7.5
Total	15	45.5

If this is the student's first semester at Bellin College the cumulative GPA for this student would be 3.033 ($45.5 \div 15 = 3.03333$). Pass/Fail courses are not used in the GPA calculation.

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. Generally, graduate students may only qualify for federal unsubsidized student loans. Students may apply for external scholarships or other private funding sources.

Financial Aid Eligibility

Students enrolled in the OMPT Program at Bellin College are not eligible for federal or state financial aid programs. DScPT students may apply for financial aid by filing a FAFSA, however, graduate students generally only qualify for federal unsubsidized student loans; a federal loan may be taken only for semesters in which the student is enrolled in a minimum of five (5) credits. Therefore, financial aid eligibility is very limited. For those students seeking/receiving financial aid (such as federal loans), all financial aid policies outlined in this section of the Guide will apply.

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.

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 (lena.goodman@bellincollege.edu) to obtain the *Request for Financial Aid Professional*

Maximum Time Frame for Program Completion

A student will not be eligible to receive federal, state, or institutional financial aid once he or she has attempted more than 150% of the normal credits required for their program. Transfer credits attempted and used to meet Bellin College degree requirements will be included in the maximum time frame calculation (Maximum Attempted Credits). **Please note:** There is no financial aid warning term under this rule. A student will become ineligible for aid for the term in which the student is scheduled to reach or exceed the maximum number of eligibility credits. Therefore, an undergraduate student who has attempted more than 180 credits will be ineligible to receive aid.

Program	Required Credits for Degree Completion	Maximum Attempted Credits of Aid Eligibility
DSc-Physical Therapy	26	39

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. 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.

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.

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 is the SAP policy applied 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.

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 visa 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.

Changes in Majors or Degrees

Bellin College currently offers four undergraduate degree programs: Bachelor of Science in Nursing, Bachelor of Science in Radiographic Sciences, Bachelor of Science in Diagnostic Medical Sonography and Bachelor of Science in Radiation Therapy. Students are admitted into one program and certain courses taken within that program may not be acceptable towards credits in the other program. To date, no students have attempted to change majors. However, should this occur in the future,

only courses used to meet degree requirements in the new program would be used to calculate the earned/attempted ratio and GPA.

Bellin College offers only bachelor's degree programs and master's degree programs in nursing. In order to move from a BSN program to a Graduate Nursing Program, a student must first complete the BSN and apply for admission into the Graduate Nursing. If admitted into the Graduate Nursing Program, SAP calculations for that student's Graduate Nursing Program would only include courses taken within the Graduate Nursing Program.

Second Degree Students

It is very common for students who have bachelor's degrees to enroll in a second-degree program in order to change careers. Students who are admitted with prior degrees may have many of the required courses needed to

fulfill degree requirements at Bellin College. An official credit evaluation completed by the Bellin College Admission Department and approved by the Registrar determines how many transfer courses/credits are applicable to the Bellin College degree program at the time of admission to Bellin College. 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. See General Guidelines for more information related to transfer courses. This applies to all students with prior degrees, including those who may have previously received a degree from Bellin College.

Completion Rate

Following each enrollment term, a student's academic progress will be measured by comparing the cumulative number of attempted credits with the cumulative number of earned credits. This will include any course for which the student has remained enrolled past the add/drop period. A student will be expected to earn at least **67%** of the cumulative credits attempted throughout the program in order to maintain satisfactory academic progress and complete degree requirements within the maximum time allowed.

The following will be considered when evaluating a student's completion rate:

- Withdrawals, incompletes, and failures are considered attempted, but not earned.
- Passing credits received for pass/fail courses are considered attempted and earned credits. Failing grades in pass/fail courses are considered attempted, but not earned.
- Repeated courses are included in the calculation of both attempted and earned credits.
- Audited courses are not considered credits attempted or earned.
- Transfer credits used to meet Bellin College degree requirements are included in the number of attempted credits. Courses accepted for transfer into Bellin College will be counted as attempted and earned credits. See General Guidelines above for more information related to transfer courses.
- Enrolled credits at another institution for the purpose of transferring those credits to be used to meet Bellin College degree requirements (while enrolled in a Bellin College program) will be used in the Completion Rate and Maximum Time Frame calculations. Courses not successfully completed will be counted as attempted but not earned. This applies only to transfer courses attempted while concurrently enrolled in a program at Bellin College. Transfer courses accepted at the time of admission (prior to enrollment at Bellin College) will be counted as both attempted and earned.
- Periods of enrollment when a student does not receive federal aid (such as less than half-time or on financial aid probation) are included in the SAP calculation (Bellin College or transfer courses).
- Students who re-enter Bellin College will be reviewed for SAP based on all courses (transfer and previous Bellin College courses) accepted toward their degree program at the time of readmission. The Bellin College GPA will be used. Therefore, it is possible that a student who has been readmitted to Bellin College may be immediately placed on financial aid warning or probation.

Cumulative Bellin GPA

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 reviewed at the end of each

enrollment term for all courses taken at Bellin College during that period. The GPA is on a 4.0 scale. See below to determine how the GPA is calculated. The Financial Aid SAP standards for GPA mirrors the expectations of Bellin College academic standards. Every student's cumulative Bellin GPA will be checked at the end of each enrollment term.

- **Undergraduate students:** All undergraduate students will be expected to maintain a minimum cumulative Bellin GPA of 2.0 throughout the program in order to meet satisfactory academic progress standards. This standard mirrors the College's minimum GPA requirement for graduation in an undergraduate program.
- **Graduate students:** All Graduate students will be expected to maintain a minimum cumulative Bellin GPA of 3.0 throughout the program in order to meet satisfactory academic progress standards. This standard mirrors the College's minimum GPA requirement for graduation in a graduate program.

The following will be considered when evaluating a student's cumulative Bellin GPA:

- Transfer credits are not included in the GPA calculation, only Bellin College courses.
- Pass/fail courses will not affect a student's GPA calculation.

GPA Calculation

The Bellin College GPA is calculated based on the number of credits and the assigned grade. Each grade (A, AB, B, BC, etc) is assigned a point value. That point value is multiplied by the number of credits for that course (ie. 3). The result is the total points for the course. To determine the GPA, the total of all points is divided by the total number of credits earned. The result is the GPA (carried to three decimal points—GPA's are not rounded). Since the SAP standards apply only to the cumulative GPA (not by semester), the cumulative GPA calculation uses the total for all Bellin Courses.

Letter Grade	Assigned PointValue
A	4.0
AB	3.5
B	3.0
BC	2.5
C	2.0

CD	1.5
D	1.0
F	0

To illustrate (sample):

Credits Earned	Grade	Points
3	A	12
3	B	9
2	AB	7
4	BC	10
3	BC	7.5
Total 15		45.5

If this is the student's first semester at Bellin College the cumulative GPA for this student would be 3.033 ($45.5 \div 15 = 3.03333$). Pass/Fail courses are not used in the GPA calculation.

Maximum Time Frame for Program Completion

A student will not be eligible to receive federal, state, or institutional financial aid once he or she has attempted more than 150% of the normal credits required for his/her program. Transfer credits attempted and used to meet Bellin College degree requirements will be included in the maximum time frame calculation (Maximum Attempted Credits). Please note: There is no financial aid warning term under this rule. A student will become ineligible for aid for the term in which the student is scheduled to reach or exceed the maximum number of eligibility credits.

Therefore, an undergraduate student who has attempted more than 180 credits will be ineligible to receive aid.

Program	Required Credits for Degree Completion	Maximum Attempted Credits of Aid Eligibility
All Undergraduate	120	180
MSN-Family Nurse Practitioner	47	70
MSN-Nurse Educator	39	58
DSc-Physical Therapy	25	37
Doctorate of Nursing Practice	29	43

Financial Aid Warning

A student who fails to meet one or more of the SAP requirements noted in this policy will be placed on *financial aid warning* for the following enrollment term. Students that do not meet SAP standards will be sent a letter from the Director of Financial Aid informing him or her of the warning status within five business days of the date semester grades are finalized. While on financial aid warning, the student will remain eligible for federal, state, and institutional financial aid provided all other eligibility requirements are met. A student is allowed only one *consecutive* enrollment term while on financial aid warning. If SAP standards are met at the end of the warning enrollment term, the student will again be considered in good standing. If SAP standards are not met, the student will become ineligible for further financial aid and will sent a letter by the Director of Financial Aid within five business days of the date semester grades are finalized.

