

Bellin College

Nursing Assistant Guide



Table of Contents

Introduction	4	Information Technology – Online Verification	24
Welcome from the President	4	Information Technology – Student Technology Requirements	24
Mission Statement, Vision, and Values	5	Library Resources/Photocopying and Printing	25
College Purposes	5	Papers/Proofing Advice	26
Diversity, Equity, and Inclusion Statement	5	Wireless Internet	26
History of Bellin College	5	Writing Resources – APA Style	26
Land Acknowledgement	8	Writing Resources – AMA Style	27
Philosophy of Teaching and Learning	8	Student Services and College Policies	27
College Information	9	Accommodations Services	27
Abbreviations	9	Bellin College Student Research Scholarship	30
Accreditation	9	Bereavement Policy	30
Affiliations	10	Bias Incident Reporting	31
Bellin College Handbook and Catalog Effective Dates	10	Center for Academic Success, Teaching, and Learning Excellence (CASTLE)	32
Board of Trustees Directory	10	Complaint Process	32
Degrees Conferred	10	Child Care	33
Faculty and Staff Directory	11	Demographic Information	33
Type of College	11	Drug Abuse and Alcohol Prevention Program	33
Campus Information	11	Family Educational Rights and Privacy Act (FERPA)	34
Bellin College Campus – Quick Reference	11	Family Educational Rights and Privacy Act – Procedure for Review of Records	35
Bellin College Fitness	12	General Data Protection Regulation (GDPR)	36
Bellin College – Student Foundational Behaviors	12	Graduation	36
Digital Signs	13	Discrimination and Harassment Policy	37
Emergency Procedures	13	Hazing Policy	43
Emergency Student Contact	14	Lucyanna Hitch Award for Excellence	43
Event Management (Incident Reports)	14	Minors on Campus	43
Food and Beverage	14	Reference Request	44
Food Service	14	Retaliation	44
Housing	14	Service Animal Request	44
Inclement Weather/Class Cancellations	15	Student Behavior/Code of Conduct	44
Mental Health and Wellness Support Services	15	Student Behavior Conduct Hearing Procedures	45
Parking: Resch Location	16	Student Bill of Rights	46
Safety and Security	16	Student Freedom of Speech	47
Smoke-Free/Tobacco-Free College	17	Student Rights and Responsibilities	48
Student Access to Building	17	Student Social Media Policy	48
Student Employment	17	Title IX Policy Statement and Form	49
Student ID Badge	18	Payment Policies and Procedures	66
Student Off-Campus Event	18	1098-T Tax Forms	66
Student Lounge	18	Absences and Rescheduling Fees	66
Work-Study Employment Guidelines	19	Administrative Withdrawal Due to Nonpayment of Tuition and Fees	66
Admissions for Non-Degree Seeking Students	19	Overpayment of Account	67
Admissions Policies and Procedures	19	Payment Policy	67
Non-Citizen Applicants	19	Returned Payments	68
Non-Degree Seeking Student Status	19	Semester Billing	68
College and Academic Resources	20	Student Payment and Disclosure Agreement	68
College Logo	20	Student Organizations	68
Information Technology – Acceptable Use Policy	21	Introduction to Bellin College	70
Information Technology – Electronic Mail Policy	22		
Information Technology – Online Proctoring	24		

History of Bellin College	70	Course Drop Procedure	113
Nursing Assistant Program Outcomes	72	Program Termination	113
Campus Information	73	Record Retention	113
Bellin College Campus – Quick Reference	73	Student Withdraws	114
Bellin College – Student Foundational Behaviors	74	Academic Policies and Procedures	114
Event Management (Incident Reports)	74	Absence and Rescheduling	114
Emergency Procedures	75	Attendance Policy	114
Emergency Student Contact	75	Clinical Grade	115
Food and Beverage	75	Confidentiality of Protected Health Information	116
Food Service	76	Electronic Devices	116
Inclement Weather/Class Cancellations	76	Clinical Supervision of Students	117
Parking: Resch Location	76	Grading Policies	117
Safety and Security	76	State Exam/Certification	117
Smoke-Free/Tobacco-Free College	77	State of Wisconsin Nurse Aide Competency Exam	118
Student ID Badge	78	Technical Standard Inventory Required for Nursing Assistant Program	118
Admissions Policies and Procedures	78	Student Health and Safety Policies	119
Admission Requirements - NA	78	Admission Health and Safety Requirements	119
Clinical Requirements - NA	78	Bloodborne Exposure	119
Nursing Assistant Admission Criteria	78	Criminal Background Information Reporting	120
Financial Aid Policies and Procedures	79	Immunization Requirements	120
Nursing Assistant Financial Aid	79	Student Performance Remediation and Due Process	121
College and Academic Resources	79	Appeals Process	121
College Logo	79	Student Grievance Procedure	121
Information Technology – Electronic Mail Policy	79	Health Science Resource Center (HSRC) – Resources and Policies	123
Student Social Media Policy	81	Equipment in the HSRC	123
Student Services and College Policies	82	Health Sciences Resource Center (HSRC) Overview	123
Accommodations Services	82	HSRC Guidelines	124
Bias Incident Reporting	84	Nursing Assistant Course Information	124
Dress Code for Nursing Assistant Students	85	Course Format	124
Discrimination and Harassment Policy	87	Course Information	125
Student Behavior/Code of Conduct	93	Program Completion Requirements	125
Student Behavior Conduct Hearing Procedures	94	Student Evaluation of Course and Faculty (Nursing Assistant)	126
Student Rights and Responsibilities	96		
Title IX Policy Statement and Form	96		
Registrar Policies and Procedures	113		

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.mywonline.com/>
- PACs (Peer Academic Coaches) to help with specific class content- <https://bellincollege.mywonline.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. ____/____/____

Address: _____

Date of initial diagnosis: ____/____/____

City: _____

Date of most recent reevaluation (If applicable): ____/____/____

State: _____ Zip: _____

Diagnosis description and history (I.e., 504 Plan, IEP, etc.): _____

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.

