



BELLIN COLLEGE  
**Diagnostic Medical Sonography**  
**GUIDE**

2016-2017

*Bellin College*



Welcome from the President



Dear Bellin College Student,

It is a pleasure to welcome you to Bellin College which offers programs of study in both nursing and sonographic sciences. Since 1909, the College has provided a rich and stimulating environment that promotes learning in every student that enters our program. You'll learn and grow beyond your expectations. Personally, I have been a part of the College for over 25 years and truly enjoy all that Bellin College has to offer the students.

Our Bellin College Mission is to prepare health care professionals by providing an intellectually stimulating environment focused on leadership, community service, and lifelong learning that promotes excellence in health care. The College values of Excellence, Integrity, Community, and Caring are clearly seen in all of our work and interactions with our students, board members, alumni, friends, and the community.

The faculty, staff, and administration are committed to the academic success of our students. Our faculty members prepare students for the health care profession and provide multiple opportunities for them to learn the latest innovations through classroom, lab, and clinical settings. These learning experiences enrich the students' application of critical thinking which is necessary for success in today's evolving health care world. In the end, a Bellin College education has prepared its graduates to deliver an excellent patient experience. We are proud to say Bellin College graduates make a difference in their profession, the community, and society at large. Our graduates are able to reach their goals through lifelong learning and as leaders in health care.

I invite you to tour our website and visit our beautiful campus located in Green Bay, Wisconsin. There is always something new and exciting at Bellin College!

Positively,

*Dr. Connie J. Boerst*

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

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**July 2016** if discrepancies exist between official Bellin College Guide – Handbook & Catalog, printed materials, and electronic information, the most current digital copy of the Guide available on the College website shall have precedence unless other sources specifically state that they are the official source in lieu of the digital copy of the Guide.

The Bellin College Guide – Handbook & Catalog is not intended to create or represent a contractual relationship between the College and any student. The Bellin College Guide – Handbook & Catalog, in conjunction with other official College documents such as Financial Aid Policies and Procedures, is intended to provide a student reference for rules, regulations, policies and procedures governing student behavior and the College's expectations of its students. The College reserves the right to change the requirements published in this Guide at any time. The College reserves the right to change the program of study as needed to fulfill state approval and national certification requirements.

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

# The Bellin College Guide – Sonography Handbook & Catalog

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## Table of Contents

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	1
<b>▶ INTRODUCTION TO BELLIN COLLEGE</b>	<b>1</b>
VALUES .....	1
VISION .....	1
COLLEGE PURPOSES .....	1
PHILOSOPHY OF TEACHING AND LEARNING .....	1
DIAGNOSTIC MEDICAL SONOGRAPHY PHILOSOPHY .....	1
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM GOALS .....	1
ACADEMIC CALENDAR .....	2
ADD/DROP DATES .....	2
DIRECTORY OF FACULTY AND STAFF .....	2
DIRECTORY OF BOARD OF TRUSTEES .....	2
	2
<b>▶ COLLEGE INFORMATION</b>	<b>2</b>
ABBREVIATIONS .....	2
TYPE OF COLLEGE .....	2
DEGREES CONFERRED .....	2
ACCREDITATION .....	3
MEMBERSHIPS .....	3
AFFILIATIONS .....	3
OUR HISTORY .....	3
	4
<b>▶ CAMPUS INFORMATION</b>	<b>4</b>
BELLIN COLLEGE CAMPUS – QUICK REFERENCE .....	4
STUDENT ACCESS TO BUILDING .....	5
COUNSELING AND SUPPORT SERVICES .....	6
BELLIN COLLEGE WELLNESS CENTER .....	6
BELLIN HEALTH FITNESS CENTER .....	6
HOUSING .....	6
SMOKE FREE/TOBACCO FREE CAMPUS .....	6
MAILBOXES .....	6
FOOD SERVICE .....	6

BULLETIN BOARDS .....	7
STUDENT ACTIVITY AREA/STUDENT LOUNGES .....	7
EMERGENCY PROCEDURES .....	8
CAMPUS SAFETY AND SECURITY .....	8
INCLEMENT WEATHER/CLASS CANCELLATIONS .....	9

---

9

## ▶ COLLEGE AND ACADEMIC RESOURCES 9

LIBRARY RESOURCES/PHOTOCOPYING AND PRINTING .....	9
COMPUTER RESOURCE CENTER .....	10
WRITING RESOURCES – APA STYLE .....	11
PAPERS/PROOFING ADVICE .....	11
WIRELESS INTERNET.....	11
INFORMATION TECHNOLOGY – STUDENT TECHNOLOGY REQUIREMENTS.....	11
INFORMATION TECHNOLOGY – ACCEPTABLE USE POLICY.....	12
INFORMATION TECHNOLOGY – ELECTRONIC MAIL POLICY .....	13
INFORMATION TECHNOLOGY – ONLINE VERIFICATION .....	15

---

16

## ▶ STUDENT ORGANIZATIONS 16

STUDENT ORGANIZATIONS GUIDELINES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
AMBASSADOR CLUB .....	16
AMERICAN ASSEMBLY FOR MEN NURSING (AAMN) .....	16
BELLIN STUDENT NURSES ASSOCIATIONS (BSNA) .....	16
INSTITUTE FOR HEALTHCARE IMPROVEMENT (IHI) .....	17
KAPPA PI OF SIGMA THETA TAU NURSING HONOR SOCIETY .....	17
LOVE YOUR MELON (LYM) .....	17
STUDENT GOVERNANCE COMMITTEE .....	17
STUDENT SENATE.....	17
WISCONSIN OMEGA OF LAMBDA NU MEDICAL IMAGIN HONOR SOCIETY .....	18

---

18

## ▶ STUDENT SERVICES AND COLLEGE POLICIES 18

ACCOMMODATIONS REQUEST FOR STUDENTS WITH DISABILITIES .....	18
PEER TUTOR PROGRAM .....	18
WORK-STUDY EMPLOYMENT GUIDELINES .....	19
CHILD CARE .....	19
CHANGE OF DEMOGRAPHIC INFORMATION .....	19
DEATH IN THE FAMILY/BEREAVEMENT.....	20
GRADUATION.....	20
LUCYANNA HITCH AWARD FOR EXCELLENCE.....	20

COLLEGE LOGO .....	21
SOCIAL NETWORKS ADVISEMENT .....	21
NON-DISCRIMINATION POLICY .....	21
ANTI-HARASSMENT POLICY .....	21
STUDENT BEHAVIOR .....	22
STUDENT BILL OF RIGHTS .....	24
CRIMINAL BACKGROUND INFORMATION REPORTING.....	24
DRUG AND ALCOHOL POLICY .....	25
LEAVE OF ABSENCE .....	25
REFERENCE REQUEST .....	25
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	25
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT– PROCEDURE FOR REVIEW OF RECORDS..	27

---

**28**

**▶ STUDENT HEALTH AND SAFETY POLICIES 28**

FITNESS FOR CLASS, LAB, AND CLINICAL .....	28
CLINICAL HEALTH REQUIREMENTS .....	28
STUDENT PREGNANCY .....	29
HEALTH SERVICES FOR STUDENTS.....	29
REPORTING ILLNESSES .....	30
HEALTH RECORDS .....	30
HEALTH CARE INSURANCE.....	31

---

**31**

**▶ TUITION AND FEES – 2016-2017 31**

2016-2017 TUITION .....	31
OUT-OF-STATE TUITION .....	31
VETERAN APPLICANTS TUITION.....	31
APPLICATION FEE – DIAGNOSTIC MEDICAL SONOGRAPHY .....	32
RESERVATION FEE – DIAGNOSTIC MEDICAL SONOGRAPHY .....	32
MANDATORY FEES.....	32
ORIENTATION MAKE-UP FEES .....	33
COURSE AUDIT FEE .....	33
CHALLENGE EXAM FEE .....	33
CREDIT FOR PRIOR LEARNING FEE.....	33
LAB, SIMULATION, COMPUTER, AND STANDARDIZED TESTING MAKE-UP FEES.....	33
ADDITIONAL EXPENSES – DIAGNOSTIC MEDICAL SONOGRAPHY .....	33
NATIONAL EXAM FEE - DIAGNOSTIC MEDICAL SONOGRAPHY .....	33
GRADUATION FEE .....	33

	<b>34</b>
<b>▶ PAYMENT POLICIES AND PROCEDURES</b>	<b>34</b>
BILLING STATEMENTS .....	34
OTHER COLLEGE/UNIVERSITY PROVIDING GENERAL EDUCATION COURSES .....	34
PAYMENT METHODS .....	34
OVERPAYMENT OF ACCOUNT .....	34
INSTALLMENT PAYMENT PLAN.....	34
INSTITUTIONAL WITHDRAWAL DUE TO NONPAYMENT OF TUITION AND FEES .....	35
LATE FEES .....	35
NSF CHECKS (NON-SUFFICIENT FUNDS).....	35
TAX BENEFITS .....	35
	<b>36</b>
<b>▶ FINANCIAL AID POLICIES AND PROCEDURES</b>	<b>36</b>
FINANCIAL AID INFORMATION .....	36
ELIGIBILITY FOR FINANCIAL AID .....	36
APPLYING FOR FINANCIAL AID .....	36
WHEN TO FILE A FREE APPLICATION FOR FEDERAL STUDENT AID FORM .....	36
FREE APPLICATION FOR FEDERAL STUDENT AID FILING DEADLINE.....	37
DETERMINING FINANCIAL NEED.....	37
ENROLLMENT STATUS AND FINANCIAL AID .....	37
FINANCIAL AID DOCUMENTS AND FORMS .....	38
AGENCY FORMS .....	38
FINANCIAL AID PROGRAMS .....	39
FINANCIAL AID AWARDS .....	43
MERIT SCHOLARSHIP PROGRAM GUIDELINES.....	44
SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS .....	50
RETURN OF UNEARNED AID .....	52
FINANCIAL AID STATUS WHEN WITHDRAWING FROM COLLEGE .....	53
REPAYMENT AGREEMENT.....	53
POST-WITHDRAWAL DISBURSEMENT OF AID .....	54
WITHDRAWAL DATE DETERMINATION FOR NON-ATTENDANCE .....	54
SCHOLARSHIP RECEPTION AND THANK YOU ACKNOWLEDGEMENT REQUIREMENT.....	55
	<b>56</b>
<b>▶ ADMISSIONS POLICIES AND PROCEDURES</b>	<b>56</b>
ADMISSIONS POLICY .....	56
NON-UNITED STATES CITIZENS.....	57
GENERAL ADMISSION REQUIREMENTS – DIAGNOSTIC MEDICAL SONOGRAPHY.....	57

IMMUNIZATION REQUIREMENTS- DIAGNOSTIC MEDICAL SONOGRAPHY .....	58
APPLICATION PROCEDURE – DIAGNOSTIC MEDICAL SONOGRAPHY .....	59
ADMISSION REQUIREMENTS- DIAGNOSTIC MEDICAL SONOGRAPHY SPECIFIC.....	60
DIAGNOSTIC MEDICAL SONOGRAPHY TRADITIONAL THREE (3) YEAR OPTION ADMISSION REQUIREMENTS.....	60
ADMISSION REQUIREMENTS AT GENERAL EDUCATION COLLEGES.....	61

---

61

## ▶ **REGISTRAR POLICIES AND PROCEDURES**

61

GRADE POINT AVERAGE.....	62
ACADEMIC HONORS .....	62
GRADUATION HONORS .....	62
COURSE ADD PROCEDURE.....	62
COURSE DROP PROCEDURE.....	63
INCOMPLETES.....	63
REQUESTS TO CHANGE BELLIN COLLEGE PROGRAM OPTIONS .....	63
COMPLETION OF A MINOR.....	63
TRANSCRIPTS.....	63
TRANSCRIPT REQUESTS.....	64
EXIT/WITHDRAWAL POLICY.....	64
DETERMINATION OF OFFICIAL EXIT DATE .....	65
<b>RE-ENTRY OF FORMER BELLIN COLLEGE STUDENTS .....</b>	<b>65</b>
<b>PROCEDURE FOR RE-ENTRY .....</b>	<b>65</b>

---

66

## ▶ **COLLEGE CREDITS – EARNING, EVALUATION, AND TRANSFER**

66

CREDIT EVALUATION.....	66
ADVANCED PLACEMENT .....	67
CREDIT FOR MILITARY EXPERIENCE .....	67
CREDIT FOR PRIOR LEARNING .....	67
COLLEGE LEVEL EXAMINATION PROGRAM.....	67
EXTERNAL INDEPENDENT OR CORRESPONDENCE STUDY COURSES.....	67
INDEPENDENT STUDY COURSES .....	68
TRANSFER CREDITS – POST-ADMISSION DIAGNOSTIC MEDICAL SONOGRAPHY.....	68
TRANSFER OF DIAGNOSTIC MEDICAL SONOGRAPHY CREDITS.....	69
TRANSFER CREDITS – CREDIT EVALUATION FOR COURSE EQUIVALENCY .....	69
TRANSFER OF GENERAL EDUCATION COURSES/CREDITS.....	69
STUDENT SUBMISSION OF TRANSFER COURSE GRADES .....	70

---

70



<b>▶ ACADEMIC POLICIES AND PROCEDURES</b>	<b>70</b>
ACADEMIC ADVISING – DIAGNOSTIC MEDICAL SONOGRAPHY .....	70
CREDIT LOAD .....	70
ATTENDANCE POLICY .....	71
ABSENCES .....	71
AUDIO/VIDEO RECORDING OF FACULTY LECTURES/CONFERENCES .....	71
DRESS CODE POLICY .....	71
GRADING POLICY .....	73
COURSE GRADE REPORTS .....	74
GRADE APPEAL POLICY .....	75
AUDIT COURSE POLICY .....	75
TRAVEL COURSE: DOMESTIC / INTERNATIONAL STUDY POLICY .....	75
REPEATED COURSES .....	76
LATE ASSIGNMENT POLICY .....	76
LATE EXAM POLICY .....	77
TEST TAKING IN THE LIBRARY .....	77
CLINICAL COMPLIANCE REQUIREMENTS .....	77
CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION .....	78
LICENSING EXAMINATION – DIAGNOSTIC MEDICAL SONOGRAPHY .....	79
<hr/>	
	<b>79</b>
<b>▶ STUDENT PERFORMANCE REMEDIATION AND DUE PROCESS</b>	<b>79</b>
STUDENT PERFORMANCE NOTIFICATION (SPN) – BSDMS .....	79
PROGRESSION POLICY .....	80
ACADEMIC MISCONDUCT – OVERVIEW .....	81
ACADEMIC MISCONDUCT – DUE PROCESS PROCEDURES .....	82
NON-ACADEMIC MISCONDUCT – OVERVIEW .....	83
NON-ACADEMIC MISCONDUCT – DUE PROCESS PROCEDURES .....	83
CAUSES FOR DISMISSAL FROM BELLIN COLLEGE .....	84
APPEAL OF DISMISSAL .....	85
STUDENT GRIEVANCE PROCEDURE .....	85
<hr/>	
	<b>88</b>
<b>▶ HEALTH SCIENCE RESOURCE CENTER – RESOURCES AND POLICIES</b>	<b>88</b>
HEALTH SCIENCES RESOURCE CENTER .....	88
HEALTH SCIENCES RESOURCE CENTER GUIDELINES .....	88
HEALTH SCIENCES RESOURCE CENTER LAB HOURS .....	89
INJURY PROTOCOL FOR STUDENTS IN THE HEALTH SCIENCES RESOURCE CENTER .....	89
RADIOLOGY LABS .....	89
DIAGNOSTIC MEDICAL SONOGRAPHY LAB .....	89



SCANNING POLICIES .....	89
SKILLS LABS.....	90
USE OF EQUIPMENT IN THE HEALTH SCIENCES RESOURCE CENTER .....	90
SKILLS LAB TESTING – DIAGNOSTIC MEDICAL SONOGRAPHY.....	90
CLINICAL INSTRUCTOR, STUDENT AND CLINICAL FACULTY RESPONSIBILITIES .....	90

---

92

**▶ GENERAL EDUCATIONAL OFFERINGS**

92

GENERAL EDUCATION – COURSE DESCRIPTIONS FOR DIAGNOSTIC MEDICAL SONOGRAPHY ..	92
SONOGRAPHY ACADEMIC PLAN .....	94

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## ► Introduction to Bellin College

### **Mission Statement**

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.

### **Values**

- Excellence – being the best
- Integrity – honest and ethical behavior
- Community – partnership and shared participation
- Caring – empowering relationships based on empathy and respect

### **Vision**

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

### **College Purposes**

- To provide excellent educational programs which are responsive to the community.
- To create an intellectually stimulating environment for students, faculty, and staff.
- To contribute to the community's well-being through faculty, staff and student services.
- To stimulate a climate of quality improvement.

### **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 affect social, ethical, political, and economic issues surrounding health care.

### **Diagnostic Medical Sonography Philosophy**

In association with the mission of Bellin College, it is the intention of the Diagnostic Medical Sonography program to educate medical imaging students who will function as proficient health care professionals and team members possessing a constant concern for quality patient care and technical competency. It is the Program's intention to maintain the highest standards, thus insuring accreditation by the Higher Learning Commission (HLC) guaranteeing graduates their eligibility for examination by the American Registry for Diagnostic Medical Sonography (ARDMS).

### **Diagnostic Medical Sonography Program Goals**

- Graduates will be competent to demonstrate entry-level general and vascular sonography in the cognitive (knowledge) learning domain.

- Graduates will be competent to demonstrate entry-level general and vascular sonography in the psychomotor (skills) learning domain.
- Graduates will be competent to demonstrate entry-level general and vascular sonography in the affective (behavior) learning domain.
- Graduates will demonstrate entry-level competency in general and vascular sonography procedures.
- Graduates will portray leadership skills.

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

### **Academic Calendar**

Please see the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu) on the main page for the full academic calendar. Click on Current Students, Registrar.

### **Add/Drop Dates**

Please see the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu) for the listing of program and course add/drop dates. Click on current Academic Calendar.

### **Directory of Faculty and Staff**

Please see the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu) for the full directory of faculty and staff. Click on About Bellin College, Faculty Directory or Staff Directory under the Contact Us tab heading.

### **Directory of Board of Trustees**

Please see the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu) for the full listing of the Board. Click on About Bellin College, Governance.

## College Information

### **Abbreviations**

References to Bellin College may be listed as BC or the College throughout this document. In addition, abbreviations for Bachelor of Science in Diagnostic Medical Sonography (BSDMS) are included throughout the Bellin College Guide.

### **Type of College**

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

### **Degrees Conferred**

- **Bachelor of Science in Diagnostic Medical Sonography (BSDMS)**  
Diagnostic Medical Sonography graduates are eligible to apply and take the sonography national board examination in sonography principles and instrumentation, abdomen, obstetrics and gynecology, and vascular offered by the American Registry for Diagnostic Medical Sonography (ARDMS).

## 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](http://www.ncahigherlearningcommission.org)
  - Baccalaureate and Masters accreditation 2004-2024
  - Diagnostic Medical Sonography accreditation 2016-2024

## Memberships

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Health Sciences Education Consortium (AHSEC)
- American Registry of Radiologic Technologists (ARRT)
- American Registry for Diagnostic Medical Sonography (ARDMS)
- Joint Review Committee on Education in Radiology Technology (JRCERT)
- National Association of College Admissions Counselors
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- North Central Association of Colleges and Schools
- Wisconsin Association of Collegiate Registrars and Admission Officers (WACRAO)
- Wisconsin Association of Independent Colleges and Universities (WAICU)

## Affiliations

### Collegiate

Students may take some of the required general education courses at accredited two or four-year institutions, such as University of Wisconsin-Green Bay (UWGB), St. Norbert College (SNC), and Northeast Wisconsin Technical College (NWTC). The College also works closely with UW Colleges. Bellin College does offer select general education courses.

### Clinical/Practicum

A vast array of clinical sites are in place including hospitals, acute care and long-term care facilities, vascular centers, clinics, and maternity facilities.

## 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 updates 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 3-year diploma nursing education program and implement a 4-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. For the Fall Semester 1997, the Transfer Option was started to accelerate the nursing component of the curriculum for advanced transfer students. In the Summer Session 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 (2) 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 degree and the ability to offer general education courses. In 2014, HLC reaffirmed accreditation of Bellin College through 2024.

