

School of Nursing
School of Radiologic Sciences



Bellin College

www.bellincollege.edu

BELLIN COLLEGE CATALOG
2012-2013



Dear Bellin College Students,

On behalf of the Bellin College Board of Trustees, Administration, Faculty, and Staff, I welcome you to our campus. Whether you are a first-time college freshman, a transfer student, or a returning student, I am pleased you have made Bellin College your college of choice. We hope your experience will be challenging, rewarding, and gratifying.

The faculty, staff, and administration take pride in what they do and are eager to work with you to help you make the most of your college experience. Learning is not confined to the classroom, but involves a diverse array of activities from the classroom, the lab, and the clinical settings. These experiences support student growth that fosters and enhances the individual educational learning. The College values of excellence, integrity, community, and caring are foundational to all that we do.

This catalog will serve as a source of information about our support services, organizations, and activities provided at the college. It also contains information about pertinent policies, rules, and regulations for students while enrolled. Please take some time to review these tools as the information will help you in a multitude of ways.

Once again, I welcome you and I look forward to seeing you on campus. Welcome to Bellin College and I wish you all the best on your educational journey.

Sincerely,

A handwritten signature in cursive script that reads "Connie J. Boerst".

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

- This catalog provides general information about the Bellin College Undergraduate and Graduate Program Options. Bellin College offers Bachelor of Science in Nursing (BSN), Bachelor of Science in Radiologic Science (BSRS) and Master of Science in Nursing (MSN) degrees.
- The College Catalog summarizes information pertaining to College policies, procedure, and requirements for graduation. It is not intended to establish, nor does it establish a contractual relationship.
- From time to time changes occur in academic requirements, courses offered, and general policies. Students will be informed of changes through established procedures that protect the student's interest and welfare and the College's integrity.
- Additional information is available online at the Bellin College website at www.bellincollege.edu.

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College Profile

Effective Dates

This catalog is in effect from August 15, 2012, until it is superseded by a new Bellin College Catalog.

Abbreviations

References to Bellin College may be listed as BC or College throughout this document. Further references include University of Wisconsin–Green Bay (UWGB), St. Norbert College (SNC), Silver Lake College (SLC), Northeast Wisconsin Technical College (NWTC), and College of the Menominee Nation (CMN). In addition, abbreviations for Bachelor of Science in Nursing (BSN), Bachelor of Science in Radiologic Sciences (BSRS), and Masters of Nursing (MSN) are included throughout this catalog.

College Policy

The provisions of this catalog are not to be regarded as an irrevocable contract between a student and Bellin College. The information in this book was accurate at the time of printing. As is true at all colleges and universities, changes occur in academic requirements, courses offered, and general regulations. Changes are announced via established procedures such as the College newsletters, email or website.

Nondiscrimination Policy

It is the policy of Bellin College to be nondiscriminatory because of race, color, creed, national and ethnic origin, religion, age, gender, marital status, sexual orientation, or handicap 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 Services.

Accommodations

Consistent with federal law, it is the policy of Bellin College to provide appropriate, necessary, reasonable, and affordable accommodations to students with documented disabilities. If a student anticipates requiring any auxiliary aids or services, she/he should contact the Vice President of Student Services prior to the beginning of the academic year to discuss the required documentation; h/his needs and arrange for the provision of services.

Accommodations are determined as a result of a comprehensive individualized assessment, including a review of psychological/medical/academic reports, academic background, and an interview with the student.

Written documentation must be:

- current (testing must be within 3 years)
- submitted by a licensed clinician qualified to make the diagnosis in the area of specialization
- include a clearly stated diagnosis, names and scores of psychological and psychoeducational instruments used in arriving at the diagnosis, how the diagnosis impacts the student functioning, recommendations for accommodations and any related supporting medical or academic documentation

Type of College

Bellin College is an independent, accredited, coeducational, baccalaureate and masters degree granting institution.

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Degrees Conferred

- **Bachelor of Science in Nursing (BSN)**
BSN graduates are eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN™).
- **Bachelor of Science in Radiologic Sciences (BSRS)**
BSRS graduates are eligible to apply and take the radiography national board examination offered by the American Registry of Radiologic Technologists (ARRT).
- **Master of Science in Nursing (MSN)**
 - Administrator (currently not accepting new students)
 - Educator
 - Family Nurse Practitioner

Accreditation

The College is accredited by the following agencies:

- The Higher Learning Commission (HLC), a Commission of the North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Phone: (800) 621-7440
www.ncahigherlearningcommission.org
 - Baccalaureate and Masters accreditation 2004-2014
 - Radiologic Sciences accreditation 2008-2014
- Commission on Collegiate Nursing Education (CCNE)
One DuPont Circle, NW, Suite 530
Washington, DC 20036-1120
Phone: (202) 887-6791
www.aacn.nche.edu
 - Baccalaureate accreditation 2008-2018
 - Masters accreditation 2008-2018
- 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
 - Accreditation 2007- 2015
- Wisconsin Board of Nursing, Wisconsin Department of Regulation & Licensing
1400 East Washington Avenue
Madison, WI 53703
(608) 266-2112
www.drl.wi.gov
 - Approved since 1984

Memberships

- North Central Association of Colleges and Schools
- National League for Nursing, Council of Baccalaureate and Higher Degree Programs
- American Association of Colleges of Nursing
- Wisconsin Association of Collegiate Schools of Nursing
- American Health Sciences Education Consortium

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- National Association of College Admissions Counselors
- National Association of Student Financial Aid Administrators
- National Association of College and University Business Officers
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Wisconsin Association of Collegiate Registrars and Admission Officers (WACRAO)
- Wisconsin Association of Independent Colleges and Universities (WAICU)

Affiliations

Collegiate: Students take some of the required general education courses at accredited 2 or 4 year institutions, such as UWGB, SNC or NWTC. Bellin College also has course transfer agreements with Silver Lake College, and the College of Menominee Nation. Bellin College does offer select general education courses.

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, child care centers, and industrial health programs.

Academic (Semester/Session) Timelines

BSN/BSRS – Undergraduate (Traditional)	BSN – Undergraduate (15 Month)	MSN - Graduate (Educator – entry prior to Fall 2012)	MSN – Graduate (Family Nurse Practitioner & Educator – entry Fall 2012 and after)
Semesters	Sessions	Sessions	Semesters
Fall: Aug/Sep – Dec	Fall Session 1: Aug/Sep – Oct	Fall Session 1: Aug/Sep – Oct	Fall: Aug/Sep – Dec
Spring: Jan – May	Fall Session 2: Oct – Dec	Fall Session 2: Oct – Dec	Spring: Jan – May
Summer: June – July	Spring Session 1: Jan – March	Spring Session 1: Jan – March	Summer: June – July
	Spring Session 2: March – May	Spring Session 2: March – May	
	Summer Session: June – July	Summer Session: June – July	

Board of Trustees

A sixteen (16) member Board of Trustees constitutes the policy making body of the College.

Students and Faculty

In Fall of 2011, Bellin College enrolled 310 students, with 278 enrolled as undergraduate students (247 BSN and 31 BSRS) and 32 as students seeking an MSN degree.

Student Enrollment

BSN	247	BSRS	31	MSN	32
▪ Women:	225	▪ Women:	28	▪ Women:	30
▪ Men:	22	▪ Men:	3	▪ Men:	2
▪ Minority:	16	▪ Minority:	1	▪ Minority:	4
				▪ Full-time:	0
				▪ Part-time:	32

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Faculty:	▪ Full-time:	23
	▪ Part-time:	5
	▪ Adjunct:	6

19% of the faculty have doctoral degrees

Student/Faculty Ratio (BSN)	Student/Faculty Ratio (BSRS)	Student/Faculty Ratio (MSN)
▪ Classroom 35 - 50:1	▪ Classroom 12 - 15:1	▪ Classroom 12:1
▪ Lab 12:1	▪ Lab 6:1	▪ Practicum 6:1
▪ Clinical 7 - 12:1	▪ Clinical 1:1	

Our History

Bellin College has a distinguished reputation for providing students with a quality education that prepares them for the demands of the rapidly changing health care environment. The College continually restructures its programs to meet these health care changes. This devotion is portrayed through Bellin College's rich heritage and commitment to nursing and health care education.

Bellin College first opened its doors to students in 1909 under the name Deaconess Sanitarium Training School. At this time the school offered a three year diploma program. The school operated under this name until it was reincorporated as the Wisconsin Deaconess Training School in 1912.

In 1925, the Board of Directors renamed the institution Bellin Memorial Hospital School of Nursing. Due to the incredible dedication and success of the institution, the school was accredited by the State of Wisconsin in the 1930's and fully accredited by the National League for Nursing in 1953.

In the early 1980's, faculty and administration examined the changes in the profession and the educational trends in nursing. Based on this examination, a decision was made in 1983 to phase out the three-year diploma nursing education program and implement a four-year baccalaureate nursing education program, granting a Bachelor of Science Degree in Nursing (BSN). In 1984, the school reincorporated as Bellin College of Nursing. This major transition represented the commitment of Bellin College of Nursing's faculty and staff to continue the preparation of quality professional nurses. In Fall 1997, the Transfer Option was begun to accelerate the nursing component of the curriculum for advanced transfer students. In Summer 2001, the Sophomore Transfer Option was added as another portal of entry to the nursing program. January 2008 marked the first cohort of students entering a 15-Month Option.

Bellin College of Nursing's BSN program received accreditation in 1989 from the Council for Baccalaureate and Higher Degree Programs of the National League for Nursing, and from the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

In 2004, permission was received from the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) for the College to offer the Master of Science in Nursing (MSN) in leadership with two specialty tracks, nursing education and nursing administration. The first MSN students enrolled in fall 2004, taking courses in a compressed scheduling format with online and traditional classroom options.

In 2008, HLC granted permission for the College to offer a Bachelor of Science in Radiologic Science (BSRS) degree and the ability to offer general education courses.

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In July 2009, Bellin College moved from its downtown Green Bay location to 3201 Eaton Road, Green Bay, WI, in the Village of Bellevue. The College is a separately incorporated, not for profit, entity of Bellin Health System, Inc., a multi-faceted health care organization.

In Spring of 2011, the Bellin College Board of Trustees approved the Family Nurse Practitioner Track. The first cohort of students will enter in Fall of 2012.

Bellin College Mission

Bellin College is dedicated to preparing health care professionals by providing an intellectually stimulating environment focused on leadership, community service, and lifelong learning that promotes excellence in health care practice and the advancement of the profession.

Bellin College Vision

Bellin College will be the best health science college in the state of Wisconsin.

Bellin College Values

- EXCELLENCE being the best
- INTEGRITY honest and ethical behavior
- COMMUNITY partnership and shared participation
- CARING..... empowering relationships based on empathy and respect

Philosophy of Teaching and Learning

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

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

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

Undergraduate School of Nursing Philosophy

We believe professional nursing is an interactive, caring process based on knowledge attained from nursing research, nursing theory, professional nursing values, the arts, sciences, and humanities. Professional nurses assume leadership roles in health promotion and maintenance, disease prevention, illness management, and end of life care. Nurses are responsible for the delivery of effective, high-quality patient care in collaboration with other health care professionals. Graduates of Bellin College serve as role models for professional nursing practice, community service, and life-long learning. Our graduates are prepared to address the health care needs of a diverse, global society and its individuals, and are committed to advancing the professional practice of nursing.

Undergraduate School of Nursing Purpose

- To provide excellent educational programs which are responsive to the community.
- To create an intellectually stimulating environment for students, faculty, and staff.

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- To contribute to the community's well-being through faculty, staff and student service.
- To stimulate a climate of quality improvement.

Undergraduate School of Nursing Program Outcomes

At completion of the program the graduate will:

- Apply the critical thinking process to professional nursing practice.
- Possess a philosophy that encompasses the values and attributes of professional nursing.
- Synthesize general education and nursing knowledge into professional practice.
- Use effective interpersonal and technological communication in the provision of nursing care.
- Achieve quality health care outcomes by integrating the professional nursing roles and practice.
- Incorporate the principles of health promotion and maintenance, disease prevention, illness management, and end-of-life care into nursing practice.

Undergraduate School of Nursing Program Goals

- To prepare professional nurses to meet the needs of a global society.
- To provide a foundation for graduate education.

Graduate School of Nursing Philosophy

The graduate program builds on the baccalaureate nursing education to prepare nurses for leadership roles in advanced practice. The master's curriculum provides the depth and breadth of knowledge and skills that are applied in a variety of educational and clinical settings. Role development and scholarship that attend to leadership and professional standards provide the foundation for advanced practice. The Master of Science in Nursing program provides a foundation for doctoral study.

Graduate School of Nursing Program Outcomes

At the completion of the program, the graduate will:

- Demonstrate accountability for professional practice.
- Demonstrate leadership that uses critical and reflective thinking in education and health care settings.
- Synthesize, critique, evaluate, and use theory from nursing and related disciplines to guide the advanced nursing roles.
- Use information technology and evidence-based practice for implementation and evaluation of strategies for quality and safety.
- Analyze ethical, legal, and societal factors that influence access, equity, quality, and cost of health care.
- Collaborate and consult with intra- and inter-professional teams to improve outcomes.
- Deliver safe, quality care to diverse populations in a variety of settings and roles.

Graduate School of Nursing Program Goals

- Prepare nurses for leadership in advanced roles.
- Provide a foundation for doctoral study.

American Nurses Association Code of Ethics for Nurses

(Approved July 2008)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
 - Respect for human dignity
 - Relationships to patients
 - The nature of health problems
 - The right to self-determination
 - Relationships with colleagues and others

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2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
 - Primacy of patient's interests
 - Conflict of interest for nurses
 - Collaboration
 - Professional boundaries
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
 - Privacy
 - Confidentiality
 - Protection of participants in research
 - Standards and review mechanisms
 - Acting on questionable practice
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
 - Acceptance of accountability and responsibility
 - Accountability for nursing judgment and action
 - Responsibility for nursing judgment and action
 - Delegation of nursing activities
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
 - Moral self-respect
 - Professional growth and maintenance of competence
 - Wholeness of character
 - Preservation of integrity
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
 - Influence of the environment on moral virtues and values
 - Influence of the environment on ethical obligations
 - Responsibility for the health care environment
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
 - Advancing the profession through active involvement in nursing and health care policy
 - Advancing the profession by developing, maintaining, and implementing professional standards in clinical, administrative, and educational practice
 - Advancing the profession through knowledge development, dissemination, and application to practice
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
 - Health needs and concerns
 - Responsibilities to the public
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.
 - Assertion of values
 - The profession carries out its collective responsibility through professional associations
 - Intra-professional integrity
 - Social reform

School of Radiologic Sciences Philosophy

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

School of Radiologic Sciences Program Goals

- Graduates will demonstrate problem solving and critical thinking skills.
- Graduates will have an understanding and appreciation for optimum radiation protection.
- Graduates will demonstrate professional behavior and effective communication skills.
- Graduates will demonstrate entry-level competency as a medical imaging professional.
- Graduates will portray leadership skills.

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

American Registry Radiologic Technologists - Principles of Professional Conduct

These Principles are intended to serve as a guide by which Radiologic Technologists may evaluate their professional conduct as it relates to patients, colleagues, other members of the medical care team, health care consumers, and employers and to assist Radiologic Technologists in maintaining a high level of ethical conduct.

Principle 1

Radiologic Technologists shall conduct themselves in a manner commensurate with the dignity and professional standards of their profession.

Principle 2

Radiologic Technologists shall provide services with consideration of human dignity and the needs of the patient, unrestricted by consideration of age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem.

Principle 3

Radiologic Technologists shall make every effort to protect all patients from unnecessary radiation.

Principle 4

Radiologic Technologists should exercise and accept responsibility for independent discretion and judgment in the performance of their professional services.

Principle 5

Radiologic Technologists shall judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence.

Principle 6

Radiologic Technologists shall apply only methods of technology founded upon a scientific basis and not employ those methods that violate this principle.

Principle 7

Radiologic Technologists shall not diagnose, but in recognition of their responsibility to the patient, they shall provide the physician with all information they have relative to radiologic diagnosis or patient management.

Principle 8

Radiologic Technologists shall be responsible for reporting unethical conduct and illegal professional activities to the appropriate authorities.

Principle 9

Radiologic Technologists should continually strive to improve their knowledge and skills by participating in educational and professional activities and sharing the benefits of their attainments with their colleagues.

Principle 10

Radiologic Technologists should protect the public from misinformation and misrepresentation.

Campus Information

Counseling and Support Services

Professional, personal, financial, and academic counseling are available through the staff of Bellin College and the Employee Assistance Program (EAP) of Bellin Health System. The Bellin College Counselor is available as an on campus resource for students.

The EAP program is designed to help the individual with issues before it affects the person's health, family life, or performance level. There is no cost for initial assessment and short-term counseling. EAP can be contacted at: 920-433-7483.

Students who are dually enrolled are encouraged to investigate services available at their other campus. For example, students attending UWGB have access to the services of the UWGB Student Counseling Center, Disability Services and Tutoring Services.

Bellin College Wellness Center

The Bellin College Campus has a Wellness Center accessible to students and college employees. The use of the exercise equipment and facilities are available at designated times. Showers and lockers are available. There is no membership costs associated with the use of the Bellin College Wellness Center.

Bellin Health Fitness Center

The Bellin Health Fitness Centers offer membership to Bellin students at a pro-rated cost. Students register and pay for their membership at any location. Membership includes free participation in group fitness classes. Specialty classes and group personal training programs are available at a pro-rated cost.

Fitness Center Locations:

[Fitness Center - Bellevue](#)

[Fitness Center - Bond Community Center](#)

[XL Fitness & Athletic Performance](#)

Parking/Transportation

All students are responsible for transportation to and from the Bellin College campus, general education campus, field trips, and clinical experiences. On campus parking is available free of charge. While attending clinical, students must adhere to the parking regulations specific to the clinical locations.

Housing

Students make their own housing arrangements while attending Bellin College. Students who are dually enrolled in general education courses may explore housing options available at those campuses.

Health Services

Bellin Health System – Employee Health (Employee Health) is the primary provider of student health care services for Bellin College. Upon acceptance to Bellin College, the student's pre-entrance physical, immunization and health records will be reviewed by the Employee Health Office.

Employee Health is available to provide students with such things as yearly TB screening and flu shots. Students assume responsibility for all health costs that are not a part of the routine student health services. Such costs might include health problems present prior to admission to the College, long-term illness, surgical treatment, prescription medications, dental and eye care, illness or injury. Costs of hospitalization or physician care beyond those covered by insurance are the responsibility of the student and the student's family.

Health care Insurance

Health care/hospitalization insurance coverage is recommended for all Bellin College students. Students assume responsibility for all health costs that are not part of the routine health services provided by Bellin Health System – Employee Health.

Educational Facilities

Bellin College administrative offices, classrooms, library, computer laboratory, Health Science Resource Center (skills and simulation labs) are located at 3201 Eaton Road, Green Bay, WI 54311. Clinical assignments are determined based on course and site availability.

Library Resources

The Phil & Betsy Hendrickson Library houses a collection of books, journals, newspapers, and audiovisual materials covering medicine, nursing, radiologic technology, and other health-related subjects. Computers with access to the Internet, online catalogs, and databases are also available. Access to some library resources is available to students via Moodle. The library is staffed by a professional librarian and assistants and offers the following services:

- **Reference Services:** Library staff is available to assist with locating information resources, using electronic and print resources, and operating library equipment.
- **Interlibrary Loan (ILL):** The library staff can obtain many of the books, journals, and government documents not in the library collection from other libraries. While there is no limit to requests, it is important that people be prudent with requests due to the escalating Interlibrary Loan costs.
- **Library Instruction:** New students are provided information regarding library resources, policies and procedures, student use and instruction on literature searching using online databases.
- **Photocopying/Printing:** The student printers are located in the library and in the adjacent computer resource center.
- **Group Study Rooms:** The library has three study rooms that may be reserved by students. These rooms are intended for study or audiovisual viewing by two or more students. Remote controls and an audio/video laptop cables are available for check-out at the circulation desk.
- **Laptops:** The library has 2 laptops that are available for check-out. The laptops may only be used in the library.

Computer Lab

All computers have access to the Internet and Microsoft Office 2010. The computers also provide access to a number of educational programs for nursing.

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.

A jump drive is highly recommended when using the computers. Saving to the hard drive, downloading programs, or changing computer setting is prohibited.

Food Service

There is food service available at the college campus. The "BC Express" is the cafe' available that provides choices such as sandwiches, soups, salads, snacks etc. The hours of operation are posted at the College. Access to vending machines, microwaves, and refrigerators are always available.

Day Care

Encompass Early Education and Care, Inc. (Green Bay) offers a discounted rate for childcare. Information regarding rates and availability can be obtained by calling 920-436-7540.

Inclement Weather/Class Cancellations

If the hours of College operation is altered (cancelation of classes, labs, and/or clinicals) details will be communicated via the College Information Line, website, email notifications and/or local radio and television stations.

- **Information Line:** Information about any closings will typically be available as early as 5:00 a.m. for day classes, labs, and clinical; and typically by 1:00 p.m. for evening classes, labs, and clinicals (920-433-1933). TV and radio stations frequently do not begin announcing closings until 6:00 a.m.
- **Website:** Check www.bellincollege.edu for cancellations.
- **Radio/Television Stations:** When the College is totally closed (all course and extracurricular activities have been canceled) due to weather, it will be announced on local radio stations:

WIXX 101.1-FM
WNCY 100.3-FM
WTAQ 1360-AM
WDUZ 1400-AM

and on the following TV stations:

WBAY Channel 2
WFRV Channel 5
WLUK Channel 11
WGBA Channel 26

Student Organizations

Formal and informal social functions are sponsored throughout the year by students, faculty and service groups of the College. Bellin College students may also participate in social and extracurricular activities on the campus if they are enrolled for general education courses.

Student Senate

All students are members of the Bellin College Student Senate. The student body authority for this organization is vested in the Senate. In addition to elected Senate officers, each class elects members to

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serve as Senate class representatives. The purpose of this organization is to provide a means for students to organize and actively participate in decision-making related to student life. Student representatives are also elected to College committees related to curriculum and student services.

Student Governance Committee

This committee incorporates student leaders from the Student Senate, BSNA and Ambassadors, and the Vice President of Student Services. The goal of this committee is to facilitate communication and idea sharing regarding student life.

Bellin Student Nurses' Association (BSNA)

The Bellin Student Nurses Association (BSNA) is a pre-professional organization made up of and run by Bellin Student Nurses. The organization strives to improve the nursing profession by participation in community service activities aimed at improving health care and educating the public. Collaborative relationships with nursing professionals and health care organizations are encouraged through membership. BSNA is a constituent of the Wisconsin Student Nurses Association (WSNA) at the state level and the National Student Nurses Association (NSNA) at the national level. Membership is voluntary. BSNA assesses its own dues.

Ambassador's Club

The Ambassador Club is a select group of students who work with the Admission Department, Development Department, Office of the President, and Student Services Office in promoting the College. The Ambassadors assist with college wide events such as Campus Visits, Summer Camps, Commencement, Hands on Health care, and other designated college and community functions.

IHI - Open School for Health Professions

The IHI (Institute for Health care Improvement) Open School for Health Professions is an interprofessional education community that gives participants the skills to become change agents in health care improvement. The IHI - Open School offers a range of online courses in the areas of quality improvement, patient safety, and leadership. Each course takes roughly an hour to two hours to complete and consists of several lessons taking 15-30 minutes each. Students take a quiz and pass if at least 75% of questions are answered correctly. Certificates are offered after completion. Participation is free to students.

Sigma Theta Tau Nursing Honor Society

The Kappa Pi Chapter at Large of Sigma Theta Tau is an organization that evolved in order to foster an environment in which professional development, scholastic achievement and advancement of nursing is nurtured through research. Honor Society membership is open to seniors with a 3.0 GPA as well as community leaders in nursing and other students in nursing from masters, post-masters and doctoral programs.

Student Services Policies

The College catalog outlines general provisions of Student Service Policies. The Student Handbooks (Undergraduate and Graduate) provide further details and provisions.

Student Behavior

Each student has an obligation to conduct himself/herself in a manner compatible with the Bellin College function and values as an educational institution. Violations of College rules, including violations of the American Nurses' Association Code for Nurses, or the American Registry of Radiologic Technologists will be handled administratively and may result in disciplinary action.

Drug and Alcohol

Violation of federal, state or local laws related to drugs and alcohol may be subject to disciplinary action up to and including dismissal from the College. The College cooperates with civil authorities in the enforcement of local, state, and federal laws.

Safety and Security

Bellin College is committed to the safety and security of all students, personnel and visitors. Campus safety and security is a shared responsibility between the College and its campus community members. Safety concerns and/or suspicious activity should be reported to the Student Service Office. The College provides on site security personnel during the hours of operation. The campus parking lots are equipped with emergency phones. Additional information is provided during College orientation. The 2011 Annual Security Report shows zero criminal incidents. Bellin College is a smoke free/weapon-free environment.

Harassment

The College does not tolerate or condone any form of discrimination or harassment.

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 their educational records maintained about them by Bellin College under the Family Rights of Privacy Act of 1974 (as amended). Records accumulated prior to enrollment (admission records) are not covered under FERPA. Under most circumstances, no personally identifiable data regarding grades or professional appraisal 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.

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 control and supervision of the Bellin College Registrar. Exceptions for record release under FERPA include the following:

- Release of 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

A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, security, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Bellin College has defined the following as directory information:

- Name
- Address
- E-mail address
- Telephone number(s)
- Date of birth
- Confidential recommendations which the student has in she/he records prior to January 1, 1975
- Dates of attendance, year in college and enrollment status (e.g. FT, PT)
- Academic honors

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- Previous institution attended
- Participation in officially recognized activities
- Photograph

Students wishing to keep confidential some or all of the “directory information” must complete a form available in the Student Services Office. Students must be aware that placing a FERPA “Hold” on all records includes limiting the College’s ability to provide reference requests. Within our Student Data System (SONIS) students are able to select the transparency of the specific information visible to other students.

FERPA-Procedure for Review of Records

Students may request access to records, files, documents, and other materials directly related to them, and maintained by the College, by appointment with the Registrar or Vice President of Student Services.

Students wishing to review their files 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 for access within 10 working days.

- The Registrar will notify the student of the time and place where the records may be inspected.
- A College official (Registrar or Vice President of Student Services) will be present when the record is reviewed.
- The student will be required to sign a waiver of responsibility of the College for further confidentiality if copies of any information are made and given to the student.
- There is a charge of \$1.00 per page side for copying of any information in the record.

Students have the right to seek deletion or modification of information contained in their education records that they believe to be inaccurate or misleading. Academic or clinical grades given in individual units and/or courses are the exception. Students should write the College official responsible for the record, clearly identifying 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 h/his 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 FERPA requirements.

FERPA is administered by:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

Students shall not have access to:

- Personal records of College personnel
- Employment records
- Medical, psychiatric or similar records used solely for treatment purposes and available only to recognized professionals in connection with such treatment, although students would be able to have such records inspected by a doctor or appropriate professional of their choice
- 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
- Confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admissions, or award purposes
- Records accumulated prior to enrollment (admission records)

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 a health or safety emergency involves their son or daughter
- Schools may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol, controlled substance or weapons

Release of Information:

A student may authorize others to speak with college personnel by signing a Financial Aid Release of Information Form and/or an Academic Release of Information Form. A Media Release Form allows permission to use student names in the promotion of the College.

Student and Exchange Visitor Information System (SEVIS):

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

Student Responsibility for Reporting Grades

Students taking their general education courses must submit proof of completion (official transcripts) at the end of each semester/session; including the summer semester. However; UWGB, SNC and SLC will provide to Bellin College an official transcript routinely. Students taking courses at other institutions have the responsibility of providing official transcripts to the College. All applicants to the College must provide official transcripts.

A Bellin College transcript cannot be completed for students until the official transcript from campuses have been received.

The deadline for submission of official transcripts reflecting any general education courses must be received no later than four weeks after the last day of the course.

Transcripts

Bellin College transcripts are the official record of all course work attempted by a student at the College from the date of enrollment to the date of graduation or exit/withdrawal. These courses are recorded with a letter grade and are included with the semester/cumulative grade point average (GPA).

Bellin College required course(s) that have been completed prior to entrance at the College and any accepted transfer credit(s) are recorded on the Bellin College transcript as "(TR) transfer credit". General education courses taken at other institutions of higher learning after enrollment accepted for program requirements are also recorded on the Bellin College transcript as "transfer courses". These courses are not included with the grade point average (GPA). However, general education grades taken after enrollment to fulfill program requirements will be part of the consideration for satisfactory academic progress.

Transcript Requests

Requests may be completed via the Transcript Request Form found on the Bellin College website or from the Student Services Office. Completed forms and the transcript fee(s) should be returned to the Student Services Office. Transcripts are typically completed and mailed within one to four working days.

Official transcripts bear the College seal and signature of the Registrar. Typically, they are sent directly to other educational institutions or employing agencies. Official transcripts released directly to the student are

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so noted on the transcript and are placed in a sealed envelope, with the Registrar's signature across the seal stating that the transcripts are no longer considered official if the seal is broken.

The charge for an Official Transcript is based upon the time for requested delivery. A \$5 fee is charged for each requested official transcript (fulfilled same day) with standard US Post Office delivery time or pick up during regular business hours; \$20 charge for US Post Office Express Mail and \$10 for the faxed delivery of an official transcript. Note that Bellin College can fax an official transcript, however, it is up to the receiving party to determine if they will consider them official or not. There is a \$1 charge for an unofficial transcript. The unofficial transcript is free of charge via SONIS.

Unofficial transcripts do not have the College seal or the Registrar's signature and are stamped "For Student Use Only". There is a \$1 fee for each unofficial transcript requested through the Student Services Office. Students can access their unofficial transcript via the student data base (SONIS). This option is free of charge.

Transcripts are not released to students or graduates with a "hold" on their records. A "hold" is placed on all students' records in instances such as when there are delinquent accounts or to students who have withdrawn and have not completed the withdrawal process according to established policies.

Note: Bellin College grades are posted approximately 7-10 days after the last day of a semester/term. However, transfer/general education courses are not posted until later, depending upon receipt of official transcripts from other institutions as submitted by the college or student.

Exit/Withdrawal Policy

Exit from the College is defined as cancelling or withdrawing from all credits for the semester/term. Students may electively withdraw or may be dismissed by the College.