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 objectively gather and consider relevant facts. The Title IX investigator(s) will ensure that statements of the complainant, the respondent, and all witnesses are documented and that the investigation is conducted in a thorough, objective manner and is considerate of all of the parties involved.
5. A live hearing and cross-examination are part of the grievance process. At the live hearing, the Decision-Maker(s) must permit each party's Advisor to ask the other party and any witnesses all relevant questions. Each party will have an equal opportunity to present facts, witnesses, and other evidence. The cross-examination must be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally.
6. The investigation will normally be concluded within 30 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 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 involved in the investigation 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

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.

Nursing Assistant Program Outcomes

At the completion of the program, the nursing assistant will

- Communicate and interact effectively with clients, family, and co-workers.
- Demonstrate the maintenance and protection of client rights.
- Report information and record observations accurately.
- Demonstrate the ethical and legal responsibilities of the NA.
- Provide safe care to a diverse population, meeting personal, physical, and psychosocial needs of the resident.
- Assist with resident rehabilitation and restorative care, promoting independence.

- Assist residents with long-term, disabling conditions including dementia, always focusing on the strengths of the resident.
- Work cooperatively in a team environment.
- Eligible to take the WI NA Competence Evaluation.

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 – Student Foundational Behaviors

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

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

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

Information Technology	Emotional Intelligence
I will use technology and BS resources appropriately. I will use a variety of professional resources to inform my decisions. I will embrace and use new and emerging technology. I will understand the importance of privacy and potential abuses of protected patient / college information. I will maintain professional boundaries when using social media.	I will have a good understanding of my own strengths and weaknesses. I will assess and manage my emotions and those of my peers and others. I will encourage people and celebrate their growth, efforts, and contributions. I will help my peers and others when they struggle or fail.
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.

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.

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

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.

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.

In addition to the Bellin college policies noted above, additional policies associated with our high school students will also be in effect.

If a high school is cancelled due to inclement weather conditions, our NA 150 – (Nursing Assistant) and/or HC 100 (Introduction to Health Care Careers) high school classes are also cancelled. If a high school has a 2-hour delayed start time, during which students were scheduled for class here, that class is cancelled. If a high school cancels after school activities due to inclement weather, our NA 150 high school class scheduled during those hours would be cancelled.

Our State of Wisconsin regulated Nursing Assistant Program has mandatory hour requirements. If a class is cancelled, hours missed will be rescheduled by the instructor and made up on a later date.

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 ID Badge

The ID Badge is the official identification for all students. Student ID badges must always be worn when on Bellin College property and during Bellin College clinical training. Students must use their ID badges for entry to the campus during campus hours when the doors are automatically locked (weeknights and weekends).

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

Undergraduate

- Undergraduate student photos are to be taken during orientation by Student Services personnel.
- The administrative assistant of Student Services will coordinate photos for students unable to attend orientation.
- Students cannot submit their own photo.

Replacement ID Badge:

A \$10 replacement fee applies to lost, stolen, or damaged badges, as well as name changes.

Admissions Policies and Procedures

Admission Requirements - NA

- All requirements for program entry must be completed prior to entry into the program
- Students must be at least 16 years of age
- Documentation of immunization history
- Able to push, pull and lift 50 pounds of weight
- Completion of Functional Ability Inventory (signed by parent/guardian for students under 18 years of age)

Clinical Requirements - NA

The following must be completed prior to attending clinical:

- Caregiver background check
- Completed immunization documentation
- TB skin testing – two step testing is required. This means that the skin test is given, then read on two separate occasions within a 21day period. This requires 4 separate visits to the health care provider.

Technical Standards Inventory

The American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination of persons because of her or his disability. Bellin College makes every effort to ensure a quality education to students. The purpose of completing the Technical Standards Inventory is to ensure that students acknowledge that they have been provided information on and can meet the technical standards required in the Nursing Assistant Program. If it is not clear whether a student can meet the functional ability criteria, Bellin College reserves the right to request additional information which may include a medical examination.

Non-discrimination

It is the policy of Bellin College to be nondiscriminatory because 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.

Nursing Assistant Admission Criteria

The Bellin College Nursing Assistant program has established admission criteria, functional ability categories required for each student and has developed parameters to establish reasonable accommodations and nondiscrimination.

Financial Aid Policies and Procedures

Nursing Assistant Financial Aid

The Nursing Assistant is a certificate program and is considered ineligible for financial aid.

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 – Electronic Mail Policy

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

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

Scope

This 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 for his/her account, including safeguarding access to the account. All email originating from an account is deemed to be authored by the account owner and it is the responsibility of that owner to ensure compliance with these guidelines.

Privacy

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

Email Etiquette

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

- Use a meaningful subject line when sending a message.
- Be concise.
- Use proper spelling, grammar, and punctuation.
- Avoid abbreviations that the reader may not be familiar with.
- Do not attach unnecessary files.
- Use proper layout and structure.
- Do not overuse the high priority option.
- Use upper- and lower-case letters in your message. Messages typed in all upper case give the impression of shouting.

- Be selective about recipients. Use of distribution lists or 'reply all' features should be carefully considered and only used when necessary.
- Read the email before sending.
- Only use delivery and read receipts when necessary.

System Monitoring

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

Mailbox Size Limits

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

Records Retention

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

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

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

Email Size Limits

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

Email Signature

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

Data Backup

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

SPAM and Virus Protection

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

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

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.