In July 2009, Bellin College moved from its downtown Green Bay location to 3201 Eaton Road, Green Bay, WI, in the Village of Bellevue. With the addition of the Radiologic Science Program and the move to Eaton Road, Bellin College of Nursing officially changed its name to Bellin College. The College is a separately incorporated, not-for-profit entity of Bellin Health System, Inc., a multi-faceted health care organization. In May of 2013, the first class graduated from the School of Radiologic Sciences program.

During the Spring Semester of 2011, the Bellin College Board of Trustees approved the Family Nurse Practitioner Track. The first cohort of students entered in the Fall 2012. In May 2013, the first class graduated from the Radiologic Sciences program. In May 2015, the first class graduated from the Family Nurse Practitioner Track. Bellin College received approval for a Baccalaureate in Diagnostic Medical Sonography (BSDMS) and expanded distance learning (online) in February 2016.

Bellin College continues to offer excellent education and produces quality healthcare professionals to serve the state of Wisconsin.

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## ► Campus Information

### **Bellin College Campus – Quick Reference**

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.

#### **First Level**

- Academic Affairs
- Admissions
- BC Express Cafe' and Vending Area
- Business and Finance
- Classrooms
- College Assessment Program (CAP)
- Conference Rooms
- Dean of Allied Health Sciences
- Dean of Nursing

- Dean of Student Services
- Information Technology
- Program Directors - BSN, BSRS, BSDMS, MSN
- Reception Desk (Student Concierge and Security)
- Reflection Room
- Student Activities Area/Student Lounge
- Student Mailboxes
- Student Services - One Stop Shop (Registrar, Director of Financial Aid, Bursar, Advisor and Career Services Coordinator, Information Technology and Student Services Coordinator)
- Vice President of Business and Finance

### Second Level

- Board, Executive, Faculty Conference Rooms
- Computer Resource Room
- Development, Public Relations, and Alumni Offices
- Faculty, Adjunct Faculty Offices
- Library (including group study rooms/testing rooms)
- Presidential Suite
- Wellness Center

### Lower Level

- |   |                                |
|---|--------------------------------|
| ▪ Advance Practice/Procedure Room         | ▪ Mammography Simulation Lab   |
| ▪ Birthing Suite                          | ▪ Medication Rooms             |
| ▪ CT/MRI Simulator Classroom              | ▪ Practice Lab                 |
| ▪ Debriefing Room                         | ▪ Radiology Labs               |
| ▪ Diagnostic Medical Sonography Lab       | ▪ Simulation Control Rooms     |
| ▪ Four (4) Bed Simulation Labs            | ▪ Skills Lab                   |
| ▪ Four (4) Exam Room                      | ▪ Staff Offices                |
| ▪ Health Assessment Labs                  | ▪ Student Lounge               |
| ▪ Health Science Resource Center Director | ▪ Surgical Suite               |
| ▪ ICU/Pediatric/Emergency Suite           | ▪ Two (2) High Tech Classrooms |

### Parking

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

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

### Student Access to Building

- Students can enter and exit the College via the main entrance or back entrances.
- The College Main Entrance will be open to students and staff from 7:00 am - 4:30 pm (M-F).
- Access with personal ID badge is required after 4:30 pm until closing at 8:00 pm (M-F).
- The College Main Entrance door is open to the public during regular business hours from 8:00 am - 4:30 pm (M-F).
- Personal ID badge is **always** to be worn and is required to access back doors.
- Individual college department hours of operation are 8:00 am - 4:30 pm (M-F). Students will not have access via ID swipe cards before or after regular business hours.
- Hours are subject to change, particularly during holiday and summer months.

<b>Card Access to Building</b>	<b>Hours of Operation</b>	
Monday – Friday	7:00 am – 8:00 pm	7:00 am – 8:00 pm Students must leave building by 8:00 pm
Saturday & Sunday	Hours vary	Hours vary

## **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 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 cost 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 - Ashwaubenon
- Fitness Center - Bellevue
- Fitness Center - Oconto (Bond Community Center)

## **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.

## **Smoke Free/Tobacco Free Campus**

Bellin College is a smoke and tobacco free campus. All areas of the College are designated as non-smoking/non-tobacco areas. This policy is consistent with the Bellin Health System Mission and Vision to engage individuals in their lifelong journey towards optimal health.

## **Mailboxes**

Individual student mailboxes are located in the Student Activities Area. Contents of the mailboxes are private and for use of college related purposes. It is the student responsibility to check their mailboxes on a regular basis.

## **Food Service**

Food service is 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.



## Bulletin Boards

### General Information:

The Student Lounge area has a bulletin board that displays information relating to student life. Students assume the responsibility for reading notices on the bulletin boards. Students are also encouraged to utilize the Bellin College website for information regarding scholarships, updates, and similar items of interest. The Student Services Office will maintain the mandatory postings, periodic review, and discarding of obsolete information.

### Student Organization Bulletin Boards:

Student Services annually reviews bulletin boards for the use by student organizations. All information posted on student group-designated space must be approved by the group's leadership and faculty advisor(s). Each student group is responsible to maintain its bulletin board, and a group member must update and clean the board each semester. Postings may not be placed on the bulletin boards of any other student organizations.

### General Guidelines for all bulletin boards:

- **All posters/flyers must be approved, stamped, and dated by Development & Public Relations Department.**
- All posters/flyers must be sponsored by a recognized Bellin College student organization or department. The name of the sponsoring organization/department must be clearly printed or displayed on the poster.
- Posters/flyers advertising rooms/apartments/houses for rent need to be approved by the Dean of Student Services.
- Only posters/flyers promoting a specific College function, program, service or event are allowed to be posted on the bulletin boards/wall. Any posters/flyers hung outside of the approved areas will be removed and the club, department or organization may forfeit their posting privileges and be held responsible for any damage incurred upon removal.
- Posters/flyers may remain up to fourteen (14) days or the day after the event, whichever comes first.
- Posters/flyers will be displayed on a first come, first serve basis.
- Only one poster per club, organization, event and/or department should be posted at any given time.
- Recommended poster/flyer size is 8 ½" X 11", and not to exceed 11" x 17".
- On cork bulletin boards, use push pins to mount materials. No double-stick tape or staples may be used as they may damage the cork.
- All postings placed on approved surfaces other than bulletin boards and easels should be attached to the surface via blue painters tape only.
- The College reserves the right to dispose of any unauthorized posters/flyers.
- Posters/flyers advertising alcohol related events are not allowed and will not be approved.
- No outside vendors, companies, organizations or agencies may post flyers or posters on the bulletin boards unless they have been approved by Development & Public Relations Department.
- It is strictly forbidden to deface, destroy or dismantle any bulletin boards. The boards are meant as a community service to provide information and create discussion about various issues. As all expressions may not represent the College's or individual views, they are important in a community that encourages freedom of expression and ideas.

## Student Activity Area/Student Lounges

A Student Activities area is located adjacent to the atrium on the first floor of the College. Student mailboxes are located here, along with a conference room and lounge designated for student use. There are multiple locations throughout the building that also serve as areas to lounge, relax, and socialize. The Student Activity Area/Student Lounge is open during the hours that the campus is open for student use.

## **Emergency Student Contact**

### **Contacting students**

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

### **Emergency contact numbers**

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

## **Emergency Procedures**

Bellin College is equipped with emergency phones and call buttons. The emergency phones in the parking lots can be identified by their blue lights. The Colleges emergency phones access external 911 emergency services. There is also an emergency call button located in the campus Wellness Center. Pressing this button will access 911 emergency services immediately.

The College has a cardiac arrest mobile unit (AED or Automated External Defibrillator) located at the reception desk in the Atrium.

During a fire drill all students and employees are expected to vacate the building. Students should familiarize themselves with the Bellin College campus emergency evacuation plans posted throughout the building.

Students are encouraged to monitor the College website, their student email, and personal cell phone for information in the event of a campus emergency has taken place.

## **Campus Safety and Security**

Providing a safe learning environment is important and Bellin College is committed to the safety and security of all students, faculty, staff, and visitors. Campus safety and security is a shared responsibility between the College and its campus community members.

Security is provided during regular hours of operation that the students have access. During the school year, security personnel patrol the campus after regular business hours, and will have a primary desk area in the main floor atrium. The campus is defined as the College building, grounds, and parking lots. During regular business hours safety concerns and/or suspicious activity should be reported to the Bellin Security Officer onsite 920-433-4301 or the Student Services One Stop Shop Office by calling 920-433-6699.

When contacting Security or Student Services - One Stop Shop, students should be prepared to provide the following information:

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

Suspicion is the only reason needed for contacting security. Please do not assume that someone else has reported criminal activity.

If a student witness's suspicious activity, suspects that a crime is being committed or has been committed, or any other emergency on campus whether the individual is the victim, a witness, or person information was shared with, please contact Student Services - One Stop Shop or security immediately.

Bellin College is required to publish campus crime and security information on a yearly basis. The 2015-2016 Security Report showed zero arrests, violations, or criminal incidents on campus.

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

### **Inclement Weather/Class Cancellations**

Should the hours of College operation be altered (cancellation of classes, labs, and/or clinicals) details will be communicated via the College’s School Messenger, website, student email notifications, and/or local radio and television stations. Students are encouraged to monitor the College website as well as their student email and personal cell phone for messages in the event of inclement weather or that a campus emergency has taken place.

#### **Website:**

Check <http://www.bellincollege.edu> for cancellations.

#### **School Messenger:**

When the College is closed due to weather or an emergency there will be a message sent out from the college via text, phone, and/or email. This will be sent via a third party platform and will explain the situation and reasoning for closing.

#### **Radio/Television Stations:**

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

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

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

Please note: Students are responsible for using personal judgment regarding their safety and travel to Bellin College during inclement weather.

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## **► College and Academic Resources**

### **Library Resources/Photocopying and Printing**

The Phil and Betsy Hendrickson Library is located on the second floor of Bellin College and offers a variety of electronic and print resources covering medicine, nursing, radiologic technology, diagnostic medical sonography, and other health-related subjects. During orientation, new students are provided information regarding library policies and procedures, resources, and literature searching.

#### **Hours**

The library is open Monday-Friday, 7:30 a.m. – 8:00 p.m. Hours are subject to change during the summer session and vacation periods.

#### **Phone:**

(920) 433-6659 **Email:** [library@bellincollege.edu](mailto:library@bellincollege.edu)

### **Research Assistance**

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

### **Electronic Resources**

The library provides access to a variety of electronic resources including databases, books, full text articles, and point-of-care resources. These resources along with the library catalogs and instruction guides are accessible via Canvas by clicking the **Library** link located on any course page. Canvas is the Bellin College learning management system, which is essentially a virtual learning environment. It is managed locally by the College's IT department.

### **Borrowing Materials**

Books and journals may be checked out for three (3) weeks. Items may be renewed once unless needed by another person. Reference resources, new journal issues, and bound journals do not circulate and are to be used in the library or computer resource center. Interlibrary loan services are also available.

### **Course Reserves**

Faculty may place required readings on reserve. These readings may be available electronically or in print format. Electronic reserves are accessible via Canvas. Print reserves are available at the circulation desk and may not leave the library.

### **Computers/Laptops**

Students may use the computers located in the library and the computer resource center when it is not reserved for testing. The library has two (2) laptops that may be checked out at the circulation desk for in-library use only.

### **Photocopying/Printing**

Printers for student user are located in the library, adjacent computer resource center, first floor student lounge, and lower level lounge. The copyright law of the United States (Title 17, United States) governs the making of photocopies or other reproductions of copyrighted material. This provision also applies to copying, downloading, and uploading of documents from the Internet. Enrolled students are granted a small stipend for printing. Call the One Stop Shop for details (920) 433-6699.

### **Group Study Rooms**

The library has three (3) study rooms that may be reserved by students. These rooms are intended for group study or audiovisual viewing by two (2) or more students. The rooms may be reserved in one (1) hour blocks (not to exceed two consecutive hours) by contacting the library at (920) 433-6659 or [library@bellincollege.edu](mailto:library@bellincollege.edu). Reservations will be forfeited if a group does not show up within fifteen minutes of scheduled reservation.

Remote controls and an audio/video laptop cable are available for check-out at the circulation desk. Rooms must be kept clean and orderly and users are responsible for their personal property. Groups exhibiting loud or disruptive behavior will be asked to leave.

### **Computer Resource Center**

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 recommended when using the computers to save any data when using a campus computer. Students are also able to save information on their College assigned H: drive.

Installing programs, or changing computer settings is prohibited.

The copyright law of the United States (Title 17, United States) governs the making of photocopies or other reproductions of copyrighted material. This provision also applies to copying, downloading, and uploading of documents from the internet.

## **Writing Resources – APA Style**

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

The APA Publication Manual is the required text utilized by Bellin College. The current edition of this Manual is available in designated College resource areas and the Library. Refer to the applicable Textbook and Supply Lists or appropriate course syllabus for resources required which may include the APA Manual.

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

Students are encouraged to consult with the faculty for clarifications or seek assistance from the writing mentor.

## **Papers/Proofing Advice**

Bellin College does have a writing mentor for students. A Bellin College peer tutor may also assist. In order to maintain fairness and consistency, Bellin College faculty will not review drafts of a paper that will be submitted for a grade. Students seeking assistance should refer to the Publication Manual of the American Psychological Association (APA) and/or the writing center of their general education institution (if currently taking a class there). Copies of the APA Manual are available in the Hendrickson Library or can be purchased at a book store. Please see the Advisor and Career Services Coordinator for further information.

## **Wireless Internet**

The campus is equipped with wireless internet. All users of Bellin College technology resources must exercise responsible, ethical behavior when using these resources and are expected to abide by College policies and local, state, and federal laws. To utilize the wireless internet on the Bellin College campus, students must agree to the terms of use provided. The College utilizes hardware and software products to prevent junk email and virus-infected email to be received by its students, faculty, and staff. Please see the Information Technology – Student Technology Requirements, Acceptable Use Policy and Electronic Mail Policy for more detailed Information Technology policy information.

## **Information Technology – Student Technology Requirements**

Microsoft Office 2013 along with Microsoft Office 365 are the current versions of Office used by Bellin College. All submitted documentation for courses must be submitted in a Microsoft Office format.

Microsoft Office is available to download and install for all students for the duration of their enrollment at Bellin College. Once that enrollment has ended, the student will lose access to the software, and need to either uninstall Microsoft Office, or purchase their own license.

## **Information Technology – Acceptable Use Policy**

### **Introduction**

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

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

### **Scope**

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

### **Policy**

Access to Bellin College technology resources is a privilege granted to guests, contractors, faculty, staff, and students. This privilege is predicated on the user's acceptance of and adherence to all College Information Technology and Services policies. The College reserves the right to limit, restrict, or extend access to technology resources. Access to technology resources will be documented on the Network Access Request Form for all guests, contractors, faculty, staff and work study students. Please note: This form is not required for students except for work study students requiring access to an administrative system. The Bellin College technology resources are a private system. As such, the information stored on its computers and servers are the property of the College with the exception of material expressly developed by users for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on College systems under their use accept full responsibility for maintaining compliance with copyright laws. The use of technology resources for personal purposes is allowed as long as the following occurs:

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

### **User Responsibilities**

User responsibilities and expectations include but are not limited to:

- All student work is to be submitted using a Microsoft Office compatible format.
- Abide by applicable laws, College policies, contracts and licenses.
- Use only those technology resources and data for which you have authorization for and only in the manner and to the extent authorized.
- Respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Use technology resources only for their intended purpose.
- Protect the access and integrity of technology resources.
- Maintain privacy and security by keeping all passwords confidential.
- Respect the privacy and personal rights of others.
- Delete old and unused email and files on a regular basis.
- Maintain the accuracy of personal email distribution lists.
- Develop adequate proficiency in the tools and technologies appropriate to his/her needs.

### **Inappropriate Network Usage**

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

- Misuse, abuse or otherwise cause damage to technology resources.

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

### **Enforcement Procedures**

The College retains the right, without restriction, to monitor, authorize, control, or stop the use of any technology resource found on its computers or networks. Violations of any College policy will be referred to the appropriate Administrator for action through the established disciplinary processes of the College. The results of such referral may include but is not limited to:

- Files and/or programs may be deleted.
- User accounts may be disabled.
- User access privileges may be withdrawn.
- Users may be suspended, expelled or terminated from College employment.

### **Administrative Systems**

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

## **Information Technology – Electronic Mail Policy**

### **Introduction**

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

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



## Scope

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

## Policy

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

## Acceptable Use

Reference the Acceptable Use Policy for guidance on acceptable use, inappropriate use, and user responsibilities. Users must exercise caution when forwarding messages, either internally or externally.

Sensitive information such as social security numbers, addresses, age, gender, etc. must not be forwarded to any party outside of the College without the prior knowledge or approval of that particular individual.

## User Responsibility

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

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

## Privacy

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

## Email Etiquette

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

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

## **System Monitoring**

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

## **Records Retention**

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

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

## **Email Size Limits**

A 50 megabyte size restriction for all email is enforced whether being sent or received. This is necessary to preserve network bandwidth and mailbox storage resources.

## **Email Signature**

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

## **Data Backup**

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

## **Supported Mail Clients**

Microsoft Outlook and Outlook Web Access (through Internet Explorer) are the officially supported methods for accessing email. Use of an alternate method, such as the Outlook Express or OWA via Firefox or other Internet browser is not supported by the College.

## **SPAM and Virus Protection**

Bellin College employs the following products to prevent spam and virus-infected email from user inboxes:

- **Barracuda SPAM and Virus Firewall** – used to block known SPAM sources by domain or address and also scan incoming messages to identify and quarantine virus-infected messages. A spam quarantine summary is sent to all users receiving spam on a daily basis. Users can whitelist, deliver, and delete legitimate emails from their summary.
- **AVG virus protection software** - installed on Microsoft Exchange server to prevent the introduction of viruses on the email system. Users should use proper care and actions to prevent the spread of viruses. Virus-infected email often appears to be sent from a friend or coworker and will contain an attachment. This attachment is the virus carrier and, by opening the attachment, the virus code is executed. Attachments should be opened only when you are sure of the sender and message.

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

## **Information Technology – Online Verification**

When a student initially enrolls in Bellin College, they will participate in an on-campus orientation that includes an informational technology orientation.

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

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## ► Student Organizations

Bellin College prides itself in attracting highly engaged students that through education and experience, develop themselves into future leaders in the healthcare professions. One way students can gain opportunities for involvement is by joining any one of the College's student organizations.

### **Student Organizations Guidelines**

#### **Fundraising**

Student organizations should consult their faculty advisor regarding fundraising activities. The "Request for Fundraiser" form must then be sent to the Vice President Development and Public Relations for approval. The form is available in the Student Services - One Stop Shop Office. The following standards apply to each organization:

- Submit the request form to the Vice President of Development and Public Relations two (2) weeks prior to the fundraising activity. The VP of Development and Public Relations will notify the organization whether or not the activity is approved.
- The student organization sponsoring the fundraiser is responsible for publicity and for organizing the event.

#### **Meetings**

All student organizations are required to keep significant documents stored on Bellin College S: drive. Significant documents are defined as but are not limited to constitution, bylaws, committee agendas, meeting minutes, proposals, fundraising request documents, and organization's annual report.

#### **Ambassador Club**

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

For further information regarding the Ambassador Club and how to join, please contact the Vice President of Development and Public Relations. Ambassador Club by-laws are available on the S drive.

#### **American Assembly for Men in Nursing (AAMN)**

The Bellin Chapter of the American Assembly for Men in Nursing (BAAMN) functions to provide resources, knowledge, and opportunities for individuals interested in gender equality and advocating for men in nursing. The chapter provide a framework for student and professional nurses as a group to meet, to discuss, and influence factors which affect men as nurses. This includes equitable treatment of nurses of all diverse backgrounds. While the focus is on men and men's health, the AAMN promotes equality in all aspects in nursing. Please see the AAMN By-Laws on the S drive.

#### **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 participates 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. All organizations are run by student nurses and participate in community service projects. The goal is to strive to improve the nursing profession. Membership in BSNA is completely voluntary. Yearly dues are required for membership.

For further information regarding BSNA and how to join the organization, please contact the Dean of Student Services. BSNA by-laws are available on the S drive.

### **Institute for Healthcare Improvement (IHI) – Bellin College Open School Chapter for Health Professions**

The Institute for Healthcare Improvement (IHI) Open School for Health Professions is an inter-professional 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 approximately one (1) - two (2) 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.

The IHI - Open School Chapter of Bellin College provides a forum to support initiatives focused on Quality and Safety. Students are encouraged to join and become a part of an exciting opportunity for networking and learning about how to provide safe, quality care to patients along with students at the national and international level. Each academic year Chapter officers are elected by the organization members. Participation is free to students.