Students exiting the College for any reason, elective or due to College policy must meet with an Academic Advisor to assure that all necessary procedures and paperwork are completed to meet institutional, state and federal requirements. This will include contact with the appropriate Program Director, Bursar, Financial Aid personnel, and the Bursar (if a veteran). Failure to meet with appropriate personnel within five business days will result in a "hold" placed on all Bellin College records.

Students are cautioned to check dates of the academic calendar to identify final dates to withdraw from courses and the ramifications that exit/withdrawal from courses has on applicable grades/transcripts/tuition and applicable refunds.

Also see the student handbooks for details and the policy regarding Institutional Withdrawal Date (Due to Non-Attendance).

Grievance Procedure

A grievance is a 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 grievance without prejudice, penalty, or reprisal. The College believes in resolving issues at the lowest level possible.

To provide students with a direction to voice their concerns, a four-step grievance procedure has been established. The steps need to be completed sequentially within the timeframes outlined in each step.

If resolution is obtained in any given step, that resolution is considered final. The issue can be resolved at any step, eliminating the need to progress to further steps.

Step 1:

The student communicates to the applicable College personnel about their concern within 24 hours of the incident.

- a. The issue is resolved.
- b. The issue is unresolved and proceeds to Step 2.

Step 2:

The student documents their grievance and the steps that have been taken to resolve the situation using a Student Grievance Form (available from the Student Services office). The Student Grievance Form is submitted to the applicable College personnel with a copy submitted to the appropriate Program Director within two (2) business days of the initial discussion. The College personnel have three (3) business days from receipt of the form to respond in writing to the student. A copy of the response should be provided to the appropriate Program Director.

- a. The issue is resolved.
- b. The issue is not resolved and proceeds to Step 3.

Step 3:

The student meets with the appropriate Program Director. Program Director investigates the incident and may ask for additional information or clarification from any or all involved. The Program Director responds in writing within three (3) business days to the student, with a copy provided to the applicable College personnel.

- a. The issue is resolved.
- b. The issue is not resolved and proceeds to Step 4.

Step 4:

The student meets with the Vice President of Student Services within three (3) business days of receipt of response from Program Director. The Vice President of Student Services 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 Services and members include: Vice President of Academic Affairs, appropriate Program Director, a staff member, a student representative chosen from the Student Senate. The Student Grievance Ad Hoc Committee has seven (7) business days to make a recommendation based on review of information provided and applicable College policies, procedures and regulations to the Vice President of Student Services. The student and applicable College personnel will be given the opportunity to meet with the committee. The committee may ask for further information or clarification from any or all involved. The decision of the Vice President of Student Services is final.

Special Students

Special Student Status

Students who take Bellin College courses but are not enrolled into a Bellin College major are considered Special Students. Special Students earn regular credit which is permanently recorded on the transcript. Certain opportunities, such as financial aid, for which degree seeking students may be eligible, are not available to special students, since they are classified as "non-degree seeking". Special Students are subject to all normal College regulations and policies.

Admission Criteria

- Applications are available via the Bellin College website
- A \$25 nonrefundable fee per application
- Special Students pay full tuition and related fees and are subject to all Bellin College policies, procedures and regulations as outlined in the student handbooks
- Undergraduate applicants must have received a high school diploma and not be enrolled into a Bellin College major
- Graduate applicants must have a Bachelor of Science in Nursing (BSN) degree or higher and not be enrolled into a Bellin College major
- Contact the College Admissions Office for further details

Tuition

Special students pay a per credit tuition rate.

Payment Methods

Payment(s) to Bellin College may be made via cash, personal check, certified check, or money order. MasterCard and VISA are accepted, however, for an additional fee.

Payment Policy

- The Bellin College Bursar will mail tuition and fees billing statements to all special students at the start of the semester in which the student is enrolled.
- Payment in full must be made by the due date specified on the bill. Failure to do so will result in a \$25.00 nonrefundable late fee and holds on records and registration until satisfactory payment arrangements have been made.

Refund Policy

If a Special Student were to withdraw from Bellin College, refunds will be issued accordingly. The Student Handbooks including the academic calendar outlines the policies, withdrawal dates and any applicable refunds.

Institutional Withdrawal due to Nonpayment of Tuition and Fees

If a student fails to make payment or to arrange a payment plan by the due date, the student may be institutionally withdrawn from Bellin College. Tuition and fee charges for which the student is responsible will be based upon the applicable return policy as stated in the Student Handbooks. Academic records will be withheld and collection efforts will be pursued with an agency.

General Education Offerings (GEN ED)

Bellin College offers select General Education Courses to current Bellin College students or those enrolling as a Special Student. Bellin College students are required to take particular general education courses if offered at Bellin College. For details of class schedules and offerings see the [Bellin College website](#).

GEN ED-Course Descriptions

MA 101 INTERMEDIATE ALGEBRA – 3 credits

The course reviews basic algebraic techniques, including operations on polynomials and linear equations with applications. In addition, quadratic equations and applications, fractional expressions, and systems of linear equations will be covered.

CH 125 GENERAL CHEMISTRY – 4 credits

This course provides the opportunity for the learner to develop the knowledge and the skills process in the understanding of general chemistry. Topics covered are: metric system, problem-solving, periodic relationships, chemical reactions, equilibrium, properties of water, acids, bases, salts and gas laws as well as an introduction to organic chemistry. Students focus on skill development, communication and problem solving. Critical thinking skills are developed as students learn to collect and analyze data and work out the correct solutions.

CH 125L GENERAL CHEMISTRY LABORATORY – 1 credit

This course provides the opportunity for the learner to develop the knowledge and the skills process in the understanding of the practical application of the principles of general chemistry in the laboratory. Topics covered are: Lab safety, metric system, conversion factors, density and specific gravity, familiarity with the use of the Bunsen burner, identifying cations through flame tests, periodic relationships, electron configurations, chemical reactions, mole ratios, properties of acids, bases and buffers as well as an introduction to organic chemistry using the ball and stick model kits. Students focus on skill development, communication and problem solving. Critical thinking skills are developed as students learn to collect and analyze data and work out the correct solutions.

BU 202 BUSINESS & ITS ENVIRONMENT – 3 credits

The major components of the business enterprise and its resources, competitive and regulatory environment; pricing, profit, finance planning, controls, ethics, environmental impact, social responsibility and other important concepts; environmental issues that challenge the business leader.

DI 202 DIVERSITY ISSUES IN HEALTH CARE I – 3 credits

This course uses a multi-disciplinary approach to introduce the student to the historical, sociological, anthropological, and cultural resources for understanding the issues of diversity in health care in the America experience. It introduces the student to the ongoing issues of diversity which continue to be part of the practice of health care today.

PH 202 INTRODUCTION TO MEDICAL ETHICS – 3 credits

Focusing on theory and practice, this course introduces students to medical ethics. We begin by considering different approaches to ethics. What is ethics? What is the good life? We consider these questions by reading the work of the great philosopher Plato. Focusing on *The Republic*, we discuss justice, the good life, and the ideal society. We then turn to select issues in medical ethics, focusing on artificial reproduction, assisted suicide, and organ donation. In the course's third segment, we examine biomedical technology. Is it justified to use technology to make our children mentally or physically better? Should we medicate young children? Should we slow the aging process? We end the semester by reading a poignant personal account of childhood disease. It will provide a test case for examining many of the ethical issues of the course.

BU 320 FOUNDATIONS OF HEALTH CARE MANAGEMENT – 3 credits

This course expands the student's knowledge of the organization and function of health care systems, and their interrelationships. Concepts of planning, organizing, team building, staffing, and controlling will be discussed as they relate to the mission, values, and strategic initiatives of the system/organization. Quality improvement and the utilization of resources to deliver optimum health care at a reasonable cost will be addressed.

Undergraduate School of Nursing (BSN)

Program Overview

Students in the Undergraduate School of Nursing earn a Bachelor of Science in Nursing (BSN).

Admissions

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

Bellin College does not have waiting lists for admission to the College. Applicants who meet a combination of educational, personal and health qualifications will be admitted until the targeted class number has been reached. (Admission procedures for students included in the SNC/BC agreement must follow the policy outlined in the agreement.)

Applications are made on an annual basis and do not carry over to the next year. Non-admitted applicants must reapply.

Note: The admission selection process is under review for the 2013-14 academic year. See the Bellin College website for most up to date information.

Enrollment as a Nursing Student

Students are admitted to the nursing program as they are admitted to Bellin College.

Students in the Traditional and Sophomore Transfer Options take nursing courses concurrently with general education courses starting with the first semester of enrollment. Students in the 15 Month Option complete their required general education credits before entering Bellin College.

Nursing courses and select general education courses are offered at Bellin College. Bellin College students are required to take particular general education courses if offered at Bellin College. General education courses are also accepted from regionally accredited 2 or 4 year institutions, such as UWGB and NWTC. Bellin College also has agreements with College of Menominee Nation, Silver Lake College, and St. Norbert College.

Program Options

Bellin College offers multiple entry options to students.

- **Traditional Option** students either enter directly from high school (with a high school diploma at the time of admission and 11 or fewer transferable college credits) or for students with 12 or more transferable college credits (that do not meet the criteria for the Sophomore Transfer or 15 Month Options). Traditional students begin as freshmen and complete the BSN degree in four years.
- **Sophomore Transfer Option** is designed for students who have completed specific Bellin College required general education courses (29 credits). Students begin in the summer, completing two nursing courses, and continue in the fall semester as a sophomore student. Students complete the BSN degree in 3 years.
- **15 Month Option** is designed for students who have completed the required 60 general education credits. Students complete their BSN in 15 academic months.

Current Bellin College students may not transfer Bellin College credits from one College program option to another. Once a student is admitted to a particular program they are committed to that curriculum plan. Programs are specifically designed to provide a structured learning experience, prohibiting enrolled students the opportunity to move from one program option to another. In limited cases, a student who has exited Bellin College may be eligible to re-apply for another program option.

Admission Requirements

Requirements for admission to the Bachelor of Science in Nursing Program:

- **High School Graduate:** Applicant to the BSN-Traditional Option must provide proof of graduation from a recognized high school or its equivalent.
- **American College Testing (ACT) or Scholastic Aptitude Test (SAT) Scores:** Applicants to the BSN Traditional Option who have 11 or fewer transferable college credits must provide ACT or SAT scores. An ACT composite score of 23 (or higher) and a high school grade point average (GPA) of 3.25 (or greater) is required for admission. ACT scores of 21 or 22 will be considered and reviewed individually by the Admissions Director at the time of interview. The GPA will be calculated at the time of application. The GPA requirements must be maintained on final high school transcripts to remain a viable candidate.
- **Background Check:** In compliance with the Wisconsin Caregiver Background Check and Investigation Legislation, a background check will be completed prior to acceptance. Applicants who have been convicted of specific crimes/offenses that would bar them from clinical experiences as a student or employment and/or licensure as a caregiver will not be admitted to the College. A background check approved by Bellin College does not guarantee successful clinical placement. Any clinical agency reserves the right to complete a criminal background check and to ban a student from clinical experiences based on the results of the background check. All offenses need to be reported, even if expunged from records.
- **Drug Screen:** Drug screening prior to entry is mandatory. Any applicant whose drug screen notes the use of illegal drugs will have their admission cancelled.

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- **Health Qualifications:** Each applicant is required to have a physical examination and complete specific immunizations and testing. The general health of the applicant must be deemed adequate for meeting the program outcomes of the degree. See outline of immunizations and testing.
- **Tuberculosis Testing:** The Wisconsin Administrative Code states that all persons having direct contact with hospital patients must be assessed for the presence of active pulmonary tuberculosis. It is a requirement of all applicants to have one TB test result at the time of the pre-admission medical/physical examination. The TB screening involves receiving the test, then returning to have it read within a specific time period. A second TB test will be provided at Bellin College after enrollment. Once enrolled as a Bellin College student, yearly screening is mandatory during the month of May.
- **CPR Certification:** Applicants to the Sophomore Transfer and 15 Month Options must provide proof of CPR certification prior to entry. The CPR must be American Heart Association – Health care Provider (infant/child/adult). Students in the BSN Traditional and Freshmen Transfer Options must show proof of CPR certification in the second semester (spring) of their freshman year.
- **Personal Qualifications:** The successful applicant must demonstrate motivation, initiative, work ethic, leadership and integrity. The applicant must provide three (3) references addressing these qualifications.
- **Minimal Technical Criteria:** In compliance with the Americans with Disabilities Act, Bellin College does not discriminate on the basis of disability in the administration of its educational policies, admission policies, student aid and other College-administered programs nor in the employment of its faculty and staff. As a Bellin College student, performance of certain activities is required with or without reasonable accommodation. Bellin College reserves the right to determine final eligibility based upon the applicant and student's ability to successfully complete Minimum Technical Criteria Standards as outlined by the College. Students must have the abilities and skills according but not limited to the following:
 - ability to communicate with patients, families and other healthcare professionals
 - problem-solving abilities sufficient for clinical judgment
 - dexterity, range of motion, and eye/hand coordination sufficient to perform procedures and manipulate equipment, including intervention in an emergency situation
 - auditory and visual ability sufficient for assessment of healthcare status, and from providing safe and effective care
 - emotional health sufficient to provide safe and effective care, meet the physical demands of patient care, including but not limited to the ability to lift, position, and transport patient and the ability to lift, move and position heavy equipment
 - meet the Minimal Technical Criteria Standards as outlined on the medical form
- **Official Transcripts:** Official transcripts for all colleges/universities attended must be submitted as part of the application process. If courses are in-progress (IP) at the time of credit evaluation or application, official transcripts must be presented after the courses are complete. The 3.0 GPA requirement and grades of "C" or above must be met to remain a viable applicant.

Each program option may have specific admission requirements in addition to the above.

Note: The admission requirements are under review for the 2013-14 academic year. See the Bellin College website for most up to date information.

TB Testing and Immunization Requirements

The following is a list of the TB testing and immunizations that applicants complete before entry to the College. Any changes to this list will be provided and available from the Admissions Office.

Tuberculosis (TB) Screening

▪ Tuberculosis (TB)

Incoming students are required to have one Mantoux skin test given after the month of May before entry.

If the incoming student has a medical contraindication to TB skin testing, they will need either:

- A negative Quantiferon blood test, and a completed Signs/Symptoms sheet, or
- A negative baseline chest x-ray, and a completed Signs/Symptoms sheet, (a Quantiferon blood test is recommended), or
- If they have a positive Quantiferon blood test, they will need a negative baseline chest x-ray and a completed Signs/Symptoms sheet.

Note: the Signs/Symptoms sheets are available from the Bellin College Admissions Department.

Resources to obtain TB testing and/or immunizations:

- Primary health care providers.
- Brown County Public Health Department (610 Broadway, Green Bay) for some vaccines. Call 920-448-6401 for further information.
- Bellin Employee Health (hospital location) for TB tests only. Call 920-433-3587 for an appointment.
- Bellin Occupational Health (Bellevue location, Eaton Road) for TB tests, titers, and some vaccines. Call 920-433-6742 for an appointment.
- Bellin Occupational Health (Whitney location, 215 N. Webster) for TB tests, titers, and some vaccines. Call 920-433-3448 for an appointment.
- Bellin Occupational Health (Ashwaubenon location, Commanche Ave) for TB tests, titers, and some vaccines. Call 920-430-4560 for an appointment.

Discounted pricing:

TB skin tests are free of charge for Bellin College students if given by Employee Health or Occupational Health. Vaccines and blood tests are discounted. Payments must be cash only (checks and other forms of payment are not accepted). To receive the discounted pricing, incoming students are to identify self as a Bellin College student when making appointments and at the time of service.

Immunization Requirements

The following immunizations are required to participate in the Bellin College clinical settings and to progress in the curriculum plans. Any declination of vaccines will put the student's ability to advance through the curriculum in jeopardy.

Measles	Immune blood titer <u>or</u> dates of two vaccines given after age one and at least a month apart.
Mumps	Immune blood titer <u>or</u> date of two vaccines given after age one and at least a month apart.
Rubella	Immune blood titer <u>or</u> date of one vaccine given after age one.
Varicella (Chickenpox)	Immune blood titer <u>or</u> dates of two vaccines. If you have had Chickenpox, you will need a blood titer. If you've had varicella (Chickenpox), you must provide documented results of an immune blood titer showing proof of sufficient immunity. History or documentation of the disease IS NOT acceptable proof of immunity.
Hepatitis B	Immune blood titer. If vaccine series was completed more than six months ago, documentation of that series (3 shots) will be adequate. If titer was performed within

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	1-6 months after series and is non-immune, additional shots and titer(s) will be required up to a maximum of 6 shots. Immune titer is required if last dose is within 6 months.
Meningococcal	Date of one vaccine, or signed declination.
Tetanus	Td or Tdap is required. A booster is required every 10 years.
Flu Vaccine	Depending upon clinical requirements and recommendations from the CDC (Center for Disease Control) flu vaccines may be mandatory. Each clinical site will have flu season protocol/requirements that students will be expected to abide by.

Admission Requirements at General Education Colleges

Applicants are responsible for meeting admission requirements for any college in which general education courses are taken, including placement tests. Requirements must be met in full before entrance to Bellin College; timelines will be communicated during the admission process.

Students Enrolling at UWGB

Students entering UWGB should be advised of placement criteria for Math, English, Biology, and Chemistry courses.

If UWGB prerequisite requirements are not met upon admission to Bellin College, summer coursework must be taken to maintain the timeline/sequence of the academic plan of scheduled general education requirements.

- **UWGB Math Placement:** To determine mathematics competency and appropriate course placement, UWGB uses the Wisconsin Mathematics Placement Test (WMPT). Students should complete the WMPT as soon as acceptance to UWGB occurs to allow for appropriate course planning.
- **UWGB English Placement:** English competency and appropriate course placement is determined by the English portion of the American College Testing (ACT) or the Verbal/Critical Reading portion of the Scholastic Aptitude Test (SAT I). This is a requirement for all new freshmen and all transfer and re-entry students who have not satisfactorily completed a college level course in English. If the established proficiency is not met, prerequisite coursework is required.
- **UWGB Biology Placement:** An ACT Science score of 24 or higher must be achieved to meet the requirement for enrollment in Biology 202. If this proficiency is not met, prerequisite coursework of HUM BIOL 102 is required with a grade of "C" or better prior to enrollment in BIO 202.
- **UWGB Chemistry Placement:** To determine chemistry placement, a WMPT score placement of MATH 104 or greater must be achieved. If the math placement is not achieved, prerequisite course (MATH 101) must be completed prior to enrolling in Chem 108.

Student Technology Requirements

Microsoft Office 2010 is the current version of Office used by Bellin College. All documentation for courses must be submitted in a Microsoft Office format. Options are provided below to assist student with this compliance.

- **Option 1: Office 2010 (Purchase)**
Office 2010 is available for purchase to all students for \$10 through the Information Technology Services. Computers must meet minimum requirements set by Microsoft for Office 2010 to function correctly.
- **Option 2: Office 2010 (Free Download)**
When using a previously released version of Office, installation of the Office Compatibility Pack is necessary. Office Compatibility Pack allows users with older versions to view the current Office format. It is a free download from Microsoft and can be accessed with the following link:

<http://office.microsoft.com/enus/products/ha101686761033.aspx> This is one way to help ensure that you can exchange documents between different Microsoft Office releases.

Non-United States Citizens

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

The application process encompasses:

- application form
- three (3) references
- proof of immigration status
- evidence of English proficiency via the TOEFL (Test of English as a Foreign Language)
- official transcripts evaluated by the ECE (Educational Credential Evaluators) (if course is taken at a University/College outside of the United States)
- ACT or SAT scores (if applicable)

BSN-Educational Qualifications

Traditional Option Educational Qualifications

The Traditional Option is designed for students who have or will have a high school diploma at the time of enrollment and have 11 or fewer transferable college credits or for students with 12 or more transferable college credits that do not meet the criteria for the Sophomore Transfer or 15 Month Options.

Traditional students begin in fall as freshmen students and complete the BSN degree in four years.

Students entering UWGB should be advised of placement criteria for Math, English, Biology and Chemistry courses. If UWGB prerequisite requirements are not met upon admission to Bellin College, summer coursework must be taken to maintain the timeline/sequence of the academic plan of scheduled general education requirements.

Applicants with 11 or fewer transferable credits:

- Applicants to the BSN Traditional Option having 11 or fewer transferable college credits must provide ACT or SAT scores. An ACT composite score of 23 (or higher) is required for admission with a high school grade point average (GPA) of 3.25 (or greater). ACT composite scores of 21 or 22 will be considered and reviewed individually by the Admissions Director at the time of interview. GPA will be calculated at the time of application. GPA requirements need to be maintained on final high school transcripts to remain a viable candidate.
- The following high school courses are required:

English	4 years
Biology	1 year
Social Science	3 years
Chemistry	1 year
Algebra	1 year
Advanced Science	1 year
Advanced Math	2 years

- If college credits have been taken, the credit evaluation and GPA calculation will include any completed course meeting the following criteria:

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1. All courses corresponding to a required general education course will be considered. Required general education courses include: Biology, Chemistry, Anatomy and Physiology, Microbiology, Psychology, Sociology/Anthropology, Human Development, Writing, Communication or Speech, Human Diversity, Statistics, Business, Philosophy/Ethics, Intermediate Algebra.
2. All courses meeting requirements stated in item #1, must have a grade of "C" or above. If below a "C" the course must be remediated before entry. Required general education courses may be repeated only one time. (Grade of "C" or above must be met in repeated courses.)
3. Elective courses with a grade of "C" or above will be included. Elective courses include: Social Science, Humanities, General, and Upper Level electives.

Final College admission is contingent upon receipt of official transcripts (for any courses in progress at the time of application), completion of the health and immunization requirements, and related forms prior to entry. (Date will be communicated.)

Applicants who are not applying directly after high school should contact the Admissions Office for further details regarding admission qualifications.

Applicants with 12 or more transferable credits:

- Applicants to the BSN Traditional Option having 12 or more transferable college credits, but do not meet the criteria for either the Sophomore or 15 Month Option must have a minimum GPA of 3.0 in transfer courses and no grade lower than a "C" in required general education courses must be met.

A credit evaluation will assist in determining eligibility for this option. The credit evaluation and GPA calculation will include any course taken that would meet the following criteria:

1. All courses corresponding to a required general education course will be considered. Required general education courses include: Biology, Chemistry, Anatomy and Physiology, Microbiology, Psychology, Sociology/Anthropology, Human Development, Writing, Communication or Speech, Human Diversity, Statistics, Business, Philosophy/Ethics, Intermediate Algebra.
2. Elective courses with a grade of "C" or above will be included. Elective courses include: Social Science, Humanities, General, and Upper Level electives.

A Bellin College advisor will assist in outlining a plan to fulfill the remaining general education credits that are required. Bellin College offers select general education courses, however; general education courses are accepted from regionally accredited 2 or 4 year institutions, such as UWGB or NWTC. Bellin College also has agreements with College of Menominee Nation and Silver Lake College.

Final admission to the College is contingent upon receipt of official transcripts (for any courses in progress at the time of application), completion of the health and immunization requirements, and related forms prior to enrollment. (Date will be communicated).

Sophomore Transfer Option Educational Qualifications

Applicants to the Sophomore Transfer Option must have completed specific general education courses (29 credits) and have a minimum GPA of 3.0 in transfer courses and no grade lower than a "C" in required general education courses.

Bellin College offers select general education courses, however; general education courses are accepted from accredited 2 or 4 year institutions, such as UWGB or NWTC. Bellin College also has agreements with College of Menominee Nation, and Silver Lake College.

Classes begin in the summer (two nursing courses), and continue in the fall semester as students join the sophomore class. Students are able to complete the program in a summer session and three academic years.

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The following 29 credits are required:

Classes	Credits
Biology (including lab)	4
Chemistry (including lab) (Must be equivalent to UWGB Chem 108 + 109)	5
Anatomy and Physiology (including lab)	5
Introduction to Psychology	3
Introduction to Human Development (Must cover the lifespan from birth to death)	3
A combination of the following courses to equal a minimum of 29 credits:	
▪ Microbiology	4
▪ Communication/Speech	3
▪ Human Diversity	3
▪ Statistics	4
▪ Business	3
▪ Philosophy or Ethics	3
▪ Social Science Elective	3
▪ Humanities Elective	3
▪ Intermediate Algebra	3
▪ Writing Requirement*	3
▪ General Elective	3
▪ Upper Level Elective	3

* If an applicant has at least 29 acceptable credits and is missing the Expository Writing course, they will be allowed to enter the Sophomore Transfer Option with a stipulation that the Expository Writing course be completed (grade of C or higher) prior to the start of their Junior year.

* If a student has a prior Bachelor's degree, the Writing Requirement is waived. Students will need to meet the minimum general education credit requirement to obtain a Bellin College degree.

Bellin College offers select General Education courses. Admitted students must enroll in the Bellin College General Education courses as offered.

A credit evaluation will assist in determining eligibility for this option. A Bellin College Advisor will assist in outlining a plan to fulfill the remaining required general education credits.

The credit evaluation and GPA calculation will include any course taken that would meet the following criteria:

1. All courses that meet a required general education course will be considered. Required general education courses include: Biology, Chemistry, Anatomy and Physiology, Microbiology, Psychology, Sociology/Anthropology, Human Development, Writing, Communication or Speech, Human Diversity, Statistics, Business, Philosophy/Ethics, Intermediate Algebra.
2. Elective Courses that meet a grade of "C" or above will be included. Elective courses include: Social Science, Humanities, General, and Upper Level electives.

Final admission to the College is contingent upon receipt of official transcripts (for any courses in progress at the time of application), CPR certification, completion of the health and immunization requirements, and related forms prior to enrollment. (Date will be communicated).

15 Month Option Educational Qualifications

Applicants to the 15 Month Option must have completed 60 required general education courses, have a minimum GPA of 3.0 in transfer courses and no grade lower than a "C" in required general education courses.

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The 60 credits must meet a distribution of credits in the following areas: human development, statistics, business, diversity, communication/writing, science, social science, humanities, and 6 upper division credits.

The program is designed in seven (7) consecutive 8-week sessions. Students graduate after 15 calendar months of coursework.

The following 60 general education credits are required:

Classes	Credits
Natural Science Including courses in: <ul style="list-style-type: none"> ▪ Biology* ▪ Chemistry ▪ Anatomy and Physiology ▪ Microbiology 	16
Social Science Including a course in: <ul style="list-style-type: none"> ▪ Psychology 	12
Humanities Including a course in: <ul style="list-style-type: none"> ▪ Philosophy or Ethics 	12
As part of the 60 general education credits, students must also have courses in the following subject areas: <ul style="list-style-type: none"> ▪ Business ▪ Communications/Writing** ▪ Diversity ▪ Human Development ▪ Statistics ▪ Six (6) upper division credits 	20

**The biology requirement may be satisfied with 16 credits in chemistry, anatomy & physiology and microbiology as biology is often infused into the curriculum for these three courses.*

***If a prior Bachelor's Degree has been earned, the communication/writing requirement is waived. The applicant must meet the minimum (60) general education credits before entry.*

A credit evaluation will assist in determining eligibility for this option.

The credit evaluation and GPA calculation will include any course taken that would meet the following criteria:

- Required general education courses include: Biology, Chemistry, Anatomy & Physiology, Microbiology, Psychology, Philosophy/Ethics, Diversity, Statistics, Communications/Writing, Human Development, Business and Upper Division credits.

Final admission to the College is contingent upon receipt of official transcripts (for any courses in progress at the time of application), CPR certification, and completion of the health and immunization requirements, and related forms prior to enrollment. (Date will be communicated).

BSN-Application Procedure

Application Procedure

Application packets are available from the Bellin College website: www.bellincollege.edu

To apply, submit the following:

- Bellin College – Undergraduate School of Nursing Application

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- Three (3) Reference/Release Forms
- Nonrefundable \$45 application fee payable to: Bellin College
- Official high school transcripts including ACT scores (If meeting qualifications for Traditional 4 Year Option).
- Official transcript(s) of all post-secondary (e.g. college/university) institutions attended. Transcripts must be sent directly to Bellin College/Undergraduate Admissions Department by the college or university to be considered official.

Personal Interview:

When all application materials have been received, a personal interview will be scheduled.

Additional Application Materials Needed:

Prior to enrollment the applicant will receive an additional checklist of items that must be submitted to complete the application process.

Applicants with Prior Nursing Courses:

Applicants who have been enrolled in nursing courses at other colleges must submit additional application materials.

Note: The admission application procedure is under review for the 2013-14 academic year. See the Bellin College website for most up to date information.

Re-Entry for Prior Bellin College Students

Students formerly enrolled at Bellin College in the undergraduate program, who wish to resume undergraduate study, are considered re-entry students.

- Any student that exits the College may re-apply one time only.
- If a student appeals a dismissal from the College and the dismissal is upheld, the opportunity to be re-admitted has been exhausted.
- A student who is afforded the opportunity to return to the College is not able to re-apply a second time if they do not complete their program of study after re-admission.
- Any student that is re-applying must be free of any "hold" status.

Procedure for Re-Entry

1. Prior students requesting re-entry must submit a letter to the Vice President of Academic Affairs stating the reasons for seeking re-admission. An original signature on the letter is required. Supporting information such as unofficial transcripts of academic performance since exit or dismissal, and any change of circumstance since withdrawal or dismissal should be provided.
2. The Vice President of Academic Affairs will provide authorization to re-apply to Bellin College, or will decline the request for re-application.
3. The ability to re-apply does not stipulate a guarantee, promise or other agreement concerning acceptance to the program, option placement, academic plan or transfer of credits.
4. Prior students requesting re-entry must comply with current policies, procedures and timelines necessary for re-admittance. Contact the Admissions Department for a review of information required to be submitted. The Bellin Health – Employee Health Office may have copies of prior immunization records if available.
5. A minimum GPA of 3.0 with no grade lower than a "C" in required general education courses must be met. Required general education courses include: Biology, Chemistry, Anatomy and Physiology, Microbiology, Psychology, Sociology/Anthropology, Human Development, Writing, Communication/Speech, Human Diversity, Statistics, Business, Philosophy/Ethics and Intermediate Algebra. The nursing course GPA will be calculated separately, and each re-entry applicant will be evaluated on an individual basis by the Academic Department. If coursework was completed after exit, official transcripts must be presented as part of the application process.

6. The date of re-entry is determined by the Vice President of Academic Affairs and is based on classroom, lab, clinical, and clinical resources.
7. Students allowed to re-enter will be bound by the catalog in effect at time of re-entry.