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

Student name (First, MI. Last):

D.O.B. ____/____/____

Date of initial diagnosis: ____/____/____

Date of most recent reevaluation *(If applicable):* ____/____/____

Diagnosis description and history *(i.e., 504 Plan, IEP, etc.):*

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

Treatment plan *(Including medication, if applicable):*

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.);

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

Green Bay, WI 54311

Provider's Information

Provider's Signature:

Office Phone: 920-433-6656

License #:

Fax: 920-433-1922

Email: accommodations@bellincollege.edu

Print or type name and title:

Bias Incident Reporting

Address:

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."

City:

State: _____ Zip: _____

Phone:

Email:

Date: ____/____/____

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

Green Bay, WI 54311

Office Phone: 920-433-6656

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.

Dress Code for Nursing Assistant 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.

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@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.

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.

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 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.

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. 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, 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 violence. 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 addressing 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 unfair treatment regarding the interpretation or application of an existing college policy.

Confidentiality: The college cannot access, consider, disclose, or use medical, psychological, or similar privileged treatment records without the 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 ~~discontinuation with harassment, retaliation, or~~ 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.

this policy who intentionally furnished false information may be subject to corrective/disciplinary action.

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

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

Formal Complaint: A complaint made to an "official with authority" to institute corrective measures on the recipient's behalf. A formal complaint must be a written document filed by a complainant or signed by the Title IX Coordinator, alleging sexual harassment against a respondent, and requesting that the school investigate the allegations. The form can be found on the Bellin College website or in the Title IX Coordinator Office.

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

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

Live Hearing: A formal complaint of sexual harassment would constitute a live hearing. The Title IX grievance procedure provides for a live hearing. At the hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions

and follow-up questions, including those which challenge credibility. The decision-maker will determine whether the question is relevant and explain any decision to exclude a question as not relevant. Bellin College must create an audio or audiovisual recording or transcript of any live hearing. The college must provide parties with an equal opportunity to present facts, witnesses, and other evidence.

Location of Incidents: Bellin College is only responsible for incidents occurring 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 suspension, probation, or dismissal.

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

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

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

Stalking: A pattern of conduct directed at a specific person that causes the 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. If an agreement is signed by both parties. If either party withdraws from the IR 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 offer input to the final part of the final outcome(s)/agreement. An IR agreement may include, but is not limited to, an admission of responsibility, an admission of false allegations, disciplinary/punitive sanctions, counseling, and involvement in an educational program.
10. The Facilitator(s) and both parties must all agree to the outcome(s) of the process. 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 behavior that may 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

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

the complaint states facts sufficient to believe that a potential violation of the Title IX sexual harassment or a potential violation of federal and/or state laws has occurred.

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

3. If there is the potential of a violation of the Title IX Policy or federal and state laws, the Title IX investigator(s) will conduct a prompt, thorough, and impartial investigation. Privacy of a party's privileged record is not accessed unless written consent is obtained.
4. The college has the burden of gathering evidence and the burden of proof. The Title IX investigator(s) will objectively gather and consider relevant facts. The Title IX investigator(s) will ensure that statements of the complainant, the respondent, and all witnesses are documented and that the investigation is conducted in a thorough, objective manner and is considerate of all of the parties involved.
5. A live hearing and cross-examination are part of the grievance process. At the live hearing, the Decision-Maker(s) must permit each party's Advisor to ask the other party and any witnesses all relevant questions. Each party will have an equal opportunity to present facts, witnesses, and other evidence. The cross-examination must be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally.
6. The investigation will normally be concluded within 30 v and respondent will be notified in writing of any reasonable delays. Title IX Final Rule.
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 fi 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 respo

- | | |
|---|---|
| <p>10. In consultation with the appropriate College Administrator, the Decision-Maker will make a determination on the action(s), if any, to be taken.</p> <p>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.</p> | <p>Parties to the Decision:</p> <p>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.</p> |
|---|---|

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:

Hearing Format:

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

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

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

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

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

- By Process Advisor for Complainant and Respondent;
- Closing statements by Complainant and Respondent
- Closing instructions
- Deliberation and Decision-Making

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

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

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

Sanctions and Remedies:

If a complaint of Sexual Misconduct is found to be substantiated, the college will take

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

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

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

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

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

Possible sanctions include:

- Disciplinary Probation
- Suspension
- Expulsion
- Postponement of Graduation
- Withholding Proof of Degree
- Degree Recission g. Transcript Notation
- Prohibited Admission or Readmission
- Organizational Sanctions
- Counseling Referral
- Parental Notification
- Educational Outcomes, including training, discussion, and reflective opportunities

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

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

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

APPEAL PROCESS:

1. The final regulation mandates that either party be allowed to appeal the determination, any dismissal of the complaint within 5 days of the determination, on the following grounds:
 - Procedural irregularity that affected the outcome
 - New evidence not reasonably available
 - Conflict of interest or bias by the college's participants 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 a preponderance of 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 accordance 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 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 (building and 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 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

Under federal law, 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 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:

administrators, a student may be asked to withdraw or receive a failing grade for any of the reasons listed below.

Name of Person who Assisted

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

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

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

- Personal health status, which creates actual or potential unsafe clinical conditions or is detrimental to successful completion of the experience. The inability to perform technical standards required for program.
- Absence from class or clinical assignments, which interferes with the instructor's ability to evaluate progress.
- Failure to abide by policies of the school, the Nursing Assistant Program, or of the clinical facilities.
- Unethical conduct. Examples: cheating, dishonesty, violating confidentiality, stealing.
- Lack of aptitude for Nursing Assistant as evidenced by inefficiency, neglect of duty, or failure to develop personal habits considered basic for Nursing Assistants.
- Failure to meet scholastic standards of the Nursing Assistant Program.
- Failure to have a completed and accepted caregiver background check prior to first day of clinical.
- Failure to have a current health card, including current TB skin testing prior to first day of clinical.