Financial Aid Probation

A student who fails to meet SAP standards at the end of the financial aid warning enrollment term will become ineligible to receive federal, state, or institutional aid funds in subsequent terms. The student will be sent a letter from the Director of Financial Aid informing him or her of the ineligible status within five business days of the date the grades are finalized. The student has the right to submit a written appeal letter to request one semester of Financial Aid Probation (see Appeal Procedure, below). If the appeal is denied, the student is no longer eligible to receive aid until SAP standards are once again met. If the appeal is approved, the student may receive one, and only one, additional semester of aid eligibility. Once SAP standards are again met, the student will be considered in good standing and will regain financial aid eligibility. A student may submit only one appeal; subsequent appeals will not be considered. **Please note:** If the warning/probation status is primarily due to a deficiency in GPA, it is important to note that the Bellin GPA can only be improved by credits earned at Bellin College.

Financial Aid Appeal: A student who becomes ineligible to receive aid after one semester of Financial Aid Warning may submit a written appeal to request one semester of Financial Aid Probation. The letter must be signed and dated and received by the Director of Financial Aid

within 14 calendar days of notification of the ineligible status. The letter must explain why the student failed to meet SAP standards and how the student plans to improve upon her/his academic performance if financial aid eligibility is allowed to continue. The student's academic record will be reviewed to determine if the student may improve his/her academic standing to meet SAP standards after one semester. Other 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 verifying the situation may be required. The Director of Financial Aid and the Dean 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 enrollment term of financial aid probation.

Only one appeal will be allowed; no further appeals will be accepted. The decision of the Dean of Student Services and Director of Financial Aid is final.

Incomplete Grades Appeal: 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 Director of Financial Aid will review SAP requirements for the student; the student will be notified in writing of the outcome of the appeal within ten business days. Possible outcomes of the appeal will be that the student will remain on financial aid warning or probation or the warning status will be lifted and the student will once again be in good standing. *Credits not completed within four (4) 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.

Withdrawal Date Determination for Non-Attendance

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.

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 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

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.

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.

Malpractice Insurance

Proof of malpractice insurance is required for OMPT Fellowship students. The College recommends that students evaluate the malpractice issue and obtain additional coverage prior to their first clinical course if they choose. The College liability only covers students during College-sponsored activities.

Dress Code

Dress Code for DScPT/OMPT 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 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 attain a “C” (77%) or better in a 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 that has been dismissed from Bellin College may appeal for readmission to the College one time only.

The student appeal must be communicated in writing and the appeal must:

- Be received by the College within 10 working days of receipt of notice of dismissal.
- Identify an extenuating circumstance contributing to the dismissal from the College.
- Identify behavioral changes that will contribute to the student’s success if the appeal for readmission is granted.
- Include student’s contact information, address, home telephone and cell phone numbers, and email address. Submit the appeal to the appropriate Academic Dean as outlined below.

Reason for Dismissal:	Student writes appeal to:
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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

Classroom 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 will occur when a student falls below the 3.0 GPA minimum.
- 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 attain an AB (90%) or better in a required education course (OMPT Fellowship only)
- 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.

Grade and Progression Policy

Grade Requirements

All DSc courses require a final grade of C (77%) or better. The grade of D (76.99% or less) is below satisfactory achievement. All Fellowship courses require a final grade of AB (90%) or better. The grade of B (89.99% or less) is below satisfactory achievement.

When a final grade of less than C (77%-DSc) or AB (90%-Fellowship) is earned, the course facilitator is to notify both the student and DSc Program Director in writing (an email is acceptable) within one week of assigning the grade. The student will then receive a letter from

the DSc Program Director informing them of the Repeat and Progression Policy, and an SPN will be issued.

Repeat and Progression Policy

One graduate course 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 DSc Program Director.

Repeating a course will require a modification to the student's plan of study and will, in most circumstances, result in a delay of anticipated graduation date. Subsequent course enrollment will be dependent upon meeting prerequisite or co-requisite requirements of the course.

No repeats will be allowed when final grades are below C (76.99% or less DSc) or AB (89.99% or less Fellowship) due to ethical, moral, or professional standards as defined by the Bellin College Code of Conduct (see previous handbook section regarding Bellin College Code of Conduct).

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.

Causes for Non-Academic Dismissal from Bellin College

Bellin College fosters a culture built on the four values of excellence, integrity, community and caring. Undergraduate and graduate students are expected to be consistent with the standards of professional conduct and student foundational behaviors.

Situations that may lead to dismissal from Bellin College include, but are not limited to, the

examples listed below. This list is not exhaustive, and additional circumstances may be outlined in other student-related policies:

- Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.
- Serious safety threats (assault, weapon possession, threats).
- Illegal drug distribution or possession.
- Harassment, bullying, hazing, or discrimination.
- Fraud, theft, identity misuse.
- Unauthorized use or destruction of college property.
- Criminal behavior on or affecting the college or clinical partners.
- Actions that jeopardize a student's health, performance, and/or behavior that jeopardizes the safety of patients, other students, or College faculty, staff, visitors, and/or guests.
- Repeated or severe violations of student policies.
- Failure to fulfill or resolve disciplinary probation requirements via breach of contract.

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.

Progression Deferment- DScPT/OMPT

A Progression Deferment is defined as temporary.

- It is a voluntary suspension of enrollment in a degree program for not more than one year. It is allowed for students who need, for various approved reasons, to voluntarily suspend degree progression.
- Students must be in good standing and do not have to follow the standard reapplication process when ready to return to Bellin College, provided not more than one year has passed since the last semester of enrollment.
- Return to Bellin College is dependent on space availability.

Students must meet with the appropriate Academic Advisor or Program Director 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 or Program Director will assist the student in completing the Request to Defer Progression form.
- A student may request a voluntary deferment during or at the end of a currently enrolled semester.
- A student is not allowed to be enrolled at any other institution of higher education for credit during the deferment.
- A progression deferment is not considered a leave of absence (LOA), as defined by the U.S. Department of Education.
- A student will notify Bellin College of a projected return date for enrollment. A return to Bellin College must occur within one year pending availability, otherwise, the students will be changed to withdrawn and will need to follow the readmit procedure.
- 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. Students must complete the Return to Progression form.

Comprehensive Exam Policy - DScPT Only

DSc students will also have to partake in one pass/fail comprehensive examination. This oral examination will cover biostatistics and research topics. If competency is not shown the student will have the opportunity to study for and take a second examination on the area(s) not passed. Students who are unable to pass the examination in two attempts may be dismissed from the program, audit previous coursework, or may complete independent study or additional coursework. The requirement for an individual student will be determined by recommendation from the faculty and committee members. The fee for taking the comprehensive exam is \$250. The comprehensive examination will take place after completion of both DSC751 Biostatistics I, DSC752 Biostatistics II, DSC901 Research Methodologies and Doctoral Project I, and DSC902 Research Methodologies and Doctoral Project II.

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.

Academic Performance Notification

The purpose of the Academic Performance Notification is to provide the student with notice when the course grade drops below a passing level, with at least 50% of the course completed, or at the discretion of the course facilitator. This allows for student consultation with appropriate College personnel to determine steps for success.

Student Performance Remediation and Due Process - DScPT/OMPT

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 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 will occur when a student falls below the 3.0 GPA minimum.
- 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 attain an AB (90%) or better in a required education course (OMPT Fellowship only)
- 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.

Probation – Overview

A student may be placed on academic and/or disciplinary 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 (1) 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 attain a "C" (77%) or better in a required education course (DSc).
- Failure to attain a "AB" (90%) or better in all required education course (OMPT).
- 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.

Orthopaedic Manual Physical Therapy Fellowship Program

Description and Progression through the Orthopaedic Manual Physical Therapy Fellowship Program

The AAOMPT/ACOMPTE-accredited Fellowship in Orthopaedic and Manual Physical Therapy (OMPT) is designed to equip physical therapists (PT) with the highest level of expertise in advanced manual techniques, clinical mentorship, clinic-based research, and leadership within the physical therapy profession.

The Bellin College OMPT Fellowship is a 40-credit program that is flexible and thoughtfully structured to support the PT wherever they are located. Participants can tailor the program to their individual needs, completing it over a period of 2.5 to 4 years. Graduates are well-prepared to excel as leaders in the teaching of orthopaedic manual physical therapy and to make meaningful contributions to clinical research.

This fellowship combines didactic instruction, collaborative learning, and clinical mentorship through an innovative blend of digital learning, weekend hands-on intensives, and clinical practice hours, creating a dynamic and comprehensive educational experience.

Requirements for Completion of Fellowship

There are a multitude of requirements that must be checked off in order to graduate from this fellowship program. Below is a list of your graduation requirements.

- Get an A- (90%) or better in all coursework and written examinations

- Complete a total of 150 clinical mentorship hours with a FAAOMPT therapist
- Complete 160 clinical lab hours (100 spine and 60 extremity)
- Complete 40 manual therapy practice hours
- Obtain ABPTS Orthopaedic board certification (OCS)
- Outcomes participation (150+ complete pt cases over a minimum of 4 quarters)
- Complete teaching experiences
- Two EBP presentations
- Get an A- (90%) or better on 2 practical exams (one spine, one extremity)
- Submission of your scholarly activity
- Member of the APTA and AAOMPT

Fellowship Program Academic Planning

Bellin College Fellowship Core

Core courses include four musculoskeletal management courses (Management of Lower Extremity Disorders, Management of Lumbo-Pelvic Disorders, Management of Cervico-Thoracic Disorders, and Management of Upper Extremity Disorders). The Core courses are delivered in 8-week educational modules, including 8 weeks of online learning and one live 20-hour lab weekend intensive for each course.