For further information regarding IHI and how to join the chapter, please contact the President of Bellin College. IHI - Open School Chapter of Bellin College by-laws are available on the S drive.

### **Kappa Pi of Sigma Theta Tau Nursing Honor Society**

The Kappa Pi Chapter at Large of Sigma Theta Tau is a professional 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 by invitation to nursing 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.

### **Love Your Melon (LYM)**

Love Your Melon is an apparel brand that gives a hat to every child battling cancer in America. It funds childhood cancer research initiatives and provides immediate support for children and their families. The Bellin College Love Your Melon Campus Crew is a group of 20 students, including members in leadership positions who make a difference in our school and community while inspiring other students to do the same.

### **Student Governance Committee**

The Student Governance Committee is comprised of student leaders from the Bellin College student organizations. The purpose of this committee is to provide a forum for student input regarding student life, student services, and make recommendations for change. It provides a mechanism for student groups to provide feedback and analysis of the Bellin College environment, report on the campus life and student activities. The committee encourages active participation of students in College activities, facilitates student community service, and coordinates student organization fundraising.

The committee is chaired by the Dean of Student Services. Meetings are held two times per academic year.

### **Student Senate**

All students are members of the Bellin College Student Senate Organization. This organization provides a means for students to organize and actively participate in the decision-making related to student life. There is a nominal membership fee charged per year, payable each semester from student fees. Membership fees are often utilized to support many of the all-College social activities. Membership fees

are subject to change. The Senate determines how membership fees are utilized. Monies are used to support many of the all-school social activities.

In addition to elected Senate officers, each class elects members to serve as Senate class representatives. Student representatives are elected to be on College committees related to curriculum and student services. Please see the Senate By-Laws on the S drive.

### **Wisconsin Omega of Lambda Nu Medical Imaging Honor Society**

The Omega Chapter at Large of Lambda Nu is a professional organization that fosters academic scholarships, promotes research in the imaging sciences field, and recognizes exemplary scholarship. Honor Society membership is by invitation to medical imaging juniors and seniors with a 3.5 GPA as well as community leaders in medical imaging.

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## **► Student Services and College Policies**

### **Accommodations Request for Students with Disabilities**

Bellin College is in compliance with the Americans with Disabilities Act (ADA) to provide all students with the appropriate, necessary, reasonable, and affordable accommodations for those with documented disabilities. If a student anticipates requiring any auxiliary aids or services, he/she should contact the Advisor and Career Services Coordinator, who acts as the College's Accommodations Specialist. Prior to the beginning of each academic year to discuss their needs and what documentation is required. Prior accommodations will be re-evaluated before the beginning of each academic year to determine if alterations are needed.

Accommodations are determined as a result of self-disclosure by the student of their disability. This is completed in confidentiality to the Accommodations Specialist. This is followed up with a comprehensive individualized assessment and review of the required documentation from a licensed medical professional. The following are the written documentation requirements:

- Current diagnosis -testing must be within three (3) years.
- Submitted by a licensed clinician qualified to make the diagnosis in the area of specialization.
- Clearly stated diagnosis.
- Names and scores of psychological and psycho-educational instruments used in arriving at the diagnosis.
- How the diagnosis impacts the students functioning.
- Recommendations for accommodations.
- Any related supporting medical or academic documentation.

### **Peer Tutor Program**

The Peer Tutor Program is a voluntary program designed to connect current students needing or seeking additional course help with students who have been successful in the given class and are willing to tutor other students.

Any student interested in becoming a Peer Tutor should have received a course grade of a "B" or higher in a course for which they will tutor.

Though being a Peer Tutor is a paid position, the responsibility for learning remains with the student. The tutor may suggest study tools, explain content, and assist the student with learning however; the tutor will not complete any of the student's assignments.

### **Procedure for Requesting Tutor**

The Bellin College student requesting a tutor should contact the Advisor and Career Services Coordinator within Student Services - One Stop Shop to make known their desire for a tutor and complete a Peer Tutor Program Application form.

### **Procedure for Applying to be a Tutor**

At any time, the potential tutor should contact the Advisor and Career Services Coordinator within Student Services - One Stop Shop Office to make known their desire to be a tutor, and complete the Peer Tutor Program Application Form.

### **Advisor and Career Services Coordinator**

In process of managing the Peer Tutor Program, the Advisor and Career Services Coordinator completes the following items:

- Charts students' tutor requests, course requests, and Peer Tutor applications.
- Contacts course facilitator(s) and provides the form for recommendation of Peer Tutor applicants.
- Follows up with the course facilitator for indication if he/she recommends the student as a suitable candidate for the Peer Tutor Program. Additional comments may be written and initialed in the comments section. (The course facilitator's initials are required so that possible multiple course facilitator comments may be identified.)
- Completes the recommendation form and notates any appropriate comments.
- Notifies the potential tutor via email of recommendation.
- Pairs Peer Tutors with student requests for a tutor.

At the conclusion of the tutoring sessions, the student will complete the documentation and Evaluation Form as requested by the tutor. This form is turned in to the Advisor and Career Services Coordinator.

### **Work-Study Employment Guidelines**

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

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

### **Child Care**

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

### **Change of Demographic Information**

It is an important student responsibility to maintain up-to-date and accurate demographic information. Changes can be submitted electronically via the student information system. The following demographic changes should be reported as soon as changes occur to the One Stop Shop in Student Services.

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

## **Death in the Family/Bereavement**

Students must notify course facilitators of a death in the family. Upon notification to, and arrangements made with the course facilitators, a student will be allowed a maximum of three (3) days absence for a death in the immediate family. Immediate family consists of father, mother, spouse, brother, sister, child, step-parent, step-sibling, step-child. Up to two (2) days of absence may be taken for father-in-law, mother-in-law, grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law or son-in-law. Attendance at any other funeral will need to be discussed with the course facilitators. The course facilitator will notify the appropriate Dean or Diagnostic Medical Sonography Program Director.

## **Graduation**

Graduation dates are established as the last day of the semester or summer session.

Undergraduate students who have six (6) or fewer credits to complete at the conclusion of the spring semester may participate in the commencement ceremony, but they are expected to complete those credits the summer immediately following the ceremony.

Bellin College's standard transcript graduation dates are May, October, and December. Ceremonies are held in May for the Diagnostic Medical Sonography Program. A transcript August graduation date may be allowed if students have special/extenuating circumstances that require they take summer courses. These cases must be reviewed and approved by the appropriate Dean and Diagnostic Medical Sonography Program Director

An Intent to Graduate Form must be completed by all Seniors prior to graduation. Upon receipt of the form, the Registrar's office performs a degree audit to verify that all requirements for graduation have been met. The due date will be communicated, but students must submit this form during the first semester of their final year. Forms can also be obtained via the website or from the Student Services - One Stop Shop Office.

## **Lucyanna Hitch Award for Excellence**

The purpose of this award is to recognize the graduating student who best exemplifies the Bellin College values. The award is given in honor of Lucyanna Hitch, who was a nurse, community leader, long-time College advocate, and a member of the Board of Trustees. She was also the first Board President for the BSN program. Lucyanna Hitch's dedication to fundraising has enabled many students to receive scholarships.

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

Criteria: Behaviors which consistently demonstrate the College values of Excellence, Integrity, Community, and Caring.

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

Application: All applicants must submit a written narrative describing how they have demonstrated the College values throughout their educational program. The student must also request one (1) letter of recommendation from a Bellin College faculty member who can best attest to the student's achievements.

Application Process: The call for applications is made two (2) to three (3) months prior to graduation with a deadline for application submission clearly stated.

Selection Committee: Faculty members as solicited and appointed by the Program Committee Chair with the chairperson/facilitator selected by the committee.



Presentation: An individual plaque is presented to the recipient at the commencement ceremony, and the individual's name is placed on a permanent plaque at the College. The recipient also receives a modest cash award.

## College Logo

Bellin College logo is the property of Bellin College. Anyone wishing to use the logo must obtain written permission from the Marketing Director in the Development and Public Relations Office.

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

*Note: Logo is available in multiple file formats as well as single color versions. Please contact the Development and Public Relations department for more information.*

## Primary Bellin College Logo



## Social Networks Advisement

Facebook, Twitter, and other social networking websites are great innovations which enable users to express themselves and create opportunities to form or maintain friendships over a distance. Due to the nature of this forum, it allows users to make choices about disclosure of their identity and how they represent themselves to the public at large. Students are reminded that pictures and information posted on the internet via programs such as Facebook and Twitter are public information, and permission must be granted for use of the Bellin College logo in any self-initiated communication on any social sites.

Pictures and/or information from these sources that describe/document behavior, that is brought to the attention of the College and which reasonably suggest that behavior violating College policy or code of conduct has taken place on campus or at a College sponsored function off-campus, is subject to further investigation and verification by the College. **Students are reminded of the importance of upholding the standards of confidentiality as they progress through community, lab/simulation, patient, and clinical experiences.** Any College policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

## Title IX

Title IX of the Education Amendments of 1972 Implementing Regulations at: 20 U.S.C. §1681 & 34 C.F.R. Part 106, is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities. Sex discrimination encompasses all forms of sexual violence and sexual harassment by employees, students, or third parties against students, employees, or third parties. See

## Non-Discrimination Policy

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

## Anti-Harassment Policy

The Bellin College environment should be one of positivity, civility and collaboration. Bullying/harassment in any of its forms can have a negative impact on the College environment. Bellin College does not

tolerate or condone any form of harassment including sexual harassment and bullying. College administration, faculty and staff are to treat students and co-workers respectfully in every interaction.

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Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. It is defined as unwelcome sexual advances, requests for sexual favors, or unsolicited verbal, written, or physical conduct of a sexual nature of any kind and especially when:

- Submission to such conduct or communication by an individual is made a term or condition, either explicitly or implicitly, of employment, service, education, or housing.
- Submission to or rejection of such conduct or communication by an individual is used as a factor of discrimination in decisions affecting such individual's employment, service, education, or housing.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, creating an intimidating, hostile, or offensive employment, educational, or living environment.

Harassment can also come in various forms of bullying. Anti-bullying provision defines bullying as:

- Verbal, mental and/or physical abuse.
- Threatening, humiliating, or intimidating conduct towards another person.
- Sabotage or interference that prevents completion or performance of one's academic or work responsibilities.
- Exploitation of a known psychological or physical vulnerability.
- Belittlement of others.
- Asserting superiority over others.
- Excluding others.
- Making condescending remarks to others.

These behaviors may decrease work output, decrease motivation, decrease satisfaction, damage organizational culture, and increase turn-over or attrition. Students of the College who believe they are or have been the object of such conduct outlined above should contact the Dean of Student Services or another member of the College's administration.

Depending upon the severity, discipline for sexual and other forms of harassment may include verbal or written reprimand, law enforcement involvement, and/or up to and including dismissal from the College, depending upon the severity of the harassment.

Deliberately making a false report about bullying/harassment for the purpose of getting another individual reprimanded will not be tolerated. Deliberately making false reports may result in disciplinary action.

## **Student Behavior**

Students are expected to follow Bellin College rules and conduct themselves in a manner compatible with its values. Violations of College rules, including violations of the Society of Diagnostic Medical Sonographers Code of Ethics (2006) will be handled administratively and may result in disciplinary action such as monitoring, probation or dismissal.

Any student who shows behavior which is undesirable or has a detrimental influence on other students, clients, and/or the values of the College which violate College policies will be disciplined based upon the severity of the offense.

The student has an obligation to conduct herself/himself in a manner compatible with the College's values. Therefore, the student has the following responsibilities:

## **Responsibilities Related to Persons**

Students shall:

- Never act in a manner that would pose a threat to the health (physical and/or mental) or safety of a member or members of the College community.
- Never conducts self in a disorderly, lewd, indecent, or obscene manner on College controlled property or at College sponsored or supervised functions.
- Always conducts self appropriately to reflect a professional health care provider. When engaging in College activities, students should project a professional image in both their attire and demeanor.

## **Responsibilities Related to Classroom/Coursework**

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

- The student who registers for Bellin College courses must be the same person who participates in and completes and receives the academic credit.
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## **Responsibilities Related to Property**

Students shall:

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

## **Responsibilities Related to Operation of the College**

Students shall:

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

## **Responsibilities Related to Welfare, Health and Safety**

Students shall:

- Never use, possess, or distribute narcotics, hallucinogens, mind or body altering drugs, controlled substances, or dangerous drugs except as expressly permitted by law.
- Never consume, possess, distribute, or be under the influence of alcoholic beverages in violation of Wisconsin State Law or College policy.
- Never misuse fire and fire emergency equipment such as alarms, emergency phones or call buttons, fire extinguishers, hoses, etc.
- Never possess or use firearms, explosives, dangerous weapons, or other articles/substances potentially injurious to persons or property while on Bellin College, Bellin Health or clinical site property.
- Never smoke or use tobacco on Bellin College property, and adhere to such policies of clinical agencies.

Students not in compliance with these responsibilities are subject to disciplinary action including: monitoring, probation, or dismissal. An immediate suspension may result when the student's behavior threatens the health or safety of others. This suspension will be in effect until the incident has been investigated by the President's Cabinet and results in the student's return to good standing, probation or dismissal.

## **Student Bill of Rights**

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

- Because freedom to teach and the freedom to learn are inseparable facets of academic freedom, students should exercise their right to learn and to teach in a responsible manner.
- Students have a right to be admitted to a particular institution regardless of their race, color, religion, national and ethnic origin, creed, age, gender, marital status, sexual orientation or physical disability.
- Students are free to take reasoned exception to the data or views offered in any course of study, reserving judgment about matters of opinion.
- Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation.
- Students have the assurance that information about their views, beliefs, and political associations which instructors acquire in the course of their work is considered confidential and is not released without their knowledge or consent and should not be used as a basis of evaluation.
- Students have a right to a responsible voice in the determination of the curriculum.
- Students have a right to examine their permanent education records and be aware of the conditions governing its disclosure, according to the established school policy.
- Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
- Students have a right to invite and hear any person of their own choosing within the College's acceptable realm.
- The student body has a right to participate in the formulation and application of institutional policy affecting academic and student affairs.
- Students have a right to be informed of standards of behavior guidelines set by the institution which it considers essential to its educational mission and its community life.
- Students have the right to belong or refuse to belong to any organization of their choice.
- Students have a right to a voice in the establishment of the dress code.
- Students have a right to periodically review grading systems with faculty for clarification and better student-faculty understanding.
- Students have the right to participate in an educational environment at Bellin College free of harassment or intimidation.

## **Criminal Background Information Reporting**

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

An enrolled student is responsible to report any criminal charges to the Dean of Student Services within two business days. The Dean will review the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Law, the student's ability to participate in clinical experiences, the student's continued enrollment at the College as well as licensure implications. The Dean of Student Services will inform the appropriate Dean and Diagnostic Medical Sonography Program Director related to any positive findings.

Student Services is responsible for the management and maintenance of information and records related to Background Information Disclosure by each student and the required criminal background checks for each student. Upon processing, documentation is confidentially recorded and filed according to current Student Services procedure.

NOTE: An applicant/student should keep all documentation of any event leading to a positive background check for application to their licensure exam.

## **Drug and Alcohol Policy**

The purpose of this policy is to provide an alcohol and drug-free environment for faculty, students, administration, and support staff at Bellin College in order that the College may carry out its mission and comply with the Drug-Free Workplace Act of 1988.

The College does not oversee the personal lives of College members on or off campus. However, everyone is expected to be responsible for her/his own conduct and abide by all state and federal laws and follow College policies and guidelines. The unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of a controlled substance or alcohol is prohibited within the Bellin College building, on the campus grounds, or in other settings in which the faculty, staff, or students may be carrying on the business of the College. Any exceptions to the College policy of not serving alcoholic beverages at College-sponsored events must be approved through the President's Office. Consumption of alcohol at such events must be in moderation.

Students in the Sonography program follow procedures relating to the national board examination offered by the American Registry for Diagnostic Medical Sonography Technologists (ARDMS).

Resources available for alcohol and drug abuse problems include, but are not limited to, the Bellin Health Office, the Bellin Health Employee Assistance Program, resources affiliated through colleges that students may be dually enrolled, and/or other community resources.

To comply with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College annually provides information regarding: the College policy regarding drugs and alcohol, a description of the legal sanctions and health risks, a description of available treatment programs, and sanctions to be imposed if violations occur. This information is available via the College website and through printed material.

## **Leave of Absence**

A student may apply for a Leave of Absence from Bellin College. An approved leave entitles the student to waive the re-admission process.

Requests for Leave of Absence must be approved prior to departure on leave, with the exception of bereavement and certain personal necessity leaves. Supporting documentation must accompany the request for leave (i.e., military orders, medical documentation, jury duty notification, etc.) Leave of Absences are not allowed for students to attend another academic institution.

Students should contact the Diagnostic Medical Sonography Program Director located in the Academic Office when requesting to return from a leave of absence. Students must provide supporting documentation, which will differ for each situation (i.e., medical release, etc.) before permission to return from a leave of absence is granted. The official return date and course program of study will be discussed prior to the return date.

## **Reference Request**

Students requesting a reference from Bellin College personnel must complete a Reference Request Form. Any student with a "HOLD" placed on their records cannot receive a reference. The Reference Request Form is available on the College website or the Student Services - One Stop Shop Office.

## **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 FERPA 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 Registrar of Bellin College. Exceptions for record release under FERPA include the following:

- Release of directory information. (Please see below for what is considered directory information.)
- Instances when state or federal agencies request information essential to fulfill legal requirements for accreditation.
- Requests from agencies or organizations from which students have received financial aid.
- Requests in accordance with a lawful subpoena or court order.
- Requests from College officials with legitimate educational interests if the need to review an education record is in order to fulfill her/his professional responsibility. (Please see below for the definition of a College official.)

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

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

Please note: Students wishing to keep confidential some or all of the “directory information” must complete a form available in the Student Services - One Stop Shop 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 information system, students are able to select the transparency of the specific information visible to other students.

Students can request access to records files, documents, and other materials directly related to them which are maintained by the College by appointment with the Registrar or the Dean of Student Services.

Students may not have access to:

- Personal information of College employees
- Employment records
- Medical, psychiatric, or similar records used solely for treatment purposes and available only to recognized professionals in connection with such treatment, 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 or a controlled substance.

### **Student and Exchange Visitor Information System**

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

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

Students wishing to review their files will need to follow the procedures below:

- 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 business days. The Registrar will notify the student of the time and place where the records may be inspected.
- Allow a College official (Registrar or Dean of Student Services) to be present when the record is reviewed.
- Sign a required waiver of responsibility of the College for further confidentiality if copies of any information are made and given to the student.

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

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

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



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## ► Student Health and Safety Policies

### **Fitness for Class, Lab, and Clinical**

All students are to report to class, lab, and clinical free of impairment from the use of alcohol and/or drugs, and are thereby judged as fit for class, lab, and clinical. The following procedural steps will be followed when there is reasonable suspicion of impairment:

- When a student/faculty member/College staff suspects that a student may be unfit for class/lab/clinical, she/he should report their observations to the person supervising the student. Observed behaviors must be documented by supervising person and witnesses prior to leaving class/lab/clinical that day.
- Any student suspected of not being fit for duty, based on personal observation of appearance, behavior, speech, or breath odor will be requested to undergo a drug and alcohol test by their faculty member or appropriate Administrative member of the College at the time of the observed behavior.
- The student will be removed from class, lab, or clinical with assistance from the faculty and/or Administrative member. Students will not be allowed to leave unescorted.
- A voluntary signature will be obtained on a consent and release form prior to any specimen collection. Refusal to sign the consent to release information form and/or to undergo a drug and alcohol test, when there is reasonable cause for testing, will result in presumed positive test results and an immediate suspension from class or clinical pending further disciplinary action. (Further disciplinary action may include possible dismissal from the College, independent and regardless of the results of any subsequent drug and alcohol test).
- Transportation home of the student involved in a reasonable cause circumstance, whether tested or not, will be arranged by the faculty member or appropriate Administrator to prevent the student from attempting to operate her/his own vehicle while under the possible influence of drugs and/or alcohol. These efforts may include contacting law enforcement officials if necessary.
- Any faculty member or other person who has reasonable cause to suspect that a student is under the influence of drugs and/or alcohol will submit a written statement of all observations made.
- When a student's drug/alcohol screening is positive and an Employee Assistance Program referral is made, the student's return to school will be based on the following:
  1. Evidence of ongoing compliance with the recommended treatment plan as outlined by the Employee Assistance Program
  2. Signed return to school contract, as coordinated by the Dean Of Student Services which may include additional drug and/or alcohol testing prior to return to class or clinical, as well as additional drug and/or alcohol tests, without notice, at anytime, within 24 months from the date.
  3. Successful completion of the Employee Assistance Program.