BSN-Ways to Transfer Credit

Credit Evaluation

Applicants who have earned post-high school credits will receive a Bellin College credit evaluation to indicate what courses and credits are accepted as transferable to fulfill Bellin College requirements. The accreditation status of the previous institution(s) attended, the quality of the student's achievement, course content, and the dates the courses were taken are factors for determining course and credit transferability.

Applicants may request an unofficial credit evaluation before application to the College. This is optional, as applicants will receive an official credit evaluation as part of the application process. An unofficial credit evaluation can assist in planning for course requirements still needed to meet Bellin College admission requirements.

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

Courses that would meet required general education courses outlined for each program option will be included on the credit evaluation. Required general education courses include: Biology, Chemistry, Anatomy and Physiology, Microbiology, Sociology/Anthropology, Human Development, Psychology, Statistics, Human Diversity, Communication, Ethics/Philosophy, Business, and Intermediate Algebra (if required). Courses which meet the general education elective requirements will be included on the credit evaluation if the course grade was "C" or above.

The Traditional and Sophomore Transfer Options have general education requirements. References to "general education elective courses" include all courses which meet the criteria for transfer in the following content areas: Social Sciences, Humanities, General Electives and Upper Level.

Transfer of General Education Courses/Credits

- Courses must be transferred from regionally accredited two and four year institutions.
- Courses must be at the Associate Degree (100) level and above. (Diploma level courses are not transferrable.)
- See specific options for required and minimum and maximum number of transfer credits.
- Courses must meet equivalency of BC program requirements. Courses listed on the University of Wisconsin Transfer Information System (TIS) identified as equivalent at UWGB for Bellin College required general education courses may be transferred if they meet BC program requirements. Courses not listed on TIS will be reviewed for equivalency by the Bellin College Registrar.
- Courses ten years or older may not be accepted.
- Science courses taken beyond five years will be reviewed on an individual basis.
- Pass/fail grades will not be accepted.
- A minimum cumulative GPA of 3.0 in transfer courses is required. All college level courses taken that would meet the Bellin College required or general education course requirements for the requested option will be included on the credit evaluation to calculate the GPA.
- A grade of "C" or better will meet the standard for transfer courses. Grades of "C-", "C/D", "D", "F" or "WF" (Withdrawal-Fail) will not satisfy the course requirement and may jeopardize admission.
- If the minimum cumulative GPA requirement of 3.0 in transfer courses is not met, additional coursework reflecting Bellin College required courses is required before re-application. Contact the Admission Department for details.

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- An acceptable applicant will obtain a grade of "C" or better in all required and general education elective courses for the requested option. If an applicant has obtained a grade of "C-" or below in any of these courses, the course or its equivalent must be repeated. A grade of "C" or better must be obtained before final acceptance to the College. The GPA will be recalculated after completion of the repeated course to assure the 3.0 requirement is met.
- If multiple courses satisfy the same general education requirement, the course with the highest grade will be transferred.
- A required general education course can be repeated one time only. The applicant is not considered admissible if the repeated course grade is below a "C". If this occurs, re-applying to the college will not be an option.
- Credits for colleges using a "quarter system" within the academic calendar will be evaluated on an individual basis.
- Credits earned at a foreign university must be evaluated by ECE (Educational Credential Evaluators). The applicant is responsible for the cost of this evaluation. The applicant must request the evaluation to be sent directly from ECE to Bellin College. Bellin College requires a course –by-course evaluation, sent directly from ECE.
- An accepted applicant must report to Bellin College Admissions any change in the college/university enrollment from the time of the initial credit evaluation. Admissions personnel will approve any changes to assure that admission requirements remain intact. Failure to alert the Admissions personnel of changes may nullify admission to the college.

An applicant who has been out of school for several years is encouraged to contact the Bellin College Admissions Office regarding eligibility.

All applicants are encouraged to refer to the Bellin College website or contact the Admissions Office for specific requirements relating to the required general education courses.

Transfer of Nursing Courses/Credits

Traditional and Sophomore Options: Nursing credits taken at a CCNE or NLNAC regionally accredited Associate Degree or Baccalaureate programs may be submitted for a credit evaluation if taken within five years of application. Selective nursing course may transfer in for the nursing major. Nursing courses may be transferrable as general education requirements if they satisfy the Human Development or Diversity requirements. A nursing course will not be used to complete a general elective requirement, as a general elective must be outside of the nursing major. Each case will be handled on an individual basis. Prerequisites required for Bellin College will apply.

15 Month Option: Students enrolled in the 15 Month Option are required to take the program in its entirety. Nursing credits earned at other colleges will not be accepted as Bellin nursing course credits. However, nursing courses taken at a CCNE or NLNAC regionally accredited Associate Degree or Baccalaureate programs may be transferrable as general education requirements if they satisfy the Human Development or Diversity requirements.

Transfer GPA Requirement

An overall GPA of 3.0 and no grade lower than a "C" in required general education courses must be met. (See Credit Evaluation and General Information Regarding Requests to Transfer Credits for a detailed description.)

Residency Requirement

A student who transfers into the nursing program must complete a minimum of 44 credits in nursing at Bellin College. Thirty of these 44 credits must be in upper level nursing courses.

Veteran Applicants

▪ Federal Veteran Benefits

The Bursar is the VA representative for Bellin College students. To receive veterans' educational benefits, student-veterans must be certified. Students eligible for federal programs, such as the Montgomery GI Bill, must be certified by both the Veterans Administration (VA) and the Bellin College Bursar's Office. For Montgomery GI Benefits, veterans must be certified upon their initial entry into Bellin, whether new or transfer, and for each subsequent period of enrollment. Generally, a veteran has 10 years to use the 36 months of GI Bill Entitlement. Mobilizations or other forms of active duty may extend that 10 year "delimiting" date. The St. Louis VA Regional Office, which certifies veterans' eligibility for benefits, has a toll free number for individual educational inquiries (1-888-422-4551 or 1-888-GI-BILL1). The website is www.gibill.va.gov.

▪ New student – Veterans

Most new students applying for GI Bill benefits must use the VA Form 22-1990, Application for VA Education Benefits, to get their entitlement started. The Form is available from local County Veteran's Service Offices, or it may be printed from the VA web site www.gibill.va.gov. The additional documentation required depends on the entitlement (i.e., Chapter) for which you are eligible. See below for Chapter-specific requirements. Veterans are encouraged to work with their local County Veteran's Service Office.

▪ Verification – GI Bill

Most veterans must verify their enrollment with the VA each month. The local County Veteran's Service Office will advise if the monthly verification of enrollment is required. Failure to verify will delay benefits. For monthly verification of enrollment, call 1-877-823-2378 or log into the VA's WAVE (Web Automated Verification of Enrollment).

▪ Co-Attendance at another College/University

Co-attendance at another college/university for general education courses after transfer to, and/or while attending Bellin College, must be coordinated with the Bellin College Bursar. Students must provide to the Bursar, a copy of their DD-214 and a copy of the letter provided by the VA stating the percentage of benefits due the Veteran for the Chapter in which students are to be certified. The Bursar will then certify enrollment for the Bellin College within the VA Website. Students must also provide necessary required materials to the Veteran's Coordinator at their other college/university.

▪ Credits for Military Experience

Applicants who are veterans may receive credit for military experience. Applicants must submit an official transcript (AARTS, SMART, CCAF) or DD 214. In granting credit, Bellin College follows the American Council on Education (the ACE Guide) recommendations and College policies. Prior military credits are evaluated by the Registrar.

It is the responsibility of the applicant/student to understand their eligibility for federal and state veteran's benefits and adhere to program requirements.

Refer to the [Department of Veterans Affairs website](#) for further clarification on eligibility for the following programs:

- Chap. 30 Montgomery GI Bill - Active Duty (MGIB-AD) Servicepersons and Veterans)
- Chap. 33 Post 9/11 GI Bill – Individuals with at least 90 days of aggregate service on or after 9/11/2001
- Chap. 35 Montgomery GI Bill - Survivors' and Dependents' Educational Assistance Program (DEA)
- Chap. 1606 Montgomery GI Bill - Selected Reserve (MGIB-SR)
- Chap. 1607 Montgomery GI Bill - Reserve Educational Assistance Program (REAP)
- VA Tutoring Program

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- National Testing Fee Reimbursement
- Chap. 31 Montgomery GI Bill - More information at Vocational Rehabilitation Program
- **Additional Resources for Federal Benefits**
For more information on Federal Veteran's Benefits visit www.va.gov

Advanced Placement (AP)

The Advanced Placement examination offers the possibility of establishing credit at Bellin College. Many high schools offer courses through the Advanced Placement Program, and Bellin College offers degree credit based on a student's performance on the AP exam administered in the high schools. (The AP exam must be taken before entering the College, and scores must be equivalent to a "3" or better). An official AP transcript from the College Board must be supplied to Bellin College in order to receive credit.

Students who receive credit for a particular course through AP and take the same course at Bellin College will not receive degree credit twice. However, the grade in the Bellin College course will be included in the overall grade point average. Credits for AP courses will appear on the Bellin College transcript as transfer credits (TR).

Credit for Prior Learning (CFPL)

Applicants who have a combination of prior coursework or life experiences which appear to fulfill a required course in the typical curriculum plan may seek Credit for Prior Learning. It is the applicant's responsibility to provide supporting evidence which may include, but is not limited to portfolio, narrative, syllabi, course outlines, resume' or curriculum vita. If Credit for Prior Learning is granted, the applicant is excused from taking the course. Credit for the equivalent course will appear as Prior Learning (PL) on the transcript.

Applicants should contact the Admissions Department for further details and eligibility requirements. A fee is charged for evaluation for Credit for Prior Learning if credit is granted.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) allows students who have gained college-level knowledge outside the classroom to take examinations for possible college credit. For certain exams, credit will be granted only to students who have completed less than 16 semester hours of college credit when the exams are taken. For a list of the current CLEP credit policies, contact Testing Services at the UWGB. There is a fee for CLEP testing.

Business Office-General Information

Payment Methods

Payment(s) to Bellin College may be made via cash, personal check, certified check, or money order. MasterCard and VISA are accepted, however, for an additional fee.

Payment Policy

The Bellin College Bursar will mail tuition and fees billing statements to all students at the start of the semester, term or session in correlation with the option in which the student is enrolled.

For students dually enrolled at UWGB, the UWGB and Bellin College tuition and housing charges will be reflected on the Bellin College tuition bill.

Payment in full or partial payment with the selection of the installment payment plan must be made by the due date specified on the bill. Failure to do so will result in a \$25.00 late fee and holds on records and registration will be placed on the student until satisfactory payment arrangements have been made.

Late Fees

Students who fail to make payment or payment arrangements by the due date indicated on the tuition and fees billing statement will be charged a nonrefundable \$25.00 late fee.

Institutional Withdrawal due to Nonpayment of Tuition and Fees

If a student fails to make payment or select the installment payment plan by the due date, the student may be institutionally withdrawn from Bellin College. Tuition and fee charges for which the student is responsible will be based upon the applicable refund policy as stated in the Student Handbooks. Academic records will be withheld and collection efforts will be pursued with an agency. This may result in a notation on the student's credit record.

BSN-Tuition

Charges Prior to Enrollment

- A nonrefundable \$45 fee is charged for Undergraduate application.
- A nonrefundable \$50 (US Dollar) fee is charged for Non-US Citizen application.
- Upon acceptance a Reservation Fee of \$100 (Traditional and Sophomore Options) or \$500 (15 Month Options) is required. The Reservation Fee is applied to first semester's tuition at Bellin College. If an applicant fails to enroll, this fee is nonrefundable.
- Application and other fees charged by another college or university where general education courses are to be completed must be paid directly to that college or university.

Payment Schedules

Tuition is set each year by the Bellin College Board of Trustees. Students should refer to the Bellin College Academic Calendar (www.bellincollege.edu) for due dates relating to Bellin College tuition and fees. An installment plan is available for eligible students.

Note: For students dually enrolled at Bellin College and UWGB, the tuition charges (including housing charges) will be reflected on the Bellin College tuition bills.

Other College/University Providing General Education Courses

Students taking general education courses at a college or university other than UWGB must pay tuition and fee charges directly to that institution according to its policies.

Tuition

Bellin College students pay a per credit tuition rate.

Out-of-State Tuition

Bellin College does not discriminate between in-state or out-of-state students when determining tuition and fee costs. UWGB (or another state-supported college or university where general education courses are taken) may charge out-of-state tuition rates to Bellin College students. Out-of-state students should check with the university where general education courses are to be taken for the appropriate tuition and fees charges.

Refunds Due to Withdrawal

The U.S. Department of Education requires that any tuition refunds resulting from a withdrawal prior to the end of an enrollment period be calculated based upon the percentage of the enrollment period completed. This policy applies to all students regardless of whether or not federal aid is received.

No refunds of tuition and fees will be issued to students who have completed at least 60% of the enrollment term. The amount of tuition and fee charges to be retained by the College is equivalent to the percentage of the enrollment period completed multiplied by the total original tuition and fees charges for the semester.

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Therefore, a student who completes 40% of the semester will pay 40% of the total semester tuition and fees charges.

Under no circumstances will Bellin College refund the following fees:

- Application fee
- Reservation fee
- Late fee
- Penalty fees
- Tuition discounts or rebates

Students who receive no financial assistance from any of the programs listed in the "Financial Aid: Return of Unearned Aid" section of this catalog, will receive a direct refund of tuition and fees paid, as applicable per this policy.

If the amount of aid eligibility retained by the student, if applicable, is not sufficient to cover the tuition and fees charges, the student is responsible for paying the balance. Failure to do so will result in "holds" being placed on all official records such as transcripts, etc.

Notification to Student

Bellin College will notify the student, in writing, of the amount of tuition and fees to be refunded as well as the amount, if applicable, of loans and/or grants to be returned to the funding source including the amount the student is responsible for returning. The notification will be sent to the student within 30 days of the date the College determined that the student withdrew.

Institutional Withdrawal Date (Due to Non-Attendance)

In accordance with Section 668.22 of the Higher Education Act, the withdrawal date for a student who ceases attendance at Bellin College prior to the end of an enrollment period (i.e. semester/term) will be:

1. The date, as determined by the College, that the student began the withdrawal process prescribed by College policy;
2. The date, as determined by the College, that the student otherwise provided official notification to the institution or its representative, in writing or orally, of her/his intent to withdraw;
3. The mid-point of the enrollment period, if the student ceases attendance without providing official notification to the College of her/his intent to withdraw or orally (unless the College can document the student's last date of attendance at an academically-related activity);
4. The date the College determines is associated with the circumstance, if the student failed to provide official notification of the intent to withdraw due to illness, accident, or grievous personal loss, or other such circumstance beyond the student's control.
5. An "academically-related activity" includes, but is not limited to, an exam, a tutorial, computer assisted instruction, academic counseling, academic advisement, turning in a course assignment or attendance of class or clinical meetings.
6. Any student that withdraws from the College is required to complete and sign an Official Withdrawal Form.

If a student is institutionally withdrawn due to non-attendance, they are responsible for all tuition, fees, and applicable charges.

Dual Enrollment at Other Colleges

Students dually enrolled at other colleges are advised to check with the institution regarding Fee Schedules, Return of Financial Aid and Tuition Refund procedures.

BSN-Fees

Mandatory Fees Charged Each Semester

Students will note the following fees included on the tuition bills:

- **Assessment Fee** covers the costs related to the mandatory participation in the college assessment program.
- **Health Sciences Resource Center** includes all resources needed for laboratory and clinical instruction: facilities, simulated equipment and assessment, and laboratory supplies.
- **Health Fee** includes supporting the costs incurred in the maintenance of student related health requirements and health records. This fee helps to defray the costs of drug testing, annual TB tests and flu vaccines.
- **Student Activity Fee** covers student related functions, events and organizations.
- **Instructional and Technology Fee** includes the support for computers, media supplies and WEB based features.

Note that the fees vary via program option and semester.

Additional Expenses

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

- Books (contingent upon courses taken)
- Room and Board
- Transportation
- Cost of Student Uniform (scrubs, lab coat and shoes)
- Miscellaneous Expenses

Graduation Fee

In the semester prior to graduation the student will be charged a \$225 graduation fee. This fee helps to defray the costs related to: the diploma, caps & gowns, announcements, programs, speaker, room, musicians, and commencement reception, class picture-sitting fee, BSN nursing pin, processing of student records, storage and maintenance for future reference. Attendance at the commencement ceremony is encouraged, but not mandatory. Non-participation in the commencement ceremony does not affect the \$225 graduation fee.

Class picture packages are not included in this fee but will be available for purchase from the photographer.

National Exam and State Licensing Fees

Additionally, there are a number of variable costs related to the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and State Registered Nurse (RN) licensing application that are not covered in fees paid to Bellin College. This information is provided in the semester prior to graduation. See the Vice President of Academic Affairs for current information.

BSN-Additional Fees (as applicable)

Challenge Exam Fee

Students who believe they have the prior knowledge to successfully complete a nursing course without participating in the day-to-day activities of that course may elect to challenge the course via a challenge exam. Students earn credit for prior learning for challenged courses successfully completed. The tuition charged is one-half the regular per-credit charge for that course. The challenge fee is nonrefundable and not applied to tuition if the student fails the challenge. (Not eligible to 15 Month Option applicants.)

Credit for Prior Learning Fee (CFPL)

Students who wish to have knowledge and experience evaluated to determine if the course outcomes have been met by life experiences will pay a nonrefundable fee of \$50.00 upon each request for review. If credit is awarded, an additional \$75 must be submitted to cover the cost of transcribing and processing.

Audit Fee

A student, who wishes to enroll in a Bellin College course or courses without receiving credit, may audit any general education or nursing course, if the College administration determines there is space available. The tuition charge for auditing a course is one-third the regular per-credit charge for that course.

Orientation/Lab/Simulation/Computer Training/HESI Make-up Fees

Attendance at all parts of orientations, labs, simulations, computer trainings, and HESI Testing are mandatory. All fees must be paid prior to re-scheduling date.

- Orientations (BSN/BSRS) Students who do not attend scheduled orientations are required to re-schedule with the appropriate College personnel and will be assessed a \$100 re-scheduling fee.
- Lab Testing (BSN) Students who do not attend lab testing at the scheduled time are required to re-schedule with the course facilitator and will be charged a \$100 lab testing re-scheduling fee. If a student is unsuccessful with the lab exam, they are allowed to re-take the exam one time only and will be charged \$100 to re-take the exam.
- Computer Trainings/HESI Exams (BSN/BSRS) Students who do not attend computer trainings or HESI (BSN/BSRS) exams as scheduled are required to re-schedule and will be charged a \$100 fee for re-scheduling.
- Simulations (BSN/BSRS) Students who do not attend simulation activities as scheduled are required to re-schedule with the course facilitator and will be charged a \$100 fee for re-scheduling.

BSN-Financial Aid

Financial Aid Philosophy

The primary responsibility for financing a college education rests with the student and his/her family. The purpose of the financial aid program is to assist those students who might not otherwise be able to afford a college education by providing financial support. The purpose of the financial aid office is to help the student locate and receive all the financial resources for which he/she is eligible.

General Financial Aid Information

Bellin College freshman and sophomore students who take their general education courses at UWGB apply for and (if eligible) receive financial aid through UWGB.

If general education courses are taken at an institution other than UWGB, the student must discuss his/her financial aid options with the Bellin College Financial Aid Office. During the junior and senior years at Bellin College, all students may apply for and (if eligible) receive financial aid through Bellin College.

For financial aid purposes only, the combined credit load from both institutions, Bellin College and UWGB are considered in computing full or part-time enrollment status. At least half time enrollment is required in order to be considered for most financial aid programs.

If general education courses are taken at an institution other than UWGB, the student must discuss his/her financial aid options with the Bellin College Financial Aid Office.

Bellin College has a FAFSA priority deadline date of March 1st. Applications received after March 1st will be accepted and aid will be awarded on a funds available basis.

Sources of Financial Aid

The list below outlines the Federal, State, and Bellin College funded financial aid programs. Source and amount awarded is based upon the student's financial need and other eligibility requirements, if applicable.

Grants

Grants do not require repayment (unless the student withdraws and is determined to owe a refund of grant aid based upon the applicable refund policy). Grants are need-based unless otherwise noted. Individual award amounts may vary from year to year dependent upon Federal and State allocations and student eligibility.

Grant examples include:

- Bureau of Indian Affairs Grant
- Federal Pell Grant
- Federal SEOG
- Wisconsin Indian Grant
- Wisconsin Talent Incentive Program
- Wisconsin Tuition Grant

Loans

Loans must be repaid, with interest. Loans are need-based unless otherwise noted. The actual amount awarded will depend upon financial need and other eligibility requirements.

- PLUS Loan (parent or guardian of dependent students).....Cost (less other aid)
- Federal Perkins (awarded to freshmen and sophomores only).....Varies
- Wisconsin Nursing Student Loan (need-based)Up to \$3,000

FEDERAL STAFFORD LOAN ANNUAL LOAN LIMITS

Dependent Undergraduate Students

Grade Level	Maximum Subsidized Loan Amount (need-based)	Maximum Additional Unsubsidized Loan (non-need-based)	Total Maximum Stafford Loan (subsidized, unsubsidized or combination of both)
Freshmen	\$3,500	\$2,000	\$5,500
Sophomore	\$4,500	\$2,000	\$6,500
Junior	\$5,500	\$2,000	\$7,500
Senior	\$5,500	\$2,000	\$7,500

Independent Undergraduate Students

Grade Level	Maximum Subsidized Loan Amount (need-based)	Maximum Additional Unsubsidized Loan (non-need-based)	Total Maximum Stafford Loan (subsidized, unsubsidized or combination of both)
Freshmen	\$3,500	\$6,000	\$ 9,500
Sophomore	\$4,500	\$6,000	\$10,500
Junior	\$5,500	\$7,000	\$12,500
Senior	\$5,500	\$7,000	\$12,500

Other Sources of Financial Aid

Federal College Work Study is need-based. The amount of work study allowed varies.

Bellin College Merit Scholarship

The Merit Scholarship amount is non-need based. Eligibility is determined at the time the applicant is deemed admissible to Bellin College (based upon academic credentials). The amount awarded can range from \$1,000-\$2,500 per academic year.

Outside Aid

Outside Aid is determined by the organization/agency providing the funds. The eligibility requirements are set by the donor. An application is required, the aid may be need or non-need based, and the amount awarded varies.

Endowed and Current Scholarships

The College administers a scholarship program through endowments and annual gifts made by individuals, businesses, or other local organizations/groups. These funds are based on need, and are generally awarded to juniors, seniors, and 15 Month Option students. Students who have filed the FAFSA are automatically considered for scholarships.

Full-Time/Part-Time Status (Academic Load)

Undergraduate: (Excluding the 15 Month Option)

- Full-time enrollment.....must be registered for at least 12 credits per semester
- Three-quarter time enrollment.....9 and 11.5 credits per semester
- Half-time enrollment.....6 and 8.5 credits per semester

To be eligible for financial assistance, an undergraduate student must be enrolled in a minimum of six (6) credits per semester. Semester credits include general education courses taken concurrently through the UWGB, or other institutions of higher learning and nursing courses taken through Bellin College.

Undergraduate: (15 Month Option)

A student enrolled in the 15 Month Option will be considered full-time in each session of the program based upon the established curriculum plan. A minimum of eight (8) credits per session meets the definition of full-time.

Financial Aid Application and Processing Information

In order to be considered for financial aid, a student must file a *Free Application for Federal Student Aid (FAFSA)*. A FAFSA may be completed online at www.fafsa.ed.gov. It is important for the student to remember that financial aid applications must be filed each year. Students should meet priority filing dates as established by the institution(s). A FAFSA should be completed as soon after January 1st as possible for enrollment periods beginning on or after July 1 of the same year.

A FAFSA is processed by the U.S. Department of Education and the result is called an expected family contribution (EFC). This represents how much money the family should be able to contribute toward college expenses over the course of that academic year. The amount of financial aid a student may receive is based on his/her financial need.

Financial need calculation:

$$\begin{array}{r} \text{Cost of Education for the Academic Year} \\ \text{(minus) } \underline{\text{Expected Family Contribution}} \\ \hline \text{Financial Need} \end{array}$$

In addition to financial need, students must also meet the following eligibility requirements in order to receive financial aid:

- United States citizenship or eligible non-citizen
- Satisfactory academic progress
- Selective Service registration (if required to do so)
- High school diploma or GED
- Enrollment at least half-time

No defaults on previous student loans or owe a refund on a federal education grant.

Once eligibility has been determined, the financial aid office will notify the student of all sources of financial assistance for which he/she is eligible. The notification will be mailed to the student in the form of an award letter. Financial aid is awarded for the academic year and is disbursed at the beginning of each enrollment term.

Satisfactory Academic Progress for Financial Aid Recipients

Students attending Bellin College should be aware of the satisfactory progress standards, which must be met by students who desire to receive financial aid. Bellin College's academic progress policy is in compliance with the U.S. Department of Education's regulations as published in 34CFR 668.34.

The College's Satisfactory Academic Progress Policy applies to all Bellin College aid recipients enrolled on or after January 1, 2007. Refer to the Bellin College Student Handbooks (Undergraduate and Graduate) for the full policy.

Refund Policy

Bellin College's refund policy complies with U.S. Department of Education regulations (Section 668 of the Higher Education Act) regarding recipients of federal financial aid funds who withdraw from college prior to the completion of an enrollment term (semester).

Return of Unearned Aid

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

Bellin College will return (within 30 days of the College's determination that the student withdrew) unearned aid on behalf of the student up to the amount of refunded tuition and fees charges paid by the student or on the student's behalf. Any additional aid returns become the responsibility of the student. Under federal regulations, any student who fails to return federal funds as required will remain ineligible for further federal financial aid until the total amount of funds has been returned or the student enters into an agreement with Bellin College or the U.S. Department of Education Secretary to repay the unearned aid. No return of financial aid funds will be required from students who have completed at least 60% of the enrollment term on the date of withdrawal.

Unearned aid will be returned to sources in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Other Federal Grant or Loan Assistance
8. Wisconsin Grant Programs
9. Institutional Programs (Merit Scholarships, Annual or Endowed Scholarships)
10. Other Aid (private scholarships and/or loans)

Student's Responsibility for Return of Aid

The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid the College is responsible for returning (up to the amount of refunded tuition and fees

charges) from the total amount of unearned aid under Section 668.22 (e) (4) of the Higher Education Act. The student (or parent in the case of a PLUS loan) must return or repay the amount of unearned aid deemed to be the student's responsibility first to loan programs and then to grant programs (see order of programs under RETURN OF UNEARNED AID). However, a student is not required to return 50% of the grant assistance that is the student's responsibility to repay.

Repayment Agreement with Bellin College

Overpayments paid to Bellin College will be returned to the appropriate aid sources in accordance with Section 668.22 of the Higher Education Act.

A student who owes a repayment of federal financial aid may choose to enter into an agreement with Bellin College. This agreement will specify minimum payments, frequency of payments and the maximum time allowed for repayment in full.

The College will require monthly payments of at least \$50. The full amount of the overpayment must be repaid within two years of the date the College determined that the student withdrew. If at any time the student fails to meet these terms, Bellin College will assign collection of the overpayment to the Secretary of the U.S. Department of Education at which time the student will become ineligible for further federal financial aid at any institution of higher education.

Maintaining Eligibility for Financial Assistance

A student who withdraws beyond the 60% point of an enrollment period will remain eligible for federal financial aid (provided all other eligibility criteria are met). A student who withdraws prior to the 60% point of an enrollment period and is required to return a portion of federal aid received will remain eligible for federal financial aid provided the student:

- A. Repays the overpayment (unearned aid) in full to the institution within 45 days of the date the College sends the notification to the student that a return of federal aid is required or;
- B. Enters into a satisfactory repayment agreement with the College or;
 1. Signs a repayment agreement with the Secretary of the U.S. Department of Education which will include terms that permits the student to repay the overpayment while maintaining eligibility for federal aid.
 2. Will refer collection matters to the Secretary of the U.S. Department of Education if the student does not repay to the College the full amount of the overpayment or enter into a satisfactory repayment agreement with the College or the Secretary of the U.S. Department of Education in accordance with Section 668.22 (h) (4) (i) of the Higher Education Act within 45 days from the date the College sent the student a notification of the overpayment.

Overpayment collection accounts will be referred to the U.S. Department of Education at any time the student fails to meet the terms of the repayment agreement with the College or fails to enter into a repayment agreement with the Secretary. Students whose overpayment collection accounts have been referred to the Secretary will be considered ineligible for federal financial aid until the student and the Secretary enter into a repayment agreement.

Post-Withdrawal Disbursements of Aid

If the amount of grants and loans the student earned is greater than the total amount of grant/loan assistance that was disbursed to the student (or to the parent on the student's behalf), the difference must be treated as a post-withdrawal disbursement.

The College will offer any amount of post-withdrawal disbursement to the student (or parent, if a PLUS loan) within 30 days of the date the College determined the student withdrew. A written notification will be sent to the student (or parent) which will identify the type and amount of aid included in the post-withdrawal

disbursement, explain that all or any portion of the disbursement may be accepted or declined, inform the student (or parent) that no post-withdrawal disbursement will be made to the student or parent if no response is received within 14 days of the date the notification was mailed to the student (parent), and the procedures for receiving the accepted post-withdrawal disbursement.

The College will disburse the requested post-withdrawal disbursement within 90 days of the date of the institution's determination that the student withdrew. Post-withdrawal disbursements will first be made from available grant funds; any remaining disbursement will be made from loan funds.

BSN-Academic Policies

The College catalog outlines general provisions of Academic Policies. The Undergraduate Handbook provides further details and provisions.

Academic Advising

Academic advising is provided to students to assist them in planning a program of study consistent with College requirements. The process begins after admission to the program and occurs each semester. Academic advising is also available to students on an as-needed basis.

Students must discuss any changes in their academic plan with their academic advisor to ensure that compliance with curriculum requirements is maintained. Students are responsible for contacting their academic advisor and following through with all advising and registration requirements. It is the student's responsibility to inform the academic advisor of the general education courses they are enrolled in at local universities. Failure to do so may jeopardize their ability to complete their program within the usual length of time.

Attendance Policy

Students are expected to attend and be on time for all orientations, classroom, examinations, skills laboratory, and clinical activities. Any student who does not attend a class maintains responsibility for all announcements, directions, handouts, examination reviews, and content explored. There may be individual courses that require class attendance as a condition of meeting course outcomes. (Refer to course syllabi). Student attendance records are maintained for the purpose of work references and some financial aid programs.