Online Teaching Assistant Roles

All FiTs act in teaching assistant roles for the online portion of the Core courses in their teaching practicum courses. This role may include, but is not limited to, providing feedback to student online posts, assisting in grading activities, giving and receiving feedback on technique performance, and leading/directing components of live class meetings/discussions.

The expectations for the Teaching Practicum role are defined ahead of time by the Program Director and the Course Lead Faculty. Student performance is managed by the Course Section Faculty member.

Capstone Examination and Projects

Each FiT should coordinate with the Program Director to take the final comprehensive written examination ideally within 60 days of completing all academic coursework.

The techniques examinations and live patient examinations will be administered by any Bellin College Faculty, including Fellow Mentors. Technique's exams are typically administered at Bellin College weekend intensive courses but may also be conducted at other Bellin College events/gatherings (other Bellin College CE courses, annual session at AAOMPT, etc.) or other setting as approved by the Director.

The live patient examinations should be accomplished early enough to allow for re-testing, if needed, before the 48-month time period for completion of requirements expires. Faculty administering these examinations will follow standard procedures for testing as outlined in the Graduate Requirements Course within Bellin College's learning management system.

FiTs will track their program progression, outcomes data and reflections, goals progression and updates, and plan for completion of the program (timeline) through the OMPT Graduation Requirements course. Access to the course is shared with the Registrar, Program Director, Program Coordinator, and Fellow Mentor Leader, to allow for more seamless communication between all individuals who are working towards the success and growth of the FiT.

Fellowship Program Academic Planning

Upon entering the program, the Bellin College Registrar and Fellowship Program Administrative Support personnel will provide each FiT access to their academic plan of study via Bellin College's Student Information Software (SIS). The plan of study contains all required coursework as well as planned course dates. It is the responsibility of the FiT to review the plan of study document regularly and inform the fellowship program leadership if problems arise or when/if updates/corrections need to be made. During each semester, FiTs will be required to review and approve their next future semester plan of study.

FiTs have up to 4 years (48 months) to complete the program. Exceptions to this period will be rare but may be granted for up to 60 months for extraordinary or special health or personal reasons or for remedial work but will be made on a case-by-case basis by the Fellowship Director.

Fellowship Plan of Study

This fellowship plan of study includes 4 components:

- Bellin College Fellowship Core - Teaching Practicum
- Special Topics in Orthopaedic and Manual Physical Therapy
- Mentored Lab and Clinical Practice
- Capstone work (examinations and projects).

Lab and Mentored Clinical Practice

Lab Hours

Lab intensives are held in partnership with physical therapy sites spread across the country, including at Bellin Health in Green Bay, WI. This design decreases costs by allowing students to attend the weekend intensive courses at the most convenient location.

FiTs will take labs associated with the four management courses (lumbopelvic, cervicothoracic, lower extremity and upper extremity), a pain science lab, and 2 advanced manual technique labs. FiTs will also have the opportunity to assist in teaching labs during teaching practicum labs.

There are **160 hours** required of clinical / supervised lab time of which **100** is to be focused on the spine and **60** on the extremity. The hours must be performed with a FAAOMPT or someone with similar training who is approved by the program director. These hours must be performed while enrolled in the fellowship program (can't count hours for previously taken weekend intensives).

All fellows must maintain a log of 40+ hours of manual therapy practice with faculty, FAAOMPT mentors, other fellows-in-training, or PT colleagues. These hours will be submitted monthly in the online Form 01 These hours are in addition to the required 160 supervised/clinical

lab hours. FiTs should keep copies of their practice log to support Form 01 submissions as needed.

Clinical Mentorship Hours

FiTs are required to receive a minimum of 150 hours of clinical mentorship while in the program in order to graduate. Up to 20 hours can be done via observation and the remaining 130 hours are to be done with the FiT as the primary provider of patient care. Up to 75 hours can be done virtually as aligned with ACOMPT accreditation standards. Mentors must be approved by the Program Director and sign an agreement stating that they will mentor the FiT. The FiT may not start mentor hours until these components have been verified. If the FiT starts mentorship without approval of the Program Director, the FiT will be at risk for any unapproved mentor hours not counting towards the 150 total required for graduation.

Mentors do not have to be graduates of the Bellin College fellowship program, however, it is important to make sure that the mentor understands the reasoning model that is taught in this program. A person-centered, signs and symptoms approach is a commonly used reasoning framework that many FAAOMPTs use in clinical practice, but not all. This can make it difficult to gain valuable feedback for refining clinical reasoning. Furthermore, the program's focus on being person-centered (integration of a biopsychosocial, lifestyle behavior, etc.) framework may not be commonplace.

Mentors are observed on an annual basis and feedback is sent to both the FiT and mentor regarding mentor performance. The mentor will provide feedback on FiT performance via the form 03 and the FiT will provide mentor feedback and self-reflection feedback using the form 04/05.

OMPT Fellowship Mission

Bellin College is committed to developing evidence-informed physical therapist practitioners who provide advanced orthopaedic and manual therapy skills using a strong clinical-decision making framework. Graduates will be

collaborative, reflective, person-centered and leaders driving the advancement of the profession.

Special Topics in Orthopaedic and Manual Physical Therapy:

The Special Topics in Orthopaedic and Manual Physical Therapy category includes the Orthopaedic Manual Physical Therapy (OMPT) series, as well as DSc 614 Evidence Based Physical Therapy Practice.

The OMPT series includes the following courses:

- OMPT Introduction to OMPT and Professional Socialization
- OMPT Pain Sciences and Psychosocial Implications in Musculoskeletal Care
- Patient Management Framework Courses 1-4
- Lifestyle Medicine and Behavior Change

"Live" virtual tutorial meetings are used consistently throughout the OMPT courses to discuss course content and/or patient cases. The live virtual sessions typically occur in the evenings (typically on Tues or Wed for approximately 1-3 hours). Live tutorial synchronous sessions are scheduled within the College's learning management system or another appropriate virtual platform (i.e. Teams).

DSc in Physical Therapy Academic Planning

College Residency Requirement

A student who transfers credits into the DSc program must complete a minimum of 25 DSc credits through Bellin College. A credit evaluation will be completed to assess acceptance for transfer of fellowship credits obtained outside of Bellin College.

Doctor of Science in Physical Therapy

Degree Type

Doctor of Science in Physical Therapy

Students register for courses per their academic Plan of Study. Students must follow prerequisite guidelines for order of courses to be completed. Course selection special requests will be reviewed by the DSc Program Director and addressed based on a student's individual circumstances.

Item #	Title	Credits
DSC 800	Curriculum Development	3
DSC 810	Science and Design of Educational Assessment	3
DSC 680	Leadership in Higher Education	2
DSC 751	Biostatistics 1	3
DSC 752	Biostatistics 2	3
DSC 901	Research Methodologies and Doctoral Project I	2
DSC 902	Research and Methodologies and Doctoral Project II	2
DSC 900	Research Track Course	1
DSC 903	Research Methodologies and Doctoral Project III	2
DSC 904	Research Methodologies and Doctoral Project IV	2
DSC 905	Research Methodologies and Doctoral Project V	1
DSC 906	Research Methodologies and Doctoral Project VI	1
DSC 990	Educational Comprehensive Capstone	1
	Total Credits	26

DSc Biostatistics Challenge Exam

Qualified applicants have the option to take challenge examinations in lieu of the two required three-credit Biostatistics courses (DSC 751 and DSC 752). Qualified applicants must have successfully completed a doctoral level course in Biostatistics that is beyond an entry-level DPT curriculum. Each Biostatistics course has a corresponding challenge exam, and applicants may take a challenge exam for one or both courses at a fee of \$250 per exam. If a passing score is obtained on the Biostatistics exam(s), the student receives three credits for each passed exam. Credits will appear as transfer credit on transcripts. If the student fails the exam(s), \$150 will be applied toward tuition for the respective course. Note: The Biostatistics challenge exams do not count toward full-time status. Students should work with the DSc Program Coordinator to ensure this option does not impact financial aid eligibility.

DSc Physical Therapy Academic Planning

The Bellin College DSc in Physical Therapy program is committed to developing evidence based physical therapist practitioners and clinician scientists. Graduates will be critical thinkers, reflective, empathetic, and lifelong learners. Lastly, graduates will become highly skilled autonomous practitioners who are prepared to become leaders in the areas of teaching as well as participants and contributors to clinical research.