Please note: Positive test results for any of the above drug and/or alcohol testing, will render the student subject to discipline, up to and including dismissal from Bellin College.

Confidentiality and privacy rights of Bellin College students will be protected. Test results and/or the identities of any student participating in a rehabilitation program will not be revealed by Bellin College to anyone outside this policy without the express written consent of the student.

### **Clinical Health Requirements**

Prior to entering the clinical practicum courses, students must be able to provide evidence of meeting the health requirements for the clinical agency in which they will complete their clinical education.

## **Student Pregnancy**

Pregnancy is a state of health that may render the expectant mother susceptible to environmental conditions during their educational/clinical experiences at Bellin College.

The College does not assume responsibility or liability for complications that may occur as a result of the pregnancy.

## **Health Services for Students**

Bellin Health System – Occupational Health Services (OHS) and Bellin College are the primary providers of student health care services for Bellin College. Upon acceptance to the College, the student's pre-entrance physical, immunization, criminal background, drug screen, and health records will be reviewed. Please see Admission Requirements in this Guide for specifics.

Bellin College offers students with routine services such as yearly TB skin tests and influenza (flu) vaccination. Flu vaccines are administered for free at Bellin College each fall. Students may also receive the flu vaccination through OHS. Students assume responsibility for all health costs that are not a part of the routine student health services. Such costs might include health problems present prior to admission to the College, long-term illness, surgical treatment, prescription medications, dental and eye care, illness or injury. Costs of hospitalization or physician care beyond those covered by insurance are the responsibility of the student and/or the student's family. Additional vaccination or titers will be the responsibility of the student.

## **Health Records Screening**

Upon acceptance into the College, the student's pre-entrance medical information will be reviewed. This will include medical/physical examination, minimum technical criteria standards, and immunizations. Documentation is required of immunizations such as hepatitis B, measles, mumps, rubella, varicella (chickenpox), meningococcal, and tuberculosis. Specific information can be found under "Immunization Requirements" in the student's Certified Profile/CastleBranch account.

## **Short Term and Emergency Care**

If ill, injured, or underwent surgery, the student should inform her/his course faculty. The student must provide a report from their health care provider documenting any restrictions and/or any prescription medications. The Diagnostic Medical Sonography Program Director will provide clearance to participate in coursework; including lab and clinical experiences. Students must also report any contagious diseases, or suspicion of such.

Any student injured in class should report the injury to her/his faculty member. Basic first aid will be provided by the College. If further medical care is warranted, the student will be referred to her/his health care provider or taken to the Emergency Department. The cost for care will be billed to her/his health insurance.

Students injured when performing clinical duties will follow appropriate policy and procedures as designated by the clinical agency. The student will also report the injury to clinical faculty and complete the Bellin College incident report form. Any significant exposure must be reported immediately to the faculty member, EHS or the SWAT/Supervisor when the EHS is closed. If the injury occurs at Bellin Hospital, the student reports to EHS, or in their absence, reports to the SWAT/Supervisor.

All students must have current emergency contact information on the back of the student ID along with current contact information in the Student Services - One Stop Shop Office.

## **Human Immunodeficiency Virus (HIV) Testing**

Confidential, voluntary testing for antibodies to HIV, indicating exposure to the AIDS virus is available through Bellin Health if needed. The student should report the exposure immediately to the clinical instructor who will then direct her/him to contact EHS or the SWAT/supervisor for follow-up if the incident

occurred at Bellin Hospital. Exposures experienced at affiliating hospitals should be followed up at the facility where they occurred following their procedures. All hospitals are required to have this procedure in place as per OSHA and CDC standards.

### **Rapid Strep Throat Culture**

This test is available to Bellin College students via Bellin Health Fast Care or your health care provider for an associated fee.

### **Reporting Illnesses**

For their own safety and the patient's safety, students should immediately report all illnesses to their faculty member. Students on clinical or practicum assignment have an obligation to avoid the transmission of illness to their patients. Accordingly, the student should be evaluated by a health care provider and/or faculty member before reporting to the clinical or practicum location.

The student should report illness by contacting (phone/email) their faculty member and/or assigned clinical unit prior to a scheduled clinical/practicum time.

**A student who has been absent for a significant health problem (illness, surgery, or injury with crutches, brace, or cast) is required to submit a health care provider's statement to the Academic Office indicating any restrictions and/or if the student is able to resume classroom, lab, and/or clinical activities.**

Following absences from the classroom, lab, or practicum experience a student's performance is evaluated by the faculty according to the course outcomes. Requirements for making-up lab or practicum experiences, if needed, will be established by the faculty. Arrangements to meet the course outcomes must be met before progression to the following semester.

### **Bellin Health System – Occupational Health Clinic --Bellevue**

3263 Eaton Road  
Green Bay, WI 54311  
Phone: (920) 430-4560

The Clinic is open during the following times:

Monday – Friday .....8:00 a.m. – 5:00 p.m. (closed holidays)

Saturday & Sunday ..... Closed

### **Bellin Health System – Occupational Health Clinic-West**

1630 Commanche Ave.  
Green Bay, WI 543013  
Phone: (920) 430-4560

This Clinic is open during the following times:

Monday – Friday 7:00 a.m.-6:00 p.m. (closed holiday)

Saturday & Sunday ..... Closed

Appointments are recommended except in urgent situation.

### **Health Records**

Students enrolled at Bellin College after June 2014 have their own confidential health record account on file in Certified Background, Inc. Bellin College has the ability to administratively review these records as needed.

Students that were enrolled previous to June 2014, will have a cumulative health record kept in a locked file. Upon written request by the student, Bellin College will forward health information to the student,

prospective employers, or educational institutions. All requests should be directed to the Student Services One Stop Office. Please allow up to seven (7) working days to process.

## Health Care Insurance

**Health care/hospitalization insurance coverage is highly recommended for all Bellin College students.** Students assume responsibility for all health costs that are not a part of the routine student health services provided by Bellin Health System. 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, injury, vaccinations, or titers.

The College assumes no responsibility for the medical expenses incurred by any student with the exception of those services routinely provided through Occupational Health. Cost of health care beyond that covered by insurance is the responsibility of the student and his/her family.

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## ► Tuition and Fees – 2016-2017

### 2016-2017 Tuition

#### Tuition Costs

- Cost of per credit tuition is posted on the Bellin College website under Future Student or Current Student; Tuition and Fees.
- Students have access to their account information via the student information system and can also inquire at the Bursar's Office.
- Charges reflect the College program option and year within the program, and will vary depending on the curriculum schedule.
- Book costs are not included in the tuition and fees charges. See the website [Textbook and Supply List](#).

#### General Education Tuition

- The 2016-17 tuition charge for general education courses is \$324 per credit.

#### Diagnostic Medical Sonography Tuition

- The 2016-17 tuition charge for undergraduate diagnostic medical sonography courses is \$998 per credit.

### Out-of-State Tuition

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

### Veteran Applicants Tuition

#### Federal Veteran Benefits

The Bursar is the Veterans Administration (VA) representative for Bellin College students. To receive veterans' educational benefits, student-veterans must be certified. Students eligible for federal programs such as the Montgomery GI Bill, Post 9/11 and other VA programs, must be certified by both the VA and the Bellin College Bursar's Office. All VA benefits are subject to the soldier's specific length of duty and the benefits of the program. Since the College is a private institution, they are subject to the tuition cap set by the Department of Defense for each program.

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

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

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

Additional Information:

- Visit [Federal Veteran's Benefits](#) for more information
- Contact your local County VA Representatives

It is extremely important that all veterans adhere to their specific chapter requirements so that tuition can be paid promptly along with any stipend or housing allowance.

A DD214 along with a letter from your branch of service is required for certification of tuition benefits. The letter can be obtained from the local county VA Office.

For more information on Federal Veteran's Benefits, visit [www.va.gov](http://www.va.gov).

### **Application Fee – Diagnostic Medical Sonography**

There is no charge for online applications to any of the Bellin College programs. A non-refundable \$50 fee is charged for hardcopy applications to Bellin College.

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

### **Reservation Fee – Diagnostic Medical Sonography**

Upon acceptance into the College, a reservation fee of \$500 is required. For all programs, the reservation fee is applied to the student's first semester's tuition at the College. If an applicant fails to enroll, this fee is nonrefundable.

### **Mandatory Fees**

Fees and charges will be dependent upon program option and enrollment term. Please note: The following fees are included on the tuition bills:

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

## **Orientation Make-up Fees**

Attendance at all parts of orientation is mandatory. Students who do not attend scheduled orientations are required to re-schedule with the appropriate College personnel and will be assessed a \$100 re-scheduling fee. All fees must be paid prior to re-scheduling date.

## **Course Audit Fee**

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

## **Challenge Exam Fee**

Students who believe they have the prior knowledge to successfully complete a sonographic science course without participating in the day-to-day activities of that course may elect to challenge the course via a challenge exam. Credit will be earned for challenged courses successfully completed via earning a "C" or better on the challenge exam. The fee for taking the challenge exam is \$100 per course. The \$100 challenge fee is nonrefundable and not applied to tuition for financial aid needs if the individual fails the challenge. Please note: BSN 15 Month Option applicants/students are not eligible for the Challenge Exam Option.

## **Credit for Prior Learning Fee**

Students who wish to have knowledge and experience evaluated to determine if the course outcomes have been met by life experiences will pay an up-front fee of \$100 to have the portfolio reviewed. If credit is granted, the student will pay an additional \$25 fee per credit granted.

## **Lab, Simulation, Computer, and Standardized Testing Make-up Fees**

Attendance at all parts of labs, simulations, computer trainings, and standardized testing are mandatory. All fees must be paid prior to re-scheduling date. The following fee parameters apply:

- **Simulations (BSDMS)** - 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.
- **Computer Trainings and Standardized Testing (BSDMS)** - Students who do not attend computer trainings for, or the standardized (BSDMS) tests as scheduled, are required to re-schedule and will be charged a \$100 fee for re-scheduling.

## **Additional Expenses – Diagnostic Medical Sonography**

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

- Books (hard copy or e-book)
- Room and Board
- Student Uniform (scrubs, lab coat, and shoes)
- Transportation
- Miscellaneous Expenses
- Skills lab supplies

## **National Exam Fee - Diagnostic Medical Sonography**

There are a number of variable costs related to the American Registry for Diagnostic Medical Sonography (ARDMS) that are not covered in fees paid to Bellin College. These fees are paid directly to the vendor and have varying costs. Information for the exams and licensing is provided to students in the semester prior to graduation. Please see the Diagnostic Medical Sonography Program Director for current information on hand.

## **Graduation Fee**

In the semester prior to graduation, the student will be charged a \$200 graduation fee. This fee helps to defray the costs related to the: diploma, caps and gowns, announcements, programs, speaker, room, musicians, commencement reception, class picture-sitting fee, and 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 \$200 graduation fee.

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

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## ► Payment Policies and Procedures

### **Billing Statements**

Billing (tuition and fees) statements are available in the student information system before the enrollment term. Billing statements are also mailed to all students. 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 late fee and class attendance restrictions will be placed on the student until satisfactory payment arrangements have been made. Bellin College statements will indicate charges for Bellin College tuition and fees.

### **Other College/University Providing General Education Courses**

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

### **Payment Methods**

Payments are due by the date specified in the billing statement, unless a payment arrangement has been initiated with the Bursar. Payment due dates are specified on the College website in the academic calendar. Payment(s) to Bellin College may be made via cash, personal check, certified check, or money order. MasterCard, Visa, Discover, and American Express will be accepted with an additional charge of 2.45% of transaction.

### **Overpayment of Account**

If you are utilizing financial aid and have borrowed excess funds, your account balance will show in brackets (100). When an account is overpaid, the Bursar will immediately apply to the Bellin Health System for a check made payable to the student account. Refund checks are available for pick up in the Bursar's office no later than 14 days from the date of the overpayment. In most cases, these checks are available within a three (3) day period. Checks can also be mailed to the students billing address upon request. The Bursar notifies each student when the check is available to be picked up or mailed via Bellin College email. In some cases students elect to leave all overpayments on account until the following semester. Because most overpayments are a result of financial aid loans and grants, all students wishing to leave funds on their account will notify the Bursar of their intent via Bellin College email.

### **Installment Payment Plan**

Bellin College offers an installment payment plan each semester. This plan allows the student to pay tuition over the semester in three (3) equal payments. The student must pay the first payment on the original payment due date and sign additional paperwork to implement the plan. There is no interest or finance charges for the plan, however there is a \$10 per semester processing fee. Any student defaulting on a payment plan will not be offered the plan in subsequent semesters and their account will immediately be placed on HOLD until the installment payment is received by the Bursar.

## **Institutional Withdrawal Due to Nonpayment of Tuition and Fees**

If a student fails to make payment or initiate the installment payment plan by the tuition due date, the student may be institutionally withdrawn from the Bellin College program. If a student has not made adequate payment arrangements they will not be allowed to attend any classes and a "Hold" will be placed on all records. The student will be notified of the withdrawal via certified letter.

The student may appeal this decision five (5) working days of the receipt date of the certified letter. To appeal, the student must make a written request to the Vice President of Business and Finance for reinstatement.

Satisfactory payment arrangements must be agreed upon before the student will be allowed to return to Bellin College classes. Tuition and fees charges will be based upon the tuition and fee schedule for semester charges plus the applicable late fee(s) and deferred payment fee. Institutional withdrawal decisions will be made in a fair and equitable manner by the Vice President of Business and Finance in conjunction with the Registrar, Bursar, Financial Aid Director, and other applicable College personnel.

## **Late Fees**

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 late fee and class attendance restrictions will be placed on the student until satisfactory payment arrangements have been made.

Extension of payment due dates may be granted for extremely unusual circumstances. To request an extension of time or for an installment payment plan, please contact the Bursar before 4:00 pm on the day payment is originally due. If granted, extensions will be for a specified length of time. If the payment or installment payments are not made by the due date, the student will be charged a \$25 late fee and the student will be subject to the [institutional withdrawal policy](#).

Students who have previously demonstrated a tendency for late payments may not be granted exceptions and will be charged the applicable late fee(s).

## **NSF Checks (Non-Sufficient Funds)**

If any Bellin College charges are paid (e.g. tuition and fees) via a personal check from the student or the student's parent(s) and the check is returned because there are not adequate funds on deposit in that account to cover the amount of the check, Bellin College will complete the following:

- Notify the student, in writing, of the returned NSF check via certified mail.
- Assess the student a \$25 NSF penalty fee.
- Require the student/parent to submit payment in full by the date designated in the certified letter. Please note: Failure to make this payment by this date will result in a late payment fee and student may be subjected to the institutional withdrawal policy.
- Require the student/parent to make all current and future payments to Bellin College by cashier's check or certified check/money order. Personal checks from any party will not be accepted.
- If payment arrangements are not met, a collection agency will be utilized. This may result in a notation on the student's credit record. All students' College records will remain on "hold" until the situation is fully resolved.

## **Tax Benefits**

If you pay for both college tuition and taxes in the same year, you may qualify for federal and state education tax benefits. While Bellin College does not provide individual tax advice, information may be obtained through a licensed tax professional or you can request information via the following website: [IRS Publication 970](#).

This IRS publication provides a comprehensive explanation of the federal education tax benefits available to you. Such programs may include Hope Credit, Lifetime Learning Credit and/or Student Loan Interest



Deduction. You can access this publication online at [www.irs.gov](http://www.irs.gov).

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## ► Financial Aid Policies and Procedures

### Financial Aid Information

This Financial Aid section contains various policies and guidelines related to the administration, awarding, and disbursement of financial aid at Bellin College. The section is designed to provide a basic understanding of financial aid for all students and their parents. All of the information contained in this section is correct as of July 2016.

Please note: Changes may occur at any time as new regulations are implemented by federal, state, and institutional regulatory bodies for the College to follow. To assist in your understanding, we are committed to making this information available to those currently receiving or applying for financial aid.

### Eligibility for Financial Aid

The basic eligibility requirements which must be met for a student to be considered for most aid programs (federal, state, and some institutional and/or private) are given below. In order to apply for aid, an applicant must meet the following criteria:

- Is a citizen or permanent resident of the United States as certified by the Department of Homeland Security (formerly the Immigration and Naturalization Service).
- Be enrolled at least half-time (some programs may allow less-than-half-time students to be awarded).
- Maintain satisfactory academic progress for financial aid recipients as defined by the institution;
- Not currently be in default on a federal student loan, owe a refund on any federal grant or show any unwillingness to repay an education loan.
- Not previously been convicted of any drug-related crime (however, eligibility may be reinstated depending upon the severity of the drug-related crime, time elapsed since conviction, and whether or not an approved drug rehabilitation program was completed).
- Be admitted to the College as a regular, degree-seeking student.

### Applying For Financial Aid

The basic principle of financial aid is that the primary responsibility of paying for a college education lays with the student and her/his family to the extent that they are able to pay. Financial assistance from federal, state, and institutional or private sources is intended to supplement, not replace, what the family can afford to pay. The [Free Application for Federal Student Aid \(FAFSA\)](#) is used to determine the student's and/or family's ability to pay for educational expenses and requires data related to household size, income and assets. Please note: All information received from a student and/or parent is maintained in the financial aid office and is kept confidential as required by the Federal Educational Rights to Privacy Act.

Student's wishing to apply for financial assistance to attend Bellin College (BC) must complete and file a FAFSA each academic year of their program at [www.fafsa.gov](http://www.fafsa.gov). The student and at least one (1) parent (if the student is a dependent) will need to have a U.S. Department of Education FSA user ID and password in order to electronically sign the FAFSA; an unsigned [FAFSA](#) will not be processed. Once you have a user ID and password, you will use it every year.

### When to File a Free Application for Federal Student Aid Form

The Free Application for Federal Student Aid (FAFSA) is specific to an academic year. Therefore, a FAFSA must be filed every year of the program. An academic year is defined as July 1 through June 30. FAFSA filing season for each academic year begins on October 1 of the previous year. An academic

year at Bellin College begins with the fall semester and ends with the summer session (fall, spring, summer). Therefore, a student who wishes to apply for financial aid for the fall semester should file a FAFSA after October 1 of the previous calendar year. For example, students wishing to apply for the 2017-2018 academic year may file a FAFSA as early as October 1, 2016.

Some forms of financial aid are limited and are awarded on a first-come-first-served basis. Therefore, the longer you wait to file a FAFSA, the more likely you are to miss out on certain forms of aid. Remember, the FAFSA requires income tax data on the student and, if a dependent, the parents, too.

The US Department of Education offers the IRS Data Retrieval Tool (DRT) option when completing the FAFSA. This allows the taxpayer (student and/or parent) to upload all required data elements from the IRS tax return directly from the IRS database.

## **Free Application for Federal Student Aid Filing Deadline**

To ensure maximum aid consideration, it is recommended that the Free Application for Federal Student Aid (FAFSA) be filed each academic year by March 1. An institution may set a deadline for consideration for its own need-based funds although FAFSAs are processed throughout the academic year for consideration of federal funds (grants and loans).

## **Determining Financial Need**

The amount of aid offered to a student is determined by their [Free Application for Federal Student Aid \(FAFSA\)](#) information. The FAFSA form is processed by the US Department of Education and results in an “expected family contribution” (EFC) amount. The EFC is the amount of financial resources a student and family should be able to contribute toward the costs of education over the course of that academic year. The EFC is subtracted from the estimated costs of attending college during that academic year which includes allowances for tuition, fees, housing, food, transportation, books, supplies, and other miscellaneous expenses, direct or indirect. The result is called “financial need”. Most federal, state, and institutional financial aid programs are need-based, meaning that the total amount of aid awarded to the student cannot exceed the student’s financial need; excluding Unsubsidized Federal Direct Loans, Federal Direct PLUS Loans, and Private Education Loans. While some sources of aid are awarded without consideration of need, such as merit-based scholarships, as per federal financial aid regulations all funds obtained must be included in the student’s aid awarded to meet need if the student is receiving any federal or state need-based aid.