Registrar Policies and Procedures

Course Drop Procedure

A course drop is defined as cancelling the nursing assistant program after attending the first-class session. Students must consult their high school guidance counselor and the Nursing Assistant Primary Instructor if considering dropping out of the program as there are implications for grading, tuition, and possible loss of tuition refund. The following timeline is used for withdrawal from the Nursing Assistant program once class sessions have begun.

Program Termination

The instructor and/or Bellin College Administration reserve the right to terminate a student's connection with the program at any time for sufficient reason. Upon recommendation of the faculty and school

Record Retention

All Nursing Assistant class records are maintained for a period of three years in a locked file cabinet in a locked room at Bellin College. After three years student information is discarded in a manner protecting student confidential information. In the event the Bellin College Nursing Assistant Program is no longer operational, student records less than three years old will be housed at Bellin College as described previously.

Student records include:

- Student identifying information
- Attendance records: individual sign in sheets for each day attended to include class, lab and clinical
- Incomplete/complete tracking form: completed if student were to incomplete and need to make up sessions.
- Grade Summary: including grades of each quiz, exam and final with calculation of final grade.

- NA Evaluation and Skills Checklist: copy of completed check list and evaluation form with student/instructor signatures
- Confidentiality forms: copy with signed name printed name and date
- Nursing Assistant Technical Standards Inventory: signed and dated by student. Two copies, one signed by student or parent upon application and the other signed by student or parent on first day of course.
- Certificate of completion.

Student Withdraws

Class session 1-5 –No tuition charge, no grade given, and course not transcribed

Class session 6-16 - Calculated refund, grade of “W,” course on transcript

Class session 17-22 – No refund, grade of “F”

Of course, we realize unforeseen circumstances can occur due to ill health, injury, or family emergency. These situations will be looked at on a case-by-case basis. This policy does not supersede the high school drop policy.

Academic Policies and Procedures

Absence and Rescheduling

Due to State of Wisconsin Nurse Aide Training Program regulations, 100% class, lab, and clinical attendance are mandatory. All missed class or lab or clinical time must be made up. Make up assignments are not an option; the exact number of missed hours must be made up.

The program coordinator or instructor will develop a makeup plan with the student.

Classroom Hours

- All classroom hours (except the final class session) must be completed before attending clinical.

Lab Exams

- All lab exams must be completed before attending clinical.

Clinical Hours

- All clinical hours must be finished prior to course completion.

Classroom time must be made up with classroom hours, lab time must be made up with lab hours and clinical time must be made up with clinical hours.

Each missed class or clinical session will result in a 2% deduction from your overall final class grade. The program coordinator reserves the right to modify this policy based on case-by-case basis.

Upon conclusion of each class, students will be asked to complete a course evaluation and a faculty evaluation form for each classroom instructor. Students will also be asked to complete an evaluation of their clinical experience.

Attendance Policy

To assist in preparing the Nursing Assistant graduate to be successful, regular class attendance is **mandatory**. The student must be on time and present at all sessions to satisfactorily meet program competencies and provide for accurate evaluation of performance.

The State of Wisconsin Nurse Aide Training Program regulations require **100% attendance** at class, lab and clinical. To meet the requirements, every Nursing Assistant student must complete **all** 90 hours.

Procedure

Regular attendance is **mandatory**. Per State of Wisconsin Policy, any missed class or clinical hours **MUST** be made up. Missed classroom hours must be made up as classroom time and missed clinical hours must be made up as clinical time. If you know you cannot attend all class and clinical sessions, we recommend you not register for the course.

Students are required to contact the instructor prior to missing a class or clinical. Arrangements for making up the time will be coordinated. In the event more than eight (8) hours are missed, program withdrawal or drop is recommended.

Clinical Grade

The clinical grade will be “S” = Satisfactory or “U” = Unsatisfactory based on the student's performance in the clinical setting. No more than 2 “U” s are allowed within each category. If there are more than 2 “U” s in one category the student will receive an unsatisfactory grade for that category. Any Unsatisfactory grade will result in failure of the clinical component and failure of the program.

Assignments and Assessments	Percent of grade
Quizzes	5 %
Assignments	10%
Exams	25% (10% each)
Final Exam	10%
Lab, Attendance, & Participation	25% (Satisfactory/Unsatisfactory)
Clinical Performance	25% (Satisfactory/Unsatisfactory)

Grading Scale

	Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent
	A	4 points	93-100
	AB	3.5 points	90-92
	B	3 points	85-89
	BC	2.5 points	82-84
Bellin College Minimum Progression Requirement	C	2.0 points	77-81
	D	1 point	70-76
	F	0 point	Below 70

Each course is graded in its entirety. A student must be successful in all course requirements to receive a passing grade. The course outcomes are represented in all course components.

Late Assignment or Late Test Policy

Late Graded Assignment and Late Exam Policy

Assignments and exams are to be completed by the defined due dates. Extenuating circumstances will be considered by faculty on an individual basis when faculty are consulted prior to the due date.

Graded Assignments:

If prior approval is not secured, points will be deducted from the final grade for late assignments. Assignments will be graded as normal. Points are then deducted as outlined below to determine the final grade:

Undergraduate Assignments submitted:

1. 0 to < 24 hours late -5 percentage points
2. 24 to < 48 hours late – 10 percentage points
3. 48 to < 72 hours late – 15 percentage points
4. > 72 hours late – score grade of “0”

Graduate Assignments submitted:

1. 0 to < 24 hours late – a minimum of 5 percentage points
2. 24 to < 48 hours late – a minimum of 10 percentage points
3. 48 to < 72 hours late – a minimum of 15percentage points
4. > 72 hours late – score grade of “0”

Pass / Fail Courses:

Assignments within a Pass / Fail are to be submitted on time. If prior approval is not secured, students are first counseled on the expectation for complete and timely assignments. Continuing issues with incomplete or late submissions may result in disciplinary action and / or failure of a pass / fail course.