The Doctor of Science in Physical Therapy (DSc) track is a 66-credit program. Students complete core coursework involving orthopaedic manual physical therapy followed by specialty courses that focus on research, curriculum, and leadership.

DSc Research Methodologies and Doctoral Project

The DSc program utilizes a doctoral project versus a dissertation. This means that students will submit a total of two scholarly products for

publication by the end of the program: one systematic review and one manuscript related to a clinical project.

Accommodations for Virtual Educational Environment

Because all of the coursework will be completed online and faculty, students and adjunct research committee will be in a variety of geographic locations with varying time zones, attention should be given to address these circumstances. Faculty and students will have to find mutually agreed upon times to meet in the virtual environment for both coursework assistance, research project mentoring, advising, and writing assistance. The use of Google Drive allows for smooth collaboration on writing projects since all individuals can be writing on one document at the same time without any limitation. In regard to communication and meetings, virtual meetings can easily be performed via Microsoft Teams.

For defending the overall doctoral projects, there are a variety of options that could be integrated and implemented into this DSc program. The individual(s) could present to the scientific panel in a virtual setting. A second option would be to find a time for the doctoral project defense at a specific conference. Often faculty and students will meet at national conferences to communicate regarding research projects, and this could be a venue where students could defend their overall doctoral product in a face-to-face environment.

Assistance with Writing

The Center for Academic Success, Teaching, and Learning Excellence (CASTLE) will be committed to support graduate students succeed in writing at all stages of their academic careers. The SSC will be staffed with individuals with expertise in writing, including composition and grammar, who are trained in providing feedback and guiding students through the writing process.

All students must be proactive in seeking writing help. Students will expect feedback within a week of submitting drafts. Drafts submitted a day or two before their due dates may not receive any feedback. Graduate students working on doctoral projects are highly encouraged to submit their first chapter to CASTLE for early feedback.

Institutional Review Board Information

Bellin Health's Institutional Review Board (IRB) serves as the overseer of research proposals, both medical and allied health. Graduate students are required to seek IRB approval before proceeding with any research. Students in the DSc program are guided through the process of seeking such approval by their faculty mentors. All students who are involved in research must complete a "Training in the Protection of Subjects" online course per the IRB requirements and provide the completion certificate for verification. All research conducted through Bellin College, faculty, or student, is required to be submitted to and approved by the Bellin Health's IRB.

Formation of Doctoral Project Committee

In DSC901 Research Methodologies and Doctoral Project I, students will be assigned research groups. In some special circumstances, students may be allowed to complete projects independently if it is determined the project will satisfy the requirements of the degree.

Committees will be formed, and specific committee member roles will be developed. One faculty member will be the doctoral project chair, or another individual external to the college may serve this role if it is deemed appropriate (strong track record of research specific to content of doctoral project, approved by Research Director and Program Director). The other committee members can be individuals who have clinical expertise in the area of study. The doctoral project chair will be the primary contact while the research is being completed, and they will provide feedback for project direction and manuscript writing throughout the process. The second and third committee members will be utilized as needed for their clinical expertise and will also provide feedback to the manuscript after the doctoral project chair has provided primary feedback. All three members will be present at the doctoral project defense.

Defense Process Doctoral Project Defense

The final doctoral project defense will take place in DSC905 Research Methodologies and Doctoral Project V. The doctoral project defense will be done on an individual basis. The first portion of the student doctoral project defense

presentation will be open to any individual who wants to be present (see 1a below), and the second half will be composed of only the doctoral project committee members and student (see 1b).

Prior to the doctoral project defense, the individual student must provide a final document that compiles all of the project content from beginning to end, including any grant applications that may have been submitted/accepted, copies of posters or slides from platform presentations, any accepted abstracts, and the overall manuscripts (systematic review and clinical project) that were submitted and/or accepted.

The doctoral project defense will proceed as follows:

1. The overall doctoral project defense will take no more than three hours
 1. Student gives a 30-45-minute oral presentation addressing all of the required materials for the proposal
 2. Committee members will have up to 40 minutes to ask the student questions about the proposal
 3. The student is dismissed while the committee members vote on the student's proposal (approve, approve with revisions, not approve)
 4. The student returns and is informed of the overall decision of their doctoral project defense

Graduation Requirements-DSc

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

- Successful completion of 66 credits
- Achieved a cumulative GPA of 3.0 or higher.
- Completed all courses with a grade of C (77%) or higher.
- Successfully completed the research comprehensive examination.
- Successfully completed the educational track comprehensive capstone.
- Successfully completed the Doctoral Project.
- Submitted Intent to Graduate Form (available on the College web site).
- The maximum time of completion is 5 years for the fellowship certificate and/or 5 years for the DSc degree.

- Has submitted for publication the research project and systematic review (see below for details)

With the assistance of the DSc research project committee, it is the responsibility of every DSc student to publish their scoping/systematic review and research project manuscript in a peer-reviewed journal. Publication is considered the pinnacle end state, taking a project through the full spectrum from planning to execution to acceptance by peer scientists. The expectation is that the scoping/systematic review will have been submitted to a peer-reviewed journal for initial consideration no later than the end of August after DSC905 Research Methodologies and Doctoral Project V. The expectation by the end of DSC906 Research Methodologies and Doctoral Project VI is that both the scoping/systematic review and research project manuscript will be 1) submitted and under full review with a peer-reviewed journal, or 2) accepted for publication or published in a peer-reviewed journal.

For those students whose scoping/systematic review and/or research project manuscript has 1) initially been submitted and rejected after December 1 of your final semester, or 2) entered peer review with a journal, but was then subsequently rejected after December 1 of your final semester, adjustments will be made. For these cases, the expectation is that the scoping/systematic review and/or research project manuscript will be updated, revised and resubmitted to appropriate peer-reviewed journals within four months of rejection.

If the scoping/systematic reviews and/or research project manuscript are rejected from a journal after the December 1 deadline, and the manuscript is not resubmitted within four months from notice of rejection, the DSc student agrees to relinquish authorship to the committee members and only the committee members retain the right to pursue publication with the materials. Resubmissions can include as many of the previous student members of the scoping/systematic review and/or research project group that still show interest in wanting to publish their research findings, but the Bellin DSc faculty reserve the right to take the lead and publish the work, to include being the lead authors. The intent is to have everyone publish their work, and we will work with everyone diligently toward that end state, even after they have completed graduation requirements. However, policies need

to be in place to ensure that projects are able to reach completion, even if only one or no students end up remaining interested in pursuing that final state.

Orthopaedic Physical Therapy Fellowship Program Appendices

8.1 Appendix A

Bellin College Clinical Mentorship Requirements and Considerations for Fellows-In-Training Clinical Mentor Requirements for Fellow Mentors

A Bellin College fellowship mentor for 1:1 clinical mentorship hours will have all the qualifications listed below. Additionally, many will have teaching experience (academic, continuing education presentations, and/or clinical instructor.

- Credentialed as a Fellow of the AAOMPT (FAAOMPT) with current FAAOMPT status
- Actively engaged in patient care
- Able to spend a portion of clinic hours in 1:1 time with the FiT at a mutually agreeable location
- Agrees to allow observation of active mentorship at least one annually, either live or via electronic means, by Bellin College Program Director.
- Approved by the Bellin College Orthopaedic Manual Physical Therapy (OMPT) Fellowship Program Director/Coordinator.
- Agrees with and upholds the patient care principles of Bellin College and the clinic, and is supportive of Bellin College's goals, philosophy, and requirements for fellowship clinical mentorship experiences
- Agrees to participate in Bellin College Mentorship Program Initiatives (mentorship webinars, mentorship courses, mentorship sessions at conferences, etc.)

In addition to the above requirements, a clinical mentor for Fellows should:

- Supervise the FiT in direct patient care, providing critique and guidance on fellowship-level clinical decision making and manual therapy skills
- Provide critique and guidance to the FiT on professional communication, teaching techniques, and teaching effectiveness
- Be proactive in modeling and instilling leadership and mentorship qualities
- Provide critique and guidance for the development of teaching modules, educational and marketing materials as applicable
- Work with Bellin College Faculty to conduct live patient and/or techniques examinations (note that live patient examinations need to be recorded for Bellin College Program Director review or two FAAOMPT credentialed examiners must be present on site).
- Support Bellin College Clinical Mentorship Initiatives (Mentorship Webinars, attend mentorship sessions at AAOMPT/CSM meetings as able, go through mentorship course with Bellin College, etc.) as able

Clinical Mentorship Hours Requirement for Manual Requirement for Manual Therapy Fellows

1 on 1 clinical mentorship hours

According to AAOMPT, **none of the clinical mentorship hours for Fellows may take place in a POPTS or Referral for Profit (RFP) situation.**

An RFP situation is one in which a referring physician (medical doctor, doctor of osteopathy, podiatrist, dentist, or chiropractor) derives a financial benefit from the physical therapy services provided to the person who is referred. The situations to which this restriction applies include those in which: (a) a physician has an ownership interest in a physical therapy practice to which he or she refers, (b) a physician or the physician's practice employs or contracts with physical therapists to provide physical therapy services within the physician practice, or (c) a physician's income or bonus is directly or indirectly tied to the revenues of the physical therapy service to which he or she refers patients. Noncompliance with this clause constitutes grounds for withdrawal of credentialing, and therefore FiT must not perform all mentorship (1:1 and clinical practice hours) in clinical situations that are not in POPTS or other RFP situations.