## **Enrollment Status and Financial Aid**

Generally, when the term “enrollment status” is used, it is referring to a student’s credit load (full-time, etc.). Because most financial aid programs do require at least half-time enrollment and some may be adjusted, reduced, or voided for those students who are less than full-time, the financial aid office must monitor every financial aid recipient’s enrollment status and make any necessary adjustments to aid awards as needed. For financial aid purposes, the combined credit load of Bellin College courses and general education courses taken at another institution (provided those credits will transfer to Bellin College to fulfill degree requirements at the College) will be used to determine a student’s enrollment status for financial aid. Therefore, a student who is enrolled for nine (9) credits at Bellin College and taking three (3) credits at UWGB, would be considered a full-time student for financial aid purposes (although the student may be reported as less-than-full-time to loan holders and other agencies since Bellin College cannot report enrollment at another institution to those agencies). At least half-time enrollment is required for most financial aid programs including federal student loans and state grants.

For some aid programs, the award amount may be prorated if the student is less than full-time. For example, if a student is eligible for a Federal Pell Grant in the amount of \$2000 for a semester based on full-time enrollment and he/she enrolls half-time instead, the award will be reduced to \$1000. In most cases, the only programs which may be prorated in this manner are the Federal Pell Grant and the Wisconsin Grant.

No aid may be received in a semester or term in which the student is not enrolled.

## **Financial Aid Documents and Forms**

Financial aid recipients may be required to submit certain documents to the financial aid office. Most of those possible documents are listed below. Please note: If a document is required or requested, the student will receive the form from the financial aid office or may download a copy from the financial aid page of the Bellin College website [www.bellincollege.edu](http://www.bellincollege.edu).

### **Financial Aid Release Form**

This form must be completed and on file in the financial aid office if the student wishes to allow the financial aid or bursar's offices to discuss any part of his/her financial aid or tuition and fees charges/balance with anyone. Specific individuals must be listed on the release form. If no form is on file, neither office will discuss a student's financial aid and/or tuition and fees account with anyone other than the student.

### **Verification Worksheet**

This form is only required of students whose [Free Application for Federal Student Aid \(FAFSA\)](#) was selected for a process called 'verification' which is a random selection made by the federal FAFSA processor. When a FAFSA is selected for verification, the financial aid office is required to 'verify' certain elements/data reported on the FAFSA before the student may be offered any financial aid. This worksheet must be completed, signed, and returned to the financial aid office. It will also indicate if there are any other documentation requirements in order to complete verification. Additional documents may include official IRS Tax Return Transcripts (from the IRS) for the student and/or parent (not required if the IRS Data Retrieval Tool is used), certification of receipt of food stamps benefits, W2s, certification of child support paid, proof of identity, and copy of high school diploma or equivalent.

### **Federal Direct Stafford Loan Request Form**

Students who are awarded a federal student loan (subsidized and/or unsubsidized) may accept or decline the loan in full via their MyBC portal. Students who wish to reduce one or both loans may choose to print and complete the loan request form to indicate how much of each loan to be borrowed. The loan may also be reduced by sending an email to the financial aid office via the Bellin College email account. This form is available for download on the Bellin College website or may be requested from the financial aid office.

### **Federal Direct PLUS Loan Request Form**

Since the parent (not the student) is the borrower of a PLUS loan, a student's acceptance via the MyBC portal is not sufficient. In order to properly request a PLUS loan, a parent must submit a completed Federal Direct PLUS Loan Request form. This form is available for download on the Bellin College website or may be requested from the financial aid office.

### **Private Education Loan Applicant Self-Certification Form**

This form is on the Bellin College website or may be obtained from the lender.

## **Agency Forms**

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

## Financial Aid Programs

Financial aid can come from a variety of sources such as federal and state governments, higher educational institutions, civic organizations, employers, businesses, and other sources. The following section provides basic information on individual aid programs available at Bellin College.

### Grants and Scholarships

Grants and scholarships are considered “free money” because they do not, under most circumstances, require repayment. Grants are need-based unless otherwise noted; scholarships can be either need-based or non-need-based as determined by the organization providing the funds. Individual award amounts vary from year to year based upon funds available and student eligibility. Eligibility may be based on grade level, financial need, expected family contribution (EFC), academic performance, etc.

## Federal Grants and Scholarships

### Federal Pell Grant

Pell Grants are awarded to qualifying undergraduate students who have not yet earned a bachelor's or professional degree. Award amounts vary based upon annual federal appropriations, EFC, financial need, costs of education, enrollment status, and length of enrollment term. A student may receive no more than the equivalent of six years of full-time awards. A Free Application for Federal Student Aid [FAFSA](#) is required.

### Federal Supplemental Educational Opportunity Grant FSEOG

FSEOG is awarded to undergraduate students with exceptional need; which is generally defined as being eligible for a Federal Pell Grant. Award amounts vary based upon the school's total annual allocation. However, federal regulations allow for awards between \$100 and \$4000 per year. A [FAFSA](#) is required.

## Wisconsin Grants and Scholarships

### WI Grant

Administered by Higher Educational Aids Board (HEAB), the WG provides grants to eligible WI residents who attend private colleges or universities in WI. Recipients must be enrolled at least half-time and working on their first undergraduate degree; awards are adjusted for less-than-full-time enrollment. The maximum award is set annually by HEAB; annual maximum is currently at \$2900. A [FAFSA](#) is required.

### WI Indian Student Assistance Grant

Recipients must be at least 25% Native American (as certified by a Tribal Agency) and be undergraduate or graduate students. Awards are need-based and range from \$250 to \$1100. A [FAFSA](#) is required.

### WI Minority Undergraduate CATCAT Grant

The MRG is not available to first-year students. Recipients are nominated by the financial aid office based upon HEAB guidelines and must be enrolled at least half-time. Awards are need-based and range up to a maximum of \$2500 depending upon the individual college's approved spending level for MRG. A [FAFSA](#) is required.

### WI Academic Excellence Scholarship

AES awards are made to the graduating senior with the highest grade point average in each public and private high school in WI. Awards are \$2250 per year (funded one-half by HEAB and one-half by the college or university) and are renewable provided the recipient meets program requirements. AES awards are not need-based therefore, a [FAFSA](#) is not required.

## Bellin College Grants and Scholarships

### **Bellin College Merit Scholarship**

Bellin College offers scholarships to undergraduate students with high academic credentials at the time of admission. High school students must have a GPA of 3.50 or higher and an ACT composite score of 25 or higher. Transfer students must have a transfer GPA (GPA calculated on those credits accepted for transfer into a Bellin College program) of 3.50 or higher on a minimum of 25 transfer credits (minimum credits vary based on entry option). Renewal is on a semester by semester basis and is contingent upon

a minimum 3.50 Bellin College GPA. Merit Scholarships are not need-based, therefore, a FAFSA is not required.

### **Bellin College Annual and Endowed Scholarship**

These are scholarships which are funded annually by generous friends of the College. Awards vary based upon academic achievement, field of interest, demographic information, financial need and availability of funds. A limited amount of funds may be available for graduate students as well. A [FAFSA](#) is recommended, but not required.

### **Bellin College Presidential Scholarship**

The Presidential Scholarship is an annual award for students currently enrolled or who will be enrolled in the upcoming semester at Bellin College in sonographic sciences. The award is not automatically renewed annually, so students must re-apply at the end of each academic year. Scholarship award amounts are based on candidate's ability to meet the following eligibility requirements:

1. Financial need
2. Proof of academic success at Bellin College or in high school (if currently a senior)
3. Leadership abilities
4. Personal Statement to be eligible for the Presidential Scholarship, students must also be enrolled in the sonographic sciences program at Bellin College and carrying a credit load of seven or more credits. A [FAFSA](#) is recommended, but not required.

### **Annual and Endowed Scholarships**

Recipients of annual and endowed scholarships are expected to write thank you letters to the donors as well as attend the Donor Appreciation Reception sponsored by the Bellin College Development Department. Each recipient will receive a letter from the development department listing the individual scholarship(s) and donor(s) funding the scholarship with further instructions regarding the thank you letter and reception. Per donor restrictions, most of these scholarships are for undergraduate students.

### **Private Scholarships**

These are scholarships received from organizations outside Bellin College such as civic organizations, high school alumni associations, church organizations, professional groups, tribal organizations, workforce development, employers, and other sources. It is the student's responsibility to notify the College financial aid office if he/she has been awarded a private scholarship. The private scholarship will be included in the financial aid award per federal regulations and may result in the adjustment of other aid; such as a loan.

Each year Bellin College receives announcements of available scholarships from many organizations. When information regarding an available private scholarship is received, an email is sent to all students and the announcement along with the application and instructions is posted on the Bellin College website [External Scholarships](#) page.

### **Loans**

Education loans are excellent financing tools. Federal loans are available to eligible students and/or parents of dependent students. Private education loans may be available to any degree-seeking student. Most loans do not require repayment while enrolled (however, payment is optional); some do begin to accrue interest upon disbursement. The most common education loan programs are listed below.

### **Federal Loans**

#### **[Federal Direct Stafford Loan](#)**

Direct Subsidized Stafford Loans are need-based and are available to eligible undergraduate students. The federal government pays the interest on the loan while the student is enrolled at least half-time. There is a fixed interest rate of 4.29% on these loans (interest rate may change each year as set by Congress). A processing fee of up to 1.073% will be retained from the proceeds of the loan. Students borrowing a Federal Direct Stafford Loan for the first time through a college or university must complete an entrance counseling session for that college. Borrowers will be required to complete an exit counseling session prior to graduation or upon termination of at least half-time enrollment. Check with the respective

financial aid office for the proper procedure for completing the required sessions for that campus. Repayment begins six (6) months after graduation or the date the student drops below half-time enrollment. A [FAFSA](#) is required.

Direct Unsubsidized Stafford Loans are not need-based and are available to eligible undergraduate and graduate students. Interest will accrue to the student while enrolled; the student has the option of paying the interest or letting it accrue in an account to be added to the principle of the loan upon repayment. There is a fixed interest rate of 3.76% for undergraduate loans and 5.31% for loans to graduate students. A processing fee of up to 1.072% will be retained from the proceeds of the loan. Students borrowing a Federal Direct Stafford Loan for the first time through a college or university must complete an entrance counseling session for that college. Borrowers will be required to complete an exit counseling session prior to graduation or upon termination of at least half-time enrollment. Check with the respective financial aid office for the proper procedure for completing the required sessions for that campus. Repayment will begin six (6) months after graduation or the date the student drops below half-time enrollment. A [FAFSA](#) is required.

### **Federal PLUS Loan for Parents of Undergraduate Students**

The Direct PLUS loan is available to a credit-worthy parent to help with the educational expenses of a dependent child. PLUS Loans are non-need-based; a parent may borrow up to the difference between the student's total cost of education (as determined by the financial aid office) and any other financial aid the student is expected to receive. A processing fee of up to 4.29% will be retained from the proceeds of the loan. The loan has a fixed interest rate of 6.84%. Repayment may begin within 60 days of receiving the loan proceeds or may be deferred as long as the student is enrolled at least half-time. [FAFSA](#) required.

### **Federal Direct PLUS Loan for Graduate Students**

Direct PLUS Loans are available to credit-worthy graduate students. All terms and conditions which apply to parent borrowers also apply to graduate student borrowers. A [FAFSA](#) is required.

## **Private Loans**

### **Various Sources**

These are credit-based education loans offered by individual lenders which allow students, a credit-worthy cosigner may be required, to borrow loan funds in addition to the student's federal student loans to help with expenses. Interest rates and terms vary by lender. Students may borrow up to the difference between their total cost of education (as determined by the financial aid office) and all other aid the student is expected to receive. Private loans are not need-based. For more information regarding private education loans, please refer to the [Guide to Private Education Loans](#) link on the Bellin College Financial Aid Home page.

### **Federal Direct Stafford Loan Annual and Aggregate Loan Limits**

The maximum amount a student may borrow from the Federal Direct Stafford Loan Program in an academic year as well as the overall total of undergraduate and graduate level Direct Stafford Loans is shown in the chart below. The annual maximum refers to the total amount a student may borrow based upon her/his grade level and dependency status for an academic year; July 1 through June 30. The aggregate undergraduate loan maximum includes all Federal Stafford Loans (combined Federal Family Education Loan (FFEL) and Direct Loan Programs) borrowed at all institutions for all undergraduate study, regardless of the number of degrees attempted or received. The graduate loan maximum includes all loans borrowed (combined FFEL and Direct Loan Programs) borrowed as a graduate level student as well as those borrowed as an undergraduate.



<b>Annual Direct Stafford Loan Maximums</b>			
<b>Dependent Undergraduate Students Only</b>			
<b>Grade Level</b>	<b>Maximum Subsidized Loan Amount</b>	<b>+ Maximum Unsubsidized Loan Amount</b>	<b>Total Maximum Loan Amount (Sub, Unsub, or combination of both)</b>
Freshman	\$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
<b>Independent Undergraduate Students Only</b>			
<b>Grade Level</b>	<b>Maximum Subsidized Loan Amount</b>	<b>+ Maximum Unsubsidized Loan Amount</b>	<b>Total Maximum Loan Amount (Sub, Unsub, or combination of both)</b>
Freshman	\$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
<b>Graduate Students Only</b>			
<b>Grade Level</b>	<b>Maximum Subsidized Loan Amount</b>	<b>Maximum Unsubsidized Loan Amount</b>	<b>Total Maximum Loan Amount (Sub, Unsub, or combination of both)</b>
Graduate	0	\$20,500	\$20,500

Please note: Under no circumstances may a student receive total aid during an academic year in excess of the student's financial aid cost of attendance budget as reflected on the financial aid award notification letter.

<b>Aggregate Direct Stafford Loan Maximums</b> <b>(includes all prior loans (FFEL and Direct Loan Programs combined))</b>		
	<b>Maximum Subsidized Loan</b>	<b>Combined Aggregate Maximum (Sub and Unsub combined)</b>
Dependent Undergraduate	\$23,000	\$31,000
Independent Undergraduate	\$23,000	\$57,500
Graduates-includes loans at undergraduate level	\$65,600	\$138,500

For more information on the Federal Direct Loan Programs go to [www.studentloans.gov](http://www.studentloans.gov).

#### **Entrance and Exit Counseling for Federal Direct Stafford Loans**

Before a Federal Direct Stafford Loan (subsidized or unsubsidized) will be processed for a student, an entrance counseling session must be completed at [www.studentloans.gov](http://www.studentloans.gov). Prior to graduation or upon termination of at least half-time enrollment at Bellin College, an exit counseling session must be completed at [www.studentloans.gov](http://www.studentloans.gov). Failure to complete an exit counseling session will result in a 'hold' being placed on all official records at Bellin College; including transcripts.

#### **Employment**

Bellin College hires a limited number of students to work in specific areas on campus such as the practice/assessment labs and library. If eligible, students may be paid in part through Federal Work Study funds. Those who are not eligible are paid entirely from institutional operating funds. Students interested in working in either of these areas should contact the appropriate facilitator to apply.

## **Financial Aid Awards**

### **Determining Awards**

The Director of Financial Aid reviews the results of the Free Application for Federal Student Aid (FAFSA). Students to be awarded aid by Bellin College are assigned a standard cost of attendance budget based upon anticipated costs for tuition and fees (based on program of study and curriculum plan), housing, transportation, books and supplies, and other miscellaneous expenses. The result of the FAFSA, the expected family contribution (EFC) is subtracted from the budget; the remainder is defined as financial need. There are some forms of financial aid which can only be awarded to a student with financial need and the total of all awards of need-based aid cannot exceed an individual student's calculated financial need. Aid programs which are restricted to students with financial need are referred to as need-based aid. Those aid programs which can be awarded in excess of a student's financial need are called non-need-based aid. The total of need-based and non-need-based aid cannot exceed a student's cost of attendance budget.

When reviewing the student's FAFSA results, the Director of Financial Aid determines the student's financial need and screens the student for eligibility for all aid programs administered by Bellin College. Eligibility for individual aid programs may be based on grade level, dependency status, program of study, past financial aid received, and other factors. All factors must be considered when determining the aid for which the student may qualify.

### **Financial Aid Award Letter**

When the student's eligibility for financial aid programs has been determined, the Director of Financial Aid will print a Financial Aid Notification Letter and mail it to the student's billing address. An email notification will also be sent to the student with instructions to view aid in the MyBC portal. The student should review the aid awards in the portal and has the option to accept/decline any portion of the aid awarded. There may be forms or documents which the student will need to complete and return to the financial aid office for aid to be fully processed. It is the student's responsibility to read all enclosures and follow all instructions.

### **Professional Judgment**

The US Department of Education allows the financial aid administrator the authority to make professional judgment decisions for unusual family or student circumstances. These are sometimes referred to as special conditions. It is a student's responsibility to request a special condition review, as well as provide all required documentation to support such a request. All professional judgment decisions must be documented in the student's file. Only the Director of Financial Aid has the authority to make a professional judgment decision. Professional judgment decisions are final.

### **Special Condition**

It is the discretion of the Director of Financial Aid to determine the type of adjustment which best suits the specific special condition/circumstances of the individual student. An adjustment may be made to specific data elements of the FAFSA which will result in a change to the student's EFC or the director may adjust data elements within the student's cost of attendance budget.

### **Dependency Override**

The US Department of Education allows the Director of Financial Aid to change an otherwise dependent student into an independent student. It is rare, however, Bellin College does recognize that occasional circumstances may arise which would warrant such a decision. Documentation to substantiate the student's claim of self-support is required. Please note: A parent's refusal to provide FAFSA data or educational support is not sufficient cause to justify a dependency override. Also, whether or not the student is claimed as a dependent on the parents' income tax return is not a consideration when reviewing a student's dependency status.



### Potential Professional Judgment Circumstances

Special circumstances which may warrant a professional judgment decision include, but are not limited to:

- Abusive or neglectful parent or family member situation in which it is in the student's best interest to distance herself/himself from the family home environment.
- Custodial parent is incarcerated.
- Significant change in income or employment status of the student, spouse, or parent.
- Unusual family medical expenses not paid by insurance.
- Significant child or dependent care expenses for family member.
- FAFSA reflects one-time, non-recurring income source which is not a true representation of the family's financial status.

All professional judgment decisions must be documented in the student's file. Because each professional judgment situation is unique, specific documentation for each type of circumstance is not listed.

Professional judgment decisions are left to the discretion of the Director of Financial Aid. File documentation may include one or more of the following, but is not limited to:

- Federal IRS Income Tax Return Transcript.
- Supporting letter from a non-relative addressing the family circumstances.
- Itemized statements of medical and/or dental expenses not covered by insurance.
- Copy of rental agreement and/or utility statements in student's name.
- Proof of last day of employment.
- Statement of estimated income.
- Copy of child or dependent care expense statements.

Regardless of the type of circumstances, requests for a professional judgment review must be made in writing signed by the student (if a dependent and the special circumstances are due to parental income or expenses, a signed request from the parent is required). Requests for consideration should be addressed to the Director of Financial Aid.

### Merit Scholarship Program Guidelines

The following guidelines will apply to students awarded a Bellin College Merit Scholarship for an initial enrollment period beginning on or after July 2015. Bellin College Merit Scholarship funds are to be used to pay for educational costs incurred while enrolled at Bellin College. This scholarship program is based solely on academic performance.

#### Award Values:

Merit Scholarships are awarded as the total maximum dollar value allowed over the course of the student's expected enrollment at Bellin College; awards are spread over the expected terms of enrollment. Merit Scholarships do not extend beyond the original anticipated number of terms of enrollment:

Enrollment Track	Maximum Number of Terms to Receive a Merit Scholarship
Traditional Three-Year	3 Years (8 semesters—fall, spring, and summer)

#### Anticipated Term of Enrollment:

Merit Scholarships are awarded at the time of admission to BC based upon academic credentials. The award will be disbursed beginning with the student's initial term of enrollment at BC as indicated on the student's admission application and Merit Scholarship award notification letter. Failure to enroll at BC for that term will result in forfeiture of the Merit Scholarship. If the student applies for entry in a subsequent term, Merit Scholarship eligibility will be evaluated based upon academic credentials and Merit Scholarship guidelines in effect at the time of admission for that term of entry.