Attendance for lab and clinical is mandatory in order for the student to achieve course outcomes. Progress and continuation in the course may be at risk, in the event of an absence and will be considered individually by the faculty. A student who is absent from a skills laboratory or clinical experience may be required to withdraw from the lab/clinical and related theory course if the student is not able to meet the expected course outcomes.

There are associated fees (typically \$100) involved when students do not attend scheduled orientations, labs, lab testing re-takes, simulations and computer training/HESI exams (BSN).

Grading Policy

The following grading system is used to determine course achievement:

Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent
A	4.0 points	93-100
AB	3.5 points	90-92
B	3.0 points	85-89
BC	2.5 points	82-84
C	2.0 points	77-81
D	1.0 point	70-76
F	0.0 points	Below 70

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

The grade calculation process will be consistent across the undergraduate curriculum. Within each course, individual projects/exams/assignments will be recorded to one decimal point without rounding (for example, 92.37 will be recorded as 92.3). The final composite course grade will not be rounded (for example, a 92.8 will receive an AB).

Repeated Courses

Students may repeat a Bellin College course in which they obtained a grade of C or better for the purpose of grade betterment. The repeated course grade is recorded on the transcript and is the only grade calculated into the GPA.

Grade Point Average

Grade point average (GPA) is a quantitative measure of academic achievement and is computed on the basis of credits earned and grades achieved. Courses taken at Bellin College are used to compute the GPA each semester. Grade point averages are computed at the end of each semester or summer session for all courses taken at Bellin College during that period. The GPA is on a four-point scale.

Students may take their general education courses at regionally accredited 2 or 4 year institutions of higher learning and transfer these credits to Bellin College by submitting an official transcript of grades received. Transfer credits are not utilized in the computation of the Bellin College grade point average.

Academic Honors

The Dean's List is composed of students who have earned a grade point average of 3.5 or better in Bellin College courses, are in good disciplinary standing, and carry at least 6 Bellin College credits.

Highest Honors (Summa Cum Laude)	3.90 - 4.00
High Honors (Magna Cum Laude)	3.75 - 3.89
Honors (Cum Laude)	3.50 - 3.74

graded
||
not P/F
in semester

Semester honors are announced following the completion of fall semester and spring semester.

Completion of a Minor

Bellin College does not grant minors.

Award Dean's List 15 mo. for each semester not summer

Program Completion Requirements

Undergraduate students must successfully complete all curriculum requirements no later than six (6) years after initial entrance into the program.

BSN-Graduation

Graduation Requirements

A Bachelor of Science in Nursing degree is awarded to a student who has:

- Completed a minimum of 128 credits including 64 in general education and 64 in nursing. (Traditional and Sophomore Transfer Options)
- Complete a minimum of 124 credits including 60 in general education and 64 in nursing (15 Month Option)
- A student who transfers into the nursing program must complete a minimum of 44 credits in nursing at Bellin College. Thirty of these 44 credits must be in upper level nursing courses.
- Achieved a cumulative GPA of 3.0 or higher.
- Completed all required courses with a passing grade.
- Fulfilled the student assessment requirements.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

Undergraduate Graduation with Honors

To be eligible to graduate with honors, a minimum of 44 credits in nursing in residence at Bellin College (Traditional and Sophomore Option) and 64 credits in nursing in residence at Bellin College (15 Month Option).

Graduation honors reflected on the final transcript will be recorded on the basis of the student's entire academic history at Bellin College.

Highest Honors (Summa Cum Laude)	3.90 - 4.00
High Honors (Magna Cum Laude)	3.75 - 3.89
Honors (Cum Laude)	3.50 - 3.74

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

Fall grades are used to calculate the honors listing for the May Commencement Ceremony. Summer grades are used to calculate the honors listing for the October Commencement Ceremony. Graduation honors will be recorded on the final transcript. Students must be enrolled at least half-time to graduate with honors.

Licensing Examination

A graduate of the baccalaureate program is eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN™), under the jurisdiction of the respective Board of Nursing in the state in which the graduate intends to become licensed. The Academic Affairs Department assists the students in the preparation and application process.

Commencement

- Commencement ceremonies occur at the conclusion of the Spring (May) and Fall (October) semesters.
- The Fall commencement ceremony is reserved for undergraduate students completing graduation requirements in October.

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- Students that complete program requirements in December and May are invited to participate in the following spring ceremony.
- Undergraduate students who have six or fewer credits to complete at the conclusion of the spring semester may participate in the May commencement ceremony, but they are expected to complete those credits the summer immediately following the ceremony.
- The Registrar cannot place "graduation" on record until all coursework is successfully completed.
- The commencement dates are established via the academic calendar.
- Diplomas are issued approximately one month following the graduation date.
- The College has standard transcribed graduation dates of May, October (BSN 15 Month option only), and December. A transcribed 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 program director and VP of Academic Affairs.

BSN-Program Options

A student admitted to an academic plan option will remain in that plan until graduation.

Course/Credit Requirements: Traditional & Sophomore Transfer Options

The Bachelor of Science in Nursing (BSN) (Traditional and Sophomore Transfer Options) requires a minimum of 128 credits for graduation, 64 in general education and 64 in nursing.

Credits required to graduate:

Nursing	64
General Education Requirements (64)	
▪ Principles of Biology	4
▪ General Chemistry	5
▪ Anatomy and Physiology	5
▪ Microbiology	4
▪ Sociology/Anthropology	3
▪ Human Development	3
▪ Psychology	3
▪ Statistics	4
▪ Human Diversity	3
▪ Communication (Speech and Writing)	6
▪ Ethics/Philosophy	3
▪ Business	3
▪ Intermediate Algebra	3
General Education Electives (18)	
▪ Upper Division (300/400) Electives	3
▪ Humanities Electives	3
▪ Social Science Electives	3
▪ General Electives	6
Total	128

Course/Credit Requirements: 15 Month Option

The Bachelor of Science in Nursing (BSN) 15 Month Option a minimum of 124 credits for graduation, 60 in general education and 64 credits in nursing.)

Credits required to graduate:

Nursing Theory = 48 Lab = 2 Clinical = 14	64
General Education Requirements Distribution of credits:	60
Total	124

**
remove*

Academic Plans General Information

- Curriculum is subject to change.
- Freshman and Sophomore courses are offered sequentially as listed.
- ~~▪~~ Most Junior and Senior nursing courses are offered both semesters.
- Courses with the prefix NUR and NR are Bellin College nursing courses; all other course numbers reflect general education course numbers and course credits at UWGB or Bellin College.
- Each course is graded in its entirety. A student must be successful in all course components (i.e. class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.
- Nursing courses are taken at Bellin College.
- Students take the required general education courses at Bellin College or regionally accredited two or four year institutions, such as UWGB or NWTC. Bellin College students are required to take particular general education courses if offered at Bellin College. Bellin College also has agreements with College of Menominee Nation, Silver Lake College, and St. Norbert College.

Plan Key:

- Refer to general education course options available through academic advising.
- Any 300 or 400 level course (exclusive of nursing) will meet the 3-credit upper division elective requirement. (Traditional option)
- A 3-4 credit statistics course is required. Those students taking a 3 credit statistics course will need to take 1 additional general elective credit to fulfill the total number of credits required for graduation. (Traditional option)
- A 4-5 credit Chemistry course is required. Those students taking a 4 credit Chemistry course will need to take 1 additional general elective credit to fulfill the total number of credits required for graduation. (Traditional option)

UWGB Prerequisites

UWGB has course prerequisite requirements involving math placement, English ACT, and Science ACT criteria may require Bellin College students to take course work to fulfill the academic plan sequence in relation to required general education requirements (General Chemistry, Expository Writing, and Principles of Biology).

Summary of courses related to Bellin College course requirements:

- BIOL 202 requires and ACT Science score of 24 or greater. HUM BIOL 102 must be successfully completed if ACT Science score is 23 or less.

Note: These are prerequisites; concurrent enrollment is not acceptable.

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BSN-Traditional Option Academic Plan (UWGB)

Below is an example of a four-year Traditional Option academic plan of study for students taking general education courses at UWGB. Bellin College students are required to take particular general education courses if offered at Bellin College. Courses with the prefix NUR identify Bellin College nursing courses.

Freshman Year Semester 1			Freshman Year Semester 2		
BIOL 202	Principles of Biology 1	4 cr	CH 125	General Chemistry	4 cr
MA 101	Intermediate Algebra	3 cr	CH 125L	General Chemistry	1 cr
ENG COMP 105	Expository Writing	3 cr	HUM BIOL 204	Anatomy & Physiology	5 cr
PSYCH 102	Intro to Psychology	3 cr	HUM DEV 210	Intro Human Development	3 cr
	Sociology/Anthropology Requirement	3 cr	NUR 105	Nutrition & Wellness for Nursing	2 cr
NUR 103	Professional Foundations	1 cr			
		17 cr			15 cr
Sophomore Year Semester 1			Sophomore Year Semester 2		
BIOL 302	Microbiology	4 cr		Elective (General)	3 cr
	Communication/Speech Requirement	3 cr		Human Diversity Requirement	3 cr
NUR 202	Health Assessment	3 cr		Statistics Requirement	4 cr
NUR 203	Pathophysiology I	2 cr	NUR 204	Pathophysiology II	2 cr
NUR 209	Fundamentals of Nursing Care	4 cr	NUR 205	Pharmacology	3 cr
		16 cr	NUR 210	Fundamentals Clinical	2 cr
					17 cr
Junior Year Semester 1			Junior Year Semester 2		
	Elective (General)	3 cr		Elective (Social Science)	3 cr
	Ethics/Philosophy Requirement	3 cr		Business Requirement	3 cr
NUR 310	Adult Health & Illness I	4 cr	NUR 312	Adult Health & Illness II	4 cr
NUR 314	Adult Clinical I	3 cr	NUR 316	Adult Clinical II	3 cr
NUR 318	Nursing Care of the Child-Bearing Family	2 cr	NUR 320	Nursing Research	3 cr
NUR 322	Psychiatric Mental Health Nursing	2 cr			
		17 cr			16 cr
Senior Year Semester 1			Senior Year Semester 2		
	Elective (Humanity)	3 cr		Elective (Upper Division)	3 cr
NUR 408	Advanced Concepts Theory	4 cr	NUR 418	Nursing Leadership	3 cr
NUR 410	Gerontological Nursing	3 cr	NUR 420	Community & Public Health Nursing	4 cr
NUR 412	Pediatric Nursing Theory	2 cr	NUR 422	Community Clinical	2 cr
NUR 414	Specialty Clinical I	1 cr	NUR 424	Leadership Clinical	2 cr
NUR 416	Specialty Clinical II	2 cr	NUR 426	Nursing Synthesis Theory	1 cr
		15 cr			15 cr
Nursing Credits		64 cr (47.50 Theory; 1.50 lab; 15 clinical)			
Liberal Education Credits		<u>64 cr</u>			
TOTAL REQUIRED CREDITS		128 cr			

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BSN-Sophomore Transfer Option Academic Plan

Below is an example of a Sophomore Transfer Option academic plan of study. This is a 3-year and summer session academic plan of study for those with a minimum of 29 prior general education credits. Bellin College students are required to take particular general education courses if offered at Bellin College. The general education course content in addition to the timing of successful course fulfillment of these core requirements are subject to current Bellin College Admissions policy and involve the following: Courses with the prefix NUR identify Bellin College nursing courses.

- | | |
|---|--|
| • Principles of Biology 4 credits | • Sociology/Anthropology 3 credits |
| • General Chemistry 5 credits | • Human Development 3 credits |
| • Anatomy & Physiology 5 credits | • Expository Writing 3 credits |
| • Psychology 3 credits | • Intermediate Algebra 3 credits |
| Total 29 credits | |

Summer Session

NUR 103	Professional Foundations	1 cr
NUR 105	Nutrition & Wellness for Nursing	2 cr
		3 cr

Sophomore Year | Semester 1

BIOL 302	Microbiology	4 cr
	Communication/Speech Requirement	3 cr
NUR 202	Health Assessment	3 cr
NUR 203	Pathophysiology I	2 cr
NUR 209	Fundamentals of Nursing Care	4 cr
		16 cr

Sophomore Year | Semester 2

	Elective (General)	3 cr
	Human Diversity Requirement	3 cr
	Statistics Requirement	4 cr
NUR 204	Pathophysiology II	2 cr
NUR 205	Pharmacology	3 cr
NUR 210	Fundamentals Clinical	2 cr
		17 cr

Junior Year | Semester 1

	Elective (General)	3 cr
	Ethics/Philosophy Requirement	3 cr
NUR 310	Adult Health & Illness I	4 cr
NUR 314	Adult Clinical I	3 cr
NUR 318	Nursing Care of the Child-Bearing Family	2 cr
NUR 322	Psychiatric Mental Health Nursing	2 cr
		17 cr

Junior Year | Semester 2

	Elective (Social Science)	3 cr
	Business Requirement	3 cr
NUR 312	Adult Health & Illness II	4 cr
NUR 316	Adult Clinical II	3 cr
NUR 320	Nursing Research	3 cr
		16 cr

Senior Year | Semester 1

	Elective (Humanity)	3 cr
NUR 408	Advanced Concepts Theory	4 cr
NUR 410	Gerontological Nursing	3 cr
NUR 412	Pediatric Nursing Theory	2 cr
NUR 414	Specialty Clinical I	1 cr
NUR 416	Specialty Clinical II	2 cr
		15 cr

Senior Year | Semester 2

	Elective (Upper Division)	3 cr
NUR 418	Nursing Leadership	3 cr
NUR 420	Community & Public Health Nursing	4 cr
NUR 422	Community Clinical	2 cr
NUR 424	Leadership Clinical	2 cr
NUR 426	Nursing Synthesis Theory	1 cr
		15 cr

Nursing Credits	64 cr (47.50 theory, 1.50 lab, 15 clinical)
Liberal Education Credits	<u>64 cr</u>
TOTAL REQUIRED CREDITS	128 cr

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BSN-15 Month Option Academic Plan

Below is an example of a 15 Month Option academic plan of study. Required is a minimum distribution of 60 general education credits prior to entry. Entry to this option may occur at the onset of the spring semester (January) or the summer session (May). The prefix NR identifies the Bellin College nursing courses.

COHORT A = January Start / May Graduation

COHORT B = June Start / October Graduation

Cohort A.... Spring Session 1 (Jan-Mar)

Cohort B.... Summer (Jun-Jul)

NR 352A	Pathophysiology	3 cr
NR 355A	Introduction to Professional Nursing	2 cr
NR 356A	Pharmacology I	2 cr
NR 358A	Health Assessment in Nursing (3.0 theory; 1.0 lab)	4 cr

(Theory = 10 | Lab = 1) 11 cr

Cohort A ... Spring Session 2 (Mar-May)

Cohort B ... Fall Session 1 (Aug-Oct)

NR 350A	Nutrition for Health Promotion & Disease Prevention	2 cr
NR 363A	Pharmacology II	2 cr
NR 366A	Fundamentals of Nursing (3.0 theory; 1.0 lab)	4 cr
NR 370A	Psychosocial Nursing	2 cr

(Theory = 9 | Lab = 1) 10 cr

Cohort A.... Summer (Jun-Jul)

Cohort B.... Fall Session 2 (Oct-Dec)

NR 353A	Nursing Research	3 cr
NR 375A	Maternity	2 cr
NR 372A	Fundamental Clinical Practicum	2 cr
NR 378A	Adult Health	3 cr

(Theory = 8 | Clinical = 2) 10 cr

Cohort A ... Fall Session 1 (Aug-Oct)

Cohort B ... Spring Session 1 (Jan-Mar)

NR 382A	Adult Health II	3 cr
NR 452A	Adult Acute Care Clinical Practicum	3 cr
NR 453A	Nursing Synthesis	1 cr
NR 455A	Pediatrics	2 cr

(Theory = 6 | Clinical = 3) 9 cr

Cohort A.... Fall Session 2 (Oct-Dec)

Cohort B.... Spring Session 2 (Mar-May)

NR 450A	Adult Health III	2 cr
NR 458A	Specialty Clinical Practicum I cohort/precepted (psych/gero), (mat/peds), (surgical), (outpatient)	1 cr
NR 461A	Gerontological Nursing	3 cr
NR 464A	Adult Acute Care Clinical Practicum II	2 cr

(Theory = 5 | Clinical = 3) 8 cr

Cohort A ... Spring Session 1 (Jan-Mar)

Cohort B ... Summer (Jun-Jul)

NR 454A	Leadership in Nursing	3 cr
NR 459A	Specialty Clinical Practicum II (1 cr scheduled) cohort/precepted	1 cr
NR 475A	Service Learning Clinical Practicum	1 cr
NR 481A	Public/Community Health Nursing	3 cr

(Theory = 6 | Clinical = 2) 8 cr

Cohort A.... Spring Session 2 (Mar-May)

Cohort B.... Fall Session 1 (Aug-Oct)

NR 474A	Critical Care Nursing	3 cr
NR 482A	Public/Community Health Clinical Practicum	2 cr
NR 483A	Capstone Clinical Practicum	2 cr
NR 485A	Advanced Nursing Synthesis	1 cr

(Theory = 4 | Clinical = 4) 8 cr

Theory =	48 cr
Lab =	2 cr
Clinical =	14 cr
TOTAL =	64 cr

Military Science Program Reserve Officer Training Corps (ROTC)

Students interested in the Military Science Program should contact the Admissions Department for additional information. Military science is concerned primarily with developing leadership competence for success in civilian and military occupations. Students who want to develop these skills pursue studies in military science, in addition to the nursing major.

Federal law and regulations permit Bellin College graduates participating in the program to be commissioned as nurse officers pending successful completion of the NCLEX-RN™ exam.

Students register for these courses at University of Wisconsin-Green Bay (UWGB) and classes are taught at St. Norbert College. The military science courses (MILS) consist of a core curriculum of military skills and professional knowledge integrated in both basic and advanced courses.

These courses support educational goals by emphasizing personal depth and developing qualities necessary for leadership in civilian occupations as well as providing college-trained officers for the United States Army, Army Reserve, and Army National Guard.

A total of 20 credits are taken by students enrolled in the ROTC program in the area of MILS. Additionally, the ROTC student is required to take a 3-credit course of United States History.

Military Science (Transfer Courses)

Students who are veterans may receive credit for military experience. Applicants must submit an official transcript (AARTS, SMART, CCAF) or DD 214. In granting credit, Bellin College follows the American Council on Education (the ACE Guide) recommendations and College policies.

BSN-Course Descriptions

BSN Courses

Nursing courses are taught by the faculty of Bellin College. Nursing courses provide the student with the knowledge needed in the nursing major and practice time to develop clinical skills. Clinical experiences take place in acute care and long-term facilities, educational institutions, public health agencies, community agencies, childcare centers, industrial health programs, and other settings which will help the student meet specific course outcomes.

The BSN Program Director has the authority to grant permission for a student to register for a course. Requests will be considered on an individual basis. The schedule and courses are subject to change.

Transfer of Nursing Courses

Traditional and Sophomore Options: Nursing credits taken at a CCNE or NLNAC regionally accredited Associate Degree or Baccalaureate program may be submitted for a credit evaluation if taken within five years of application. Selective nursing courses may transfer in for the nursing major. Nursing courses may be transferrable as general education requirements if they satisfy the Human Development or Diversity requirements. A nursing course will not be used to complete a general elective requirement, as a general elective must be outside of the nursing major. Each case will be handled on an individual basis. Prerequisites for Bellin College will apply.

15 Month Option: Students enrolled in the 15 Month Option are required to take the program in its entirety. Nursing credits earned at other colleges will not be accepted as Bellin nursing course credits. However, nursing courses taken at a CCNE or NLNAC regionally accredited Associate Degree or Baccalaureate program may be transferrable as general education requirements if they satisfy the Human Development or Diversity requirement.

Traditional Option - Nursing Course Descriptions

NUR 103 PROFESSIONAL FOUNDATIONS – 1 credit

This course introduces students to concepts basic to nursing practice. Issues and processes related to the professional roles are explored. Self-awareness of personal wellness and the concept of professional wellness are introduced. Students explore individual philosophical beliefs about nursing. This knowledge enables students to begin the process of socialization into professional nursing.

NUR 105 NUTRITION AND WELLNESS FOR NURSING – 2 credits

This course provides a foundation for nursing care and the basic principles of nutrition. The nursing process and the development of critical thinking skills are introduced. Students develop therapeutic communication skills and teaching strategies with sensitivity to the cultural needs of the patient. This course explores concepts of nutrition and integrative therapies related to health promotion and maintenance, disease prevention, and illness management across the lifespan.

NUR 202 HEALTH ASSESSMENT – 3 credits

This course provides students with a framework for conducting systematic history and physical assessments of adults. Students focus on skill development, diversity, and communication. Critical thinking skills are developed as students learn to collect, organize, analyze, and document subjective and objective findings. This course includes a lab component.

NUR 203 PATHOPHYSIOLOGY I – 2 credits

This course assists students to achieve an understanding of the pathophysiology associated with diminished health states within an individual. Prior knowledge of anatomy and physiology will be integrated into the principles of health alterations related to cellular biology, genetics, musculoskeletal disorders, mechanisms of cellular defense, fluid and electrolytes, digestive, and neurologic function.

NUR 204 PATHOPHYSIOLOGY II – 2 credits

This course assists students to achieve an understanding of the pathophysiology associated with diminished health states within an individual. Prior knowledge of anatomy and physiology will be integrated into the principles of health alterations related to cardiac, acid-base balance, renal, hematologic, stress, cancer, pulmonary, and endocrine function.

NUR 205 PHARMACOLOGY – 3 credits

This course assists students to develop a foundation of pharmacotherapeutics, principles of pharmacology, drug classifications, and nursing implications. Students develop knowledge of the nurse's role and responsibilities in drug therapy. Legal, ethical, and lifespan considerations will be discussed as they apply to the nurse's role. The student will study major classifications of drugs using a structured, systematic approach that includes general principles of drug actions, therapeutic effects, adverse reactions, and nursing considerations.

NUR 209 FUNDAMENTALS OF NURSING CARE – 4 credits

This course introduces students to the nursing process and the nursing care of patients with common health alterations. Fundamental nursing concepts and skills are presented in the classroom and applied in lab settings. Emphasis is placed on competencies related to quality and safety in the provision of patient care. This course includes a lab component.

NUR 210 FUNDAMENTALS CLINICAL – 2 credits

This clinical course focuses on the professional nursing roles as the student develops foundational health assessment and nursing skills in the clinical setting. Emphasis is placed on competencies related to quality and safety in the provision of patient care. This course is the clinical application of NUR 209 Fundamentals of Nursing and NUR 202 Health Assessment.

NUR 310 ADULT HEALTH AND ILLNESS I – 4 credits

This course provides students with the basis for the nursing care of adults with cancer, alterations in immune responses, endocrine, gastrointestinal, hematologic, and musculoskeletal disorders. Evidence-based practice guidelines will be integrated into the course content. This course prepares students to incorporate pharmacological therapies into professional nursing practice. Students enhance critical thinking skills as they integrate the principles of health promotion and maintenance, disease prevention, and illness management.

NUR 312 ADULT HEALTH AND ILLNESS II – 4 credits

This course provides students with the basis for the nursing care of adults with fluid and electrolyte imbalances, respiratory, cardiovascular, neurological, and urinary disorders. Evidence-based practice guidelines will be integrated into the course content. This course prepares students to incorporate pharmacological therapies into professional nursing practice. Students enhance critical thinking skills as they integrate the principles of health promotion and maintenance, disease prevention, and illness management.

NUR 314 ADULT CLINICAL I – 3 credits

This clinical course provides students with opportunities in an adult acute care setting. Students will demonstrate advanced skills in the lab and apply them in the clinical setting. Health promotion and maintenance, disease prevention, and illness management will be integrated into the care of diverse patients. Emphasis is placed on critical thinking, pharmacology, professional communication, and professional nursing roles. Evidence-based clinical decisions will be applied to the provision of patient-centered care.

NUR 316 ADULT CLINICAL II – 3 credits

This clinical course provides students with increasingly complex opportunities in an adult acute care setting. Health promotion and maintenance, disease prevention, and illness management will be integrated into the care of diverse patients. Emphasis is placed on critical thinking, pharmacology, professional communication, and professional nursing roles. Evidence-based clinical decisions will be analyzed in the provision of patient-centered care.

NUR 318 NURSING CARE OF THE CHILD-BEARING FAMILY – 2 credits

This course provides students with the basis for the collaborative care of women, infants, and their families from preconception through the postpartum period. Emphasis is placed on promoting wellness through teaching and family-centered care.

NUR 320 NURSING RESEARCH – 3 credits

This course introduces students to the research process and how current evidence is translated into practice. Emphasis is placed on the critique of research and other forms of evidence to prepare students for the provision of care based on current knowledge, theory, and research.

NUR 322 PSYCHIATRIC MENTAL HEALTH NURSING – 2 credits

This course prepares students to provide safe, effective, and holistic nursing care to psychologically compromised patients across the lifespan and throughout diverse health care settings. Student learning focuses on the use of therapeutic communication techniques, therapeutic use of self when providing nursing care, and collaboration with intra- and interprofessional health care teams.

NUR 408 ADVANCED CONCEPTS THEORY – 4 credits

This course provides students with the basis for the collaborative care of patients and their families encountering complex health issues. Students enhance critical thinking skills as they apply to the management of critically ill patients. Concepts in basic EKG interpretation and nursing implications are discussed.

NUR 410 GERONTOLOGICAL NURSING – 3 credits

This course prepares students to deliver competent and humanistic care to older adults. Students will apply best care practices for the older adult in health promotion and maintenance, disease prevention, and illness management including atypical presentations and end-of-life care. Emphasis is placed on the assessment of an older adult's functional status and health expectations during life transitions.

NUR 412 PEDIATRIC NURSING THEORY – 2 credits

This course provides students with the basis for the collaborative care of patients and their families from infancy through adolescence. The nurse's role in health promotion and maintenance, disease prevention, and illness management is explored.

NUR 414 SPECIALTY CLINICAL PRACTICUM A – 1 credit

This clinical course provides students with the opportunity to care for patients within specialty populations while working with intra- and interprofessional health care teams. Students further develop critical thinking and professional communication skills. Emphasis is placed on the diverse health care needs of the population of interest.

NUR 416 SPECIALTY CLINICAL PRACTICUM B – 2 credits

This clinical course provides students with opportunities to care for patients within specialty populations. Students enhance their evidence-based nursing practice as it relates to health care outcomes. Emphasis is placed on the diverse health care needs of the population of interest.

NUR 418 NURSING LEADERSHIP – 3 credits

This course integrates leadership and management principles in preparing students for professional roles within diverse health care settings. The legal, ethical, and political responsibilities of the nurse are analyzed. Students critically examine emerging trends, issues, and their implications for collaborative professional practice.

NUR 420 COMMUNITY AND PUBLIC HEALTH NURSING – 4 credits

This course prepares students for entry level practice in community and public health settings. The focus of care is on individuals, families, communities, and vulnerable populations. Students explore the economic and political factors that affect health care. The nursing role is developed with emphasis on health promotion and maintenance, disease prevention, and illness management facilitated by health teaching and appropriate use of community resources. Critical reasoning is used to address current evidence-based practice and epidemiological processes.

NUR 422 COMMUNITY AND PUBLIC HEALTH CLINICAL – 2 credits

This clinical course provides students with the opportunity to care for patients within community and public health settings. Students work with an interprofessional team to address the unique health care needs of individuals, families, communities, and vulnerable populations. Students practice health promotion and maintenance, disease prevention, and illness management.

NUR 424 LEADERSHIP CLINICAL – 2 credits

This clinical course focuses on the integration of the roles of a professional nurse in clinical practice. Emphasis is placed on collaboration, delegation, and coordination of the intra- and interprofessional teams in providing care to diverse populations within the health care setting. Students are provided opportunities to participate in the change process to ensure safety and quality in health care.

NUR 426 NURSING SYNTHESIS THEORY – 1 credit

This course enhances the transition of students into professional nursing practice. Emphasis is placed on clinical reasoning and clinical judgment in the integration of care management for multiple, complex patients.

15 Month Option - Nursing Course Descriptions

Courses are scheduled with a fixed plan and sequence. Each course must be taken in succession. A prerequisite for each course in the sequence is the successful completion of the prior session.

NR 350A NUTRITION FOR HEALTH PROMOTION AND DISEASE PREVENTION – 2 credits

This course introduces students to the interrelationships among nutrition, food, and the environment that have an impact on health. Topics include the basics of good nutrition throughout the lifespan with a focus on the practical application of nutritional principles related to the nurse's role in health promotion and maintenance, disease prevention, and illness management.

NR 352A PATHOPHYSIOLOGY – 3 credits

This course introduces students to the pathophysiologic processes associated with diminished health states within an individual. Prior knowledge of anatomy and physiology is integrated into the principles of health alterations for selected disease processes. Students develop a basis for the application of critical thinking skills to patients in diverse health care settings.

NR 353A NURSING RESEARCH – 3 credits

This course introduces students to the research process and how current evidence is translated into practice. Emphasis is placed on the critique of research and other forms of evidence to prepare students for the provision of care based on current knowledge, theory, and research.

NR 355A INTRODUCTION TO PROFESSIONAL NURSING – 2 credits

This course introduces students to the foundation for professional practice. Strategies for success in the profession are reviewed. Students define their philosophical beliefs about nursing while exploring the nurse's role within the context of the health care delivery system. Legal and ethical aspects of health care are presented. This knowledge enables students to begin the process of socialization into nursing.

NR 356A PHARMACOLOGY I – 2 credits

This course introduces students to the scope of pharmacology in nursing practice and the nurse's role and responsibilities in relation to medication administration. Legal, ethical, and lifespan considerations are discussed. Students develop foundational knowledge about major drug classifications using a structured, systematic approach that includes general principles of drug activity, major actions, therapeutic effects, adverse reactions, nursing implications, evaluation, and patient teaching. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of patient health.

NR 358A HEALTH ASSESSMENT IN NURSING – 4 credits (3.0 theory; 1.0 lab)

This course provides students with a framework for conducting systematic history and physical assessments of adults. Students focus on skill development, diversity, and communication. Critical thinking skills are developed as students learn to collect, organize, analyze, and document subjective and objective findings. This course includes a lab component.