It is each FiT's responsibility to document completion of their clinical mentorship hours using Form 01, 1:1 mentorship Forms 3/4/5, and their clinical outcomes tracking using FOTO (exceptions granted by program director on a case-by-case basis). **By submitting your 1:1 hours to Bellin College, you are vouching that your hours were not performed in an RFP situation or POPTS.**

Process and Documentation Requirements

Documenting Clinical Mentorship Hours

All FiTs must provide evidence of completion of all clinical hour requirements (1:1 and non 1:1 clinical hours) by documenting them on a monthly Bellin College Form 01 in the Bellin College.

FiTs may stop tracking and logging monthly patient care hours in the Form 01 submissions once:

- The FiT has logged >310 hours (and >= 400 patients) of patient care management where manual therapy techniques were used in the overall care of the patient, and where the FiT had the ability to discuss this case with FAAOMPT faculty (either live or through electronic forms of communication). These hours must be in a non-RFP situation.
- The FiT has at least 400 patients total recorded.
- The FiT's clinical hours and patient cases adequately represent a demographically and clinically diverse patient population as described in the DSP (shown above). Percentages must be within 2% of the minimum requirements of percentages shown.

Once all three criteria are met, FiTs should confirm with the mentor leader and Program Director.

Self-assessment

Fellows will engage in ongoing self-assessment and ongoing feedback with their mentors regarding their clinical performance and clinical reasoning. All forms will be completed through web-based links to mentorship forms. E-mail

notification with links to the forms will be sent and will also be available in the respective program's orientation course.

Forms 03, 04, & 05 will be used to both guide and document this process. Fellows will complete these forms through web-based links to survey forms, which are available in the Fellowship Orientation, Resource, and Archive Course. Form submission is required to submit completed forms for every 20 hours of mentoring completed. An exception is made for FiTs who spend a full week (5-6 consecutive workdays in a row) with a FAAOMPT credentialed mentor. In this situation, one set of forms (Forms 3, 4, and 5) can be submitted for the entire weeks' worth of hours. These documents must clearly state how many hours are supported by the form/documentation. Additionally, at least one set of forms (Form 03, 04, and 05) must be completed per each FAAOMPT mentor that a fellow-in-training works with for 1:1 hours.

FiTs should be very detailed in documenting their 1:1 hours and should make sure that the hours documented on the monthly Form 01 submissions match all Form 03, 04, and 05 submissions.

It is important to note that your mentorship hours WILL NOT COUNT if the proper documentation is not submitted to Bellin College. It is the fellow's responsibility to initiate and ensure completion of all mentorship paperwork.

Responsibilities of the Bellin College Fellow

It is the responsibility of the FiT to seek and make arrangements with a fellow mentor directly. The Fellow must provide evidence of this arrangement submitting a Clinical Mentor Agreement form (Form 06) for every clinical mentor who serves in a 1:1 mentorship role and in a practical examination supervisory/grading role. Each clinical mentor must also submit: 1) Clinical Mentor Agreement form, and 2) their CV. Clinical mentors must then be approved by the Bellin College Fellowship Program Director and/or the Program Administrative Assistant. Bellin College will assist the participant as able in securing a clinical mentor.

Any financial arrangement related to activity with a clinical mentor is a matter addressed between the Fellow-in-Training, the residency/fellowship site, and mentor. Bellin College does

not participate in this activity. If required, the costs associated with mentoring hours (honorarium to the mentor or practice, travel costs and additional liability insurance if necessary) are an added expense for the Fellow beyond standard tuition.

Please Note: It is highly recommended that each Fellow take a systematic and proactive approach to compiling documentation related to their clinical mentoring hours. We have found the best method to be in the form of a self-maintained (in addition to what Bellin College collects and maintains) well-organized portfolio of the clinical hours log (Form 01) and other forms associated with the clinical mentoring requirements. **DO NOT** approach documentation of clinical mentoring hours and requirements in a haphazard manner, **be purposeful, proactive, and diligent in managing and documenting the work you do.** You may be asked at any time to support the clinical mentoring hours you report.

All copies of the mentorship forms must be submitted to the Program and maintained in the Fellow's files. If we do not have the paperwork supporting your 1:1 mentorship hours in your main student files, **we cannot count the 1:1 hours towards graduation requirements.** It is the Fellow's responsibility to make sure all documents are submitted and received by the Registrar or by other Bellin College mentorship coordinators.

Completing mentoring hours can be a rate-limiting step to completing fellowship because there are still so few FAAOMPT qualified/credentialed therapists in the US who are available and willing to provide mentorship hours to FiTs. In coordination with Bellin College, persons considering fellowship training should give very careful consideration from the outset regarding how he or she plans to address this issue. The "find a fellow" function is available to AAOMPT members at the AAOMPT web page. This function can help the FiT to find a mentor in their region:

http://aaompt.org/Main/Public_Resources/Find-A-Fellow/Main/Member_Resources/Find-A-Fellow.aspx?hkey=108c9a56-f793-45e4-b3ed-cefe5d871a94

8.5 Appendix E

Fellowship Professional Behaviors and Expectations

Professional behaviors are dependent on a core set of generic abilities which are behaviors, attributes, or characteristics. These generic abilities are not explicitly part of the physical therapy profession's core knowledge or technical skills but are required for successful professional practice. They are also extremely important for successful and optimal learning in this fellowship program! Professional behaviors expected of Bellin College OMPT FiT are exemplified by the generic abilities outlined in this Appendix.

Communication

- Professionals need the ability to communicate effectively (i.e. verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes.
- FiTs should: adapt messages to address needs, expectations, and prior knowledge of the audience to maximize learning; effectively deliver messages capable of influencing patients, the community and society; provide education locally, regionally, and /or nationally; mediate conflict.
- Specifically related to the fellowship learning environment, FiTs are expected to respond to faculty/staff within 48 business hours of faculty/staff calling, texting, or emailing the FiT. "Faculty/Staff" includes Bellin College staff, mentors, online or WI faculty, FOWI or Open Lab Faculty, Guest Faculty, the Program Director, the Assistant Program Director, and/or any other individual representing Bellin College. If a FiT is out of reach of their phone/email/internet/etc., the student is expected to respond at the soonest available date.

Accountability & Timeliness

- Per the APTA, accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of the physical therapist including self-regulation and other behaviors that positively influence patient/client outcomes, the profession, and the health needs of society.
(PROFESSIONALISM IN PHYSICAL THERAPY: CORE VALUES BOD P05-04-02-03 [Amended BOD 08-03-04-10].)
- Accountability is necessary in the clinic, but also in the academic environment.

Timeliness is one aspect of accountability that becomes very important in our hybrid learning environment.

- In the Bellin College academic environment, unless specific requests have been made for providing/posting work late, FiTs are expected to post and provide work 100% on time. If the FiT has circumstances that the student could predict ahead of time would impact timeliness, the FiT should alert and discuss with faculty. If unpredicted (individual or family health issues, accidents, birth of child, etc.), the FiT should notify faculty at the earliest possible reasonable time to coordinate on any remediation needed or pathway to make up required work.

Excellence

- A FiT's submissions should consistently use current knowledge and theory, while also integrating judgment, patient/client preference (when applicable), challenging mediocrity, and working towards the development of new knowledge.
(PROFESSIONALISM IN PHYSICAL THERAPY: CORE VALUES BOD P05-04-02-03 [Amended BOD 08-03-04-10].)
- Submitted work should be at the level reasonably expected for high level post-professional work. This includes submitting work that is well-thought out, complete, and with proper grammar/spelling. FiTs are encouraged to use online tools such as spell-checkers and grammar checkers to ensure work is of high quality prior to submission or posting written work. FiTs should work out any technical difficulties to ensure that submitted videos have both high-quality audio and video.

Integrity

- Integrity is steadfast adherence to high ethical principles or professional standards; truthfulness, fairness, doing what you say you will do, and "speaking forth" about why you do what you do.
- This concept includes being honest and trustworthy, adhering to the highest standards of the profession (practice, ethics), acting based on professional values even when the results of the behavior may place oneself at risk, and handling patient/peer/faculty communication in confidence when indicated (no gossiping or sharing of confidential or sensitive information).