#### High School Students

Only students identified as *accepted* applicants will be reviewed for Merit Scholarship eligibility. Awards will be based upon high school GPA and composite ACT (or equivalent SAT) scores. Merit Scholarship

reviews will begin when scores are available from the February ACT testing date and will continue on a rolling basis as additional students are accepted; this will allow students to retake the test during their senior year, if desired. The highest ACT (or equivalent SAT) score available at that time will be used; subsequent scores will *not* be evaluated for Merit Scholarship purposes unless the student submits a written request to do so. Written request must be submitted to the Admissions office no later than one week prior to enrollment at Bellin College. The GPA will be based upon the student's GPA at the end of the first semester of the senior year of high school if the student is still enrolled. It is the student's reasonability to ensure that the Bellin College Admissions office receives all appropriate documentation including updated transcripts and test scores. Awards will be based upon the following scales:

High School Students (BSDMS)						
High School GPA		ACT Composite 25-26		ACT Composite 27-29		ACT Composite 30-36
3.50-3.74	Success Award	\$10,000	Achievement Award	\$15,000	Honors Award	\$26,000
3.75-3.94	Achievement Award	\$15,000	Honors Award	\$26,000	Legacy Award	\$34,000
3.95-4.00	Achievement Award	\$15,000	Legacy Award	\$34,000	Excellence Award	\$40,000

#### Award Distributions

Success Award	Achievement Award	Honors Award	Legacy Award	Excellence Award
Year 1 - \$1,000	Year - \$2,000	Year 1 - \$3,000	Year 1 - \$4,000	Year 1 - \$4,500
Year 2 - \$2,000	Year 2 - \$3,000	Year 2 - \$4,500	Year 2 - \$8,000	Year 2 - \$9,500
Year 3 - \$3,000	Year 3 - \$4,500	Year 3 - \$8,500	Year 3 - \$10,000	Year 3 - \$12,000
Year 4 - \$4,000	Year 4 - \$5,500	Year 4 - \$10,000	Year 4 - \$12,000	Year 4 - \$14,000

#### Transfer Students

Undergraduate transfer students entering Bellin College via the Traditional Option are considered for Bellin College Merit Scholarships. Only students identified as *accepted* applicants will be reviewed for Merit Scholarship eligibility. Eligibility will be based upon the student's transfer credits and transfer GPA. **Transfer Credits** are those credits/courses which are required in the BC curriculum and are accepted for transfer into the Bellin College program. **Transfer GPA** is defined as the calculated GPA on all accepted transfer credits/courses at the time of admission into the Bellin College program (grades from non-transferable courses are not included in the Transfer GPA). Merit Scholarship eligibility reviews for transfer students will be performed following the timeline below which allows Bellin College to include the most recently completed coursework in the Merit Scholarship review. NOTE: Once Merit Scholarship eligibility is determined, BC will NOT re-evaluate transfer credits/GPA if subsequent transcripts are received unless the student submits a written request to do so. Written request must be submitted to the Admissions office no later than one week prior to enrollment at Bellin College. It is the student's reasonability to ensure that the Bellin College Admissions office receives all appropriate documentation including updated transcripts and test scores.

#### Transfer Student Review Timeline—All Transfer Students

Semester of Initial Enrollment at Bellin College	Timing of GPA/Credit Review
Fall Semester	February/March (Grades through Previous Fall)
Spring Semester	August/September (Grades through Previous Summer)
Summer Term	February/March (Grades through Previous Fall)

<b>Transfer Students – Traditional 4-Year Option (BSDMS)</b>						
<b>Minimum of 24 Accepted Transfer Credits</b>						
			<b>Award Distributions</b>			
<b>GPA</b>	<b>Level</b>	<b>Total Award</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
3.50-3.74	Martensen Award	\$10,000	\$1,000	\$2,000	\$3,000	\$4,000
3.75-3.94	Krueger Award	\$15,000	\$2,000	\$3,000	\$4,500	\$5,500
3.95-4.00	Giese Award	\$26,000	\$3,000	\$4,500	\$8,500	\$10,000

**Students with GED**

Students who are accepted with GED scores instead of high school diplomas will be evaluated for Merit Scholarship eligibility based upon the following scale:

<b>Students with GED</b>						
			<b>Award Distributions</b>			
<b>GED Total Score</b>	<b>Level</b>	<b>Total Award</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
2750-2999	Honors Award	\$10,000	\$1,000	\$2,000	\$3,000	\$4,000
3000-3499	Legacy Award	\$15,000	\$2,000	\$3,000	\$4,500	\$5,500
3500-4000	Excellence Award	\$26,000	\$3,000	\$4,500	\$8,500	\$10,000

**Renewal of Merit Scholarships**

Bellin College Merit Scholarships are guaranteed until the student has attempted at least 12 credits within her/his program of study (radiology/sonography credits only). At the end of the semester/term in which the student’s cumulative program credits attempted equal or exceed 12, the cumulative Bellin College GPA will be reviewed. In order to retain eligibility for the Merit Scholarship for the subsequent semester/term, the cumulative GPA must be a minimum of 3.50. All courses offered by Bellin College will be used in determining the GPA (transfer courses are not included in the Bellin College GPA). The GPA will be reviewed each semester thereafter; the minimum 3.50 GPA must be attained at the end of each semester for renewal of the Merit Scholarship in the following semester. In addition to maintaining a cumulative GPA of 3.50, a Merit Scholarship recipient must complete a minimum of six (6) program credits each semester/term of enrollment beginning with the sophomore year.

If a student does not meet the requirements for renewal of a Merit Scholarship, all pending disbursements of the award are forfeited; **eligibility may not be regained.**

**Students Re-Admitted to Bellin College**

If a student received a Merit Scholarship while enrolled at BC, that award becomes null and void at the time of withdrawal; the student will be evaluated for Merit Scholarship eligibility based upon the criteria noted above at the time of re-admission to the program. For consideration of a Merit Scholarship as a re-admitted BC student, the student must have withdrawn from BC on a voluntary basis while in good academic standing.

Upon re-admission to the program the student will be considered for a Merit Scholarship based upon transfer criteria at the time of re-admission. The GPA and transfer credits (including any previous BC courses) will be used in evaluating the student’s eligibility for a Merit Scholarship as described under **Transfer Students**. For more information about Bellin College, please visit our website at [www.bellincollege.edu](http://www.bellincollege.edu).

### Admission Scholarship Program Guidelines

The following guidelines will apply to students awarded an Admission Scholarship for an initial enrollment period beginning on or after January 2016. Bellin College Admission Scholarship funds are to be used to pay for educational costs incurred while enrolled at Bellin College. This scholarship is based on Essay, Standardized Test Results, GPA and Extra Curricular Activities review. Award amounts and score ranges listed below are subject to change as the Board of Trustees or Administration deems necessary. A student awarded any Scholarship is expected to comply with and uphold the positive values and mission of Bellin College on or off campus. Behavior violations of any kind may result in the loss of scholarship.

### Award Values

Admission Scholarship funds are awarded as the total maximum dollar value allowed over the course of the student's expected enrollment at Bellin College, and awards are spread over the expected terms of enrollment. Admission Scholarship funds do not extend beyond the original anticipated number of terms of enrollment:

Enrollment Track	Maximum Number of Terms to Receive an Admission Scholarship Award
Traditional Four-Year	4 Years (8 semesters—fall and spring only)
Sophomore Transfer	3 Years plus Summer of Initial Enrollment (7 semesters)
Junior Transfer	2 Years plus Summer of Initial Enrollment (6 semesters)
Diagnostic Medical Sonography	3 Years (8 semesters/terms, including 2 summer sessions)
15-Month Option-Spring Start	7 Sessions
15-Month Option-Summer Start	7 Sessions

### Anticipated Term of Enrollment

Admission Scholarship funds are awarded at the time of admission based upon Essay, Standardized Test Results, GPA and Extra Curricular Activities review. The award will be disbursed beginning with the student's initial term of enrollment at Bellin College as indicated on the student's admission application and Admission Scholarship award notification letter. Failure to enroll at Bellin College, changing program tracks or withdrawal will result in forfeiture of Admission Scholarship funds. If the student applies for entry in a subsequent term, Admission Scholarship funds eligibility will be evaluated based upon available credentials and Admission Scholarship guidelines in effect at the time of admission for that term of entry.

### High School Students

Only students identified as proceeding to an interview will be reviewed for Admission Scholarship fund eligibility. Awards will be based upon Essay, Standardized Test Results, high school GPA and Extra Curricular Activities review at time of application submission. Admission Scholarship reviews will begin when a student is accepted into the program. **PLEASE NOTE:** Once Admission Scholarship eligibility is determined, BC will only re-evaluate standardized test scores/GPA if subsequent transcripts are sent by applicant with request in writing.

### Award Distributions

		High School Students (BSN)			
		Award Distributions			
Level	Total Award	Year 1	Year 2	Year 3	Year 4
Silver	\$8,000	\$750	\$1,100	\$2,900	\$3,250
Gold	\$10,000	\$1,000	\$1,500	\$3,500	\$4,000
Platinum	\$12,000	\$1,250	\$1,800	\$4,200	\$4,750

High School Students (BSRS)					
		Award Distributions			
Level	Total Award	Year 1	Year 2	Year 3	Year 4
Silver	\$8,000	\$1,000	\$3,000	\$2,000	\$2,000
Gold	\$10,000	\$1,250	\$3,750	\$2,500	\$2,500
Platinum	\$12,000	\$1,500	\$4,500	\$3,000	\$3,000

High School Students (BSDMS)				
		Award Distributions		
Level	Total Award	Year 1	Year 2	Year 3
Silver	\$8,000	\$2,450	\$3,750	\$1,800
Gold	\$10,000	\$3,000	\$4,700	\$2,300
Platinum	\$12,000	\$3,700	\$5,600	\$2,700

### Transfer Students

Transfer students are eligible for Admission Scholarship funds. Only students identified as proceeding to an interview will be reviewed for Admission Scholarship Program eligibility. Eligibility will be based upon Essay, Transfer GPA and Extra Curricular Activities review. **Transfer GPA** is defined as the calculated GPA on all accepted transfer credits/courses at the time of admission into the Bellin College program (grades from non-transferable courses are not included in the Transfer GPA). Admission Scholarship eligibility reviews for transfer students will be performed once a student is accepted into their program. PLEASE NOTE: Once Admission Scholarship eligibility is determined, BC will only re-evaluate GPA if subsequent transcripts are sent by applicant with request in writing.

Transfer Students – Traditional 4-Year Option (BSN)					
		Award Distributions			
Level	Total Award	Year 1	Year 2	Year 3	Year 4
Silver	\$8,000	\$750	\$1,100	\$2,900	\$3,250
Gold	\$10,000	\$1,000	\$1,500	\$3,500	\$4,000
Platinum	\$12,000	\$1,250	\$1,800	\$4,200	\$4,750

Transfer Students – Sophomore Transfer Option (BSN)					
		Award Distributions			
Level	Total Award	Summer	Year 1	Year 2	Year 3
Silver	\$8,000	\$750	\$1,100	\$2,900	\$3,250
Gold	\$10,000	\$1,000	\$1,500	\$3,500	\$4,000
Platinum	\$12,000	\$1,250	\$1,800	\$4,200	\$4,750

Transfer Students – Junior Transfer Option (BSN)							
		Award Distributions by Semesters					
Level	Total Award	Summer	Fall	Spring	Summer	Fall	Spring
Silver	\$8,000	\$1,000	\$1,000	\$1,000	\$1,500	\$1,500	\$2,000
Gold	\$10,000	\$1,250	\$1,250	\$1,700	\$1,700	\$2,000	\$2,100
Platinum	\$12,000	\$1,125	\$1,875	\$1,875	\$2,250	\$2,250	\$2,625

Transfer Students – 15-Month Option (BSN)								
		Award Distributions by Sessions						
Level	Total Award	1	2	3	4	5	6	7

Silver	\$8,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$2,000
Gold	\$10,000	\$900	\$1,250	\$1,250	\$1,250	\$1,250	\$2,000	\$2,100
Platinum	\$12,000	\$1,125	\$1,125	\$1,500	\$1,875	\$1,875	\$2,250	\$2,250

<b>Transfer Students – Traditional 4-Year Option (BSRS)</b>					
		<b>Award Distributions</b>			
<b>Level</b>	<b>Total Award</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Silver	\$8,000	\$1,000	\$3,000	\$2,000	\$2,000
Gold	\$10,000	\$1,250	\$3,750	\$2,500	\$2,500
Platinum	\$12,000	\$1,500	\$4,500	\$3,000	\$3,000

<b>Transfer Students – Sophomore Transfer Option (BSRS)</b>					
		<b>Award Distributions</b>			
<b>Level</b>	<b>Total Award</b>	<b>Summer</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Silver	\$8,000	\$1,000	\$3,000	\$2,000	\$2,000
Gold	\$10,000	\$1,250	\$3,750	\$2,500	\$2,500
Platinum	\$12,000	\$1,500	\$4,500	\$3,000	\$3,000

<b>Transfer Student- Traditional Option (BSDMS)</b>				
		<b>Award Distributions</b>		
<b>Level</b>	<b>Total Award</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Silver	\$8,000	\$2,450	\$3,750	\$1,800
Gold	\$10,000	\$3,000	\$4,700	\$2,300
Platinum	\$12,000	\$3,700	\$5,600	\$2,700

### Students with GED

Students who are accepted with GED scores instead of high school diplomas will be evaluated for Admission Scholarship eligibility based upon the following scale:

<b>Students with GED</b>					
		<b>Award Distributions</b>			
<b>Level</b>	<b>Total Award</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Silver	\$8,000	\$750	\$1,100	\$2,900	\$3,250
Gold	\$10,000	\$1,000	\$1,500	\$3,500	\$4,000
Platinum	\$12,000	\$1,250	\$1,800	\$4,200	\$4,750

### Renewal of Admission Scholarship Funds

Bellin College Admission Scholarship Funds are guaranteed until the student has attempted at least 9 credits within her/his program of study (nursing, radiology, sonography credits only). At the end of the semester/term in which the student's cumulative program credits attempted equal or exceed 9, the cumulative Bellin College GPA will be reviewed. In order to retain eligibility for the Admission Scholarship for the subsequent semester/term, the cumulative GPA must be a minimum of 3.00. All courses taken at Bellin College will be used in determining the GPA (transfer courses are not included in the Bellin College GPA). The GPA will be reviewed each semester thereafter, and the minimum 3.00 cumulative GPA must be attained at the end of each semester for renewal of the Admission Scholarship funds. In addition to maintaining a cumulative GPA of 3.00, a recipient must complete a minimum of 9 program credits each semester/term of enrollment beginning with the sophomore year. Both requirements must be met in order to continue to receive Admission Scholarship funds.

If a student does not meet the requirements for renewal of Admission Scholarship funds, all pending disbursements of the award are forfeited, and **eligibility may not be regained**.

### **Students Re-Admitted to Bellin College**

If a student received Admission Scholarship funds while previously enrolled at Bellin College, that award becomes null and void at the time of withdrawal or program change; the student will be evaluated for Admission Scholarship eligibility on a case by case basis based upon the information available at the time of re-admission to the program.

### **Satisfactory Academic Progress for Financial Aid Recipients**

Federal regulations require that each college establish and consistently apply both a qualitative and quantitative method of measuring a student's progress toward degree/program completion. Students are required to meet such standards in order to maintain continued eligibility for federal, state, and institutional aid programs. These standards measure a student's performance in the following three areas: completion rate, cumulative Bellin GPA, and maximum time allowed. The following is the SAP policy applied to all students enrolled at and receiving financial aid from Bellin College effective for all enrollment terms beginning on or after January 1, 2007. Should be noted that SAP standards for financial aid are separate from academic standards set by the College for all enrolled students.

#### **General Guidelines**

- Unless otherwise noted diagnostic medical sonography students are subject to identical standards under this policy.
- SAP will be checked by the Director of Financial Aid at the end of each enrollment term, including summer and interim terms.
- A student may be placed on *financial aid warning* or *probation* but not on *academic probation* or *visa versa*. See Student Handbook for more information on Academic Probation.
- It is the student's responsibility to ensure that the Bellin College Registrar receives an official transcript for all transfer courses at the end of each enrollment term. The only exception to this is courses taken at the University of Wisconsin-Green Bay. If an official transcript is not received within four weeks of the last day of the course, the course will be counted as attempted but not earned credits.
- A student will be subject to the SAP policy of the college or university awarding financial aid. The Director of Financial Aid will track SAP status on all students, including those receiving aid through other colleges, however, the student will not be subject to the Bellin College policy until aid is applied for and received through Bellin College. Eligibility for the first enrollment term of aid through Bellin College will be based upon the student's SAP status as of the most recently completed enrollment term. For example, SAP status for a student who first receives aid for the fall term of the junior year will be based upon the SAP record as of the end of the spring or summer (if applicable) enrollment term of his/her sophomore year. Therefore, it is possible for a student to be placed on financial aid warning for her/his first enrollment term receiving aid through Bellin College.

#### **Changes in Majors or Degrees**

Bellin College currently offers three undergraduate degree programs: Bachelor of Science in Diagnostic Medical Sonography, Bachelor of Science in Radiographic Sciences, and Bachelor of Science in Nursing. Students are admitted into one program and certain courses taken within that program may not be acceptable towards credits in the other program. To date, no students have attempted to change majors, however, should this occur in the future, only courses used to meet degree requirements in the new program would be used to calculate the earned/attempted ratio and GPA.

#### **Second Degree Students**

It is very common for students who have bachelor degrees to enroll in a second degree program in order to change careers. Students who are admitted with prior degrees may have many of the required courses needed to fulfil degree requirements at Bellin College. A credit evaluation is performed on transfer courses to determine how many courses/credits are applicable to the Bellin College degree program. Only those courses plus courses taken while enrolled at Bellin College as part of the current degree program are used in the SAP calculation. This applies to all students with prior degrees including those who may have previously received a degree from Bellin College.

### **Financial Aid Warning**

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

### **Financial Aid Probation**

A student who fails to meet SAP standards at the end of the financial aid warning enrollment term, will be placed on *financial aid probation*. The student will not be eligible to receive federal, state, or institutional financial aid until all SAP requirements are again met. The student will be sent a letter from the Director of Financial Aid informing her/him of the probation status within five business days of the date it is determined that the student did not meet SAP standards. NOTE: If the warning/probation status is primarily due to a deficiency in GPA, it is important to note that the Bellin GPA can only be improved by courses enrolled and earned at Bellin College.

### **Completion Rate**

Following each enrollment term, a student's academic progress will be measured by comparing the cumulative number of attempted credits with the cumulative number of earned credits. This will include any course for which the student has remained enrolled past the Add/Drop period. A student will be expected to earn at least 67% of the cumulative credits attempted in order to maintain satisfactory academic progress.

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

- Withdrawals, incompletes, and failures are considered attempted but not earned.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned credits.
- Audited courses are not considered credits attempted or earned.
- Transfer credits used to meet Bellin College degree requirements are included in the number of attempted credits. Courses accepted for transfer into Bellin College at the time of admission to the program will be counted as attempted and earned credits. General education courses attempted while enrolled at Bellin College will also be included in the completion rate calculation.
- Periods of enrollment when a student does not receive federal aid (such as less than half-time or on financial aid probation) are included in the SAP calculation (Bellin College or transfer courses).
- Students who re-enter Bellin College will be reviewed for SAP based on all courses (transfer and previous Bellin College courses) accepted toward their degree program at the time of readmission; the Bellin College GPA will be used. Therefore, it is possible that a student who has been readmitted to Bellin College may be immediately placed on financial aid warning or probation.

### **Cumulative Bellin GPA**

The Financial Aid SAP standards for GPA mirrors the expectations of Bellin College Academic Standards. Every student's cumulative Bellin GPA will be checked at the end of each enrollment term.

- **Undergraduate Students:** All undergraduate students will be expected to maintain a minimum cumulative Bellin GPA of 2.0 in order to meet satisfactory academic progress standards.

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

- Transfer credits are not included in the GPA calculation; only Bellin College courses are used to determine a student's Bellin GPA.
- Pass/Fail courses will not affect a student's GPA calculation.



### Maximum Time Frame for Program Completion:

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

Program/Track	Required Credits	Maximum Credits of Aid Eligibility
BSDMS		
Traditional/Sophomore Option (Beginning with 2016 Entry)	120	180

### Appeal Procedure

Incomplete Grades:

- A student who was placed on financial aid warning or probation due to an incomplete grade may make a written request to the Director of Financial Aid once the course is completed to again review the student's SAP status. The Director of Financial Aid will review SAP requirements for the student; the student will be notified in writing of the outcome of the appeal within ten business days. Possible outcomes of the appeal will be that the student will remain on financial aid warning or probation or the warning status will be lifted and the student will once again be in good standing. *Credits not completed within four (4) weeks of the last day of the course will remain counted as attempted but not earned credits for SAP purposes.* The decision of the Director of Financial Aid is final.