Discussion Posts/Forums

Late or insufficient sharing of learners' ideas in discussion forums is like showing up for class after class ended. Students submitting posts original posts after the due date will earn a zero. Students submitting late response posts will be graded according to the rubric or late assignment policy.

Graded Exams / Quizzes

Exams and quizzes must be taken at the scheduled time unless prior arrangements have been made. Failure to inform faculty of a missed exam or quiz could result in a zero or alternate assessment method. If an emergency the day of an exam/quiz occurs, students should make every effort to contact faculty as soon as possible to make alternative arrangements.

Complete / Incomplete Assignments

Assignments graded as complete/incomplete are to be submitted by the deadline. Failure to submit on time may result in an incomplete.

Assignments

These assignments are due on the dates noted in the detailed class schedule. The on-time completion of the assignments is worth 10% of the final GPA. Assignments must be entirely completed before a student is eligible for the clinical portion of the course.

Quizzes

There are four (15-16 question) quizzes throughout the course. These are completed remotely from home through the Honorlock test taking program. Quizzes count for 5% of the final GPA.

Exams

There are four (50 question) regular exams throughout the course, plus the final exam. These are also taken remotely from home through the Honorlock test taking program. There are no re-takes offered on these exams. The 4 exams count for 25% of the GPA.

Final Exam

This exam counts for 10% of the GPA and is taken after the student has completed the clinical portion of the course. An 77% score must be achieved on the final exam to pass this course. This is the only exam that you are offered one re-take. The highest grade that will be recorded for the final exam re-take exam will be an 77%, even if the student scored higher. If the student is not successful with earning an 77% score on the re-take exam, the student has failed the course.

How to stay eligible to attend the clinical portion of the course

The combined scores on all components are added together:

- Quiz scores +
- Exam scores +

These components represent the theoretical or knowledge part of this course. A student needs to show aptitude for the theoretical basis of this course with a score of no lower than 77%. If the total of this classroom work falls below the 77%

cutoff, the student has failed the course at this point, and is not eligible to proceed onward with the clinical portion.

Confidentiality of Protected Health Information

Provide direction in the care and use of confidential patient information.

Clinical experience requires students to access protected health information about clients. The Health Insurance Portability and Accountability Act (HIPAA) require health information about clients to be secured and keep confidential.

Each student has 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 patient's care and treatment. Patient identifiers include name, medical record number, 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 any individually identifiable information. This relates to information about past, present and future:

- Physical and mental health
- Provision of health care to client
- Payment for client's health care

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

Electronic Devices

Electronic devices include, but are not limited to, cell phones, lap top computers, watches, or tablet devices. Electronic devices within the classroom and lab may be utilized by the students for appropriate learning purposes as determined by the faculty member. Device ring tones shall be put on "vibrate/silent" during

entire course / clinical. All electronic devices should be stored with personal belongings during exam time. Students using the electronic devices during the course / clinical for non-class activities, may be requested to turn off the electronic device. Students with repeated violations and/or course disruptions due to inappropriate use of electronic devices will be referred to the appropriate Program Director for disciplinary measures.

Clinical agency policies will dictate use of student electronic devices in the clinical areas. Clinical sites may have additional policies regarding the use of electronic devices. Ensure that you are familiar with these policies before using your device at a remote location. Violations or disruptions due to inappropriate use of electronic devices may result in dismissal from the clinical site and will be referred to the appropriate Program Director for disciplinary action.

First incident

The student will be given a verbal warning and instructor documentation will occur.

Second incident

The student will be given a formal written warning by the instructor and receive an automatic 2% reduction in the final grade point average.

Third incident

The student will be dismissed from the course resulting in either a course withdrawal or course failure.

Absolutely NO CELL PHONES are allowed in the clinical setting for any reason. They may be stored in your vehicle and accessed during break or lunch. Students should give family members the facility phone number, should emergency contact be needed.

If a cell phone is brought into the clinical site, this results in automatic course failure.

Clinical Supervision of Students

The clinical hours will take place at either a long-term care or acute care facility with a total of 16 hours of clinical experience. Each clinical group will consist of six to eight students per instructor.

Instructor Responsibilities:

- Participate in the planning, implementation and evaluation of the curriculum while being attentive to program outcomes and relevant deadlines.
- Support the assessment of student academic achievement as a means toward student growth and continuous curriculum improvement.
- Maintain a learning environment that is effective and promotes the best possible development of the individual in a creative and humanistic way.
- Provide a learning environment that supports student development of critical thinking, decision making and problem solving.
- Provide guidance for appropriate learning and personal development of students.
- Demonstrate a high standard of professional conduct and practice that students may emulate
- Communicate and interpret program mission, philosophy, values, goals, policies, curriculum and activities to students, faculty, clinical facilities staff, and members of the community
- Function in partnership with clinical agencies and the community at large in planning, implementing, and evaluating optimum student learning activities.
- Utilize Bellin College resources in a wise manner, and provide effective and efficient high-quality classroom, lab, and clinical instruction in a variety of learning situations.

Grading Policies

The following grading system is used to determine course achievement in classes. A grade of 77% is required to pass the Bellin College Nursing Assistant Program.

State Exam/Certification

To become a Certified Nursing Assistant (CNA) and be listed on the Wisconsin Nurse Aide Registry, you must also pass a knowledge and

skills competency exam. The cost of this exam is \$131.25. This fee is in addition to your course fee and is not funded by your high school. Further information about the exam will be given to you by your instructor throughout class. For additional information, please refer to the Headmaster Candidate Handbook provided to you on the first day of class.