NR 363A PHARMACOLOGY II – 2 credits

This course introduces students to additional major drug classifications using a structured, systematic approach that includes general principles of drug activity, major actions, therapeutic effects, adverse reactions, nursing implications, evaluation, and patient teaching. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of patient health.

NR 366A FUNDAMENTALS OF NURSING – 4 credits (3.0 theory; 1.0 lab)

This course introduces students to concepts and skills fundamental to professional nursing practice. These concepts and skills are presented in the classroom and applied in lab settings. The nursing process is introduced and used to design care for patients with common health alterations. Emphasis is placed on competencies related to quality and safety in the provision of patient care. This course includes a lab component.

NR 370A PSYCHOSOCIAL NURSING – 2 credits

This course prepares students to provide safe, effective, and holistic nursing care to psychologically compromised patients across the lifespan. Students focus on the use of therapeutic communication techniques, therapeutic use of self when providing nursing care, and collaboration with intra- and interprofessional teams.

NR 372A FUNDAMENTALS CLINICAL PRACTICUM – 2 credits

This clinical course focuses on the professional nursing roles as the student develops foundational health assessment and nursing skills in the clinical setting. Emphasis is placed on competencies related to quality and safety in the provision of patient care. This course is the clinical application of NR 358A Health Assessment in Nursing and NR 366A Fundamentals of Nursing.

NR 375A MATERNITY – 2 credits

This course provides students with the basis for the collaborative care of women, infants, and their families from preconception through the postpartum period. Emphasis is placed on promoting wellness through teaching and family-centered care.

NR 378A ADULT HEALTH – 3 credits

This course provides students with the basis for the nursing care of adult patients experiencing acute and chronic musculoskeletal, endocrine, gastrointestinal disorders, and cancer. Students enhance critical thinking skills as they integrate evidence-based findings with the principles of health promotion and maintenance, disease prevention, and illness management.

NR 382A ADULT HEALTH II – 3 credits

This course provides students with the basis for the nursing care of adults with fluid and electrolyte imbalances, respiratory, cardiovascular, neurological, and urinary disorders. Evidence-based practice is incorporated within the course. Students enhance critical thinking skills as they integrate the principles of health promotion and maintenance, disease prevention, and health protection related to disease and illness management.

NR 450A ADULT HEALTH III – 2 credits

This course provides students with the basis for the nursing care of adult patients experiencing advanced gastrointestinal disorders, immune system disorders, and cardiac dysrhythmias. The course explores the management of the patient and family during the organ donation process. Students enhance critical thinking skills as they integrate evidence-based findings with the principles of health promotion, disease prevention, and health protection related to disease and illness management.

NR 452A ADULT ACUTE CARE CLINICAL PRACTICUM – 3 credits

This clinical course provides students with opportunities in an adult acute care setting where concepts of illness and disease management are applied. Health promotion and maintenance, disease prevention, and health protection are integrated into the care of diverse populations. Students enhance critical thinking and professional communication skills. Evidence-based clinical decisions are made in the provision of patient care.

NR 453A NURSING SYNTHESIS – 1 credit

This course promotes and develops clinical reasoning with emphasis on the use of the nursing process. Students engage in the process of assimilating information, analyzing data, and making decisions regarding patient care.

NR 454A LEADERSHIP IN NURSING – 3 credits

This course integrates leadership and management principles in preparing students for professional roles within diverse health care settings. The legal, ethical, and political responsibilities of the nurse are analyzed. Students critically examine emerging trends, issues, and their implications for collaborative professional practice.

NR 455A PEDIATRICS – 2 credits

This course provides students with the basis for the collaborative care of patients from infancy through adolescence and their families. The nurse's role in health promotion and maintenance, disease prevention, and illness management is explored.

NR 458A SPECIALTY CLINICAL PRACTICUM 1 – 1 credit

This clinical course provides students with the opportunity to care for patients within specialty populations while working with intra- and interprofessional teams. Emphasis is placed on the diverse health care needs of the population of interest.

NR 459A SPECIALTY CLINICAL PRACTICUM II – 1 credit

This clinical course provides students with additional opportunities to care for patients within specialty populations. Students enhance their evidence-based nursing practice as they further develop critical thinking and professional communication skills. Emphasis is placed on the diverse health care needs of the population of interest.

NR 461A GERONTOLOGICAL NURSING – 3 credits

This course prepares students to deliver competent and humanistic care to older adults. Students apply best care practices for the older adult in health promotion and maintenance, disease prevention and illness management including atypical presentations and end-of-life care. Emphasis is placed on the assessment of an older adult's functional status and health expectations during life transitions.

NR 464A ADULT ACUTE CARE CLINICAL PRACTICUM II – 2 credits

This clinical course provides students with opportunities to enhance critical thinking and clinical decision-making skills while delivering patient-centered care in an acute care environment. Students develop time management, organization, and prioritization skills while providing care to diverse individuals.

NR 474A CRITICAL CARE NURSING – 3 credits

This course provides students with the basis for the collaborative care of patients and their families encountering complex health issues. Students enhance critical thinking skills as they apply to the management of critically ill patients.

NR 475A SERVICE LEARNING CLINICAL PRACTICUM – 1

This clinical course engages students in experiential learning activities that address community health needs. Students build reciprocal relationships with community partners, nurture a culture of social responsibility, and embrace the College values.

NR 481A PUBLIC/COMMUNITY HEALTH NURSING – 3 credits

This course prepares students for entry level practice in community and public health settings. The focus is individuals, families, communities, and vulnerable populations. Students explore governmental, economic, and political factors that affect health care. The nursing role is developed with emphasis on health promotion and maintenance, disease prevention, and illness management which is facilitated by health teaching and appropriate use of community resources. Critical reasoning is used to address evidence-based practice and epidemiological processes.

NR 482A PUBLIC/COMMUNITY HEALTH PRACTICUM – 2 credits

This clinical course provides students with the opportunity to care for patients within community and public health settings. Students work with an interprofessional team to address the unique health care needs of individuals, families, communities, and vulnerable populations. Students practice health promotion and maintenance, disease prevention, and illness management.

NR 483A CAPSTONE CLINICAL PRACTICUM – 2 credits

This clinical course provides students with the opportunity to synthesize professional nursing concepts and to refine their evidence-based nursing interventions in a selected clinical setting. Students collaborate with a preceptor to practice professional nursing within the framework of intra- and interprofessional health care teams.

NR 485A ADVANCED NURSING SYNTHESIS – 1 credit

This course enhances transition to professional nursing practice. Emphasis is placed on clinical reasoning and clinical judgment in the integration of care management for multiple, complex patients.

Undergraduate School of Radiologic Sciences (BSRS)

Program Overview

Students in the Undergraduate School of Radiologic Sciences earn a Bachelor of Science in Radiologic Sciences (BSRS).

Admissions

It is the policy of Bellin College to be nondiscriminatory because of race, color, creed, national and ethnic origin, religion, age, sex, marital status, or handicap in the admission of students, in student programs and in the employment of College faculty and staff.

Bellin College does not have waiting lists for admission to the College. Applicants who meet a combination of educational, personal and health qualifications will be admitted until the targeted class number has been reached. Applications are made on an annual basis and do not carry over to the next year. Non-admitted applicants must reapply.

Enrollment as a Radiologic Sciences Student

Students are admitted to the radiologic science program as they are admitted to Bellin College. Radiologic science courses are taken concurrently with general education courses starting with the first semester of enrollment.

Radiologic science courses and select general education courses are offered at Bellin College. Bellin College students are required to take particular general education courses if offered at Bellin College. General education courses are also accepted from regionally accredited 2 or 4 year institutions, such as UWGB and NWTTC. Bellin College also has agreements with College of Menominee Nation, Silver Lake College, and St. Norbert College.

Admission Requirements

Requirements for admission to the Bachelor of Science in Radiologic Sciences Program:

- **High School Graduate:** Applicant to the BSRS-Traditional Option must provide proof of graduation from a recognized high school or its equivalent.
- **American College Testing (ACT) or Scholastic Aptitude Test (SAT) Scores:** The applicants to the BSRS Traditional Option that have 11 or fewer transferable college credits must provide ACT or SAT scores. An ACT score of 20 (or higher) is required for admission with a High School Grade Point Average of 3.0 (or greater). The GPA will be calculated at the time of application. The GPA requirements need to be maintained on final high school transcripts to remain a viable candidate.
- **Background Check:** In compliance with the Wisconsin Caregiver Background Check and Investigation Legislation, a background check will be completed prior to acceptance. Applicants who have been convicted of specific crimes/offenses that would bar them from clinical experiences as a student or employment and/or licensure as a caregiver will not be admitted to the College. A background check approved by Bellin College does not guarantee successful clinical placement. Any clinical agency reserves the right to complete a criminal background check and to ban a student from clinical experiences based on the results of the background check.
- **Drug Screen:** A drug screening prior to entry is mandatory. Any applicant whose drug screen notes the use of illegal drugs will have their admission cancelled.
- **Health Qualifications:** Each applicant is required to have a physical examination and complete specific immunizations and testing. The general health of the applicant must be deemed adequate for meeting the program outcomes of the degree. See outline of immunizations and testing.

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- **Tuberculosis Testing:** The Wisconsin Administrative Code states that all persons having direct contact with hospital patients must be assessed for the presence of active pulmonary tuberculosis. It is a requirement of all applicants to have one TB test result at the time of the pre-admission medical/physical examination. The TB screening involves receiving the test, then returning to have it read within a specific time period. A second TB test will be provided after enrollment. Once enrolled as a Bellin College student yearly screening mandatory during the month of May.
- **CPR Certification:** CPR certification is not a requirement at the time of acceptance to the College; however, all BSRS students must show proof of CPR certification in the spring of their second semester of their freshmen year. The CPR must be American Heart Association – Health care Provider (infant/child/adult).
- **Personal Qualifications:** The successful applicant must demonstrate motivation, initiative, work ethic, leadership and integrity. The applicant must provide three (3) references which address these qualifications.
- **Minimal Technical Criteria:** In compliance with the Americans with Disabilities Act, Bellin College does not discriminate on the basis of disability in the administration of its educational policies, admission policies, student aid and other College-administered programs nor in the employment of its faculty and staff. As a Bellin College student, performance of certain activities is required with or without reasonable accommodation. Bellin College reserves the right to determine final eligibility based upon the applicant's ability to successfully complete Minimum Technical Criteria Standards as outlined by the College.
 - ability to communicate with patients, families and other healthcare professionals
 - problem-solving abilities sufficient for clinical judgment
 - dexterity, range of motion, and eye/hand coordination sufficient to perform procedures and manipulate equipment, including intervention in an emergency situation
 - auditory and visual ability sufficient for assessment of healthcare status, and from providing safe and effective care
 - emotional health sufficient to provide safe and effective care, meet the physical demands of patient care, including but not limited to the ability to lift, position, and transport patient and the ability to lift, move and position heavy equipment
 - meet the Minimal Technical Criteria Standards as outlined on the medical form
- **Official Transcripts:** Official transcripts for all colleges/universities attended must be submitted as part of the application process. If courses are in-progress (IP) at the time of credit evaluation or application, official transcripts must be presented after the courses are complete. The 3.0 GPA requirement and grades of "C" or above must be met to remain a viable applicant.

TB Testing and Immunization Requirements

The following is a list of the TB testing and immunizations that applicants complete before entry to the College. Any changes to this list will be provided and available from the Admissions Office.

Tuberculosis (TB) Screening

- **Tuberculosis (TB)**
Incoming students are required to have one Mantoux skin test given after the month of May before entry.

If the incoming student has a medical contraindication to TB skin testing, they will need either:

- A negative Quantiferon blood test, and a completed Signs/Symptoms sheet, or

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- A negative baseline chest x-ray, and a completed Signs/Symptoms sheet, (a Quantiferon blood test is recommended), or
- If they have a positive Quantiferon blood test, they will need a negative baseline chest x-ray and a completed Signs/Symptoms sheet.

Note: the Signs/Symptoms sheets are available from the Bellin College Admissions Department.

Resources to obtain TB testing and/or immunizations:

- Primary health care providers.
- Brown County Public Health Department (610 Broadway, Green Bay) for some vaccines. Call 920-448-6401 for further information.
- Bellin Employee Health (hospital location) for TB tests only. Call 920-433-3587 for an appointment.
- Bellin Occupational Health (Bellevue location, Eaton Road) for TB tests, titers, and some vaccines. Call 920-433-6742 for an appointment.
- Bellin Occupational Health (Whitney location, 215 N. Webster) for TB tests, titers, and some vaccines. Call 920-433-3448 for an appointment.
- Bellin Occupational Health (Ashwaubenon location, Commanche Ave) for TB tests, titers, and some vaccines. Call 920-430-4560 for an appointment.

Discounted pricing:

TB skin tests are free of charge for Bellin College students if given by Employee Health or Occupational Health. Vaccines and blood tests are discounted. Payments must be cash only (checks and other forms of payment are not accepted). To receive the discounted pricing, incoming students are to identify self as a Bellin College student when making appointments and at the time of service.

Immunization Requirements

The following immunizations are required to participate in the Bellin College clinical settings and to progress in the curriculum plans. Any declination of vaccines will put the student's ability to advance through the curriculum in jeopardy.

Measles	Immune blood titer or dates of two vaccines given after age one and at least a month apart.
Mumps	Immune blood titer or date of two vaccines given after age one and at least a month apart.
Rubella	Immune blood titer or date of one vaccine given after age one.
Varicella (Chickenpox)	Immune blood titer <u>or</u> dates of two vaccines. If you have had Chickenpox, you will need a blood titer. If you've had varicella (Chickenpox), you must provide documented results of an immune blood titer showing proof of sufficient immunity. History or documentation of the disease IS NOT acceptable proof of immunity.
Hepatitis B	Immune blood titer. If vaccine series was completed more than six 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 6 shots. Immune titer is required if last dose is within 6 months.
Meningococcal	Date of one vaccine, or signed declination.
Tetanus	Td or Tdap is required. A booster is required every 10 years.
Flu Vaccine	Depending upon clinical requirements and recommendations from the CDC (Center for Disease Control) flu vaccines may be mandatory.

Student Safety in Magnetic Resonance (MR) Clinical - BSRS

Because of the nature of the medical, magnetic resonance (MR) environment, it is required that students, faculty and staff demonstrate medical proof of his/her, personal MR safe condition. It is the individual's (student, faculty, staff, etc.) responsibility to show acceptable proof to the BSRS Program Director and Vice President Academic Affairs. Acceptable proof should consist of a formal medical report from a licensed practitioner. No student will be allowed to participate in any MR clinical experiences, without demonstration of proof.

Admission Requirements at General Education Colleges

Applicants are responsible for meeting admission requirements for any college in which general education courses are taken, including placement tests. Requirements must be met in full before entrance to Bellin College; timelines will be communicated during the admission process.

Students Enrolling at UWGB

Students entering UWGB should be advised that changes have occurred to criteria for placement into Math, English, Biology, and Chemistry courses.

If UWGB prerequisite requirements are not met upon admission to Bellin College, summer coursework must be taken to maintain the timeline/sequence of the academic plan of scheduled general education requirements.

- **UWGB Math Placement:** To determine mathematics competency and appropriate course placement, UWGB uses the Wisconsin Mathematics Placement Test (WMPT). If proficiency is not met, prerequisite coursework is required. Students should complete the WMPT as soon as acceptance to UWGB occurs to allow for appropriate course planning.
- **UWGB English Placement:** English competency and appropriate course placement is determined by the English portion of the American College Testing (ACT) or the Verbal/Critical Reading portion of the Scholastic Aptitude Test (SAT I). This is a requirement for all new freshmen and all transfer and re-entry students who have not satisfactorily completed a college level course in English. If the established proficiency is not met, prerequisite coursework is required.
- **UWGB Biology Placement:** An ACT Science score of 24 or higher must be achieved to meet the requirement for enrollment in Biology 202. If this proficiency is not met, prerequisite coursework of HUM BIOL 102 is required with a grade of "C" or better prior to enrollment in BIO 202.

Student Technology Requirements

Microsoft Office 2010 is the current version of Office used by Bellin College. The College requires that all students acquire accessibility to one of the following two options when completing and accessing assignments off campus. Microsoft Office is available on all campus computers. Students are required to submit assignments and documents using Microsoft Office releases. .

- **Option 1: Office 2010 (Purchase)**
Office 2010 is available for purchase to all students for \$10 through the Information Technology Services. Computers must meet minimum requirements set by Microsoft for Office 2010 to function correctly.
- **Option 2: Office 2010 (Free Download)**
When using a previously released version of Office, installation of the Office Compatibility Pack is necessary. Office Compatibility Pack allows users with older versions to view the current Office format. It is a free download from Microsoft and can be accessed with the following link:
<http://office.microsoft.com/enus/products/ha101686761033.aspx> This is one way to help ensure that you can exchange documents between different Microsoft Office releases.

Non-United States Citizens

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

The application process encompasses:

- application form
- three (3) references, proof of immigration status
- evidence of English proficiency
- official transcripts evaluated by the ECE (Educational Credential Evaluators) (if applicable)
- ACT or SAT scores (if applicable)

BSRS-Educational Qualifications

Traditional Option Educational Qualifications

The Traditional Option is designed for students who have or will have a high school diploma at the time of enrollment and have 11 or fewer transferable college credits or for students with 12 or more transferable college credits that do not meet the criteria for the Sophomore Transfer or 15 Month Options.

Traditional students begin in fall as freshmen students and complete the BSN degree in four years.

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NO
not for BSRS

Applicants with 11 or fewer transferable college credits:

- Applicants who have 11 or fewer transferable college credits must provide American College Test (ACT) or Scholastic Achievement Test (SAT) scores. An ACT score of 20 or higher is required for admission with a High School GPA of 3.0 (on a 4.0 grade scale) or greater.
- The following high school courses are required:
 - English4 years
 - Social Science3 years
 - Math.....3 years (1 year of Algebra)
 - Sciences.....3 years (1 year Biology and 1 year Chemistry)
- If college credits have been taken, the Credit Evaluation and GPA calculation will include any course taken that would meet the following criteria:
 1. All courses that meet a required general education course will be considered. Required general education courses include: Biology, Chemistry, Anatomy and Physiology, Psychology, Computer Technology, Communication, Human Diversity, Health care Leadership/Management, Business, Intermediate Algebra.
 2. All courses meeting a required general education course (see #1) must have a grade of "C" or above. If below a "C" the course must be remediated before entry. Required general education courses can only be repeated one time. (Grade of "C" or above must be met in repeated courses).
 3. Elective courses that meet a grade of "C" or above will be included. Elective courses include: Social Science, Ethics, and Humanities.

Applicants with 12 or more transferable college credits:

A credit evaluation will assist in determining eligibility for entry into this option. The Credit Evaluation and GPA calculation will include any course taken that would meet the following criteria:

- If college credits have been taken, the Credit Evaluation and GPA calculation will include any course taken that would meet the following criteria:
 1. All courses that meet a required general education course will be considered. Required general education courses include: Biology, Chemistry, Anatomy and Physiology, Intermediate Algebra,

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Psychology, Computer Technology, Communication, Human Diversity, Health care Leadership/Management, Business.

2. All courses meeting a required general education course (see #1) must have a grade of "C" or above. If below a "C" the course must be remediated before entry. Required general education courses can only be repeated one time. (Grade of "C" or above must be met in repeated courses).
3. All courses meeting a general education elective requirement (with a grade of "C" or above) will be considered for transfer. General education elective courses include: Social Science, Ethics and Humanities.

A Bellin College advisor will assist in outlining a plan to fulfill the remaining general education credits that are required. Bellin College offers select general education courses, however; general education courses are accepted from accredited 2 or 4 year institutions, such as UWGB or NWTC. Bellin College also has agreements with College of Menominee Nation, Silver Lake College.

Final admission to the College is contingent upon receipt of official transcripts (for any courses in progress at the time of application), completion of the health and immunization requirements, and related forms prior to enrollment. (Date will be communicated).

BSRS-Application Procedure

Application Procedure

Application packets are available from the Bellin College website www.bellincollege.edu.

To apply, submit the following:

- Bellin College –Undergraduate School of Radiologic Sciences Application
- Three Reference/Release Forms
- Nonrefundable \$45 application fee payable to: Bellin College
- Official high school transcripts including ACT scores (If meeting qualifications for Traditional 4 Year Option).
- Official transcript(s) of all post-secondary (e.g. college/university) institutions attended. Transcripts must be sent directly to Bellin College/BSRS Admissions Department by the college or university to be considered official.

Personal Interview:

When all application materials have been received, a personal interview will be scheduled.

Additional Application Materials Needed:

Prior to enrollment the applicant will receive an additional checklist of items that must be submitted to complete the application process.

Re-Entry for Prior Bellin College Students

Students formerly enrolled at Bellin College in the undergraduate program, who wish to resume undergraduate study, are considered re-entry students.

- Any student that exits the College may re-apply one time only.
- If a student appeals a dismissal from the College and the dismissal is upheld, the opportunity to be re-admitted has been exhausted.
- A student who is afforded the opportunity to return to the College is not able to re-apply a second time if they do not complete their program of study after re-admission.
- Any student that is re-applying must be free of any "hold" status.

Procedure for Re-Entry

1. Prior students requesting re-entry must submit a letter to the Vice President of Academic Affairs stating the reasons for seeking re-admission. An original signature on the letter is required. Supporting information such as unofficial transcripts of academic performance since exit or dismissal, and any change of circumstance since withdrawal or dismissal should be provided.
2. The Vice President of Academic Affairs will provide authorization to re-apply to Bellin College, or will decline the request for re-application.
3. The ability to re-apply does not stipulate a guarantee, promise or other agreement concerning acceptance to the program, option placement, academic plan or transfer of credits.
4. Prior students requesting re-entry must comply with current policies, procedures and timelines necessary for re-admittance. Contact the Admissions Department for a review of information required to be submitted. The Bellin Health – Employee Health Office may have copies of prior immunization records if available.
5. A minimum GPA of 3.0 with no grade lower than a “C” in required general education courses must be met. Required general education courses include: Biology, Chemistry, Anatomy and Physiology, Psychology, Sociology/Anthropology, Human Development, Writing, Communication/Speech, Human Diversity, Statistics, Business, Philosophy/Ethics and Intermediate Algebra. The radiologic science course GPA will be calculated separately, and each re-entry applicant will be evaluated on an individual basis by the Academic Department. If coursework was completed after exit, official transcripts must be presented as part of the application process.
6. The date of re-entry is determined by the Vice President of Academic Affairs and is based on classroom, lab, clinical, and clinical resources.
7. Students allowed to re-enter will be bound by the catalog in effect at time of re-entry.

BSRS-Ways to Transfer Credit

Credit Evaluation

Applicants who have earned post-high school credits will receive a Bellin College credit evaluation to indicate what courses and credits are accepted as transferrable to fulfill Bellin College general education requirements. The accreditation status of the previous institution or institutions attended, the quality of a student’s achievement, and the dates the courses were taken are factors for determining course and credit transferability.

Applicants may request an unofficial credit evaluation before application to the college. This is optional, as applicants will receive an official credit evaluation as part of the application process. An unofficial credit evaluation can assist students in planning for course requirements still needed to meet Bellin College admission requirements.

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

Courses that would meet required general education courses outlined for each program option will be included on the credit evaluation. Required general education courses include: Biology, Chemistry, Anatomy and Physiology, Sociology/Anthropology, Human Development, Psychology, Statistics, Human Diversity, Communication, Ethics/Philosophy, Business, and Intermediate Algebra (if required). Courses which meet the general education electives requirements will be included on the credit evaluation if the course grade was “C” or above.

Transfer of General Education/Credits

- Courses must be transferred from regionally accredited two and four year institutions.
- Courses must be at the Associate Degree (100) level and above. (Diploma level courses are not transferable.)
- See specific options for required and minimum and maximum number of transfer credits.
- Courses must meet equivalency of BC program requirements. Courses listed on the University of Wisconsin Transfer Information System (TIS) identified as equivalent at UWGB for Bellin College required general education courses may be transferred if they meet BC program requirements. Courses not listed on TIS will be reviewed for equivalency by the Bellin College Registrar.
- Courses ten years or older may not be accepted.
- Science courses taken beyond five years will be reviewed on an individual basis.
- Pass/fail grades will not be accepted.
- A minimum cumulative GPA of 3.0 in transfer courses is required. All college level courses taken that would meet the Bellin College required or general education course requirements for the requested option will be included on the credit evaluation to calculate the GPA.
- A grade of "C" or better will meet the standard for transfer courses. Grades of "C-", "C/D", "D", "F" or "WF" (Withdrawal-Fail) will not satisfy the course requirement and may jeopardize admission.
- If the minimum cumulative GPA requirement of 3.0 in transfer courses is not met, additional coursework reflecting Bellin College required courses is required before re-application. Contact the Admission Department for details.
- An acceptable applicant will obtain a grade of "C" or better in all required and general education elective courses for the requested option. If an applicant has obtained a grade of "C-" or below in any of these courses, the course or its equivalent must be repeated. A grade of "C" or better must be obtained before final acceptance to the College. The GPA will be recalculated after completion of the repeated course to assure the 3.0 requirement is met.
- If multiple courses satisfy the same general education requirement, the course with the highest grade will be transferred.
- A required general education course can be repeated one time only. The applicant is not considered admissible if the repeated course grade is below a "C". If this occurs, re-applying to the college will not be an option.
- Credits for colleges using a "quarter system" within the academic calendar will be evaluated on an individual basis.
- Credits earned at a foreign university must be evaluated by ECE (Educational Credential Evaluators). The applicant is responsible for the cost of this evaluation. The applicant must request the evaluation to be sent directly from ECE to Bellin College. Bellin College requires a course-by-course evaluation, sent directly from ECE.
- An accepted applicant must report to Bellin College Admissions any change in the college/university enrollment from the time of the initial credit evaluation. Admissions personnel will approve any changes to assure that admission requirements remain intact. Failure to alert the Admissions personnel of changes may nullify admission to the college.

An applicant who has been out of school for several years is encouraged to contact the Bellin College Admissions Office regarding eligibility.

All applicants are encouraged to refer to the Bellin College website or contact the Admissions Office for specific requirements relating to the required general education courses.

Radiologic Science Credits

There is an opportunity for the transfer of radiologic science credits earned at other colleges to meet course requirements if the course meets the rigors, standards and course outcomes of the Bellin College courses.

GPA Requirement

An overall GPA of 3.0 and no grade lower than a "C" in required general education courses must be met. (See General Information Regarding Requests to Transfer Credits.)

Residency Requirement

A student who transfers into the radiologic science program must complete a minimum of 65 credits in radiologic science credits at Bellin College.

Veteran Applicants

▪ **Federal Veteran Benefits**

The Bursar is the VA representative for Bellin College students. To receive veterans' educational benefits, student-veterans must be certified. Students eligible for federal programs, such as the Montgomery GI Bill, must be certified by both the Veterans Administration (VA) and the Bellin College Bursar's Office. For Montgomery GI Benefits, veterans must be certified upon their initial entry into Bellin, whether new or transfer, and for each subsequent period of enrollment. Generally, a veteran has 10 years to use the 36 months of GI Bill Entitlement. Mobilizations or other forms of active duty may extend that 10 year "delimiting" date. The St. Louis VA Regional Office, which certifies veterans' eligibility for benefits, has a toll free number for individual educational inquiries (1-888-422-4551 or 1-888-GI-BILL1). The website is www.gibill.va.gov.

▪ **New student – Veterans**

Most new students applying for GI Bill benefits must use the VA Form 22-1990, Application for VA Education Benefits, to get their entitlement started. The Form is available from local County Veteran's Service Offices, or it may be printed from the VA web site www.gibill.va.gov. The additional documentation required depends on the entitlement (i.e., Chapter) for which you are eligible. See below for Chapter-specific requirements. Veterans are encouraged to work with their local County Veteran's Service Office.

▪ **Verification – GI Bill**

Most veterans must verify their enrollment with the VA each month. The local County Veteran's Service Office will advise if the monthly verification of enrollment is required. Failure to verify will delay benefits. For monthly verification of enrollment, call 1-877-823-2378 or log into the VA's WAVE (Web Automated Verification of Enrollment).

▪ **Co-Attendance at another College/University**

Co-attendance at another college/university for general education courses after transfer to, and/or while attending Bellin College, must be coordinated with the Bellin College Bursar. Students must provide to the Bursar, a copy of their DD-214 and a copy of the letter provided by the VA stating the percentage of benefits due the Veteran for the Chapter in which students are to be certified. The Bursar will then certify enrollment for the Bellin College within the VA Website. Students must also provide necessary required materials to the Veteran's Coordinator at their other college/university.

▪ **Credits for Military Experience**

Applicants who are veterans may receive credit for military experience. Applicants must submit an official transcript (AARTS, SMART, CCAF) or DD 214. In granting credit, Bellin College follows the American Council on Education (the ACE Guide) recommendations and College policies. Prior military credits are evaluated by the Registrar.

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It is the responsibility of the applicant/student to understand their eligibility for federal and state veteran's benefits and adhere to program requirements.

Refer to the [Department of Veterans Affairs website](#) for further clarification on eligibility for the following programs:

- Chap. 30 Montgomery GI Bill - Active Duty (MGIB-AD) Servicepersons and Veterans)
- Chap. 33 Post 9/11 GI Bill – Individuals with at least 90 days of aggregate service on or after 9/11/2001
- Chap. 35 Montgomery GI Bill - Survivors' and Dependents' Educational Assistance Program (DEA)
- Chap. 1606 Montgomery GI Bill - Selected Reserve (MGIB-SR)
- Chap. 1607 Montgomery GI Bill - Reserve Educational Assistance Program (REAP)
- VA Tutoring Program
- National Testing Fee Reimbursement
- Chap. 31 Montgomery GI Bill - More information at Vocational Rehabilitation Program

▪ **Additional Resources for Federal Benefits**

For more information on Federal Veteran's Benefits visit www.va.gov

Advanced Placement (AP)

The Advanced Placement examination offers the possibility of establishing credit at Bellin College. Many high schools offer courses through the Advanced Placement Program, and Bellin College offers degree credit based on a student's performance on the AP exam administered in the high schools. (The AP exam must be taken before entering the College, and scores must be equivalent to a "3" or better). An official AP transcript from the College Board must be supplied to Bellin College in order to receive credit.

Students who receive credit for a particular course through AP and take the same course at Bellin College will not receive degree credit twice. However, the grade in the Bellin College course will be included in the overall grade point average. Credits for AP courses will appear on the Bellin College transcript as transfer credits (TR).