Financial Aid Probation:

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

### Return of Unearned Aid

When a student withdraws from Bellin College prior to completing an enrollment period (block, semester, session, term), the College must determine the amount, if applicable, of grants and loans the student earned as of the student's withdrawal date in accordance with Section 668.22 (e) of the Higher Education Act. If the total amount of aid that the student earned is less than the amount of assistance that was disbursed to the student or parents, the difference must be returned to the aid programs from which they originated in accordance with Section 668.22 (g), (h), and (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 parent on their behalf. Any additional aid returns become the responsibility of the student. Under federal regulations, any student who fails to return federal funds as required will remain ineligible for further federal financial aid until the total amount of funds has been returned or the student enters into

an agreement with Bellin College or the US Department of Education Secretary to repay the unearned aid.

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

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

No return of financial aid funds will be required from students who have completed at least 60% of the enrollment term as of the date of withdrawal.

### **Refund Notification to Student**

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

### **Financial Aid Status when Withdrawing from College**

A student who withdraws beyond the 60% point of an enrollment period will remain eligible for federal financial aid provided all other eligibility criteria are met.

A student, who withdraws prior to the 60% point of an enrollment period and is required to return a portion of federal aid received, will remain eligible for federal financial aid provided the student:

- Repays the overpayment (unearned aid) in full to the institution within 45 days of the date the College sends the notification to the student that a return of federal aid is required or;
- Enters into a satisfactory repayment agreement with the College or;
- Signs a repayment agreement with the Secretary of the US Department of Education which will include terms that permit the student to repay the overpayment while maintaining eligibility for federal aid.

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

### **Repayment Agreement**

A student who owes a repayment of federal financial aid may choose to enter into an agreement with Bellin College. This agreement will specify minimum payments, frequency of payments and the maximum time allowed for repayment in full. Overpayments then paid to Bellin College will be returned to the appropriate aid sources in accordance with Section 668.22 of the Higher Education Act.

The College will require monthly payments of at least \$50. The full amount of the overpayment must be repaid within two (2) 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 US Department of Education at which time the student will become ineligible for further federal financial aid.

### **Post-Withdrawal Disbursement 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, depending on the type of aid, 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 them, and inform the student or parent 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.

### **Withdrawal Date Determination for Non-Attendance**

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

- The date, as determined by the College, that the student began the withdrawal process prescribed by the College policy.
- The date, as determined by the College, that the student otherwise provided official notification to the institution or its representative, in writing or orally, of her/his intent to withdraw.
- 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 (please see term definition below).
- The date the College determines is associated with the circumstance, if the student failed to provide official notification of the intent to withdraw due to illness, accident, or grievous personal loss, or other such circumstance beyond the student's control.

### **Academically-Related Activity**

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.

### **Additional Financial Aid Information**

#### **Summer Financial Aid**

For all Bellin College programs, the summer term is considered a trailer to the current academic year which started with the fall term/semester. Federal aid eligibility for a summer term will be determined based upon enrollment status (half-time, etc.) and remaining annual eligibility in applicable programs such as federal student loans, Pell Grants, etc.

#### **Enrollment Status and Financial Aid**

Generally, when the term "enrollment status" is used, it is referring to a student's credit load (full-time, etc.). Because most financial aid programs do require at least half-time enrollment and some may be adjusted, reduced, or voided for those students who are less than full-time, the financial aid office must

monitor every financial aid recipient's enrollment status and make any necessary adjustments to aid awards as needed. For financial aid purposes, the combined credit load of Bellin College courses and general education courses taken at another institution (provided those credits will transfer to Bellin College to fulfill degree requirements at the College) will be used to determine a student's enrollment status for financial aid. Therefore, a student who is enrolled for nine (9) credits at Bellin College and taking three (3) credits at UWGB, would be considered a full-time student for financial aid purposes (although the student may be reported as less-than-full-time to loan holders and other agencies since Bellin College cannot report enrollment at another institution to those agencies). At least half-time enrollment is required for most financial aid programs including federal student loans and state grants.

For some aid programs, the award amount may be prorated if the student is less than full-time. For example, if a student is eligible for a Federal Pell Grant in the amount of \$2000 for a semester based on full-time enrollment and he/she enrolls half-time instead, the award will be reduced to \$1000. In most cases, the only programs which may be prorated in this manner are the Federal Pell Grant and the Wisconsin Grant.

No aid may be received in a semester or term in which the student is not enrolled.

### **Alternative Financing**

Students who do not qualify for federal aid sufficient to pay all charges may apply for a credit-based private education loan. Some private education loans do not require a minimum of half-time enrollment and therefore, may be borrowed (pending credit approval) by students taking less than six (6) credits in a summer term. Interested students should consult with the financial aid director to determine how much private loan may be borrowed. Information on available lenders/loan programs may also be obtained from the financial aid office or by viewing the booklet *Bellin College Guide to Private Education Loans* at <http://www.bellincollege.edu/private-education-loans.php>.

### **Enrollment at Another Institution**

Students enrolling at another institution during a term/semester must submit proof of registration and costs to the financial aid office at Bellin College in order for the credits/charges to be used to determine eligibility for aid. Students are also responsible for submitting proof of registration to the Bellin College Advisor and Career Services Coordinator.

### **Aid Disbursements**

Aid for courses will be disbursed in accordance with Bellin College's academic calendar for term start dates. Aid will be paid to the student's account not more than three (3) working days prior to the start of the College's term; excess funds, if applicable, will be refunded to the student via check. Refund checks will be distributed by the College's bursar as received. Students should allow at least 3-5 working days from payment date before the refund check may arrive. If funds are required to make payment to another institution, it is the student's responsibility to work out payment arrangements with that institution.

### **Scholarship Reception and Thank You Acknowledgement Requirement**

Students who receive scholarship money from Bellin College are required to send an acknowledgement to their designated donors in the form of a personal note of thanks, and attend a reception.

Thank you letters must be turned in to the Development Office at the time of registration the night of Scholarship Salute. The Development Office will inform students of the date for the scholarship reception.

Failure to submit a thank you letter and/or failure to attend the reception will result in the scholarship being canceled. The scholarship loss will not be replaced with other grant aid.

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## ► Admissions Policies and Procedures

### Admissions Policy

It is the policy of Bellin College to be nondiscriminatory because of race, color, creed, national and ethnic origin, religion, age, gender, sexual orientation, 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 are evaluated on a combination of educational, personal, and health qualifications for admission. (Admission procedures for students included in the St. Norbert College/Bellin College agreement must follow the policy outlined in the agreement.)

Students currently enrolled are held to the qualifications and requirements of The Bellin College Guide – Handbook & Catalog on which they entered. If a student exits the College and then re-enters, he/she will be bound by the qualifications of The Bellin College Guide – Handbook & Catalog in effect **at time of re-entry**.

### Admission Criteria

- [Complete online application](#) free of charge.
- Evidence of an influenza (flu) vaccination. Bellin Occupational Health Services provides flu vaccination free of charge to Bellin College students. Assistance with this policy may be obtained by contacting the Dean of Student Services at 920-433-6632.
- Non-Degree Seeking Students pay full tuition and related fees and are subject to all Bellin College policies. Procedures and regulations as outlined in The Bellin College Diagnostic Medical Sonography Guide.
- Undergraduate Non-Degree Seeking Student applicants must have received a high school diploma and not be enrolled in a Bellin College major.
- Graduate Non-Degree Seeking Student applicants can enroll for no more than six (6) credits.
- Assistance may be obtained by contacting the College Admissions Office at [Admissions@bellincollege.edu](mailto:Admissions@bellincollege.edu) or 920-433-6650.

### Tuition

- Non-Degree Seeking students pay a per credit tuition rate.
- Non-Degree Seeking students pay all related fees and are subject to all Bellin College policies.

### 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 Non-Degree Seeking 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 Non-Degree Seeking Student were to withdraw from the College, refunds will be issued accordingly. The College website including the academic calendar outlines the policies, withdrawal dates, and any applicable refunds.

### **Institutional Withdrawal due to Nonpayment of Tuition and Fees**

If a Non-Degree Seeking 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 Bellin College Diagnostic Medical Sonography Guide. Academic records will be withheld and collection efforts will be pursued with an agency.

### **Non-United States Citizens**

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

The application process encompasses:

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

### **General Admission Requirements – Diagnostic Medical Sonography**

Please reference the Bellin College website for the most up to date information. All applications are reviewed on an individual basis. Bellin College recognizes unusual circumstances may occur. This may require additional information in order to make an admission decision. For any questions contact the Bellin College Admissions Department at 920-433-6650.

#### **Personal Qualifications:**

The successful applicant must demonstrate motivation, initiative, work ethic, leadership and integrity. The applicant must provide personal resume, with the contact information for three (3) references, personal statement, and four (4) hour job shadow is needed. A comprehensive review will be completed, along with educational requirements to determine eligibility.

#### **High School Graduate Transcripts:**

Traditional applicants to the sonography programs must provide proof of high school graduation or its equivalent via official final high school transcripts. Students who transfer 12 or more credits into Bellin College may not be required to provide high school transcripts (must provide all college transcripts) but may be asked to do so if the College has reason to doubt the validity of the high school diploma.

#### **Official College/University 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 transfer GPA requirement and grades of "C" or above must be met to remain a viable applicant.

The credit evaluation along with GPA calculation will include any course taken that would potentially meet Bellin College education requirements. Receiving course credit is contingent on a complete credit evaluation by the College to assist in determining acceptance of the credits.

#### **Background Check:**

In compliance with the Wisconsin Caregiver Background Check and Investigation Legislation, a background check will be completed on an applicant prior to acceptance into Bellin College. Students enrolled after June 2014 will complete a background check through CastleBranch Inc.

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 the 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. The Dean of Student Services has the ability to grant entrance on an individual basis.

**CPR Certification:**

CPR certification must be American Heart Association – Healthcare Provider/Basic Life Support (infant/child/adult). Students will be trained at the College if needed. Each student must show proof of CPR certification by uploading the front and back of their CPR card into their CastleBranch account. CPR is required every two (2) years by most of the clinical agencies. There is a discounted fee for CPR certification and CPR renewal.

**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.

**Drug Screen:**

Drug screening prior to entry is mandatory. Any applicant whose drug screen notes the use of illegal drugs will have their admission canceled. Drug screens need to be completed through the Bellin Occupational Health clinic.

**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 health care professionals.
- Problem-solving abilities sufficient for clinical judgment.
- Dexterity, range of motion, and eye/hand coordination sufficient to perform procedures and manipulate equipment, including intervention in an emergency situation.
- Auditory and visual ability sufficient for assessment of health care status, and 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.

**Immunization Requirements- Diagnostic Medical Sonography**

The following immunizations are required to participate in the Bellin College clinical settings and to progress in the curriculum plans. All students will upload immunization documents into CastleBranch, Inc. to show proof of date and completion of their immunization requirements. Any declination of vaccines will put the student’s ability to advance through the curriculum in jeopardy.

Blood titers showing immunity must be documented as “antibodies present”, “immune”, or have an ISR value of 1.10 or higher.

<b>Measles</b>	Positive immune blood titer <u>or</u> dates of two (2) vaccines.
<b>Mumps</b>	Positive immune blood titer <u>or</u> dates of two (2) vaccines.
<b>Rubella</b>	Positive immune blood titer <u>or</u> dates of two (2) vaccines.

<b>Varicella (Chickenpox)</b>	Positive immune blood titer <u>or</u> dates of two (2) vaccines. If you have had Chickenpox, you will need a blood titer. If you've had varicella (Chickenpox), you must provide documented results of a positive blood titer showing proof of sufficient immunity. <b>History or documentation of the disease IS NOT acceptable proof of immunity.</b>
<b>Hepatitis B</b>	Positive immune blood titer. If vaccine series was completed more than six (6) months ago, documentation of that series (three (3) shots) will be adequate. If titer was performed within one (1) to six (6) months after series and is non-immune, additional shots and titer(s) will be required up to a maximum of six (6) shots. Immune titer is required if last dose is within six (6) months.
<b>Meningococcal</b>	Date of one (1) vaccine, or signed declination.
<b>Tetanus</b>	Td or Tdap is required. A booster is required every 10 years.
<b>Flu Vaccine</b>	Clinical requirements and recommendations from the Center for Disease Control (CDC) indicate flu vaccines are mandatory. Each clinical site will have flu season protocol/requirements that students will be expected to abide by; which includes proof of compliance in receiving the flu vaccination. Flu vaccines are administered for free at the College in the fall of the academic year.

**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 two (2) TB test before admission. The 2-step TB screening involves receiving the test, then returning to have it read within a specific time period. The second step involves the process repeated one (1) to three (3) weeks after the 1<sup>st</sup> TB skin test. Once enrolled as a Bellin College student, annual screening is mandatory during the month of March. January entry students will obtain their annual skin test in November.

If the student converts (positive skin test) on her/his annual health assessment or has had a past positive TB skin test, a baseline chest x-ray is required and the student must follow-up with her/his health care provider for treatment. A written statement is required from treating health care provider regarding clinical status/restrictions. A Quantiferon test is also acceptable. An annual review of TB signs and symptoms will be required thereafter. Bellin College will not be held liable for payment for quantiferon blood tests, chest x-rays, or further medical care.

TB skin tests are free of charge for Bellin College students if given by 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.

**Resources to obtain TB testing and/or immunizations are as follows:**

- Primary health care providers.
- 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 (Ashwaubenon location, 1630 Commanche Ave.) for TB tests, titers, and some vaccines. Call 920-430-4560 for an appointment.

**Application Procedure – Diagnostic Medical Sonography**

**Application Materials**

Application forms are available from the Bellin College website: [www.bellincollege.edu](http://www.bellincollege.edu). To apply, please submit the following:

- Bellin College - Undergraduate Diagnostic Medical Sonography Program Application is FREE online.
- Nonrefundable \$50 application fee payable for hard copy applications only to: Bellin College.



- Official high school transcripts including ACT scores (ACT scores mandatory for those Traditional Three (3) Year applicants with 11 or fewer transferable credits).
- Official transcript(s) of all post-secondary (i.e., college or university) institutions attended. Transcripts must be sent directly to Bellin College/Undergraduate Admissions Department by the college or university to be considered official.
- Contact information for three (3) references.
- Personal statement.
- Four (4) hour job-shadow experience form.

### **Admission Requirements- Diagnostic Medical Sonography Specific**

Students are admitted to the diagnostic medical sonography program as they are admitted to Bellin College.

Diagnostic Medical Sonography courses are taken concurrently with general education courses starting with the first semester of enrollment.

Diagnostic Medical Sonography 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 two or four-year institutions, such as Northeast Wisconsin Technical College, St. Norbert College, and University of Wisconsin Green Bay. Bellin College also works closely with UW Colleges.

### **Diagnostic Medical Sonography Traditional Three (3) Year Option Admission Requirements**

The Traditional Option is designed for students who have or will have a high school diploma at the time of enrollment and may have completed transferable, program required general education credits. The traditional applicant then meets one of two (2) categories: Students with 11 or fewer transferable, program required credits or students with 12 or more transferable, program required credits.

Traditional students begin in fall as freshmen students and complete the sonography degree in three (3) years.

Students will be advised of placement criteria for English, Biology, Chemistry, and Math courses. If 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 college credits -**

Sonography applicants who have 11 or fewer transferable, program required credits must provide **American College Test (ACT) or Scholastic Achievement Test (SAT) scores with the following:**

- 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 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.

<b>Year(s)</b>	<b>HIGH SCHOOL COURSE REQUIREMENTS:</b>
4	English
3	Math (including one year of Algebra)
3	Sciences ( including one year Biology and one year Chemistry)
3	Social Science

If college credits have been taken, a credit evaluation will assist in determining eligibility for this option category. The credit evaluation and GPA calculation will include any course taken that would meet the following criteria:

- All courses that meet a required general education course will be considered. Required general education courses include: Anatomy and Physiology, Biology, Business, Chemistry, Communication, Computer Technology, Health Care Leadership/Management, Human Diversity, Intermediate Algebra, and Psychology.
- All courses meeting a required general education course must have a grade of “C” or above. If below a “C” the course must be remediated during their enrollment at Bellin College. Required general education courses can only be repeated one (1) time. A grade of “C” or above must be met in repeated courses.
- 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: Ethics, Humanities, and Social Science.

#### **Applicants with 12 or more transferable college credits -**

Diagnostic Medical Sonography applicants who have 12 or more transferable, program required general education credits, must have a minimum GPA of 3.0 in transfer courses with no grade lower than a “C” in required general education courses.

Remaining requirements are the same as applicants with 11 or fewer transferable, sonography program required college credits as stated above. A credit evaluation and GPA calculation by Bellin College will assist in determining eligibility.

The Bellin College Advisor and Career Services Coordinator will assist in outlining a plan to fulfill the remaining general education credits that are required. Bellin College offers select general education courses, however; program required general education courses are accepted from accredited two or four-year institutions, such as Northeast Wisconsin Technical College, St. Norbert College, and University of Wisconsin Green Bay. Bellin College also works closely with UW Colleges.

#### **Final Admission**

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 any related forms to the above mentioned items prior to enrollment.

Please note: Applicants who are not applying directly after high school should contact the Admissions Office for further assistance with admission qualifications.

#### **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.

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## **▶ Registrar Policies and Procedures**

#### **Sonography Guide**

Credit Hours equate to the amount of instruction time assigned to a class. The amount of time allotted per credit varies for theory, lab, and clinical courses (see table below). The total instructional hours for a course are distributed across the semester or session. In addition to instruction time, students should anticipate spending a minimum of two hours per credit hour per week (assuming a 15 week semester) in out-of-classroom preparation and study.

Program of Study	Theory Credit Hour (classroom or online)	Lab Credit Hour	Clinical Practica Credit Hour
Diagnostic Imaging, BSDMS	1 credit = 15 hours	1 credit = 45 hours	1 credit = 60 hours

**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. Only grades for courses taken at Bellin College are used to compute the GPA each semester. GPAs are computed at the end of each semester and summer session for all courses taken at Bellin College during that period. The GPA is on a 4.0 scale.

Students may take their general education courses at accredited two or four-year institutions of higher learning and transfer these credits to Bellin College by submitting an official transcript of grades received. Grades from transfer credits are not computed in 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 six (6) Bellin College credits.

- Highest Honors ..... 3.90 – 4.00
- High Honors ..... 3.75 – 3.89
- Honors..... 3.50 – 3.74

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

**Graduation Honors**

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

- Summa Cum Laude ..... 3.90 – 4.00
- Magna Cum Laude..... 3.75 – 3.89
- Cum Laude..... 3.50 – 3.74

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

Fall grades are used to calculate the honors listing for the May commencement ceremony. Summer grades are used to calculate the honors listing for the October commencement ceremony. Graduation honors will be recorded on the final transcript.

Diagnostic Medical Sonography students must have 45 (letter-graded) residency credits in order to calculate honor status.

**Course Add Procedure**

A course “add” is defined as enrolling in a class after the first day of the course. Students planning to add a course(s) must complete the following:

- Consult the Advisor and Career Services Coordinator to determine the impact on the program of study.
- An Add Form must be completed by the student and Advisor and Career Services Coordinator and returned to the Registrar. Add dates will be computed from the date that the official form is dated. This is the date for determination of implications of grade and tuition adjustment.
- Students adding general education courses taken at other institutions must comply with that college or university’s procedure for add/drop, but must also inform the Advisor and Career

Services Coordinator of the change.

\*Check dates of the academic calendar to identify final dates to add courses and the ramifications that adding courses has on applicable grades/transcripts/tuition and applicable refunds.

### **Course Drop Procedure**

A course “drop” is defined as canceling a class after the first day of the course. Students planning to drop a course(s) must complete the following:

- Consult the Advisor and Career Services Coordinator to determine the impact on their program of study and ability to progress in the curriculum plan.
- A Drop Form must be completed by the student and Advisor and Career Services Coordinator and returned to the Registrar. A Drop date is identified on the official form. This is the date for determination of implications for grade, tuition, adjustment and/or possible refund.
- Students dropping general education courses taken at other institutions must comply with that college or university’s procedure for add/drop, but must also inform the Bellin College Advisor and Career Services Coordinator of the change.

\*Check dates of the academic calendar to identify final dates to drop courses and the ramifications that dropping courses has on applicable grades/transcripts/tuition and applicable refunds.

### **Incompletes**

No more than two (2) incompletes in the Diagnostic Medical Sonography Program, or general education courses can be granted in any one semester or grading period. Incompletes in more than two (2) grading periods will result in automatic dismissal from Bellin College. Students with extenuating circumstances may appeal to their Diagnostic Medical Sonography Program Director.