Compassion/Caring

- This concept includes the desire to identify with or sense something of another's experience, and this is a precursor to caring. Caring is then the concern, empathy, and consideration for the needs and values of others.
- FiTs are expected to display compassion and caring towards their patients, their peers, and faculty/staff. Simply put, FiTs should respect and value others as unique and of value.

Interpersonal Skills

- Interpersonal skills include the ability to interact effectively with patients, families, colleagues, other health care professionals, the community, and Bellin College faculty and staff in a culturally aware, sensitive, and professional manner.
- FiTs should always conduct themselves in an online environment in a similar professional manner as the student would conduct himself/herself in a live or "face-to-face" clinical environment, or in-person professional classroom environment. Extra sensitivity and care must be taken on the phone, in webinars, and in written communication because non-verbal communication and/or voice tone/inflection may be absent.
- In any situation involving potential conflict, FiTs are encouraged to reach out via telephone. Further, FiTs should consider asking the Program Director, Program Coordinator, and/or the Fellow Mentor Leader to also "sit in" or participate in relevant discussions.

Responsibility

- Responsibility is the ability to be accountable for the outcomes of both personal and professional actions, as well as follow-through on commitments that encompass the profession within the scope of work, community and social responsibilities, and academic/teaching/mentoring responsibilities.
- At the post-professional level, FiTs should recognize their role as a leader, encourage and display leadership, and facilitate program development/modification/updates.

Critical Thinking/ Problem Solving

- This concept includes the ability to question logically and to identify, generate and evaluate elements of logical argument. Critical thinking requires recognition and differentiation of facts, assumptions, and inferences. Critical thinking includes the ability to identify faulty inferences and/or assumptions and to differentiate relevant and irrelevant information. This concept also includes the ability or skill to use, analyze, and critically evaluate evidence from scientific resources, patient values, and professional experience to develop logical arguments, hypotheses, and clinical decisions.
- High levels of critical thinking/problem solving require the learner/clinician to identify and determine the impact of biases on decision making, and the FiT/learner/student/clinician must be able to recognize and define problems, analyze emerging data, develop and implement solutions, and evaluate ultimate outcomes of the decision-making process.
- FiTs must identify complex patterns of associations, distinguish when to think intuitively vs analytically, challenge others to think critically, weigh information based on sources and levels of evidence, suspend judgmental thinking, consider second and third order effects of chosen solutions, and develop new knowledge through research, professional writing, and/or professional presentations.

Humility and Receptiveness of Constructive Feedback

- Receptiveness to constructive feedback, as a concept, includes the ability to seek out and identify quality sources of feedback, and subsequently reflect on and integrate the feedback. This concept also requires FiTs to provide meaningful feedback to others. The related concept of humility ties into "receptiveness to constructive feedback" because it is the quality or condition of being humble, or modest opinion or estimate of one's own importance, rank, etc.
- In the OMPT Fellowship Program, FiTs are matriculating through a rigorous post-professional experience which involves a highly critical refining process. FiTs must desire and seek feedback from peers and faculty, and they must receive this feedback in a humble and teachable manner. It is

critical to “let go” of one’s personal ego and to embrace humility to its fullest extent to maximize one’s own growth process in this program. Many who have difficulties with the program are those who struggle with being humble, open, receptive, and teachable (and who receive feedback with defensiveness and closed-mindedness).

Effective and Proactive Use of Time and Resources

- This is the ability to manage time and resources effectively to obtain the maximum possible benefit of situations such as the fellowship program specific courses, patient care interactions, etc.
- Markers of effective and proactive use of time/resources in a post-professional setting include: organizing and prioritizing effectively; applying best evidence considering available resources and constraints; prioritizing multiple demands and situations that arise on a given day; mentoring others to optimize productivity and/or effectiveness without decrement in quality of care.
- Specifically related to fellowship academic work in a hybrid learning environment, it takes a while to understand how much time to allot to various required activities. However, FiTs should work to manage their own and the faculty/staff’s time wisely. While faculty/staff are indeed key resources for FiTs, key resources should ideally be searched to answer questions (specifically ask the Fellow Mentor Leader, read this Handbook, and look at the resources on the Fellowship Orientation and Resource course in Moodle).
- FiTs should try to prepare for and/or anticipate unexpected occurrences that may hinder or restrict their ability to work on fellowship projects or assignments. Life/work situations often arise leading FiTs to request academic hold periods or extended time for completion of fellowship. FiTs should target completion of all fellowship requirements well ahead of time (at least by the end of 2.5-3.0 yrs. of enrollment) to account for unexpected life/work situations.

Stress Management

- This includes the ability to identify sources of stress and to develop/ implement effective coping behaviors. This concept applies for interactions for the FiT himself/herself,

clients/patients and their families, members of the healthcare team, Bellin College faculty/staff.

- FiTs should: recognize when problems are unsolvable; assist others in recognizing and managing stressors; demonstrate preventative approaches to stress management; establish support networks for self and others; offer solutions to the reduction of stress; and model work/life balance as able through health/wellness behaviors in professional and personal life.
- FiTs must “know himself” or “know herself” to identify optimal stress management strategies, such as exercise, hobbies/leisure activities, etc. A rigorous three-year program is more of a “journey” than a sprint. Take this mindset and make sure you plan for integration of stress management strategies into daily life.

Commitment to Learning

- This is the ability to self-direct learning to include the identification of needs and sources of learning. It includes the continual search for, and application of, new knowledge, behaviors, and skills.
- Post-entry level providers should: act as mentors to physical therapy and health care professionals; use mentors who have knowledge available to them; continue to seek and review relevant literature; commit to understanding the PT’s many potential roles in the health care environment.
- FiTs should demonstrate commitment to learning from day one through graduation from the program.

Courtesy and Respect

- FiTs are expected to be courteous and respectful in all their actions and interactions with patients/clients, other health care providers, peers, and faculty/staff. Disrespect in actions/behaviors (such as being disruptive in classroom situations, not paying attention, creating “side-bar” conversation, speaking rudely, and gossiping) are unacceptable.

Participation

- Consistent, thoughtful, respectful FiT participation in classroom experiences (online, hybrid, virtual, live) is expected. FiTs are to be leaders in classes, and they should be engaged throughout each course from

start to finish unless on excused absence. FiTs should contribute to small group discussions, yet not dominate them. When asked questions, FiTs should respond thoughtfully. When part of a group project/assignment, each FiT should contribute their full share of the work.

The faculty, staff, and Program Director/Program Coordinator will make every effort to treat FiTs fairly, and in absence of the most grievous issues will give the FiT an opportunity to improve behaviors prior to the implementation of more serious consequences.

Professionalism

- Overall, this concept is the ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy profession.
- At the post-professional level, FiTs should: actively promote and advocate for the profession; pursue leadership roles; support research; participate in program development; participate in community education; demonstrate the ability to practice effectively in multiple settings; act as a mentor to other professionals and students online and in person; and advocate for the patient, community, and society.
- This is a broad term and concept, and all prior mentioned professional behaviors / generic abilities fall under the general concept of professionalism.

While there is clearly overlap in some of the concepts discussed, the behaviors/traits/qualities desired for FiTs are covered in detail to allow each FiT to have a clear outline of expectations. Breaches in adhering to these professional behaviors/traits can be addressed in multiple ways, and the decision on this approach shall be at the sole discretion of the Program Director. Typically, breaches in adhering to these guidelines are met with tiered or incremental consequences. For example, initial problems with timeliness are often addressed simply by faculty identifying the problem and advising the learner to follow guidelines for responsiveness and for posting or submitting their work. If the problem begins to be more systematic and repeated, this may elevate to specific performance plan implementation. The problematic behavior(s) and expected behaviors shall be clearly outlined. Additionally, the timeline for the probationary period shall be identified. FiTs who fail to comply with these identified expectations may be dismissed from the program. In contrast, breaches in ethical standards or integrity may be grounds for immediate dismissal (lying, falsifying data, committing fraud, etc.).

Courses

Doctor of Science in Physical Therapy

DSC 621 : Pain Sciences & Psychosocial Implications in Musculoskeletal Care

This course provides an in-depth review of the current concepts in pain sciences. The course challenges presuppositions and provides evidence-based insight into the current myths and gross misunderstandings of pain.

Credits 2

Prerequisites

Entry to the program.

DSC 630 : Lifestyle Medicine & Behavior Change in Musculoskeletal Care

This course will explore the physical therapist's role in optimal health promotion and wellbeing through select lifestyle medicine topics. Learners will investigate the impact that sleep, physical activity, and nutrition have on pain, health, and disability. Learners will review strategies to empower people to adopt behaviors that support a healthy lifestyle and address pain. The goal of this course is to empower the fellow-in-training to take an active role in inspiring healthy behaviors within in a person-centered approach to meet the needs of society.