Credit for Prior Learning (CFPL)

Applicants who have a combination of prior coursework or life experiences which appear to fulfill a required course in the typical curriculum plan may seek Credit for Prior Learning. It is the applicant's responsibility to provide supporting evidence which may include, but is not limited to portfolio, narrative, syllabi, course outlines, resume' or curriculum vita. If Credit for Prior Learning is granted, the applicant is excused from taking the course. Credit for the equivalent course will appear as Prior Learning (PL) on the transcript.

Applicants should contact the Admissions Department for further details and eligibility requirements. A fee is charged for evaluation for Credit for Prior Learning if credit is granted.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) allows students who have gained college-level knowledge outside the classroom to take examinations for possible college credit. For certain exams, credit will be granted only to students who have completed less than 16 semester hours of college credit when the exams are taken.

For a list of the current CLEP credit policies, contact Testing Services at the University of Wisconsin Green Bay. There is a fee for CLEP testing.

Business Office – General Information

Payment Methods

Payment(s) to Bellin College may be made via cash, personal check, certified check, or money order. MasterCard and VISA are accepted, however, for an additional fee.

Payment Policy

The Bellin College Bursar will mail tuition and fees billing statements to all students at the start of the semester, term or session in correlation with the option in which the student is enrolled.

For students dually enrolled at UWGB, the UWGB and Bellin College tuition charges will be reflected on the Bellin College tuition bill.

Payment in full or partial payment with the selection of the installment payment plan must be made by the due date specified on the bill. Failure to do so will result in a \$25.00 late fee and holds on records and registration will be placed on the student until satisfactory payment arrangements have been made.

Late Fees

Students who fail to make payment or payment arrangements by the due date indicated on the tuition and fees billing statement will be charged a nonrefundable \$25.00 late fee.

Institutional Withdrawal due to Nonpayment of Tuition and Fees

If a student fails to make payment or select the installment payment plan by the due date, the student may be institutionally withdrawn from Bellin College. Tuition and fee charges for which the student is responsible will be based upon the applicable refund policy as stated in the Student Handbooks. The student will be notified of the withdrawal via certified letter. Academic records will be withheld and collection efforts will be pursued with an agency. This may result in a notation on the student's credit record. The student may appeal this decision.

BSRS-Tuition

Charges Prior to Enrollment

- A nonrefundable \$45.00 fee is charged for Undergraduate application.
- A nonrefundable \$50.00 (US Dollar) fee is charged for International/Non-US citizen application.
- Upon acceptance into the undergraduate and graduate program a Reservation Fee of \$100 (applied to first semester's tuition at Bellin College) is required. If an applicant fails to enroll, this fee is nonrefundable.
- Application and other fees charged by another college or university where general education courses are to be taken must be paid directly to that college or university.

Payment Schedules

Tuition is set each year by the Bellin College Board of Trustees. Students should refer to the Bellin College Academic Calendar (available on the website) for due dates relating to Bellin College tuition and fees. An installment plan is available for eligible students.

Note: for students dually enrolled at Bellin College and UWGB the tuition charges (including housing charges) will be reflected on the Bellin College tuition bills.

Other College/University Providing General Education Courses

Students taking general education courses at a college or university other than UWGB must pay tuition and fee charges directly to that institution according to its policies.

Tuition

Students enrolled in the BSRS program pay tuition on a per-credit basis with additional required fees.

Out-of-State Tuition

Bellin College does not discriminate between in-state or out-of-state students when determining tuition and fee costs. UWGB (or another state-supported college or university where general education courses are taken) may charge out-of-state tuition rates to Bellin College students. Out-of-state students should check with the university where general education courses are to be taken for the appropriate tuition and fees charges.

Refunds Due to Withdrawal

The U.S. Department of Education requires that any tuition refunds resulting from a withdrawal prior to the end of an enrollment period be calculated based upon the percentage of the enrollment period completed. This policy applies to all students regardless of whether or not federal aid is received.

No refunds of tuition and fees will be issued to students who have completed at least 60% of the enrollment term. The amount of tuition and fee charges to be retained by the College is equivalent to the percentage of the enrollment period completed multiplied by the total original tuition and fees charges for the semester. Therefore, a student who completes 40% of the semester will pay 40% of the total semester tuition and fees charges.

Under no circumstances will Bellin College refund the following fees:

- Application fee
- Reservation fee
- Late fee
- Penalty fees
- Tuition discounts or rebates

Students who receive no financial assistance from any of the programs listed in the "Financial Aid: Return of Unearned Aid" section of this catalog, will receive a direct refund of tuition and fees paid, as applicable per this policy.

If the amount of aid eligibility retained by the student, if applicable, is not sufficient to cover the tuition and fees charges, the student is responsible for paying the balance. Failure to do so will result in "holds" being placed on all official records such as transcripts, etc.

Notification to Student

Bellin College will notify the student, in writing, of the amount of tuition and fees to be refunded as well as the amount, if applicable, of loans and/or grants to be returned to the funding source including the amount the student is responsible for returning. The notification will be sent to the student within 30 days of the date the College determined that the student withdrew.

Institutional Withdrawal Date (Due to Non-Attendance)

In accordance with Section 668.22 of the Higher Education Act, the withdrawal date for a student who ceases attendance at Bellin College prior to the end of an enrollment period (i.e. semester/term) will be:

1. The date, as determined by the College, that the student began the withdrawal process prescribed by College policy;
2. The date, as determined by the College, that the student otherwise provided official notification to the institution or its representative, in writing or orally, of her/his intent to withdraw;
3. The mid-point of the enrollment period, if the student ceases attendance without providing official notification to the College of her/his intent to withdraw (unless the College can document the student's last date of attendance at an academically-related activity);

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4. The date the College determines is associated with the circumstance, if the student failed to provide official notification of the intent to withdraw due to illness, accident, or grievous personal loss, or other such circumstance beyond the student's control.
5. An "academically-related activity" includes, but is not limited to, an exam, a tutorial, computer assisted instruction, academic counseling, academic advisement, turning in a course assignment or attendance of class or clinical meetings.

If a student is institutionally withdrawn due to non-attendance, they are responsible for all tuition, fees and applicable charges.

Dual Enrollment at Other Colleges

Students dually enrolled at other colleges are advised to check with the institution regarding Fee Schedules, Return of Financial Aid and Tuition Refund procedures.

BSRS-Fees

Mandatory Fees Charged Each Semester

Students will note the following fees included on the tuition bills:

- **Assessment Fee** covers the costs related to the mandatory participation in the college assessment program.
- **Learning Resource Fee** includes all resources needed for laboratory and clinical instruction: facilities, simulated equipment and assessment, and laboratory supplies.
- **Health Fee** includes supporting the costs incurred in the maintenance of student related health requirements and health records. This fee helps to defray the costs of drug testing, annual TB tests and flu vaccines.
- **Student Activity Fee** covers student related functions, events and organizations.
- **Instructional and Technology Fee** includes the support for computers, media supplies and WEB based features.

Note that the fees vary per semester.

Other Fees and Expenses

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

- Books (contingent upon courses taken)
- Room and Board
- Transportation
- Student Uniform (scrubs, lab coat and shoes)
- Miscellaneous Expenses

Graduation Fee

In the semester prior to graduation the student will be charged a \$225 graduation fee. This fee helps to defray the costs related to: the diploma, caps & gowns, announcements, programs, speaker, room, musicians, and commencement reception, class picture sitting fee, processing of student records, storage and maintenance for future reference. Attendance at the commencement ceremony is encouraged, but not mandatory. Non-participation in the commencement ceremony does not affect the \$225 graduation fee.

Class picture packages are not included in this fee but will be available for purchase from the photographer.

National Board Exam Fees

Additionally, there may be variable costs related to the national board examination offered by the American Registry of Radiologic Technologists (AART).

BSRS-Additional Fees (as applicable)

Challenge Exam Fee

Students who believe they have the prior knowledge to successfully complete a radiologic science course without participating in the day-to-day activities of that course may elect to challenge the course via a challenge exam. Students earn credit for prior learning for challenged courses successfully completed. The tuition charged is one-half the regular per-credit charge for that course. The challenge fee is nonrefundable and not applied to tuition if the student fails the challenge.

Credit for Prior Learning Fee (CFPL)

Students who wish to have knowledge and experience evaluated to determine if the course outcomes have been met by life experiences will pay a nonrefundable fee of \$50.00 upon each request for review. If credit is awarded, an additional \$75 must be submitted to cover the cost of transcribing and processing.

Audit Fee

A student, who wishes to enroll in a Bellin College course or courses without receiving credit, may audit any general education or radiologic science course, if the College administration determines there is space available. The tuition charge for auditing a course is one-third the regular per-credit charge for that course.

Orientation/Simulation/Computer Training/HESI Make-up Fees

Attendance at all parts of orientations, simulations, computer trainings, HESI Testing and any activities related to clinical participation are mandatory. All fees must be paid prior to re-scheduling date.

- Orientations: Students who do not attend scheduled orientations are required to re-schedule with the appropriate College personnel and will be assessed a \$100 re-scheduling fee.
- Computer Trainings/HESI Exams: Students who do not attend computer trainings or HESI (BSN/BSRS) exams as scheduled are required to re-schedule and will be charged a \$100 fee for re-scheduling.
- Simulations: Students who do not attend simulation activities as scheduled are required to re-schedule with the course facilitator and will be charged a \$100 fee for re-scheduling.

BSRS-Financial Aid

Philosophy

The primary responsibility for financing a college education rests with the student and his/her family. The purpose of the financial aid program is to assist those students who might not otherwise be able to afford a college education by providing financial support. The purpose of the financial aid office is to help the student locate and receive all the financial resources for which he/she is eligible.

General Financial Aid Information

Bellin College freshman students who take their general education courses at UWGB apply for and (if eligible) receive financial aid through the UWGB.

If general education courses are taken at an institution other than UWGB, the student must discuss his/her financial aid options with the Bellin College Financial Aid Office.

During the sophomore, junior and senior years at Bellin College, all students may apply for and (if eligible) receive financial aid through Bellin College.

For financial aid purposes only, the combined credit load from both institutions, (Bellin College and UWGB) are considered in computing full or part-time enrollment status. Enrollment in a minimum of six credits is required in order to be considered for most financial aid programs.

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- Full-time enrollment.....12 or more credits
- Three-quarter-time enrollment.....9-11 credits
- Half-time enrollment.....6-8 credits
- Less-than-half-time enrollment.....1-5 credits

Bellin College has a FAFSA priority deadline date of March 1st. Applications received after March 1st will be accepted and aid will be awarded on a funds available basis.

Sources of Financial Aid

The list below outlines the Federal, State and Bellin College funded financial aid programs. Source and amount awarded is based upon the student’s financial need and other eligibility requirements, if applicable.

Grants

Grants do not require repayment (unless the student withdraws and is determined to owe a refund of grant aid based upon the applicable refund policy). Grants are need-based unless otherwise noted. Individual award amounts may vary from year to year dependent upon Federal and State allocations and student eligibility. Grant examples include:

- Bureau of Indian Affairs Grant
- Federal Pell Grant
- Federal SEOG
- Wisconsin Indian Grant
- Wisconsin Talent Incentive Program
- Wisconsin Tuition Grant

Loans

Loans must be repaid, with interest. Loans are need-based unless otherwise noted. The actual amount awarded will depend upon financial need and other eligibility requirements.

- PLUS Loan (parent or guardian of dependent students) Cost less other aid
- Federal Perkins (awarded to freshmen only).....Varies

FEDERAL STAFFORD LOAN ANNUAL LOAN LIMITS

Dependent Undergraduate Students

Grade Level	Maximum Subsidized Loan Amount (need-based)	Maximum Additional Unsubsidized Loan (non-need-based)	Total Maximum Stafford Loan (subsidized, unsubsidized or combination of both)
Freshmen	\$3,500	\$2,000	\$5,500
Sophomore	\$4,500	\$2,000	\$6,500
Junior	\$5,500	\$2,000	\$7,500
Senior	\$5,500	\$2,000	\$7,500

Independent Undergraduate Students

Grade Level	Maximum Subsidized Loan Amount (need-based)	Maximum Additional Unsubsidized Loan (non-need-based)	Total Maximum Stafford Loan (subsidized, unsubsidized or combination of both)
Freshmen	\$3,500	\$6,000	\$9,500
Sophomore	\$4,500	\$6,000	\$10,500
Junior	\$5,500	\$7,000	\$12,500
Senior	\$5,500	\$7,000	\$12,500

Other Sources of Financial Aid

Federal College Work Study is need-based. The amount of work study allowed varies.

Bellin College Merit Scholarship

The Merit Scholarship amount is non-need based. Eligibility is determined at the time the applicant is deemed admissible to Bellin College (based upon academic credentials). The amount awarded can range from \$1,000-\$2,500 per academic year.

Outside Aid

Outside Aid is determined by the organization/agency providing the funds. The eligibility requirements are set by the donor. An application is required, the aid may be need or non-need based, and the amount awarded varies.

Endowed and Current Scholarships

The College administers a scholarship program through endowments and annual gifts made by individuals, businesses, or other local organizations/groups. These funds are based on need, and are generally awarded to sophomores, juniors, seniors, and accelerated option students. Students who have filed the FAFSA are automatically considered for scholarships.

Full-time/Part-time Status (Academic Load)

- Full-time enrollment.....must be registered for at least 12 credits per semester
- Three-quarter time enrollment.....9 and 11.5 credits per semester
- Half-time enrollment.....6 and 8.5 credits per semester

To be eligible for financial assistance, an undergraduate student must be enrolled in a minimum of 6 credits per semester. Semester credits include general education courses taken concurrently through the UWGB, or other institutions of higher learning and radiologic science courses taken through Bellin College.

Financial Aid Application and Processing Information

In order to be considered for financial aid, a student must file a Free Application for Federal Student Aid (FAFSA). A FAFSA may be completed online at www.fafsa.ed.gov. It is important for the student to remember that financial aid applications must be filed each year. Students should meet priority filing dates as established by the institution(s). A FAFSA should be completed as soon after January 1st as possible for enrollment periods beginning on or after July 1 of the same year.

A FAFSA is processed by the U.S. Department of Education and the result is called an expected family contribution (EFC). This represents how much money the family should be able to contribute toward college expenses over the course of that academic year. The amount of financial aid a student may receive is based on his/her financial need.

Financial need calculation:

Cost of Education for the Academic Year
-Expected Family Contribution
Financial Need

In addition to financial need, students must also meet the following eligibility requirements in order to receive financial aid:

- United States citizenship or eligible non-citizen
- Satisfactory academic progress
- Selective Service registration (if required to do so)
- High school diploma or GED
- Enrollment at least half-time

No defaults on previous student loans or owe a refund on a federal education grant.

Once eligibility has been determined, the financial aid office will notify the student of all sources of financial assistance for which he/she is eligible. The notification will be mailed to the student in the form of an award letter. Financial aid is awarded for the academic year and is disbursed at the beginning of each enrollment term.

Satisfactory Academic Progress for Financial Aid Recipients

Students attending Bellin College should be aware of the satisfactory progress standards, which must be met by students who desire to receive financial aid. Bellin College's academic progress policy is in compliance with the U.S. Department of Education's regulations as published in 34 CFR 668.34.

The College's Satisfactory Academic Progress Policy applies to all Bellin College aid recipients enrolled on or after January 1, 2007. Refer to the Bellin College Undergraduate Student Handbook for the full policy.

Refund Policy

Bellin College's refund policy complies with U.S. Department of Education regulations (Section 668 of the Higher Education Act) regarding recipients of federal financial aid funds who withdraw from college prior to the completion of an enrollment term (semester).

Return of Unearned Aid

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

Bellin College will return (within 30 days of the College's determination that the student withdrew) unearned aid on behalf of the student up to the amount of refunded tuition and fees charges paid by the student or on the student's behalf. Any additional aid returns become the responsibility of the student. Under federal regulations, any student who fails to return federal funds as required will remain ineligible for further federal financial aid until the total amount of funds has been returned or the student enters into an agreement with Bellin College or the U.S. Department of Education Secretary to repay the unearned aid. No return of financial aid funds will be required from students who have completed at least 60% of the enrollment term on the date of withdrawal.

Unearned aid will be returned to sources in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Other Federal Grant or Loan Assistance
8. Wisconsin Grant Programs
9. Institutional Programs (Merit Scholarships, Annual or Endowed Scholarships)
10. Other Aid (private scholarships and/or loans)

Student's Responsibility for Return of Aid

The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid the College is responsible for returning (up to the amount of refunded tuition and fees charges) from the total amount of unearned aid under Section 668.22 (e) (4) of the Higher Education Act. The student (or parent in the case of a PLUS loan) must return or repay the amount of unearned aid deemed to be the student's responsibility first to loan programs and then to grant programs (see order of programs under RETURN OF UNEARNED AID). However, a student is not required to return 50% of the grant assistance that is the student's responsibility to repay.

Repayment Agreement with Bellin College

Overpayments paid to Bellin College will be returned to the appropriate aid sources in accordance with Section 668.22 of the Higher Education Act.

A student who owes a repayment of federal financial aid may choose to enter into an agreement with Bellin College. This agreement will specify minimum payments, frequency of payments and the maximum time allowed for repayment in full.

The College will require monthly payments of at least \$50. The full amount of the overpayment must be repaid within two years of the date the College determined that the student withdrew. If at any time the student fails to meet these terms, Bellin College will assign collection of the overpayment to the Secretary of the U.S. Department of Education at which time the student will become ineligible for further federal financial aid at any institution of higher education.

Maintain Eligibility for Financial Assistance

A student who withdraws beyond the 60% point of an enrollment period will remain eligible for federal financial aid (provided all other eligibility criteria are met). A student who withdraws prior to the 60% point of an enrollment period and is required to return a portion of federal aid received will remain eligible for federal financial aid provided the student:

- A. Repays the overpayment (unearned aid) in full to the institution within 45 days of the date the College sends the notification to the student that a return of federal aid is required or;
- B. Enters into a satisfactory repayment agreement with the College or;
 1. Signs a repayment agreement with the Secretary of the U.S. Department of Education which will include terms that permits the student to repay the overpayment while maintaining eligibility for federal aid.
 2. Will refer collection matters to the Secretary of the U.S. Department of Education if the student does not repay to the College the full amount of the overpayment or enter into a satisfactory repayment agreement with the College or the Secretary of the U.S. Department of Education in accordance with Section 668.22 (h) (4) (i) of the Higher Education Act within 45 days from the date the College sent the student a notification of the overpayment.

Overpayment collection accounts will be referred to the U.S. Department of Education at any time the student fails to meet the terms of the repayment agreement with the College or fails to enter into a repayment agreement with the Secretary. Students whose overpayment collection accounts have been referred to the Secretary will be considered ineligible for federal financial aid until the student and the Secretary enter into a repayment agreement.

Post-Withdrawal Disbursements of Aid

If the amount of grants and loans the student earned is greater than the total amount of grant/loan assistance that was disbursed to the student (or to the parent on the student's behalf), the difference must be treated as a post-withdrawal disbursement.

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The College will offer any amount of post-withdrawal disbursement to the student (or parent, if a PLUS loan) within 30 days of the date the College determined the student withdrew. A written notification will be sent to the student (or parent) which will identify the type and amount of aid included in the post-withdrawal disbursement, explain that all or any portion of the disbursement may be accepted or declined, inform the student (or parent) that no post-withdrawal disbursement will be made to the student or parent if no response is received within 14 days of the date the notification was mailed to the student (parent), and the procedures for receiving the accepted post-withdrawal disbursement.

The College will disburse the requested post-withdrawal disbursement within 90 days of the date of the institution's determination that the student withdrew. Post-withdrawal disbursements will first be made from available grant funds; any remaining disbursement will be made from loan funds.

BSRS-Academic Policies

The College catalog outlines general provisions of Academic Policies. The Undergraduate Student Handbook provides further details and provisions.

Academic Advising

Academic advising is provided to students to assist them in planning a program of study consistent with College requirements. The process begins after admission to the program and occurs each semester. Academic advising is also available to students on an as-needed basis.

Students must discuss any changes in their academic plan with their academic advisor to ensure that compliance with curriculum requirements is maintained. Students are responsible for contacting their academic advisor and following through with all advising and registration requirements. It is the student's responsibility to inform the academic advisor of the general education courses they are enrolled in at local universities. Failure to do so may jeopardize their ability to complete their program within the usual length of time.

Attendance Policy

Students are expected to attend and be on time for all orientations, classroom, examinations, skills laboratory, and clinical activities. Any student who does not attend a class maintains responsibility for all announcements, directions, handouts, examination reviews, and content explored. There may be individual courses that require class attendance as a condition of meeting course outcomes. (Refer to course syllabi). Student attendance records are maintained for the purpose of work references and some financial aid programs.

Attendance for lab and clinical is mandatory in order for the student to achieve course outcomes. Progress and continuation in the course may be at risk, in the event of an absence and will be considered individually by the faculty. A student who is absent from a skills laboratory or clinical experience may be required to withdraw from the lab/clinical and related theory course if the student is not able to meet the expected course outcomes.

There are associated fees with missing orientations and labs.

(See policy regarding Institutional Withdrawal Date Due to Non-Attendance.)

Grading Policy

The following grading system is used to determine course achievement:

Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent
A	4.0 points	93-100
AB	3.5 points	90-92
B	3.0 points	85-89
BC	2.5 points	82-84
C	2.0 points	77-81
D	1.0 point	70-76
F	0.0 points	Below 70

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

The grade calculation process will be consistent across the undergraduate curriculum. Within each course, individual projects/exams/assignments will be recorded to one decimal point without rounding (for example, 92.37 will be recorded as 92.3). The final composite course grade will not be rounded (for example, a 92.8 will receive an AB).

Repeated Courses

Students may repeat a Bellin College course in which they obtained a grade of C or better for the purpose of grade betterment. The repeated course grade is recorded on the transcript and is the only grade calculated into the GPA. Financial aid may be obtained for radiologic science courses that are repeated.

Grade Point Average

Grade point average (GPA) is a quantitative measure of academic achievement and is computed on the basis of credits earned and grades achieved. Course grades taken at Bellin College are used to compute the GPA each semester. Grade point averages are computed at the end of each semester or summer session for all courses taken at Bellin College during that period. The GPA is on a four-point scale.

Students may take their general education courses at another accredited 2 or 4 year institution of higher learning and transfer these credits to Bellin College by submitting an official transcript of grades received. Transfer credits are not utilized in the computation of the Bellin College grade point average.

Academic Honors

The Dean's List is composed of students who have earned a grade point average of 3.5 or better in Bellin College courses, are in good disciplinary standing, and carry at least 6 Bellin College credits.

Highest Honors (Summa Cum Laude)	3.9 - 4.00
High Honors (Magna Cum Laude)	3.75 - 3.89
Honors (Cum Laude)	3.50 - 3.74

Semester honors are announced following the completion of fall semester and spring semester.

Fall grades are used to calculate the honors listing for the May Commencement Ceremony. Graduation honors will be recorded on the final transcript. Students must be enrolled at least half-time to graduate with honors.

Completion of a Minor

Bellin College does not grant minors.

Program Completion Requirements

Undergraduate students must successfully complete all curriculum requirements no later than six years after initial entrance into the program or after completion of the first undergraduate radiologic science course.

BSRS-Graduation

Graduation Requirements

A Bachelor of Science in Radiologic Science degree is awarded to a student who has:

- Completed a minimum of 120 credits including 50 in general education and 70 in radiography.
- Achieved a cumulative GPA of 2.0 or higher.
- A student who transfers into the radiologic science program must complete a minimum of 65 credits in radiologic science credits at Bellin College.
- Completed all required courses with a grade of C or higher.
- Fulfilled the student assessment requirements.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

Undergraduate Graduation with Honors

To be eligible to graduate with honors, a BSRS student must earn a minimum of 65 credits of graded Bellin College coursework. Honors for May graduates announced at the commencement ceremony will be on the basis of the student's cumulative Bellin College grade point average recorded at the end of the preceding fall semester. Graduation honors reflected on the final transcript will be recorded on the basis of the student's entire academic history at Bellin College.

Summa Cum Laude.....	3.9 – 4.0
Magna Cum Laude.....	3.75 – 3.89
Cum Laude.....	3.50 – 3.74

To be eligible to graduate with honors, a student must complete all requirements including being in good academic standing; meaning a person cannot graduate with honors if on academic or disciplinary probation.

Licensing Examination

A graduate of the baccalaureate program is eligible to sit and write the national board examination in radiography offered by the American Registry of Radiologic Technologists (ARRT). The College assists the students in the preparation and application process.

Commencement

- Commencement ceremonies occur at the conclusion of the Spring (May) and Fall (October) semesters.
- The Fall commencement ceremony is reserved for BSN undergraduate students completing graduation requirements in October.
- Students that complete program requirements in December and May are invited to participate in the following spring ceremony.
- Undergraduate students who have six or fewer credits to complete at the conclusion of the spring semester may participate in the May commencement ceremony, but they are expected to complete those credits the summer immediately following the ceremony.
- The Registrar cannot place "graduation" on record until all coursework is successfully completed.
- The commencement dates are established via the academic calendar.
- Diplomas are issued approximately one month following the graduation date.

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- The College has standard transcribed graduation dates of May, October (BSN 15 Month option only), and December. A transcribed 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 program director and VP of Academic Affairs.

BSRS-Program Options

Course/Credit Requirements

The Bachelor of Science in Radiologic Sciences (BSRS) degree requires a minimum of 120 credits for graduation, 50 in general education and 70 in radiologic sciences.

Credits required to graduate:

Radiologic Sciences	70
General Education Requirements (43)	
▪ Adulthood and Aging	4
▪ Anatomy and Physiology	5
▪ Biology	4
▪ Business	3
▪ Chemistry	4
▪ Computer Technology	3
▪ Communication	3
▪ Ethics	3
▪ Health care Leadership/Management	3
▪ Human Diversity	3
▪ Humanities	3
▪ Intermediate Algebra	3
▪ Portfolio Development	1
▪ Psychology	3
▪ Social Science Elective	3
▪ Elective (or Bio 102 if needed as a prerequisite for Biology)	
Total	120

Students take the required general education courses at Bellin College or accredited two or four year institutions, such as UWGB. **Bellin College students are required to take particular general education courses if offered at Bellin College.** General education courses are also accepted from regionally accredited 2 or 4 year institutions, such as UWGB and NWTC. Bellin College also has agreements with College of Menominee Nation, Silver Lake College, and St. Norbert College.

Students, who elect to take general education coursework at a college or university other than the UWGB, must contact Bellin College for guidance to assure course equivalencies.

Academic Plans General Information

- Curriculum is subject to change.
- Freshman and Sophomore courses are offered sequentially as listed.
- Radiologic science courses are offered sequentially and must be taken as such.
- Courses with the prefix RS are Bellin College radiology courses; all other course numbers reflect general education course requirements.

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

Plan Key:

- Refer to general education course options available through academic advising.
- UWGB Revisions to Prerequisites (effective Fall 2010)
- UWGB has changed course prerequisite requirements involving math placement, English ACT, and Science ACT criteria may require Bellin College students to take course work to fulfill the academic plan sequence in relation to required general education requirements (General Chemistry, Expository Writing, and Principles of Biology).

UWGB Prerequisites

These prerequisite courses could fulfill general elective requirements.

- BIOL 202 requires and ACT Science score of 24 or greater. HUM BIOL 102 must be successfully completed if ACT Science score is 23 or less.

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BSRS-Traditional Option Academic Plan | Effective Fall 2011
Effective Fall 2011 | Graduating Class of 2015

Below is an example of a four-year Traditional Option academic plan of study for those with few or no prior college credits. Courses with the prefix RS identify Bellin College radiologic sciences courses. Bellin College students are required to take particular general education courses if offered at Bellin College. A four-year academic plan of study for those with few or no prior college credits.

Freshmen Year - Semester I

MA 101	Intermediate Algebra	3 cr
HUM BIO 102	Intro to Human Biology	3 cr
	Communication Requirement	3 cr
	Computer Requirement	3 cr
PSYCH 102	Introduction to Psychology	3 cr
RS 100	Fundamentals of Rad Sciences& Healthcare	2 cr

TOTAL 17 cr

Summer

TOTAL 5 cr

Sophomore Year - Semester I

RS 201	Image Analysis I	3 cr
RS 202	Patient Care in Radiologic Sciences I	3 cr
RS 204	Radiographic Procedures I	3 cr
RS 204L	Radiographic Procedures I - Lab	2 cr
RS 205	Image Production & Management	3 cr
RS 206C	Clinical Radiography I	2 cr

TOTAL 16 cr

Junior Year - Semester I

PH 202	Introduction to Medical Ethics	3 cr
RS 301	Radiologic Pathology	3 cr
RS 302	Ancillary Imaging & Cross-Sectional Anatomy	2 cr
RS 303C	Clinical Radiography III	4 cr

TOTAL 12 cr

Senior Year - Semester I

	Social Science Elective	3 cr
GE 320	Foundations of Health care Management	3 cr
PD 307	Portfolio Development	1 cr
RS 440	Senior Practicum	2 cr

*Only one of the following will be offered each semester:

RS 410	Prin. of Magnetic Resonance Imaging (MRI)	3 cr
RS 410C	MRI – Clinical	2 cr
RS 420	Principles of Computerized Tomographic Imaging (CT)	3 cr
RS 420C	CT – Clinical	2 cr
RS 430	Principles of Women's Imaging	3 cr
RS 430C	Women's Imaging – Clinical	2 cr

TOTAL 14 cr

Freshmen Year - Semester II

BIO 202	Principles of Biology	4 cr
CH 125	General Chemistry (No Lab)	4 cr
DI 202	Diversity Issues in Health care	3 cr
RS 120	Principles of Radiologic Physics	3 cr

TOTAL 14 cr

Sophomore Year - Semester II

RS 203	Patient Care in Radiologic Sciences II	3 cr
RS 207	Radiographic Procedures II	3 cr
RS 207L	Radiographic Procedures II - Lab	1 cr
RS 208	Image Analysis II	3 cr

RS 210	Anatomy & Physiology in Imaging Sciences	3 cr
RS 211C	Clinical Radiography II	3 cr

TOTAL 16 cr

Junior Year - Semester II

BU 202	Business and Its Environment	3 cr
RS 304	Principles of Radiation Protection Radiobiology	3 cr
RS 305	Advanced Radiologic Physics	3 cr
RS 306C	Clinical Radiography IV	4 cr

TOTAL 13 cr

Senior Year - Semester II

	Humanities Elective	3 cr
HD 300	Adulthood and Aging	3 cr
RS 450	Senior Practicum	2 cr

*Only one of the following will be offered each semester:

RS 410	Prin of Magnetic Resonance Imaging (MRI)	3 cr
RS 410C	MRI – Clinical	2 cr
RS 420	Principles of Computerized Tomographic Imaging (CT)	3 cr
RS 420C	CT - Clinical	2 cr
RS 430	Principles of Women's Imaging	3 cr
RS 430C	Women's Imaging - Clinical	2 cr

TOTAL 13 cr

50 General Education Credits
70 BSRS Credits
120 Total Credits

1 credit theory = 15 hours (1:3)
1 credit lab = 45 hours (1:3)
1 credit clinical = 60 hours (1:4)

BSRS-Course Descriptions

BSRS Courses

Radiologic courses are taught by the faculty of Bellin College. Radiologic courses have classroom, laboratory and/or clinical components which provide the student with the knowledge needed in the radiologic science major and practice time to develop clinical skills. Clinical experiences take place in acute care and long-term facilities, educational institutions, public health agencies, community agencies, childcare centers, industrial health programs, and other settings which will help the student meet specific course outcomes.