State of Wisconsin Nurse Aide Competency Exam

Upon graduation, a student will be eligible to take the state examination for Certified Nursing Assistants (CNA's). Upon completion of the Nursing Assistant Program, you can use the title Nursing Assistant (NA) or Nurse Aide. After you take and successfully pass the State of Wisconsin Nurse Aide Competency examination, you can use the title Certified Nursing Assistant (CNA) or Certified Nurse Aide.

The certification exam consists of a written test and skills performance testing. To be certified, the candidate must successfully pass both components. In the event the student fails the written or skills portion, they can retest, repeating only the portion which they failed. You will be given a Nurse Aide Candidate handbook during this class to use as a study tool when preparing for your competency exam. Classroom faculty will assist students in completing the online competency testing application. Per State of Wisconsin requirements all students must test within one year of program completion. However, for your best chance of success, it is recommended that you test as soon as you can after completing the program.

Technical Standard Inventory Required for Nursing Assistant Program

Technical Standards	Representative Activities/Attributes
Gross Motor Skills	- Move within confined spaces - Maintain balance in multiple positions - Reach above shoulders (IV poles, etc.) - Reach below waist (plugs electrical appliance into wall) - Reach out front
Fine Motor Skills	Pick up objects with hands

	- Grasp small objects with hands - Write with pen or pencil - Key/type (use computer) - Pinch/pick or otherwise work with fingers - Twist (turn objects/knobs using hands)
Physical Endurance	- Walk or stand for extended periods (4-8-hour shifts) - Sustain repetitive movement - Maintain physical activity for a period of 5-8 hours
Physical Strength	- Push and pull 50 pounds (position client, move equipment) - Support 50 pounds of weight (ambulate client) - Lift 50 pounds (pick up child, transfer client, bend to lift an infant or child) - Carry equipment/supplies - Use upper/lower body strength (perform CPR, physically restrain a client) - Squeeze with hands (operate fire extinguisher)
Mobility	- Twist - Bend - Stoop/squat - Move quickly (respond to an emergency) - Climb stairs
Hearing	- Hear normal speaking level sounds (person to person report) - Hear faint voices such as a whisper within a range of 3 feet - Hear when not able to see lips (when masks are used) - Hear auditory alarms (fire alarms, call bells)
Vision	- See objects up to 20 inches away (information on computer screen, skin conditions) - See objects up to 20 feet away (client in room) - Use depth perception - Use peripheral vision - Distinguish color and color intensity (color codes on supplies, flushed skin/paleness)
Tactile	- Feel vibrations (palpate pulses) - Detect temperature (skin, solutions) - Feel differences in surface characteristics (skin turgor, rashes) - Tell differences in sizes, shapes (palpate vein, identify body landmarks) - Detect environmental temperature
Smell	Detect body and environmental odors (foul smelling drainage, alcohol breath, smoke, gasses, or noxious smells)
Environment	- Tolerate heat and humidity (giving showers) - Tolerate strong odors

	• Tolerate exposure to allergens (latex gloves, chemical substances, pets, etc.) • Tolerate strong soaps
Reading	• Read and understand written documents (flow sheets, charts, graphs) • Read digital displays
Math	• Convert numbers to and from metric and American systems (calculating intake and output) • Tell time • Count rates (pulse) • Read and interpret measurement marks (measurement tapes and scales) • Add, subtract, multiply and or divide numbers • Document numbers in records (charts, computerized data)
Communication Skills	• Speak English • Write English • Listen/comprehend both written and spoken words
Emotional Stability	• Establish working relationships • Provide client with emotional support • Adapt to changing environment/stress • Deal with the unexpected (client condition, crisis) • Focus attention on task • Cope with own emotions
Problem Solving	• Know the difference between serious and minor problems • Apply knowledge and skills • Organize and use information • Use long-term memory • Use short-term memory
Interpersonal Skills	• Establish rapport with individual, families and groups • Respect/value cultural differences in others • Handle interpersonal conflict

Student Health and Safety Policies

Admission Health and Safety Requirements

Upon acceptance into the College, a student's pre-entrance medical information will be reviewed. This will include pre-entrance criminal background information and immunizations. If

health requirements are not completed, the student may not be able to attend class, lab or clinical.

Documentation of required immunizations, such as measles, mumps, rubella (MMR), hepatitis B, varicella (chickenpox), tetanus, flu, and tuberculosis (TB), and Covid-19.

Bloodborne Exposure

Students who sustain a sharps injury (needle stick, glass, blade, etc.) or exposure to blood, or bodily fluids, while engaged in a college sponsored education program should receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, students who have been exposed to blood and/or body fluids must adhere to the following procedures. Please keep in mind that drug prophylaxis is time sensitive (2-24 hours), and patients leave the hospital quickly, therefore the student must immediately seek help from the appropriate supervising personnel.

Immediately after exposure first aid steps should be taken.

1. Tell your preceptor and/or clinical instructor that you have had a sharps injury/exposure.

2. Remove the item that punctured your skin from the sterile field (if applicable).

3. Break scrub. (if applicable)

4. Clean the wound with soap and water for 15 minutes (per CDC guidelines)

5. If a splash exposure, flush mucous membranes with water or saline. Remove contacts if splash in eye. Flush for 15 minutes.

Appropriate medical follow-up must be obtained. Students who incur a bloodborne exposure will follow the clinical agency's policy to gain appropriate counseling and testing. Testing of the source patient's blood will be done according to the facility's policy. The student is NOT to ask the source patient for permission for blood testing. The student will be counseled and advised regarding the post-exposure prophylaxis, if necessary. Baseline blood tests will be administered on the student. Retesting occurs at 6 weeks, 3 months, and 6 months after exposure (or as indicated by facility policy). All procedures,

testing, and results will remain confidential and will be at the expense of the student. The faculty will initiate the incident/injury report and evaluate the circumstances of the incident and notify the appropriate program director. The injury report will be completed at the clinical agency site. The Bellin College incident/injury report will be completed and filed at the college.