Credits 1

Prerequisites

Entry to the program

DSC 652 TA : Teaching Practicum 1 – Management of LumboPelvic Disorders

In this course students function as teaching assistants for students enrolled in the Management of LumboPelvic Disorders. Under faculty oversight, students participate in course oversight, instruction, student evaluation and mentorship.

Credits 1

Prerequisites

Completion of Management of LumboPelvic Disorders.

DSC 654 TA : Teaching Practicum 2 – Management of Lower Extremity Disorders

In this course, students function as teaching assistants for students enrolled in the Management of Lower Extremity Disorders. Under faculty guidance, students participate in course oversight, instruction, student evaluation and mentorship.

Credits 1

Prerequisites

Completion of Management of Lower Extremity Disorders.

DSC 656 TA : Teaching Practicum 3 – Management of Cervical and Thoracic Disorders

In this course students function as teaching assistants for students enrolled in the Management of Cervical and Thoracic Disorders. Under faculty guidance, students participate in course oversight, instruction, student evaluation and mentorship.

Credits 1

Prerequisites

Completion of Management of Cervical and Thoracic Disorders.

DSC 658 TA : Teaching Practicum 4 – Management of Upper Extremity Disorders

In this course, students function as teaching assistants for students enrolled in the Management of Upper Extremity Disorders. Under faculty guidance, students participate in course oversight, instruction, student evaluation and mentorship.

Credits 1

Prerequisites

Completion of Management of Lower Extremity Disorders.

DSC 666 : Management of Upper Extremity Disorders with Lab

This course integrates manipulative intervention techniques in the management of individuals with upper extremity disorders and dysfunction. Classification systems and outcomes assessment tools, within the framework of evidence-based practice, are included. Diagnostic information for the medical screening of systemic and vascular disorders is discussed. An intensive laboratory weekend is included.

Credits 3

Prerequisites

Entry to the program.

DSC 680 : Leadership in Higher Education

This course provides graduates with the skills necessary to be a visionary leader by improving the performance of educational program, in accordance with accreditation standards, to drive continuous improvement, collaborative decision making, and strategic planning. Students will address contemporary and future educational issues relevant to the field of physical therapy.

Credits 2

DSC 729 : Fellowship Scholarly Project

This course requires the student to complete a scholarly project that may include a patient case report or case series, data collection for a research project, contribute to a systematic review or contribution to scholarly work. Fellow in Training may choose their scholarly project topic but must have it pre-approved through the Fellowship Program Director.

Credits 0

Prerequisites

Entry into the program.

DSC 751 : Biostatistics 1

This course will provide a foundation for understanding biostatistics, and basic proficiency with running basic biostatistical models. The course will cover such topics as simple descriptive statistics, basic probability concepts, probability distributions, sampling distributions, t-tests, and confidence intervals.

Credits 3

DSC 752 : Biostatistics 2

The purpose of this course is to build upon the topics of Biostatistics 1. This course will cover such topics as correlation, analysis of covariance, post-hoc testing, factorial designs, simple linear regression, and reliability analyses. Students will present doctoral research questions, hypotheses, methods, and data analysis plans for critique and discussion.

Credits 3

Prerequisites

[DSC 751: Biostatistics 1](#)

DSC 765 : Fellowship Mentored Clinical Practice

This Clinical Practicum is an advanced clinical practice experience in orthopaedic manual physical therapy in which students are mentored in both live 1:1 clinical practice hours and non-1:1 clinical practice hours based on current American Physical Therapy Association requirements. Emphasis is placed on advanced clinical decision-making, outcomes evaluation and autonomous patient management.

Credits 2

Prerequisites

Entry to the program.

DSC 799 : Fellowship Program Capstone Examinations

This capstone course consists of the final examination process. Students complete a final comprehensive written examination that focuses on medical screening, clinical reasoning, decision-making, and the application of manual physical therapy concepts. Students complete 4 regional technique examinations to demonstrate mastery of selected manual physical therapy interventions. Finally, 2 live patient examinations are completed, one with a spinal/axial focus and another with a peripheral/appendicular focus.

Credits 0

Notes

Capstone credit

DSC 800 : Curriculum Development

A deep understanding of the development and implementation of curriculum will be explored by examining the philosophical and theoretical perspectives of the science of teaching and learning. This is the 2nd course in a 2-part series that will utilize an in-depth analysis of curricular design models and application congruent with identified curricular objectives, goals and learner outcomes. Development of curriculum will systematically address technology integration, evidenced-based practices, and innovative and collaborative learning experiences.

Credits 3

DSC 810 : Science and Design of Educational Assessment

Through the study of the basic principles of curriculum development and assessment this course is designed to provide the learner with knowledge, skills, and experiences to be actively involved in multiple facets of the curricular process. This is the first course in a 2-part series that will focus on developing the knowledge and skills to identify, develop, and design assessment instruments and strategies for effective evaluation of student learning through both formative and summative assessment methodologies.

Credits 3**Prerequisites**[DSC 800: Curriculum Development](#)**DSC 900 : Research Track Course**

This course will assist students in facilitating completion of their systematic or scoping review. Students will be required to complete all screening of included studies in their systematic or scoping review and complete 50% of their data extraction by the end of the course.

Credits 1**Prerequisites**[DSC 901: Research Methodologies and Doctoral Project I](#)[DSC 902: Research and Methodologies and Doctoral Project II](#)**DSC 901 : Research Methodologies and Doctoral Project I**

This course will provide a foundation for the principles of evidence based-practice and research design so that the student may immediately integrate scientific knowledge with practice and complete a clinically relevant research proposal. This course is the first phase of the doctoral project and is designed to prepare doctoral students to develop a research project.

Credits 2**Prerequisites**

None

DSC 902 : Research and Methodologies and Doctoral Project II

This course will familiarize students with the steps required to successfully complete a systematic or scoping review, which are considered gold standards for appraising and evaluating the scientific literature. Students will also continue to work on their group research project.

Credits 2**Prerequisites**[DSC 901: Research Methodologies and Doctoral Project I](#)**DSC 903 : Research Methodologies and Doctoral Project III**

This course will require students to submit a draft manuscript of a systematic or scoping review. Students will also continue to participate in ongoing work on their group research project.

Credits 2**Prerequisites**[DSC 901: Research Methodologies and Doctoral Project I](#)[DSC 902: Research and Methodologies and Doctoral Project II](#)**DSC 904 : Research Methodologies and Doctoral Project IV**

The goal of this course is to focus on the completion of the systematic or scoping review and continue with the group research project. This will be largely project-dependent, but will include data preparation and cleaning, data analysis, and creation of a manuscript draft.

Credits 2**Prerequisites**[DSC 901: Research Methodologies and Doctoral Project I](#)[DSC 902: Research and Methodologies and Doctoral Project II](#)[DSC 903: Research Methodologies and Doctoral Project III](#)

DSC 905 : Research Methodologies and Doctoral Project V

The goal of this course is to finalize the research project data analysis and complete a final draft research project manuscript.

Credits 1

Prerequisites

DSC 900: Research Track Course

DSC 901: Research Methodologies and Doctoral Project I

DSC 902: Research and Methodologies and Doctoral Project II

DSC 903: Research Methodologies and Doctoral Project III

DSC 904: Research Methodologies and Doctoral Project IV

DSC 906 : Research Methodologies and Doctoral Project VI

The goal of this course is to have the research project and systematic/scoping review manuscripts under peer review or accepted by a journal and independently defend a presentation of their research before a scientific panel.

Credits 1

Prerequisites

DSC 900: Research Track Course

DSC 901: Research Methodologies and Doctoral Project I

DSC 902: Research and Methodologies and Doctoral Project II

DSC 903: Research Methodologies and Doctoral Project III

DSC 904: Research Methodologies and Doctoral Project IV

DSC 905: Research Methodologies and Doctoral Project V

DSC 907 : Doctoral Project Extension

The goal of this course is to have the research project and systematic/scoping review manuscripts under peer review or accepted by a journal and independently defend a presentation of their research before a scientific panel. This is a continuation course for those who are unable to complete the program requirements in the prior semester.

Credits 1

Prerequisites

DSC 900: Research Track Course

DSC 901: Research Methodologies and Doctoral Project I

DSC 902: Research and Methodologies and Doctoral Project II

DSC 903: Research Methodologies and Doctoral Project III

DSC 904: Research Methodologies and Doctoral Project IV

DSC 905: Research Methodologies and Doctoral Project V

DSC 906: Research Methodologies and Doctoral Project VI

DSC 990 : Educational Comprehensive Capstone

This course provides a comprehensive learning assessment by integrating the learning experiences of DSc 680, DSc 800 and DSc 810. Students will complete a final teaching project with oral defense.