In addition to the prerequisites listed, the BSRS Program Director has the authority to grant permission for a student to register for a course. Requests will be considered on an individual basis.

RS 100 FUNDAMENTALS OF RADIOLOGIC SCIENCES & HEALTH CARE – 2 credits

This course provides students an introduction to the essential elements of medical imaging and the health care environment. Included are topics ranging from school and professional history, school policies and procedures, organizational structures, the inter-relationship of select professional organizations, health care economics, patient communication skills, and avenues for professional development and continuing education. The basic principles of radiation protection and health and hygiene will be discussed as well as a brief introduction to the specialty areas of radiology. The student will begin to gain an appreciation for the medical imaging environment and the critical role it plays in the delivery of quality medical care.

RS 120 PRINCIPLES OF RADIOLOGIC PHYSICS – 3 credits

This course provides a foundation for the technology of medical imaging. Topics discussed include atomic structure and mechanics, the nature of electricity and electromagnetism as well as the electromagnetic spectrum. Also included are topics dealing with basic circuits and circuit theory, x-ray tube design and operation, digital imaging, x-ray production and interactions, and the technologies important to its effective usage and control. Operator and equipment safety will be emphasized throughout the course.

Prerequisite(s): RS 100

RS 201 IMAGE ANALYSIS I – 3 credits

This course is designed to assist students in recognizing the difference between optimal and sub-optimal radiographic images to include chest, abdomen, upper extremities and shoulder girdle. The student will develop and implement a plan to determine the positioning and technical factors required to create an optimal image.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 202 PATIENT CARE IN RADIOLOGIC SCIENCES I – 3 credits

This course introduces the student to fundamental patient care procedures commonly expected of medical imaging professionals. Basic nursing skills essential to the radiographer will be emphasized. Topics covered include communication strategies specific to medical imaging, patient handling techniques, infection control, medical histories and records documentation, and emergency patient care procedures. Students will develop an understanding and appreciation of the vital role the radiographer plays as a member of the health team and the professional standards of conduct expected.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 203 PATIENT CARE IN RADIOLOGIC SCIENCES II – 3 credits

This course is a continuation of RS 202, Patient Care in Radiologic Science I. In this course, topics to be covered will include radio-pharmacology, medical ethics, the legal aspects of medical imaging, surgical radiography and aseptic techniques, and the care of patients in medical imaging under a variety of imaging situations. The course will be supplemented with expert guest lecturers and site visits on select topics.

Prerequisite(s): Sophomore standing in radiologic science, RS 202, all previously required support courses.

RS 204 RADIOGRAPHIC PROCEDURES I – 3 credits

Radiographic Procedures I will provide information on various radiographic procedures. It is designed to give the student a working knowledge of the routine radiographic positions and their underlying anatomical features. This course will provide the foundational information that will then be applied in the course RS 204L.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 204L RADIOGRAPHIC PROCEDURES I – LAB – 2 credits

Clinical Radiography I Lab will provide the student with the opportunity to demonstrate routine radiographic positions and their application in a radiographic room with emphasis on proper use of equipment used in radiographic imaging, safety protection devices and patient communication.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 205 IMAGE PRODUCTION & MANAGEMENT – 3 credits

This course provides a foundation for understanding and applying the principles of x-radiation to medical image production. Factors of image quality, image geometry, exposure factor variables, methods of scatter control, quality control procedures, image-receptor technology, x-ray beam characteristics and exposure technique selection will be covered. Students should expect to be proficient at x-ray exposure technique preparation for general radiographic procedures.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 206C CLINICAL RADIOGRAPHY I – 2 credits

Clinical Radiography I provides the student with opportunities to apply learned positioning skills in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. Students will master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 207 RADIOGRAPHIC PROCEDURES II – 3 credits

Radiologic Procedures II provides information on various radiographic procedures. It is designed to give the student a working knowledge of the routine and non-routine radiographic positions, to include fluoroscopic, mobile and trauma radiography, and the underlying anatomical features. This course provides the foundational information that will then be applied in the course RS 207L.

Prerequisite(s): RS 204 Radiographic Procedures I

RS 207L RADIOGRAPHIC PROCEDURES II – LAB – 1 credit

Clinical Radiography II Lab will provide the student with the opportunity to demonstrate routine as well as non-routine radiographic positions and their application in a radiographic room. Emphasis on proper use of equipment used in imaging will include the fluoroscopic unit and mobile x-ray machine as well as radiation safety protection devices.

Prerequisite(s): RS 204L Radiographic Procedures I Lab

RS 208 IMAGE ANALYSIS II – 3 credits

This course is designed to assist the student in recognizing the difference between optimal and sub-optimal radiographic images to include lower extremities, pelvis, bony thorax, spine and skull imaging. The students will utilize the evaluation plan developed in Image Analysis I to determine the positioning and technical factors required to create an acceptable image.

Prerequisite(s): RS 201 Image Analysis I

RS 210 ANATOMY AND PHYSIOLOGY IN IMAGING SCIENCES – 3 credits

This course presents human structure and function as it relates to medical imaging technologies. Each body system's application to medical imaging will be discussed to include cross-sectional imaging, diagnostic imaging modalities and their appropriateness for studying each body system. Consistent themes in this course will be the aging process and cellular structure vs. function. Human anatomy and physiology specific to medical imaging will be emphasized as well as common pathologies, and radiology's role in diagnosing disease.

Prerequisite(s): Sophomore standing in radiologic science; all previously required support courses.

RS 211C CLINICAL RADIOGRAPHY II – 3 credits

Clinical Radiography II provides the student with clinical application needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist.

Prerequisite(s): RS 206C Clinical Radiography I

RS 301 RADIOGRAPHIC PATHOLOGY – 3 credits

This course acquaints the future radiographer with some of the basic radiologic interpretive techniques in medical imaging evaluation. Various disease processes will be discussed and their radiologic manifestations. The general intent of this course is to give radiographers an appreciation of the challenge radiologists have in image interpretation and the vital role medical imaging professionals play in achieving optimum image quality. Students will present classroom presentations on selected disease processes.

Prerequisite(s): Junior standing in radiologic science; all previously required support courses.

RS 302 ANCILLARY IMAGING AND CROSS-SECTIONAL ANATOMY – 2 credits

This course introduces the student to various imaging modalities within a contemporary medical imaging department. These areas include cardiovascular imaging to include cardiac catheterization, CT scanning, MRI scanning, radionuclide imaging, ultrasonography, breast imaging, DXA scanning and radiation oncology. Additionally the special studies of venography, arthrography and myelography will be covered from a radiography perspective. Cross-sectional anatomy will be presented as it relates to ultrasound, CT and MRI imaging.

Prerequisite(s): Junior standing in radiologic science; all previously required support courses.

RS 303C CLINICAL RADIOGRAPHY III – 6 credits

Clinical Radiography III will provide the student with essential clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist. Emphasis will be on Fluoroscopy, mobile and off-hour radiography.

Prerequisite(s): All previously required support courses.

RS 304 PRINCIPLES OF RADIATION PROTECTION AND RADIOBIOLOGY – 3 credits

This course discusses radiation protection practices as utilized in a modern medical imaging department. Radiation effects at the molecular and cellular level will be presented as well as the factors effecting biological responses to irradiation including acute and chronic effects. Federal, State and International standards will be reviewed along with techniques and methods the professional radiographer can use to ensure minimum exposure to the general public and occupational personnel. Other topics to be covered include ALARA, personnel monitoring, equipment characteristics, department design theory and the vital role members of the radiation protection team play in keeping exposure levels to a minimum. An outside observation assignment is a requirement of this course.

Prerequisite(s): Junior standing in radiologic science; all previously required support courses.

RS 305 ADVANCED RADIOLOGIC PHYSICS – 3 credits

This course is designed as a follow-up to radiologic physics and investigates the imaging technologies of fluoroscopy and image intensification, flat-panel digital technology, image display systems, film/screen imaging, computed (CR), direct radiography (DR) and computer applications in medical imaging. A particular emphasis will be placed on the use of computers in medical image formation and management (PACS). Additionally, specialized radiology equipment will be discussed including tomography, and mobile and portable units. The role of the radiographer in quality control management will be a consistent theme in this course.

Prerequisite(s): Junior standing in radiologic science; all previously required support courses.

RS 306C CLINICAL RADIOGRAPHY IV – 6 credits

Clinical Radiography IV will provide the student with the necessary clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed during radiographic examinations. Emphasis will be on surgical, trauma and off-hour radiography.

Prerequisite(s): All previously required support courses.

RS 420 PRINCIPLES OF COMPUTERIZED TOMOGRAPHIC IMAGING (CT) – 3 credits

This course presents the fundamental physical principles of current CT scanning technology. Topics to be covered will include a review of the historical development of CT technology, CT image production, back projection and cone-beam technologies, detector design and operation, software applications, x-ray tube design considerations, CT image geometry and image reconstruction techniques and methods to minimize dosages to patients and staff. Additionally, the patient care considerations unique to CT procedures will be discussed. An emphasis will be placed on multi-detector computerized tomography (MDCT) and its clinical applications. This course is supplemented by a concurrent clinical practicum.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 440 SENIOR PRACTICUM – 2 credits

Clinical Radiography V provides the student with essential clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital and clinic setting. The student will continue to master the skills related to the functions and procedures performed during radiographic examinations. This course will continue to place emphasis on an ever changing environment that encourages continued development of routine radiographic procedures, as well as non-routine. The student will begin to practice performing procedures in a timely manner, as dictated by the patient situation, while maintaining image quality.

Prerequisite(s): RS 306C Clinical Radiography IV

RS 410 PRINCIPLES OF MAGNETIC RESONANCE IMAGING (MRI) – 3 credits

This course provides the student with entry-level knowledge of contemporary magnetic resonance scanning. Topics to be covered include MRI nuclear physics, signal generation, protocols and sequencing, patient care and MRI safety, instrumentation and image evaluation, coil technology and applications, MRI angiography and common clinical applications of MRI scanning technology. This course is supplemented by a concurrent clinical practicum.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 410C MRI – CLINICAL – 2 credits

This course compliments the didactic course in MRI scanning and runs concurrently. Enrolled students must show acceptable proof that they are medically safe to perform in MR environments, with no personal health risk. Students will be assigned to actual MRI clinical sites and placed alongside experienced MR technologists. Areas to be covered during this clinical practicum include MR patient and physician communications, pulse sequences and scanning protocols, image quality assessment and quality control, MR scanner operation and MR patient and operator safety. Additionally, will be clinical experience in coil selection and placement, patient positioning, patient care specific to MR scanning and MR angiography. Image critique and cross-sectional anatomy and pathology seen on MR images are included for discussion. Students completing this course should be prepared to continue the clinical requirements in preparation for MR certification.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 420 PRINCIPLES OF COMPUTERIZED TOMOGRAPHIC IMAGING (CT) – 3 credits

This course presents the fundamental physical principles of current CT scanning technology. Topics to be covered will include a review of the historical development of CT technology, CT image production, back projection and cone-beam technologies, detector design and operation, software applications, x-ray tube design considerations, CT image geometry and image reconstruction techniques and methods to minimize dosages to patients and staff. Additionally, the patient care considerations unique to CT procedures will be discussed. An emphasis will be placed on multi-detector computerized tomography (MDCT) and its clinical applications. A consistent theme throughout the course will be the clinical utility of CT as it relates to diagnostic efficacy and yield. This course is supplemented by a concurrent clinical practicum.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 420C CT- CLINICAL – 2 credits

This course compliments the didactic course in CT scanning, and provides CT experiences in a contemporary CT imaging department. Students will be assigned to CT clinical sites and placed alongside experienced CT technologists. Areas to be covered during this clinical practicum include CT patient care, physician communications, CT scanning protocols, image quality assessment and quality control, CT scanner operation and patient and operator safety. Students will demonstrate competency in basic, entry-level CT procedures and will be prepared to continue the post-graduation clinical requirements for CT certification.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 430 PRINCIPLES OF WOMEN'S IMAGING – 3 credits

This course provides a basic understanding of the principles of mammographic imaging as well as osteoporosis detection. Included in this course will be topics such as breast anatomy and pathology, mammographic equipment design and operation, positioning skills and patient care considerations, quality control procedures, and interventional breast procedures, including basic ultrasonography of the breast. Also included will be the theory and operation of dual emission x-ray absorptiometry (DXA). Both women's imaging specialties will be supported by clinical experiences as a separate course and runs concurrently.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 430C WOMEN'S IMAGING – CLINICAL – 2 credits

Students in this course will be assigned to an accredited mammography facility offering a full range of women's health services. Emphasis will be placed on breast cancer detection technologies including mammography and stereotactic localization. Additionally, students will learn the procedural skills of dual energy x-ray absorptiometry (DXA). Students should expect to develop entry-level skills necessary in a contemporary Women's Imaging department and in doing so, will begin preparation for certification in mammography and DXA scanning.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 440 SENIOR PRACTICUM – 3 credits

Clinical Radiography V provides the student with essential clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed during radiographic examinations. This course will continue to place emphasis on an environment that is ever changing and encourages continued development of routine and non-routine radiographic procedures.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 450 SENIOR PRACTICUM – 3 credits

Clinical Radiography VI will provide the student with the necessary clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital and clinic setting. The student will continue to master the skills and experiences related to the functions and procedures performed during radiographic examinations. Emphasis will be placed upon critical thinking skills in a complex medical imaging environment. Clinical experiences in this course will compliment the completion of the student's portfolio. Students will complete the required American Registry of Radiologic Technologist clinical competencies during this course.

Prerequisite(s): RS 440 Senior Practicum

Military Science Program Reserve Officer Training Corps (ROTC)

Students interested in the Military Science Program should contact the Admissions Department for additional information. Military science is concerned primarily with developing leadership competence for success in civilian and military occupations. Students who want to develop these skills pursue studies in military science, in addition to the radiologic science major.

Students register for these courses at University of Wisconsin-Green Bay (UWGB) and classes are taught at St. Norbert College. The military science courses (MILS) consist of a core curriculum of military skills and professional knowledge integrated in both basic and advanced courses.

These courses support educational goals by emphasizing personal depth and developing qualities necessary for leadership in civilian occupations as well as providing college-trained officers for the United States Army, Army Reserve, and Army National Guard.

A total of 20 credits are taken by students enrolled in the ROTC program in the area of MILS. Additionally, the ROTC student is required to take a 3-credit course of United States History.

Military Science (Transfer Courses)

Students who are veterans may receive credit for military experience. Applicants must submit an official transcript (AARTS, SMART, CCAF) or DD 214. In granting credit, Bellin College follows the American Council on Education (the ACE Guide) recommendations and College policies.

Graduate School of Nursing (MSN)

Bellin College's MSN program prepares graduates with enhanced knowledge and practice expertise that build and expand on baccalaureate nursing education. This preparation provides graduates with a broader understanding of nursing in order to engage in advanced practice and leadership in a variety of settings and commit to life-long learning (AACN, 2010).

Adult Nurse Practitioner Track

The Family Nurse Practitioner track is a 48-credit program designed to prepare graduates to function as licensed independent practitioners in primary care. Students complete core coursework followed by courses that focus on the provision of the full spectrum of health care services across the lifespan. Students learn to use advanced health assessment skills, screening and diagnostic strategies along with prescriptive practices to manage the health/illness status of patients and families. Practicum experiences that total 680 hours are completed in varied health care and community settings. Graduates are eligible to take ANCC and/or AANP family nurse practitioner certifying exams.

We encourage checking the Bellin College website for further details and updates.

Nurse Educator Track

The Nurse Educator track is a 38-credit program designed to provide knowledge and skills for nursing and health education within a variety of contexts. Students complete core coursework followed by courses that focus on curriculum instruction and design, teaching and learning principles, and assessment of educational outcomes. Practicum experiences that total 360 hours are designed to meet the individual student career goals in relation to the setting for the education role, such as academic teaching, staff development, continuing education, or patient and community education. Graduates are eligible to take the Certified Nurse Educator™ Exam upon completion of specified professional education practice.

Admissions

It is the policy of Bellin College to be nondiscriminatory because of race, color, creed, national and ethnic origin, religion, age, sex, marital status, or handicap in the admission of students, in student programs and in the employment of College faculty and staff.

Admissions Requirements

Requirements for admission to the Master of Science in Nursing program:

- Baccalaureate degree in nursing
- 3.0 GPA on a 4.0 scale; however, all applications will be reviewed on an individual basis.
- 1 year of clinical nursing practice
- Health Assessment course – (minimum of 3 credits within 5 years)
- Statistics course within 5 years (baccalaureate level)
- Research course
- RN License. Wisconsin eligible
- Interview
- TOEFL - Score of at least 550 (paper form) or 213 (computer form) on the Test of English as a Foreign Language if the first language is not English.

NOTE: Verification of health assessment skills in the College lab may be required.

Student Technology Requirements

Microsoft Office 2010 is the current version of Office used by Bellin College. All documentation for courses must be submitted in a Microsoft Office format. Options are provided below to assist student with this compliance.

- **Option 1: Office 2010 (Purchase)**
Office 2010 is available for purchase to all students for \$10 through the Information Technology Services. Computers must meet minimum requirements set by Microsoft for Office 2010 to function correctly.
- **Option 2: Office 2010 (Free Download)**
When using a previously released version of Office, installation of the Office Compatibility Pack is necessary. Office Compatibility Pack allows users with older versions to view the current Office format. It is a free download from Microsoft and can be accessed with the following link:
<http://office.microsoft.com/enus/products/ha101686761033.aspx> This is one way to help ensure that you can exchange documents between different Microsoft Office releases.

MSN-Application Procedure

Application Procedures and Timelines

The application packet may be downloaded from the Bellin College website: www.bellincollege.edu or obtained by telephone, letter, or email to the MSN-Admissions@bellincollege.edu.

Students are only admitted for fall start dates. FNP applications are accepted beginning in September of the preceding year and close on March 1. Nurse Educator applications are accepted beginning in September of the preceding year and close on July 1.

To apply, submit the following:

- Bellin College of Nursing Graduate Admission Application
- Two Graduate Reference/Release Forms
- Nonrefundable \$50 application fee (payable to: Bellin College)
- One official copy of all post-high school (e.g. college/university) transcripts. Transcripts must be sent directly to Bellin College/Graduate Admissions Department by the college/university to be considered official.
- Goal Statement (see goal statement guidelines)
- Resume' or curriculum vita
- WI nursing license will be verified via the Wisconsin Registry upon application
- Test of English as a Foreign Language (TOEFL), if applicable

Goal Statement Guidelines:

Please write a two-to-three page, typed document that describes your:

- Area of clinical interest
- Reasons for desiring a master's degree in nursing
- Career goals
- Career plans

Use professional writing with attention to content, grammar, syntax, spelling, and punctuation.

Resume/Curriculum Vita Guidelines:

The resume or curriculum vita is to include, but not be limited to, the following items:

- Educational preparation
- Employment as a registered nurse (employer, date, position/title)
- Current licenses and certifications
- Memberships in professional organizations (date, position held)

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- Scholarly endeavors
- Research activities (project, funding sources, date, your role)
- Presentations (title, date, organization, location)
- Publications (title, date, journal or book title, publisher)
- Honors awarded for scholarship and professional recognition (title, date, sponsor)
- Community service activities (date, organization, activity)

Personal Interview:

A personal interview is required prior to acceptance. When all application materials have been received an interview will be scheduled in March with the MSN Program Director for the Fall Cohort. Interviews are scheduled on week days between the hours of 7:30 a.m. and 5:30 p.m. and take approximately one hour.

Prior to enrollment, the following must be submitted:

- Criminal Background Information Disclosure Form
- Drug Screen
- Health Records

Health Requirement:

Students must provide evidence of meeting the health requirements for all agencies in which they complete a practicum.

Selection Process

Admission to the Graduate program is selective and limited to those students who demonstrate potential for successfully completing the program. The decision is based on evaluation of undergraduate program and grades earned, personal interview, admission goal statement, work experience (if applicable), and references. Applicants will be informed of admission decisions approximately one month after the interview.

MSN - Special Student Status

Persons holding a Bachelor of Science in Nursing (BSN) degree or higher who wish to enroll in courses but who do not want to pursue a degree may enroll as a Special Students for no more than six (6) credits. Special Students pay full tuition and related fees. Graduate credit will be awarded upon successful completion of the course. Contact the Graduate Admissions department for further details and information regarding the application processes.

MSN-Ways to Transfer Credit

Credit Evaluation

A Credit Evaluation of prior graduate coursework is completed by Bellin College. The accreditation status of the previous institution or institutions attended, the quality of a student's achievement, and the dates the courses taken are factors for determining course and credit transferability.

Maximum Transfer Credits

A maximum of nine (9) credit hours or 15 quarter hours of graduate academic credit may be transferred from a comparable regionally accredited academic institution. The credit must be in courses similar in content and rigor to Bellin College Master of Science in Nursing Program, and the grade must be at least a B. To be eligible for transfer credit, the course must have been taken in the past five years. The student must submit a transcript and catalog description of the course to the MSN Program Director.

Transfer Credits

- In order to be credited as transferable coursework, the courses must be successfully completed with a "B" or better grade at an accredited college or university. Grades of "B-", "B/C", "C", "C-", "C/D", "D", "F" or "WF" (Withdrawal-Fail) are not accepted.
- Courses five years or older will not be accepted.
- Pass/fail grades will not be accepted.
- A maximum of nine (9) credit hours or 15 quarter hours of graduate academic credit may be transferred from a comparable regionally accredited academic institution. The credit must be in courses similar in content and rigor to Bellin College-MSN Program.
- Credit evaluation requests must be submitted, along with a course description from the College Catalog at the time of application for admission.
- Official transcripts are required.

Residency Requirement

A student who transfers into the graduate nursing program must complete a minimum of 29 credits in nursing at Bellin College.

Veteran Applicants

▪ Federal Veteran Benefits

The Bursar is the VA representative for Bellin College students. To receive veterans' educational benefits, student-veterans must be certified. Students eligible for federal programs, such as the Montgomery GI Bill, must be certified by both the Veterans Administration (VA) and the Bellin College Bursar's Office. For Montgomery GI Benefits, veterans must be certified upon their initial entry into Bellin, whether new or transfer, and for each subsequent period of enrollment. Generally, a veteran has 10 years to use the 36 months of GI Bill Entitlement. Mobilizations or other forms of active duty may extend that 10 year "delimiting" date. The St. Louis VA Regional Office, which certifies veterans' eligibility for benefits, has a toll free number for individual educational inquiries (1-888-422-4551 or 1-888-GI-BILL1). The website is www.gibill.va.gov.

▪ New student – Veterans

Most new students applying for GI Bill benefits must use the VA Form 22-1990, Application for VA Education Benefits, to get their entitlement started. The Form is available from local County Veteran's Service Offices, or it may be printed from the VA web site www.gibill.va.gov. The additional documentation required depends on the entitlement (i.e., Chapter) for which you are eligible. See below for Chapter-specific requirements. Veterans are encouraged to work with their local County Veteran's Service Office.

▪ Verification – GI Bill

Most veterans must verify their enrollment with the VA each month. The local County Veteran's Service Office will advise if the monthly verification of enrollment is required. Failure to verify will delay benefits. For monthly verification of enrollment, call 1-877-823-2378 or log into the VA's WAVE (Web Automated Verification of Enrollment).

▪ Co-Attendance at another College/University

Co-attendance at another college/university for general education courses after transfer to, and/or while attending Bellin College, must be coordinated with the Bellin College Bursar. Students must provide to the Bursar, a copy of their DD-214 and a copy of the letter provided by the VA stating the percentage of benefits due the Veteran for the Chapter in which students are to be certified. The Bursar will then certify enrollment for the Bellin College within the VA Website. Students must also provide necessary required materials to the Veteran's Coordinator at their other college/university.

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▪ **Credits for Military Experience**

Applicants who are veterans may receive credit for military experience. Applicants must submit an official transcript (AARTS, SMART, CCAF) or DD 214. In granting credit, Bellin College follows the American Council on Education (the ACE Guide) recommendations and College policies. Prior military credits are evaluated by the Registrar.

It is the responsibility of the applicant/student to understand their eligibility for federal and state veteran's benefits and adhere to program requirements.

Refer to the [Department of Veterans Affairs website](#) for further clarification on eligibility for the following programs:

- Chap. 30 Montgomery GI Bill - Active Duty (MGIB-AD) Servicepersons and Veterans)
- Chap. 33 Post 9/11 GI Bill – Individuals with at least 90 days of aggregate service on or after 9/11/2001
- Chap. 35 Montgomery GI Bill - Survivors' and Dependents' Educational Assistance Program (DEA)
- Chap. 1606 Montgomery GI Bill - Selected Reserve (MGIB-SR)
- Chap. 1607 Montgomery GI Bill - Reserve Educational Assistance Program (REAP)
- VA Tutoring Program
- National Testing Fee Reimbursement
- Chap. 31 Montgomery GI Bill - More information at Vocational Rehabilitation Program

▪ **Additional Resources for Federal Benefits**

For more information on Federal Veteran's Benefits visit www.va.gov

MSN-Business Office- General Information

Payment Methods

Payment(s) to Bellin College may be made via cash, personal check, certified check, or money order. MasterCard and VISA are accepted, however, for an additional fee.

Payment Policy

The Bellin College Bursar will mail tuition and fees billing statements to all students at the start of the semester, term or session in correlation with the option in which the student is enrolled.

Payment in full or partial payment with the selection of the installment payment plan must be made by the due date specified on the bill. Failure to do so will result in a \$25.00 late fee and holds on records and registration will be placed on the student until satisfactory payment arrangements have been made.

Late Fees

Students who fail to make payment or payment arrangements by the due date indicated on the tuition and fees billing statement will be charged a nonrefundable \$25.00 late fee.

Institutional Withdrawal due to Nonpayment of Tuition and Fees

If a student fails to make payment or select the installment payment plan by the due date, the student may be institutionally withdrawn from Bellin College. Tuition and fee charges for which the student is responsible will be based upon the applicable refund policy as stated in the Student Handbooks. The student will be notified of the withdrawal via certified letter. Academic records will be withheld and collection efforts will be pursued with an agency. This may result in a notation on the student's credit record. The student may appeal this decision.

MSN-Tuition

Tuition

Students pay tuition on a per-credit basis with additional required fees.

Charges Prior to Enrollment

- A nonrefundable \$50.00 fee is charged for MSN application.
- Upon acceptance into the MSN program a Reservation Fee of \$100 (applied to first term's tuition at Bellin College) is required. If an applicant fails to enroll, this fee is nonrefundable.

Payment Schedules

Tuition is set each year by the Bellin College Board of Trustees. Students should refer to the Bellin College Academic Calendar (available on the website) for due dates relating to Bellin College tuition and fees. An installment plan is available for eligible students.

Out-of-State Tuition

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

Charges Refunded

The U.S. Department of Education requires that any tuition refunds resulting from a withdrawal prior to the end of an enrollment period be calculated based upon the percentage of the enrollment period completed. This policy applies to all students regardless of whether or not federal aid is received.

No refunds of tuition and fees will be issued to students who have completed at least 60% of the enrollment term. The amount of tuition and fee charges to be retained by the College is equivalent to the percentage of the enrollment period completed multiplied by the total original tuition and fees charges for the semester. Therefore, a student who completes 40% of the semester will pay 40% of the total semester tuition and fees charges.

Under no circumstances will Bellin College refund the following fees:

- Application fee
- Reservation fee
- Late fee
- Penalty fees
- Tuition discounts or rebates

Students who receive no financial assistance from any of the programs listed in the "Financial Aid: Return of Unearned Aid" section of this catalog, will receive a direct refund of tuition and fees paid, as applicable per this policy.

If the amount of aid eligibility retained by the student, if applicable, is not sufficient to cover the tuition and fees charges, the student is responsible for paying the balance. Failure to do so will result in "holds" being placed on all official records such as transcripts, etc.

Refunds Due to Withdrawal

Because of the format of the MSN Program, this policy will be applied on a course-by-course basis. There will be no refund for courses completed; tuition for courses not yet begun at the time of withdrawal, if applicable, will be refunded 100%. Tuition for courses still in progress at the time of withdrawal will be refunded based upon the percentage of the course completed.

Notification to Student

Bellin College will notify the student, in writing, of the amount of tuition and fees to be refunded as well as the amount, if applicable, of loans and/or grants to be returned to the funding source including the amount the student is responsible for returning. The notification will be sent to the student within 30 days of the date the College determined that the student withdrew.

Institutional Withdrawal Date (Due to Non-Attendance)

In accordance with Section 668.22 of the Higher Education Act, the withdrawal date for a student who ceases attendance at Bellin College prior to the end of an enrollment period (i.e. semester/term) will be:

1. The date, as determined by the College, that the student began the withdrawal process prescribed by College policy;
2. The date, as determined by the College, that the student otherwise provided official notification to the institution or its representative, in writing or orally, of her/his intent to withdraw;
3. The mid-point of the enrollment period, if the student ceases attendance without providing official notification to the College of her/his intent to withdraw (unless the College can document the student's last date of attendance at an academically-related activity);
4. The date the College determines is associated with the circumstance, if the student failed to provide official notification of the intent to withdraw due to illness, accident, or grievous personal loss, or other such circumstance beyond the student's control.
5. An "academically-related activity" includes, but is not limited to, an exam, a tutorial, computer assisted instruction, academic counseling, academic advisement, turning in a course assignment or attendance of class or clinical meetings.