Criminal Background Information Reporting

Criminal background checks of all applicants/students are required and reviewed by the Health and Wellness Coordinator. This is in compliance with the Wisconsin Caregiver Law. Bellin College reserves the right to deny admission or terminate enrollment of any student because of his or her criminal history. Information surrounding criminal history is collected via Viewpoint, during the application process. Those who have been convicted or have charges pending (of specific crimes/offenses that would bar them from clinical experiences as a student or employment and/or licensure as a caregiver) will be denied admission and/or dismissed from the College.

An enrolled student is responsible for reporting any criminal charges to the Chief Academic Officer within two business days. The Chief Academic Officer will review the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Law, the student's ability to participate in clinical experiences, the student's continued enrollment at the College as well as licensure implications. The Chief Academic Officer will inform the appropriate Academic Dean and Program Director of any findings.

Nursing courses with a clinical component may not be taken by a student who: a) who has been denied licensure by the board; b) whose license is currently suspended, surrendered or revoked in any United States jurisdiction or c) whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action. Students must notify the Chief Academic Officer if they are in violation of these requirements.

Student Services is responsible for managing and maintaining student records. Documentation is confidentially recorded and filed. **Please note:** An applicant/student should

keep all documentation of any event leading to a positive background check for application to their licensure exam.

Immunization Requirements

The following immunizations are required to participate in the Bellin College clinical settings and to progress in the curriculum plans. All students will upload immunization documents into ViewPoint, Inc. to show proof of date and completion of their immunization requirements. Blood titers showing immunity must be documented as "antibodies present", "immune", or have an ISR value of 1.10 or higher.

Measles	Positive immune blood titer or dates of two (2) vaccines.
Mumps	Positive immune blood titer or dates of two (2) vaccines.
Rubella	Positive immune blood titer or dates of two (2) vaccines.
Varicella (Chickenpox)	Positive immune blood titer or dates of two vaccines. If you have had Chickenpox, you will need a blood titer and must provide documented results of a positive blood titer showing proof of sufficient immunity. History or documentation of the disease IS NOT acceptable proof of immunity.
Hepatitis B/ Hepatitis B	Positive immune blood titer. If vaccine series was completed more than six (6) months ago, documentation of that series (3 shots) will be adequate. If titer was performed within 1-6 months after series and is non-immune, additional shots and titer(s) will be required up to a maximum of six (6) shots. Immune titer is required if last dose is within six (6) months.
Meningococcal	Date of one (1) vaccine or signed declination.
Tetanus	Td or Tdap is required. A booster is required every 10 years
Flu Vaccine	Clinical requirements and recommendations from the Center for Disease Control (CDC) indicate flu vaccines are mandatory. Each clinical site will have flu season protocol/requirements that students will be expected to abide by, which includes proof of compliance in receiving the flu vaccination. Flu vaccines are administered for free at the College in the fall of the academic year.
COVID-19 Vaccine	Students must be fully vaccinated or have an exemption on file by the time classes start. If a student is a late admit, the student will be allowed 5 weeks to complete the vaccination series or exemption approval. Documentation must be uploaded into Viewpoint. Disclaimer: COVID-19 guidelines and timelines must be followed per each clinical agency.

If a blood titer is submitted to show immunity for any disease listed above, it must be documented as “antibodies present,” “immune” or have an ISR value of 1.10 or higher. The general health of the applicant must be deemed adequate for meeting the program outcomes of the degree. Any declination of vaccines may put the student’s ability to advance through the curriculum in jeopardy.

Student Performance Remediation and Due Process

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/>.

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.

Health Science Resource Center (HSRC) – Resources and Policies

Equipment in the HSRC

Every effort is made to purchase equipment that is identical to the equipment health care workers use when caring for patients in the clinical setting.

HSRC supplies are for student practice only and are **not** to be utilized in direct patient care at any time.

Certain supplies such as Blood Pressure cuffs are available for check out, for practice at home. Students may check out these items for four days. If accommodation is needed for a longer period of time, the student should discuss this with the HSRC staff for an extension. All items are to be returned to an HSRC staff member.

All needle safety devices are to be engaged immediately after use. Sharps are to be discarded into a secure sharp's disposal box after use on models or manikins to avoid accidental skin puncture with a nonsterile needle. This includes but is not limited to: needles for injections, IV catheter needles, lancets for finger-stick blood samples, and/or needles for lab testing, etc.

Health Sciences Resource Center (HSRC) Overview

The HSRC provides the link between theory and practice through simulated hands-on learning experiences. A variety of learning resources are used to enhance understanding, develop psychomotor skills, and build confidence in the health care environment. The HSRC is located in the lower level of the Resch campus. It includes the following:

Health Assessment Labs

Two health assessment rooms equipped with the necessary instruments and supplies for instruction and practice in physical assessment.

Students are encouraged to bring a change of clothing with them, shorts, or comfortable pants and t-shirt, as students will assess each other.

Simulation Labs

The facility includes several simulation laboratory areas, such as a surgical suite, an emergency department/intensive care unit/pediatric room, a birthing suite, four physician examination rooms, and a four-bed medical-surgical unit. Students utilize these rooms with faculty led scenarios to help prepare them for clinical experiences. These hands-on experiences help students develop critical thinking and decision-making skills.