Credits 1

Prerequisites

DSC 680: Leadership in Higher Education

DSC 810: Science and Design of Educational Assessment

DSC 800: Curriculum Development

OMPT Fellowship

DSC 614 : Evidence- Based Physical Therapy Practice

This course is designed to improve the participant's understanding and use of evidence-based practice and its impact on person-centered clinical reasoning. Participants learn how to effectively and efficiently the quality of peer-reviewed articles and accurately interpret specific findings. Learners will apply research appraisal skills that will form the foundation for future fellowship course work to build upon. The goal of this course is to develop consumers and users of clinical research that will improve the quality and impact of the participant's clinical practice on the people they serve.

Credits 1

Prerequisites

Entry into the Program

DSC 621 : Pain Sciences & Psychosocial Implications in Musculoskeletal Care

This course provides an in-depth review of the current concepts in pain sciences. The course challenges presuppositions and provides evidence-based insight into the current myths and gross misunderstandings of pain.

Credits 2

Prerequisites

Entry to the program.

DSC 630 : Lifestyle Medicine & Behavior Change in Musculoskeletal Care

This course will explore the physical therapist's role in optimal health promotion and wellbeing through select lifestyle medicine topics. Learners will investigate the impact that sleep, physical activity, and nutrition have on pain, health, and disability. Learners will review strategies to empower people to adopt behaviors that support a healthy lifestyle and address pain. The goal of this course is to empower the fellow-in-training to take an active role in inspiring healthy behaviors within in a person-centered approach to meet the needs of society.

Credits 1

Prerequisites

Entry to the program

DSC 631 : Patient Management Framework 1

This course will define person-centered clinical reasoning grounded in the signs and symptoms approach used in orthopaedic manual physical therapy practice. The learner will explore concepts surrounding person-centered care, shared-decision making, hypo-deductive reasoning, severity, irritability, nature, stage, and stability and how these factors play a role in one's clinical reasoning. Evidence-informed behaviors and reasoning skills surrounding the interview process and physical examination will also be a center-point of this course which will guide the learner in establishing a person's prognosis and/or theragnosis. The goal of this course is to lay foundational person-centered clinical reasoning knowledge that prepares the learner for future clinical reasoning refinement and clinical application.

Credits 2

Prerequisites

Entry to the program.

Notes

Entry to the program.

DSC 652 TA : Teaching Practicum 1 – Management of LumboPelvic Disorders

In this course students function as teaching assistants for students enrolled in the Management of Lumbopelvic Disorders. Under faculty oversight, students participate in course oversight, instruction, student evaluation and mentorship.

Credits 1

Prerequisites

Completion of Management of Lumbopelvic Disorders.

DSC 654 TA : Teaching Practicum 2 – Management of Lower Extremity Disorders

In this course, students function as teaching assistants for students enrolled in the Management of Lower Extremity Disorders. Under faculty guidance, students participate in course oversight, instruction, student evaluation and mentorship.

Credits 1

Prerequisites

Completion of Management of Lower Extremity Disorders.

DSC 656 TA : Teaching Practicum 3 – Management of Cervical and Thoracic Disorders

In this course students function as teaching assistants for students enrolled in the Management of Cervical and Thoracic Disorders. Under faculty guidance, students participate in course oversight, instruction, student evaluation and mentorship.

Credits 1

Prerequisites

Completion of Management of Cervical and Thoracic Disorders.

DSC 657 : Management of Lumbopelvic Disorders with Lab

This course provides an in-depth review of current concepts and published evidence related to the clinical examination, evaluation, diagnosis, and interventions for patients with disorders of the lumbopelvic spine. Evidence based classification systems, diagnosis, and outcomes tools, are addressed. An intensive laboratory weekend is included.

Credits 3

Prerequisites

Entry to the program.

DSC 658 TA : Teaching Practicum 4 – Management of Upper Extremity Disorders

In this course, students function as teaching assistants for students enrolled in the Management of Upper Extremity Disorders. Under faculty guidance, students participate in course oversight, instruction, student evaluation and mentorship.

Credits 1

Prerequisites

Completion of Management of Lower Extremity Disorders.

DSC 662 : Management of Lower Extremity Disorders with Lab

This course integrates manual therapy and exercise intervention techniques in the management of individuals with lower extremities musculoskeletal disorders. The course includes discussion of radiology rules for acute lower extremity injuries as well as diagnostic information for systemic and vascular disorders affecting the lower extremities. An intensive laboratory weekend is included.

Credits 3

DSC 664 : Management of Cervical and Thoracic Disorders with Lab

This course integrates manipulative intervention techniques in the management of individuals with cervical-thoracic spine and ribcage disorders. It includes the application of diagnostic imaging as a component of the diagnostic process. Classification systems and outcomes assessment tools, within the framework of evidence-based practice are included. An intensive laboratory weekend is included.

Credits 3

Prerequisites

Entry to the program.

DSC 666 : Management of Upper Extremity Disorders with Lab

This course integrates manipulative intervention techniques in the management of individuals with upper extremity disorders and dysfunction. Classification systems and outcomes assessment tools, within the framework of evidence-based practice, are included. Diagnostic information for the medical screening of systemic and vascular disorders is discussed. An intensive laboratory weekend is included.

Credits 3

Prerequisites

Entry to the program.

DSC 691 : Independent Study I

This course includes the preparation of two up-to-date, well-researched, evidence-focused presentations on pre-approved topics. These presentations must be: 1) recorded for posting in an open access forum, 2) presented live at weekend intensive or other approved post-professional continuing education course, 3) presented to a multi-disciplinary audience, 4) presented to a direct consumer audience, or 5) presented to another pre-approved audience.

Credits 0

Prerequisites

Entry into the program.

DSC 701 WI : Advanced Manual Therapy Technique

This weekend intensive lab focuses on the advanced examination/interventions targeting the upper and lower quarter, including mechanical diagnosis and therapy concepts, adverse neural dynamics, mobilization/manipulation techniques, and manual resisted exercise. The class includes discussion on optimizing the patient history, key differentiation testing to use in the physical exam, and strategies to select optimal intervention procedures.

Credits 1

Prerequisites

Completion of Management Course labs.

DSC 729 : Fellowship Scholarly Project

This course requires the student to complete a scholarly project that may include a patient case report or case series, data collection for a research project, contribute to a systematic review or contribution to scholarly work. Fellow in Training may choose their scholarly project topic but must have it pre-approved through the Fellowship Program Director.

Credits 0

Prerequisites

Entry into the program.

DSC 732 : Patient Management Framework 2

This course will expand on the person-centered and signs and symptoms reasoning approach used in orthopaedic manual physical therapy practice through the integration of evidence-informed communication strategies and hypoductive reasoning. The learner will work to become competent in a systematic person-centered interview process that aims to develop a strong therapeutic alliance and empower the person seeking care. There will be a focus on refining appropriate communication skills related to the subjective examination of a person through the critical review of case presentations and peer critical review. The goal of this course is to develop explicit communication behaviors and skills required to perform an efficient and well-organized interview that allows the learner to construct appropriate person-centered hypotheses, physical examination plans, and intervention strategies.

Credits 4

Prerequisites

Successful completion of Patient Management Framework 1.

DSC 733 : Patient Management Framework 3

This course will build off the foundational content and practice in person management framework 2. The learner will refine their skills and behaviors surrounding communication and interviewing in order to guide and perform an evidence-informed physical examination. Learners will develop their reasoning skills in order to synthesize data from both the interview and physical exam in order to form an accurate person-centered hypothesis. There will be a focus on refining appropriate psychomotor skills related to the physical examination of the spine and extremities through the critical review of case presentations and peer critical review. The goal of this course is to become proficient in the performance of a hypo-deductive reasoning approach to the physical examination that is founded in precise psychomotor performance that guides an evidence-informed intervention plan.

Credits 5

Prerequisites

Successful completion of Patient Management Framework 2.

DSC 734 : Patient Management Framework 4

This course will build off the foundational content and practice in person management framework 3. The learner will refine their reasoning skills so that they reach proficiency or mastery in specific elements of person-centered care. There will be a focus on optimal communication strategies for addressing complicating or significant influencing factors and progression of the plan of care. The learner will continue to refine their psychomotor skills related to the physical exam and evidence-informed intervention strategies. Refinement of reasoning skills through critical review of case presentations and peer feedback will be a hallmark of this course. The goal of this course is to prepare the learner for successful implementation of the person-centered model in order to pass the capstone practical examinations.

Credits 5

Prerequisites

Successful completion of Patient Management Framework 3.

DSC 765 : Fellowship Mentored Clinical Practice

This Clinical Practicum is an advanced clinical practice experience in orthopaedic manual physical therapy in which students are mentored in both live 1:1 clinical practice hours and non-1:1 clinical practice hours based on current American Physical Therapy Association requirements. Emphasis is placed on advanced clinical decision-making, outcomes evaluation and autonomous patient management.

Credits 2**Prerequisites**

Entry to the program.