If a student is institutionally withdrawn due to non-attendance, they are responsible for all tuition, fees and applicable charges.

MSN-Fees

Mandatory Fees Charged Each Semester

Students will note the following fees included on the tuition bills:

- **Assessment Fee** covers the costs related to the mandatory participation in the college assessment program. This fee is assessed during the first and last term.
- **Student Services Fee** covers student related functions, events and organizations.
- **Instructional and Technology Fee** includes the support for computers, media supplies and WEB based features.
- **Practicum Fee** applies when students participate in the practicum courses. This is a per credit fee.

Additional Expenses

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

- Books (contingent upon courses taken)
- Room and Board
- Transportation
- Miscellaneous Expenses

Additional Fees (as applicable)

Graduation Fee

In the semester prior to graduation the student will be charged a \$225 graduation fee. This fee helps to defray the costs related to: 1) the diploma, caps & gowns, announcements, programs, speaker, room, musicians, and

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reception, 2) class picture-sitting fee, 3) and processing - closing out of student records, storage and maintenance for future reference. Attendance at the commencement ceremony is encouraged, but not mandatory. Non-participation in the commencement ceremony does not affect the \$225 graduation fee.

Class picture packages are not included in this fee but will be available for purchase from the photographer.

Audit Fee

A student, who wishes to enroll in a nursing course or courses without receiving credit, may audit any nursing course. The tuition charge for auditing a course is one-third the regular per-credit charge for that course.

Rescheduling Fees

A \$100 fee is assessed for the rescheduling of mandatory activities such as (but not limited to) orientations, activities related to practicum etc. All fees must be paid or payment arrangements made prior to testing.

MSN-Financial Aid

Philosophy

The primary responsibility for financing a college education rests with the student and his/her family. The purpose of the financial aid program is to assist those students who might not otherwise be able to afford a graduate education by providing financial support. The purpose of the financial aid office is to help the student locate and receive all the financial resources for which he/she is eligible.

Sources of Financial Aid

The list below outlines the Federal, State and Bellin College funded financial aid programs. Source and amount awarded is based upon the student's financial need and other eligibility requirements, if applicable.

Grants

MSN students do not qualify for federal or state grant programs.

Loans

Loans must be repaid, with interest. Loans are not need-based unless. The actual amount awarded will depend upon costs, enrollment status, and other factors.

FEDERAL STAFFORD LOAN ANNUAL LOAN LIMITS

MSN Students

Grade Level	Maximum Subsidized Loan Amount	Maximum Additional Unsubsidized Loan	Total Maximum Stafford Loan (subsidized, unsubsidized or combination of both)
Graduate (MSN)	\$8,500	\$12,000	\$20,500

Outside Aid

Outside Aid is determined by the organization/agency providing the funds. The eligibility requirements are set by the donor. An application is required, the aid may be need or non-need based, and the amount awarded varies.

Endowed and Current Scholarships

The College administers a scholarship program through endowments and annual gifts made by individuals, businesses, or other local organizations/groups. A small amount of funds are available each year to award to MSN students based upon financial need. Students who have filed the FAFSA are automatically considered for scholarships.

Full-time/Part-time Status (Academic Load)

Graduate (MSN):

- Full-time enrollment.....must be registered for 6 or more credits in an eight-week session
- Half-time enrollment.....3 to 5 credits in a session
- Less-than-half-time enrollment.....1 to 2 credits in a session

To be eligible for a federal student loan or to defer repayment of a federal student loan, an MSN student must be enrolled at least half-time in a given session. Credits can be counted only in the session in which the course is registered.

- Students must be continuously enrolled for at least one course per semester in order to remain in the program.
- Students needing to take a semester leave must follow the Academic Leave Policy.
- Admitted students must register for a nursing course within the first year of acceptance or reapply for admission.

Note: As of the 2012-13 Academic year the MSN curriculum will be offered on a semester basis.

Financial Aid Application and Processing Information

In order to be considered for financial aid, a student must file a Free Application for Federal Student Aid (FAFSA). A FAFSA may be completed online at www.fafsa.ed.gov. It is important for the student to remember that financial aid applications must be filed each year. Students should meet priority filing dates as established by the institution(s). A FAFSA should be completed as soon after January 1st as possible for enrollment periods beginning on or after July 1 of the same year.

A FAFSA is processed by the U.S. Department of Education and the result is called an expected family contribution (EFC). This represents how much money the family should be able to contribute toward college expenses over the course of that academic year. The amount of financial aid a student may receive is based on his/her financial need.

Financial need calculation:

Cost of Education for the Academic Year
-Expected Family Contribution
Financial Need

In addition to financial need, students must also meet the following eligibility requirements in order to receive financial aid:

- United States citizenship or eligible non-citizen
- Satisfactory academic progress
- Selective Service registration (if required to do so)
- High school diploma or GED
- Enrollment at least half-time
- No defaults on previous student loans or owe a refund on a federal education grant

Once eligibility has been determined, the financial aid office will notify the student of all sources of financial assistance for which he/she is eligible. The notification will be mailed to the student in the form of an award letter. Financial aid is awarded for the academic year and is disbursed at the beginning of each enrollment term.

Satisfactory Academic Progress for Financial Aid Recipients

Students attending Bellin College should be aware of the satisfactory progress standards, which must be met by students who desire to receive financial aid. Bellin College's academic progress policy is in compliance with

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the U.S. Department of Education's regulations as published in the October 6, 1983, Federal register, part 668.16.

The College's Satisfactory Academic Progress Policy applies to all Bellin College aid recipients enrolled on or after January 1, 2007. Refer to the Bellin College Student Handbooks (BSN and MSN) for the full policy.

Refund Policy

Bellin College's refund policy complies with U.S. Department of Education regulations (Section 668 of the Higher Education Act) regarding recipients of federal financial aid funds who withdraw from college prior to the completion of an enrollment term (semester).

Return of Unearned Aid

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

Bellin College will return (within 30 days of the College's determination that the student withdrew) unearned aid on behalf of the student up to the amount of refunded tuition and fees charges paid by the student or on the student's behalf. Any additional aid returns become the responsibility of the student. Under federal regulations, any student who fails to return federal funds as required will remain ineligible for further federal financial aid until the total amount of funds has been returned or the student enters into an agreement with Bellin College or the U.S. Department of Education Secretary to repay the unearned aid. No return of financial aid funds will be required from students who have completed at least 60% of the enrollment term on the date of withdrawal.

Unearned aid will be returned to sources in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Institutional Programs (Annual or Endowed Scholarships)
4. Other Aid (private scholarships and/or loans)

Student's Responsibility for Return of Aid

The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid the College is responsible for returning (up to the amount of refunded tuition and fees charges) from the total amount of unearned aid under Section 668.22 (e) (4) of the Higher Education Act. The student (or parent in the case of a PLUS loan) must return or repay the amount of unearned aid deemed to be the student's responsibility first to loan programs and then to grant programs (see order of programs under RETURN OF UNEARNED AID). However, a student is not required to return 50% of the grant assistance that is the student's responsibility to repay.

Repayment Agreement with Bellin College

Overpayments paid to Bellin College will be returned to the appropriate aid sources in accordance with Section 668.22 of the Higher Education Act.

A student who owes a repayment of federal financial aid may choose to enter into an agreement with Bellin College. This agreement will specify minimum payments, frequency of payments and the maximum time allowed for repayment in full.

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The College will require monthly payments of at least \$50. The full amount of the overpayment must be repaid within two years of the date the College determined that the student withdrew. If at any time the student fails to meet these terms, Bellin College will assign collection of the overpayment to the Secretary of the U.S. Department of Education at which time the student will become ineligible for further federal financial aid at any institution of higher education.

Maintaining Eligibility for Financial Assistance

A student who withdraws beyond the 60% point of an enrollment period will remain eligible for federal financial aid (provided all other eligibility criteria are met). A student who withdraws prior to the 60% point of an enrollment period and is required to return a portion of federal aid received will remain eligible for federal financial aid provided the student:

- A. Repays the overpayment (unearned aid) in full to the institution within 45 days of the date the College sends the notification to the student that a return of federal aid is required or;
- B. Enters into a satisfactory repayment agreement with the College or;
 1. Signs a repayment agreement with the Secretary of the U.S. Department of Education which will include terms that permits the student to repay the overpayment while maintaining eligibility for federal aid.
 2. Will refer collection matters to the Secretary of the U.S. Department of Education if the student does not repay to the College the full amount of the overpayment or enter into a satisfactory repayment agreement with the College or the Secretary of the U.S. Department of Education in accordance with Section 668.22 (h) (4) (i) of the Higher Education Act within 45 days from the date the College sent the student a notification of the overpayment.

Overpayment collection accounts will be referred to the U.S. Department of Education at any time the student fails to meet the terms of the repayment agreement with the College or fails to enter into a repayment agreement with the Secretary. Students whose overpayment collection accounts have been referred to the Secretary will be considered ineligible for federal financial aid until the student and the Secretary enter into a repayment agreement.

Post-Withdrawal Disbursements of Aid

If the amount of grants and loans the student earned is greater than the total amount of grant/loan assistance that was disbursed to the student (or to the parent on the student's behalf), the difference must be treated as a post-withdrawal disbursement.

The College will offer any amount of post-withdrawal disbursement to the student (or parent, if a PLUS loan) within 30 days of the date the College determined the student withdrew. A written notification will be sent to the student (or parent) which will identify the type and amount of aid included in the post-withdrawal disbursement, explain that all or any portion of the disbursement may be accepted or declined, inform the student (or parent) that no post-withdrawal disbursement will be made to the student or parent if no response is received within 14 days of the date the notification was mailed to the student (parent), and the procedures for receiving the accepted post-withdrawal disbursement.

The College will disburse the requested post-withdrawal disbursement within 90 days of the date of the institution's determination that the student withdrew. Post-withdrawal disbursements will first be made from available grant funds; any remaining disbursement will be made from loan funds.

MSN-Academic Policies

The College catalog outlines general provisions of Academic Policies. The Graduate Student Handbook provides further details and provisions.

Academic Load (Part-time and Full-time Status)

To qualify for full-time status, a student must be registered for six or more credit hours for each eight week session in the fall semester and six or more credit hours for each eight-week session in the spring semester. Six credits in the summer semester is considered full time.

Three to five credit hours are considered half-time and one to two credit hours are considered less than half time.

Grading Policy

The following grading system is used to determine course achievement:

Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent
A	4.0 points	93-100
AB	3.5 points	90-92
B	3.0 points	85-89
BC	2.5 points	82-84
C	2.0 points	77-81
D	1.0 point	70-76
F	0.0 points	Below 70

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

The grade calculation process will be consistent across the MSN curriculum. Within each course, individual assignment or test grade will be recorded as a whole number in the grade book (e.g. 92.01 to 92 or 92.98 to 92). The final composite course grade will not be rounded (for example, a 93 must be achieved to receive an A; 92.8 will receive an AB).

Repeated Courses

Students may repeat a Bellin College course in which they obtained a grade of C or better for the purpose of grade betterment. The repeated course grade is recorded on the transcript and is the only grade calculated into the GPA. Financial aid may be obtained for nursing courses that are repeated.

Grade Point Average

Grade point average (GPA) is a quantitative measure of academic achievement and is computed on the basis of credits earned and grades achieved. Nursing course grades taken at Bellin College are used to compute the GPA each semester. Grade point averages are computed by multiplying credits by grade value and dividing the sum of course grades by the sum of credits. Grade point averages are computed at the end of each semester or summer session for all courses taken at Bellin College during that period. The GPA is on a four-point scale. Transfer credits are not utilized in the computation of the Bellin College grade point average.

MSN-Graduation

Graduation Requirements

A Masters of Science in Nursing degree is awarded to a student who has:

- Completed at least 38 credit hours (Educator) or 48 credit hours (FNP).
- Achieved a cumulative GPA of 3.0 or higher.
- Completed all courses with a grade of C or higher.
- A minimum of 29 credits in nursing must be earned at Bellin College (Educator) and a minimum of 39 credits in nursing must be earned at Bellin College (FNP).

- Successful completion of the final project.
- Participated in the Student Assessment requirements.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

Program Completion

MSN students must successfully complete all curriculum requirements no later than eight years after initial entrance into the program or after completion of the first graduate level course.

Residency Requirement

A minimum of 29 credits in nursing must be earned at Bellin College (Educator) and a minimum of 39 credits in nursing must be earned at Bellin College (FNP).

Commencement

- Commencement occurs at the conclusion of the spring semester. Students who complete program requirements in December are invited to participate in the following spring ceremony.
- Nurse Educator Option: Students who have a minimum of 34 credits completed at the conclusion of the spring semester may participate in the May commencement ceremony.
- FNP Option: Students who have a minimum of 44 credits completed at the conclusion of the spring semester may participate in the May commencement ceremony.
- Diplomas are issued approximately one month following the commencement ceremony, provided all coursework has been completed.

MSN-Curriculum

Curriculum Planning

The MSN Program Director provides academic advising to students to assist them in planning a program consistent with their personal goals and the College requirements. This process begins prior to enrollment and occurs as necessary throughout the program.

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MSN-Educator Track Academic Plan

Below is a sample of a curriculum plan for the Educator Track

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Sample 3-Year Part-time Curriculum Plan

Semester courses

Educator Focus

Year 1

FALL			SPRING			SUMMER		
NUR 605	Theoretical Foundations for Nursing	3	NUR 585	Advanced Pathophysiology	3	NUR 590	Advanced Health Assessment	3
NUR 615	Professional Roles and Ethics	3	NUR 625	Health Policy and Systems	3			
	TOTAL	6		TOTAL	6		TOTAL	3

Year 2

FALL			SPRING			SUMMER		
NUR 635	Research	3	NUR 722	Curriculum & Instruction	3	NUR 730	Clinical Practicum (120 hours)	2
NUR 595	Advanced Pharmacology	3	NUR 721	Educational Theory	3			
			NUR 790	Project I	1			
	TOTAL	6		TOTAL	7		TOTAL	2

Year 3

FALL			SPRING					
NUR 724	Assessment & Evaluation	3						
NUR 735	Educator Practicum I (120 hrs)	2						
NUR 740	Educator Practicum II (120 hrs)	2						
NUR 791	Project II	1						
	TOTAL	8		TOTAL				

30 credits theory
6 credits practicum (360 hours)
2 credits project
38 Credits total

Practicum ratio
1 credit = 60 hours
2 credits = 120 hours

Graduation Total = 38 Credits

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MSN-Family Nurse Practitioner Academic Plan

Below is a sample of a curriculum plan for the FNP Track

3 Year Part-Time Curriculum Plan
Semester Courses
Family Nurse Practitioner

Year 1

FALL			SPRING			SUMMER		
NUR 605	Theoretical Foundations for Nursing	3	NUR 585	Advanced Pathophysiology	3	NUR 590	Advanced Health Assessment	3
NUR 615	Professional Roles and Ethics	3	NUR 625	Health Policy and Systems	3	NUR 760	Diagnostics I: Skills (Lab)	1
	Total	6		Total	6		Total	4

Year 2

FALL			SPRING			SUMMER		
NUR 635	Research	3	NUR 750	FNP Theory I	3	NUR 780	Epidemiology	3
NUR 595	Advanced Pharmacology	3	NUR 764	Diagnostics III: Specialty Populations	1	NUR 790	Project I	1
NUR 762	Diagnostics II: Clinical Reasoning	1	NUR 770	FNP Practicum I (170 hours)	2			
	Total	7		Total	6		Total	4

Year 3

FALL			SPRING					
NUR 752	FNP Theory 2	3	NUR 754	FNP Theory 3	3			
NUR 772	FNP Practicum II (255 hours)	3	NUR 791	Project II	1			
NUR 765	Practice Management	2	NUR 774	FNP Practicum III (255 hours)	3			
	Total	8		Total	7			

38 credits Theory
8 credits Practicum (680 hours)
2 credits Project
48 Total Credits

Practicum Ratio: 1 credit = 85 hours
2 credits = 170 hours
3 credits = 255 hours
Lab Ratio: 1 credit = 45 hours

Graduation Total = 48 Credits

MSN-Course Descriptions

MSN Core Courses

NUR 585 ADVANCED PATHOPHYSIOLOGY – 3 credits

This course focuses on advanced pathophysiology as it relates to physical, psychological and social alterations and their effects on actual and potential health problems. Evidence-based guidelines are used in the screening, diagnosis treatment and management of patients across the lifespan. A patient-centered approach is used to develop diagnostic reasoning skills and advanced clinical decision making.

NUR 590 ADVANCED HEALTH ASSESSMENT – 3 credits

This course focuses on the development of diagnostic reasoning and clinical decision-making through the comprehensive health assessment of individuals across the lifespan. Health promotion, disease prevention, health protection, and disease management principles are used to evaluate health status and health risk among individuals and groups. Age, gender, and cultural variations in health and implications for advanced practice are included. Evidence-based clinical guidelines are employed to guide screening and diagnostic strategies.

NUR 605 THEORETICAL FOUNDATIONS FOR NURSING – 3 credits

This course examines theory as the basis for advanced nursing practice. The basic philosophies, concepts, theories, and models underling the development of the discipline of nursing are critiqued. Selected theories and frameworks from other disciplines are also reviewed and evaluated. Emphasis is placed on the application of theory to guide practice. This course serves as a bridge to the study of research.

NUR 615 PROFESSIONAL ROLES AND ETHICS – 3 credits

This course familiarizes students with the concepts, skills, and expectations that will guide their professional role transition into their specialized practice. Students explore role standards and competencies with a focus on scholarship, and ethical-legal principles.

NUR 635 RESEARCH – 3 credits

This course focuses on the ethical translation of current evidence into practice. Students are prepared to identify areas where evidence is lacking, resolve practice problems, and improve outcomes through scholarly inquiry.

NUR 760 DIAGNOSTICS I: SKILLS (LAB) – 1 credit

This course provides the student with the basic skills needed to perform procedures that are commonly completed in a family primary care setting. A skills lab setting will be used to provide basic instruction and an opportunity to practice selected office procedures including: basic suturing, dermatologic procedures, splinting, and microscopy.

MSN Specialty Courses – Educator

NUR 722 CURRICULUM AND INSTRUCTION – 3 credits

This course focuses on the principles and processes of curriculum development and instructional methodologies. Emphasis is placed on learner-centered environments as students develop and implement curriculum and instruction for diverse learners.

NUR 724 ASSESSMENT AND EVALUATION – 3 credits

The role of the educator in the documentation of learning outcomes is the core of this course. The assessment and evaluation of student learning and of program effectiveness will be discussed in relationship to established outcomes. Learning experiences will include test item development, competency assessment, as well as innovative strategies to evaluate the overall curriculum or educational program.

NUR 726 EDUCATOR PRACTICUM I – 3 credits

The focus of this course is the application of nursing, leadership and educational theory in educational settings with individuals and groups of learners. The student will participate in developing and delivering curriculum and the evaluation of teaching strategies. Development of a teaching portfolio will be initiated. A seminar component will allow the student to reflect and synthesize practicum experiences.

NUR 728 EDUCATOR PRACTICUM II – 3 credits

The focus of this course is the application of nursing, leadership and educational theory in educational settings that focus on individuals and groups of learners. The student will participate in curriculum delivery and evaluation strategies. The teaching portfolio initiated in Practicum I will be enhanced to demonstrate the scholarship of teaching. A seminar component will challenge the student to reflect and synthesize practicum experiences.

Administration

President's Office

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

Ed.D. Nova Southeastern University

M.S.N. University of Wisconsin-Oshkosh

B.S.N. Bellin College of Nursing

Diploma Bellin Hospital School of Nursing

Certified by American Nurses Credentialing Center: Medical-Surgical Nursing

Bonnie Wertepny, Administrative Assistant to the President/CEO

Faculty

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

Ed.D. Nova Southeastern University

M.S.N. University of Wisconsin-Oshkosh

B.S.N. Bellin College of Nursing

Diploma Bellin Hospital School of Nursing

Certified by American Nurses Credentialing Center: Medical-Surgical Nursing

Dr. Emily Litt • Vice President of Academic Affairs, Professor of Nursing

D.N.P. University of Minnesota School of Nursing

M.S. University of Minnesota School of Nursing

B.S.N. Marquette University College of Nursing

Dr. Nancy M. Burruss • BSN Program Director, Associate Professor of Nursing

Ph.D. Indiana University School of Nursing

M.S.N. Adelphi University School of Nursing

B.S.N. University of Illinois College of Nursing

Certified by the National League of Nursing: Certified Nurse Educator

Connie T. Buttrick • Instructor of Nursing

M.S.N. Bellin College of Nursing

B.S.N. University of Illinois at Springfield

A.A. Springfield College in Illinois

Diploma in Nursing St. John's Hospital School of Nursing

Certified by American Nurses Credentialing Center: Psychiatric & Mental Health Nursing

Dr. Vera K. Dauffenbach • MSN Program Director, Associate Professor of Nursing

Ed.D. Western Michigan University

M.S.N. New York Medical College and Pace University

B.A. Macalester College

Kathie K. DeMuth • Assistant Professor of Nursing

M.S.N. Bellin College of Nursing

B.S.N. Bellin College of Nursing

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Lois M. DePouw • BSRS Program Clinical Coordinator

B.S. Health Arts College of St. Francis
Certificate in Radiologic Technology Bellin Hospital
Registered Radiologic Technologist by the American Registry of Radiologic Technologists (ARRT)

Lisa M. Dworak • Instructor of Nursing

M.S.N. Concordia University
B.S.N. Bellin College of Nursing
A.D.N. Northeast Wisconsin Technical College

Dr. Linda M. Dwyer • Assistant Professor of Nursing

Ph.D. Marquette University Milwaukee, WI (Educational and Clinical Psychology)
M.S.N. University of Wisconsin-Madison (Psychiatric Nursing)
B.S.N. University of Wisconsin-Green Bay (Nursing)
B.A. University of Wisconsin-Green Bay (Business Administration & English Literature)
Certified by American Nursing Credentialing Center: Certified Clinical Nurse Specialist (Adult Psychiatric and Mental Health), American Nurses Credentialing Center, Licensed Psychologist, State of Wisconsin

Jessica M. Freund • BSRS Instructor

B.S.R.T. Marian University
R.T.R. Theda Clark School of Radiologic Technology
Registered Radiologic Technologist by the American Registry of Radiologic Technologists (ARRT)

Randall C. Griswold • BSRS Program Director

M.P.A. University of Wisconsin-Oshkosh
B.S. Radiologic Sciences, University of Health Sciences/Chicago Medical School
A.A.S. Radiologic Technology, Kishwaukee Community College
A.S. Biology, Kishwaukee Community College
Registered Radiologic Technologist by the American Registry of Radiologic Technologists (ARRT)

Sherri A. Hanrahan • Instructor of Nursing

M.S.N. Bellin College of Nursing
B.S.N. University of Wisconsin-Oshkosh
Certified by American Nurses Credentialing Center: Medical-Surgical Nursing; Certified Orthopedic Nurse;
Certified Case Manager

Malina B. Herber • Instructor of Nursing

Post Master's Certificate-Family Nurse Practitioner, Concordia University-Wisconsin Advanced Practice
Nurse Prescriber
M.S.N. University of Minnesota
B.S.N. University of Wisconsin-Eau Claire
Certified by American Nurses Credentialing Center: Family Nurse Practitioner

Lori A. Kulju • Assistant Professor of Nursing

M.S.N. Cardinal Stritch University
B.S.N. University of Wisconsin-Green Bay
Diploma Bellin School of Nursing

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Judi E. Leisk • Health Sciences Resource Center Faculty Assistant

B.S.N. University of Wisconsin-Oshkosh
B.S. University of Wisconsin-Oshkosh
A.D.N. Northeast Wisconsin Technical College

Meghan M. Liebzeit • Instructor of Nursing

M.S.N. Bellin College
B.S.N. Bellin College of Nursing

Dr. Debra J. Metzler • Associate Professor of Nursing

D.N.P. Concordia University-Wisconsin
Post Master's Certificate-Geriatric Nurse Practitioner-Concordia University-Wisconsin
Advanced Practice Nurse Prescriber
M.S.N. University of Wisconsin-Oshkosh
B.S.N. University of Wisconsin-Madison
Certified by American Nurses Credentialing Center: Gerontological Nurse Practitioner

Heidi E. Monroe • Assistant Professor of Nursing

M.S.N. Bellin College of Nursing
B.S.N. University of Wisconsin-Madison
Certified Post Anesthesia Nurse; Certified Basic Life Support (CPR/AED) Instructor, Certified Ambulatory
Perianesthesia Nurse, Certified by American Nurses Credentialing Center: Medical-Surgical Nursing

Carol D. Morris • Assistant Professor of Nursing/Academic Advisor

M.S.N. University of Alabama School of Nursing Birmingham
B.S.N. Jacksonville State University, Jacksonville, AL
Certificate in Nursing Management, Marquette University

Jason D. Mott • Instructor of Nursing

M.S.N. Bellin College of Nursing
B.S.N. Bellin College of Nursing

Lynn M. Murphy • Assistant Professor of Nursing

M.S.N. Marquette University
B.S.N. University of Wisconsin-Oshkosh
Certified by the National Board of Pediatric Nurse Practitioners and Nurses: Certified Pediatric Nurse
Practitioner

Cindy M. Parker • Instructor of Nursing

M.S.N. University of Wisconsin-Oshkosh
B.S.N. Marian University
Certified by American Nursing Credentialing Center: Family Nurse Practitioner

Sarah E. Pettus • Assistant Professor of Nursing

M.S.N., University of Illinois College of Nursing
B.S.N. North Park University
Certified by the International Board of Lactation Consultant Examiners, Inc.

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Dr. Ellen D. Reifschneider • Assistant Professor of Nursing
Ph.D. University of Wisconsin-Milwaukee College of Nursing
M.S.N. University of Wisconsin-Madison College of Nursing
B.S.N. University of Wisconsin-Milwaukee College of Nursing
Diploma in Nursing Mary Hitchcock Memorial Hospital

Dr. Mary K. Rolloff • Assistant Professor in Nursing
Ph.D. University of Northern Colorado
M.S.N. University of Wisconsin-Madison
B.S.N. University of Wisconsin-Milwaukee
Certified by the National League of Nursing: Certified Nurse Educator

Susan D. Rymer • Assistant Professor of Nursing
M.S.N. Bellin College
B.S.N. University of Wisconsin-Green Bay
Diploma in Nursing Deaconess Hospital School of Nursing

JoAnn Swanson • Assistant Professor of Nursing
M.S.N. University of Wisconsin-Oshkosh
B.S.N. University of Wisconsin-Oshkosh
Certified by National Association of Orthopedic Nurses: Certified Orthopedic Nurse, Certified by American Nurses Credentialing Center: Medical-Surgical Nursing and Gerontological Nursing

Karen M. Van Beek • Assistant Professor of Nursing, Health Sciences Resource Center Coordinator
M.S. University of Wisconsin Milwaukee
B.S.N. University of Wisconsin Oshkosh
Certified by the American Association of Critical Care Nurses: Critical Care Clinical Nurse Specialist

Dr. Kathy M. Zellner • Associate Professor of Nursing, Director of College Assessment Program
Ph.D. Capella University
M.S.N. Marquette University
B.S.N. Marian University
Certified by the American Nurses Credentialing Center: Medical-Surgical Nursing

Staff

Academic Affairs

Dr. Emily Litt • Vice President of Academic Affairs, Professor of Nursing
D.N.P. University of Minnesota School of Nursing
M.S. University of Minnesota School of Nursing
B.S.N. Marquette University College of Nursing

Dr. Nancy M. Burruss • BSN Program Director/Associate Professor of Nursing
Ph.D. Indiana University School of Nursing
M.S.N. Adelphi University School of Nursing
B.S.N. University of Illinois College of Nursing

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Dr. Vera K. Dauffenbach • MSN Program Director, Associate Professor of Nursing
Ed.D. Western Michigan University
M.S.N. New York Medical College and Pace University
B.A. Macalester College

Randall C. Griswold • BSRS Program Director
M.P.A. University of Wisconsin-Oshkosh
B.S. Radiologic Sciences, University of Health Sciences/Chicago Medical School
A.A.S. Radiologic Technology, Kishwaukee Community College
A.S. Biology, Kishwaukee Community College
Registered Radiologic Technologist by the American Registry of Radiologic Technologists (AART)

Carol D. Morris • Assistant Professor of Nursing/Academic Advisor
M.S.N. University of Alabama School of Nursing Birmingham
B.S.N. Jacksonville State University, Jacksonville, AL
Certificate in Nursing Management, Marquette University

Lori Ashmann • Administrative Assistant to Academic Affairs

Geri Lewis-Nytes • Secretary to Academic Affairs

Nancy McCulley • Administrative Assistant to Academic Affairs

Business and Finance

Joe E. Keebaugh • Vice President of Business and Finance
B.A. Boise State University
C.P.A.

Mary Jo Moore • Bursar
B.S. University of Phoenix

Cindy Huber • Purchasing Secretary

Cindy M. Reinl • Librarian
B.A. St. Norbert College
MLS, AHIP (Academy of Health Information Professionals)

Christine Smits • Librarian Assistant
B.S. University of Wisconsin-Green Bay

Information Technology and Facilities

Colin Pomeroy • Vice President of Technology and Facilities
B.S. Northern Michigan University

Scott Blumreich • Information Technology Specialist
A.S. Northeast Wisconsin Technical College

Carol Burt • Student Support Secretary

Pat Boex • Building and Grounds Technician

Jenny DeBauche • Housekeeper

Kelly Leick • Housekeeper

Development and Public Relations

Matt G. Rentmeester • Vice President of Development and Public Relations

B.A. University of Wisconsin-Stevens Point

Certificate of Organizational Management, University of Notre Dame

Samantha Quinn • Communications and Alumni Relations Specialist

M.A. University of Wisconsin-Stevens Point

B.A. St. Norbert College

Amy Raboin • Administrative Assistant to Development and Public Relations

A.A.S. West Tennessee Business College

Student Services

Joann M. Woelfel • Vice President of Student Services

M.A. Marian University

B.S. Silver Lake College

Ann Wasmund • Administrative Assistant for the VP of Student Services/ VP of Business and Finance/ VP of Information Technology and Facilities

A.A. Northeast Wisconsin Technical College

Katie Klaus • Director of Admissions

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