Skill Labs

There are two skill lab rooms that each room accommodate six or seven simulated patients. The primary purpose of the skills labs is to enhance classroom activities and support student learning in a safe environment. These areas are equipped with hospital beds, manikins for practicing skills before they are attempted in a clinical setting with actual patients. Additional training models are available for specialized skills such as injections, IV fluid therapy, ostomy care, etc. Any invasive procedures are to be performed **ONLY** on manikins and training models. No invasive procedures are to be performed on any person, **ever**. **NO needles or sharps are to be removed from the HSRC. (No exceptions)**

Allied Health Specialized Rooms

The facility includes two radiology laboratory spaces equipped with X-ray machines, as well as a mammography simulation area. Additionally, there is a classroom featuring both an MRI simulator and a CT scan simulator.

The Radiation Therapy classroom houses a 3D VERT (Virtual Environment for Radiotherapy Training) system.

The Surgical Assisting program provides access to a fully equipped surgical suite and a dedicated surgical skills laboratory.

Other Additional Spaces

- Advanced Practice/Procedure Room
- Debrief Conference Room
- Traditional Classroom
- Student Lounge

HSRC Guidelines

Each student has an obligation to conduct themselves in a manner in accordance with Bellin College mission and values as an educational institution. Violations of College rules, including violations of each respective professional code of ethics will be handled by college administrative personnel and may result in disciplinary action.

Children under the age of 18 are not permitted in any of the HSRC areas, unless approved by Bellin College Administration prior to the event.

Students attire while in the HSRC during hands on practice includes closed toed shoes, clean clothing, no dangling jewelry, or clothing that may interfere with completing tasks due to safety reasons. Name badges are always to be worn. Bellin College scrubs are to be worn during simulation, check off testing, and during lab course time, at the faculty's discretion.

Covered beverages with a top closure are allowed, with the following exceptions: **No beverages in any simulation areas or medical imaging rooms. Food is not allowed in lab training or practice areas at any time.**

All students utilizing the HSRC are responsible for assisting staff in maintaining safety and cleanliness of the lab environment. This includes returning the space to the way it was set up and disinfecting as directed by HSRC staff. Students need to wear gloves while using the provided disinfectant wipes.

Nursing Assistant Course Information

Course Format

The Nursing Assistant Certificate Program is a 90-hour program consisting of 74 hours of classroom/lab, and 16 hours of clinical in a local health care facility.

Assignments

The detailed course schedule will indicate when the workbook/worksheet assignments are due. This is required to be completed on the student's own time. These assignments provide

application of knowledge and skills acquired in the course. The on-time completion of these assignments has a value of 15% of the final GPA.

Classroom/Lab

74 hours will be spent with the instructor in the classroom/lab. These 74 hours will be comprised of theory presentation, skill demonstration, skill practicing, and return demonstration of those skills. Classroom homework, assignments, and quizzes and exams must be completed before attending clinical.

Clinical

Each student is required to complete 16 hours of clinical. The clinical is held in local health care facilities. An instructor will be present at the clinical site and must be present on the unit when students are performing skills on clients. Instructors may assign students to pair with facility staff, while still maintaining oversight of the learning experience. Clinical will be done in groups of 6 to 8 students. Students are considered guests in these facilities and must always behave professionally and respectfully.

Inappropriate behavior at clinical is grounds for failing the program.

The clinical experience requires students to use health information and read clients records in detail. Prior to clinical experience, students will sign a Confidentiality Statement. It states that students and employees of Bellin College will abide by confidentiality policy of the clinical site. Classroom faculty will assign students to the clinical site.

Course Information

Please refer to the Syllabus that is available in our online learning management system known as canvas. The outline will explain course content, requirements, and grading.

Program Completion Requirements

To successfully complete the Nursing Assistant Program, a student must pass the classroom, lab, and clinical portion.

Classroom

- All quizzes, exams, and assignments must be completed prior to attending clinical.
- The student must have achieved a minimum passing score of 77% on the combination of scores from all the components named above.
- If a score of less than 77% is received on the final exam, the student will be given one opportunity to retake this exam with the highest score for retake being 77%.
- If a score of 77% is not achieved on the final exam, the student will fail the course.

Lab

- All skills must be performed competently in the lab setting before the student can go to clinical.

Clinical

- The clinical grade will be S=Satisfactory or U=Unsatisfactory based on the student's performance at the clinical setting.
- No more than two unsatisfactory grades are allowed within each category. If more than two unsatisfactory grades are received, an unsatisfactory grade will be given for that category. Any unsatisfactory category grade will result in failure of clinical, resulting in failure of the course.

Upon graduation, a student will have completed three credits. In the event a student is not successful in the classroom/lab or clinical, the entire program must be repeated.

Patient Lift Policy

Students will be trained to transfer clients safely and according to the principles of patient care ergonomics and with proficiency in the use of available equipment that is used to transfer clients. Equipment used to transfer clients includes, but is not limited to, mechanical lifts, friction reducing devices, wheelchairs, and gait belts.

Students will be trained, regardless of age, on the use of mechanical lifts. A clinical site may refuse to allow a student under the age of 18 in a nurse aide training program to transfer a resident using a lift since employees under 18 are prohibited from doing so, however the clinical site should

allow a student to practice the skill on another student or instructor using the facility equipment.

Student Evaluation of Course and Faculty (Nursing Assistant)

The Student Evaluation of Course and Faculty is to be completed by students enrolled in the course at its completion. This tool includes an evaluation of classroom, lab, and/or clinical, as well as an evaluation of faculty members within the course. The evaluation is to provide guidance for the distribution, collection, analysis, and results delivery of electronic/online completion of the evaluation of course and faculty.

- At the end of the of the Nursing Assistant Course, the faculty will direct the students to the faculty evaluations found in the online learning system we use, called Canvas. The instructions regarding completion will include the confidential nature of the evaluations as well as the importance of providing constructive feedback.
- Within two weeks following the closing of the collection period, all results (numeric and comments) will be shared electronically with the Dean of Academic Affairs, the appropriate Program Director, and the course faculty.
- A copy of the evaluation results will be retained for a period of 3 years.