### **Diagnostic Medical Sonography Courses**

It is the responsibility of the student to request an incomplete and make arrangements with the appropriate course facilitator/faculty to complete the required work. Incompletes must be removed within four (4) weeks of the last day of the course, or the incomplete becomes an “F”.

### **General Education Courses**

Students must complete general education requirements at Bellin College, if the course is available. Students must comply with that institution’s policy regarding “incomplete” grades. Prerequisites not met for subsequent courses will not allow the student to progress in the curriculum. Bellin College general education courses are covered by the same rules as diagnostic medical sonography courses. Please see the program director or the Advisor and Career Services Coordinator for guidance if needed.

### **Requests to Change Bellin College Program Options**

Programs are specifically designed to provide a structured learning experience, prohibiting enrolled students the opportunity to move from one program option to another. Once a student is admitted to a particular program option they are committed to that option’s curriculum plan. Students who request a program option change will need to have a new credit evaluation completed. All students must complete major credit amounts to meet graduation requirements. The Student Program Change of Option Form must be completed.

### **Completion of a Minor**

Bellin College does not grant minors.

### **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. Courses are recorded on the transcript with a letter grade and are included with the semester/cumulative grade point average (GPA).

Required Bellin College courses that have been completed at another institution are recorded on the Bellin College transcript under "Transfer Credit". These courses are not included within the grade point average (GPA) at Bellin College, but are recorded with the letter grade. 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 *Transcripts on Demand* link found on the Bellin College website or from the Student Services - One Stop Shop. Transcripts are typically completed and mailed within 1-4 working days.

Official transcripts bear a watermark and the signature of the Registrar. Official transcripts released directly to the student are so noted on the transcript and are placed in a sealed envelope.

The charge for an Official Transcript is based upon the time for requested delivery. The fee scale is available on the Registrar webpage for Bellin College, under "Transcripts". Unofficial transcripts are available for currently enrolled students free of charge via the student information system. Transcripts are not released to students or graduates with a "Hold" on their records.

## **Exit/Withdrawal Policy**

Exit from the College is defined as canceling or withdrawing from all credits for the semester/session/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 the Advisor and Career Services Coordinator to assure that all necessary procedures and paperwork are completed to meet institutional, state and federal requirements. This will include contact with the appropriate Diagnostic Medical Sonography Program Director, Financial Aid personnel, and the Bursar. Failure to meet with the appropriate personnel within five (5) work days will result in a "Hold" placed on all Bellin College records of the student.

The Advisor and Career Services Coordinator will assist the student with the exit process.

- If a student notifies the College that he/she will be withdrawing at the end of an enrollment period (semester/session/term), it is permissible for them to complete the Official Withdrawal Form on or before the last day of the enrollment term. The student may meet with the designated College personnel before the last day of the enrollment period in anticipation of the exit.
- If the student completes the Official Exit Form prior to the end of the enrollment period but is electing to finish specific courses, the Advisor and Career Services Coordinator will initiate the completion of an Add/Drop Form for each course the student is dropping. This Add/Drop Form must be completed at the time the student notifies the College of plans to drop specific courses.
- If a student is withdrawing from the College before the end of the enrollment period (session/semester), an Official Exit Form must be completed at that time.
- If a student does not complete the Official Exit Form or fulfill the withdrawal requirements, the student will be automatically withdrawn and a "Hold" will commence the day of the official exit date.
- If applicable, the student must request from any college/university where taking general education courses to forward an official transcript to Bellin College. Bellin College transcripts cannot be completed until this transcript is on file.
- Students who are exiting from general education courses need to notify that institution, and complete the appropriate paperwork. Please be aware that separate refund policies are in effect at each institution.
- Any undergraduate student that is not registered for Bellin College credits must complete the exit procedure.

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

### **Determination of Official Exit Date**

A student may electively exit or withdraw from Bellin College at any time. The College requires the student notify the College of her/his intent to withdraw in writing. The only exception to this is a personal emergency in which a verbal intent to withdraw will be accepted. This written notification should identify the student's intended last date of class attendance, which will be the official exit date. Notification must be made to the Advisor and Career Services Coordinator the Dean of Allied Health Sciences, the Dean of Student Services, and the Diagnostic Medical Sonography Program Director or her/his representative. If a student withdraws from the program without completing that enrollment term, the exit date will be the date the notification is received from the student.

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

If a student is dismissed from the College due to academic performance issues, the official exit date will be the date the Academic Department reviews the official transcript(s) and determines the student is no longer eligible to continue in the program.

If a student is dismissed from the College due to academic or non-academic misconduct the official exit date will be determined by the Dean of Allied Health Sciences (for academic misconduct) or the Dean of Student Services (for non-academic misconduct).

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

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

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

### **Re-Entry of Former Bellin College Students**

Students formerly enrolled at Bellin College in the undergraduate program, who wish to resume undergraduate study, are considered re-entry students. The ability to re-apply does not stipulate a guarantee, promise or other agreement concerning acceptance to the program, option placement, academic plan or transfer of credits. Any student that exits the College may re-apply, but must be free of any "hold" status.

### **Procedure for Re-Entry**

1. Complete an "Application for Re-Entry: Undergraduate Program" form, providing supporting documentation as needed. The form is submitted to the Admissions office. The re-entry application should include:

- Personal statement highlighting any extenuating circumstances leading to the dismissal, behavioral changes that will contribute to goals for success, etc.
  - Contact information such as address, home telephone and cell phone numbers, and email address.
  - Official transcripts of academic performance since exit from the College
    - Receive a grade no lower than a “C” in required general education courses taken while exited from the College.
2. The application for re-entry is reviewed by an Enrollment Review Work Group. The student will be notified of the work group decision. All decisions are final. The work group will decide one of three options:
- Accept re-entry application
  - Deny re-entry application
  - Defer re-entry application decision

If the committee denies re-entry, the student’s opportunities for readmission are exhausted. If the committee defers re-entry, the prospective student will be counseled as to the reason for deferral and provided the option of submitting the re-entry request at a later date.

Prior students re-entering the College must comply with current policies, procedures, and timelines.

The date of re-entry is determined by the Enrollment Review Work Group based on classroom, lab, and clinical resources. Students will be bound by the qualifications of The Bellin College Diagnostic Medical Sonography Guide in effect at time of re-entry.

## ► College Credits – Earning, Evaluation, and Transfer

### Credit Evaluation

Applicants who have earned post-high school credits will receive a Bellin College credit evaluation to indicate accepted courses and credits as transferable to satisfy Bellin College requirements. The factors for determining transferability are as follows:

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

Applicants may request an unofficial credit evaluation before 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 once courses are completed. The 3.0 GPA requirement and grades of “C” or above in each course must be met to remain a viable applicant.

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

## **Advanced Placement**

The Advanced Placement (AP) examination offers the possibility of establishing course credit at Bellin College. Many high schools offer courses through the AP program, and Bellin College offers degree credit based on a student's performance on the AP exam 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). For a list of the current Advanced Placement (AP), or similar exam credit policies, students should refer to Testing Services on the UWGB website.

## **Credit for Military Experience**

Applicants who are veterans may receive credit for military experience. Applicants must request an official transcript at: <http://jointserVICetranscript.com>. 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. Bellin College has also entered into a Memorandum of Understanding (MOU) agreement with the Department of Defense

## **Credit for Prior Learning**

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

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

Current students should contact the Advising and Career Services Coordinator for further details and eligibility requirements. A fee is charged for evaluation of CFPL.

## **College Level Examination Program**

The College Level Examination Program (CLEP) allows students who have gained college-level knowledge outside the classroom to take examinations for possible college credit. For 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, or similar exam credit policies, students should contact Registrar's Office. A fee is charged for each exam taken under this program.

## **External Independent or Correspondence Study Courses**

Students may register for independent study courses at other colleges and universities to fulfill Bellin College curriculum requirements provided they are credit and content equivalent to the Bellin College required course. For the purposes of financial aid and records management, the course will be recorded as transfer credit on the transcript for the semester of initial registration.

Students must complete the course within the semester in which they have registered for it. The policy for transfer credit applies to external independent study. There must be an official transcript on file with the Registrar verifying course completion at least two (2) weeks prior to graduation for all independent study courses taken in the final semester of the senior year.



## Independent Study Courses

Independent study allows a student to pursue an area of particular interest with a Bellin College course facilitator that can enhance or augment the current curriculum plan.

Students may register for independent study course(s) for additional credits in one of the radiology areas of study. Independent study courses on a selected topic can provide additional credits for activities not in the current curriculum plan. With approval and advisement, students can demonstrate self-direction by planning, implementing, evaluating, and reporting an independent learning experience.

### General Guidelines:

- Independent study opportunities will not be approved for an enrolled student who would miss course sessions (theory, lab, clinical).
- Independent study courses must be completed before the last semester/last two (2) sessions of study.
- No independent study opportunities will be approved in the last semester of study.
- Students must complete the course within the semester in which they have registered.
- The student may accumulate up to three (3) independent study credits within their academic career at Bellin College.
- The time frame for the implementation for the study should equate to at least 45 hours per lab/clinical credit and 15 hours per theory credit.
- The Advisor and Career Services Coordinator will assist students with the Independent Study Proposal Form, guidelines, and procedures.
- Fees for independent study will be based on the current Bellin College academic per credit fee schedule.

Please see the Advisor and Career Services Coordinator to discuss complete guidelines and procedures for Independent Study.

## Transfer Credits – Post-Admission Diagnostic Medical Sonography

Students with prior course work, examinations, or life experiences which they believe may fulfill requirements in the curriculum, can request a review for credit. Students may also choose to take a limited number of courses at other institutions while enrolled at Bellin College and transfer the credits into their Bellin College requirements. It is the student's responsibility to provide supporting evidence for awarding of credit.

Students who request to transfer credits to Bellin College after admission should consult the Advisor and Career Services Coordinator prior to registration. The Registrar will verify course applicability.

Bellin College will accept transfer credits from an accredited Associate or Baccalaureate degree program within the following guidelines:

- Course grades must be "C" or better.
- Content must be equivalent to the courses required at Bellin College.
- Courses listed on the University of Wisconsin Transfer System (TIS) identified as equivalent at UWGB for Bellin College required general education courses may be transferred if they meet the Bellin College course equivalency rationale. Courses listed as No Degree Credit (NDC) will not be accepted.
- Courses not listed on TIS will be reviewed for equivalency by the Bellin College Registrar.
- Courses must be at least at an Associate Degree (100) level. RFMGDIAL courses will not be accepted.

For a list of the current Advanced Placement (AP), College Level Examination Program (CLEP), or similar exam credit policies, students should refer the Registrar's Office.

## Transfer of Diagnostic Medical Sonography Credits

Diagnostic Medical Sonography credits earned at other colleges may be eligible to satisfy sonography course requirements if the course meets the rigors, standards, and course outcomes of the Bellin College courses.

## Transfer Credits – Credit Evaluation for Course Equivalency

Students who enter with prior course work from a college or university, accredited by an appropriate accrediting association, which appear to fulfill a required course may seek a course equivalency. The student requesting this process must contact the program's Diagnostic Medical Sonography Program Director for review of prior course work. If granted, the course credits are applied toward the graduation requirements. Transfer students will receive a copy of the credit evaluation identifying the courses and credits that fulfill Bellin College requirements.

## Transfer of General Education Courses/Credits

- Courses must be transferred from an accredited two and four-year institutions.
- Courses must be at the Associate Degree (100) level and above. (Remedial courses are not transferrable.)
- Courses must meet equivalency of Bellin College 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 program requirements. Courses not listed on the TIS will be reviewed for applicability by the Bellin College Registrar.
- Retroactive credits are accepted in fulfillment of general education elective requirements only. Retroactive credits may not be used to fulfill other degree requirements.
- Courses 10 years or older may not be accepted.
- Science courses taken beyond five (5) 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. A grade of "C" or better must be obtained in all science courses before final acceptance to the College. If an applicant has obtained a grade of "C-" or below in any of these courses, the course, or its equivalent must be repeated successfully during enrollment at Bellin College.
- The credit evaluation GPA will be calculated utilizing all course requirements including those course requirements that were "C-" or below. The applicant must still meet the admission GPA requirement and will be recalculated with the repeated course grade to assure the 3.0 requirement is always 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 (1) 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 "non-semester" within the academic calendar will be converted to semester credits and evaluated on an individual basis.
- Credits earned at a foreign university must be evaluated by Educational Credential Evaluators (ECE). The applicant is responsible for the cost of this evaluation. The applicant must request the

evaluation to be sent directly from ECE to Bellin College. Bellin College requires a course-by-course evaluation sent directly from ECE.

- An accepted applicant must report to Bellin College Admissions Office 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 Bellin College Admissions Office of changes may nullify admission to the College.

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

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

### **Student Submission of Transfer Course Grades**

Students completing general education courses must submit proof of completion (official transcripts with final grades) at the end of each semester/session/term; including the summer semester. Due to established partnerships, St Norbert College and University of Wisconsin-Green Bay will provide to Bellin College an official transcript as a routine practice. Students taking courses at other institutions are responsible for providing official transcripts to Bellin College. All applicants to Bellin College must provide official transcripts.

A Bellin College transcript cannot be fully completed for students until an official transcript from the “other” college/university has been received for courses taken at that institution.

The deadline for submission of official transcripts reflecting any completed general education courses must be received no later than four (4) weeks after the last day of semester taken.

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## **► Academic Policies and Procedures**

### **Academic Advising – Diagnostic Medical Sonography**

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

Students must discuss any changes in their academic plan with the Advisor and Career Services Coordinator to ensure that compliance with curriculum requirements is maintained. Students are responsible for contacting the Advisor and Career Services Coordinator and following through with all advising and registration requirements. It is the student’s responsibility to inform the Advisor and Career Services Coordinator 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.

### **Credit Load**

For financial aid purposes only, the combined credit load from Bellin College and any other institution are considered in computing full or part-time enrollment status. Refer to the table below for the definition of full-time, ¾-time, and ½-time enrollment status based upon program and option.

<i>Program/Option</i>	<i>Full-Time</i>	<i>¾-Time</i>	<i>½-Time</i>
Diagnostic Medical Sonography	12.0 or more credits per semester	9.0 – 11.5 credits per semester	6.0 – 8.5 credits

The recommended credit load is based upon the academic plan as arranged with the Bellin College Advisor and Career Services Coordinator. It is recommended that a student not exceed 17 credits per semester.

## **Attendance Policy**

Students who are entering the healthcare profession are expected to attend and be on time for all curricular activities, including orientations. See syllabi for specific course requirements. Mandatory attendance is required for all College orientations, course orientations, clinical and laboratory courses. Absences will be reviewed on an individual basis. Students are responsible for all course materials. Attendance records are maintained for the purpose of work references and financial aid programs.

A student who is absent from laboratory or clinical experiences may not be able to meet the expected course outcomes. Absences from clinical and lab will be dealt with individually by the faculty in consultation with the Diagnostic Medical Sonography Program Director and may include a fee (See policy below). Repeated absences may result in dismissal from the course.

## **Absences**

Attendance at all college orientation/informational activities is mandatory. All fees must be paid prior to re-scheduling date. (See *Lab, Simulation, Computer and Standardized Testing Make-up Fees for more information*)

### **Orientations (Diagnostic Medical Sonography)**

Students who do not attend scheduled orientations are required to re-schedule with the appropriate College personnel and may be assessed a re-scheduling fee.

### **Clinical (Diagnostic Medical Sonography)**

Students who do not attend clinical may be offered to schedule an alternate day or assignment based on consultation by the faculty and Diagnostic Medical Sonography Program Director and may be charged a make-up fee.

### **Computer Trainings/Standardized Testing (Diagnostic Medical Sonography)**

Students who do not attend as scheduled are required to re-schedule and may be charged a fee.

### **Simulations (Diagnostic Medical Sonography)**

Students who do not attend simulation activities as scheduled are required to re-schedule with the course facilitator and may be charged a fee for re-scheduling.

## **Audio/Video Recording of Faculty Lectures/Conferences**

All individuals wishing to record faculty lectures and/or conferences presented as part of the Bellin College curriculum must obtain verbal approval prior to the lecture and/or conference from the specific teaching faculty member.

Frequently, speakers will give permission for the recording of a presentation; however, a faculty member has the right to refuse permission unless an accommodation for disability is approved.

In the event the faculty member approves the audio/video recording, the obtaining and utilizing of the recorder and the audio/video is the student's responsibility. It is further understood that the recording is to be used for current educational purposes only.

In accordance with the above policy, all students should be aware that any classes, and discussions held therein, are subject to being recorded.

## **Dress Code Policy**

The purpose of this policy is to provide direction for appropriate appearance/professional image in the classroom, lab, on clinical sites and when on clinical during clinical preparation.

### **Classroom/Lab Activities**

It is the general understanding that clothes worn on campus are appropriate to wear in a classroom setting and are not provocative in nature.

- Students are required to wear their uniform (detailed below) during the lab testing and simulation activities.
- Students are not allowed to wear hats during exams.

### **Student Uniforms**

The Bellin College uniform consists of selections from a list of clothing supplied for students by The Elite Group. The clothing is embroidered with the Bellin College logo on the upper left pocket area. All required pieces of clothing worn as part of the uniform must be ordered through The Elite Group. Uniform substitutions are not acceptable. See the Student Services - One Stop Shop Office for ordering questions.

### **Diagnostic Medical Sonography Uniform**

- Navy blue scrub top and bottom with Bellin College logo.
- White lab coat with Bellin College logo (optional).
- White closed toe and closed heel shoes.
- Bellin College ID Badge must be visible.

### **Diagnostic Medical Sonography Optional uniform pieces**

- Sleeveless, short sleeved, or long sleeved white shirt may be worn under scrub top.
- If wearing a short-sleeved t-shirt, the sleeves must not extend below the sleeves of the scrub top.
- White shirts must be plain, without lace, and logo-free.
- White shirts must be tucked in.

### **General Clinical Guidelines for Diagnostic Medical Sonography**

ID Badge:

- No alterations to the badge are allowed.
- Badge must be clipped at the top of the scrub top or lab coat.
- Must be visible at all times.

Uniform:

- Uniforms are required to be clean and wrinkle-free.
- The uniform must be of appropriate size. Tops and pants too small, too large, too long or too short are not acceptable. Tops must cover skin at all times.
- Pants are to be worn at waist level.
- Students need to determine whether lines of undergarments are visible with movement such as bending or reaching.
- Variations in any dress code requirements (for psychiatric centers, community/public health, etc.) will be reviewed by faculty prior to clinical.

Hair, Nails, and Make-Up:

- Hair should be neatly styled, clean and drawn back from the face.
- Barrettes, hair clips, and headbands must be plain and without ornamentation. Hair ribbons are not allowed.
- Hair cannot be extreme in color or style.
- Beards, sideburns, and mustaches must be neatly trimmed.
- Make-up should be conservative in color, style and natural-looking.
- Artificial nails and nail polish are not allowed.
- Natural nails should be clean and short; not to exceed ¼ inch past the fingertip.

Shoes and Socks:

- Students must have a pair of shoes that are for client care only.
- Primarily white clean shoes in good repair are required. The shoes must be closed-toe and closed-heel.

- Socks must be white.

**Jewelry, Body Piercings, Tattoos:**

- Acceptable jewelry include:
  - A plain wedding band (no stones)
  - A conservative, plain wristwatch (no ornamental stones).
    - Fitness bands included.
  - A single, small post earring worn in the lower lobe of the ear.
- Unacceptable jewelry includes:
  - More than one earring per ear
  - Fashion rings,
  - Necklaces
  - Bracelets
  - Smart Watch
- Students are not allowed to wear body-piercings on the tongue or any visible body part.
- All visible tattoos must be covered.

**General Considerations:**

- Students are expected to practice good hygiene.
- No scents should be worn.
- No gum is allowed.
- Discretion must be used if wearing uniforms in other public areas.
- Undergarments which are not visible need to be worn under all light-colored attire.
- Hats/caps are not to be worn in any clinical setting or in an exam situation.
- Religious headwear is exempt.

**Consequences and Exceptions**

Students who fail to comply with the dress code policy may be subject to disciplinary action including dismissal from the clinical site and the potential for an unsatisfactory clinical evaluation.

Exceptions may be made on a case-by-case basis for religious, cultural, or medical reasons. Approval for exceptions must be obtained from the Diagnostic Medical Sonography Program Director prior to attending clinical.

**Grading Policy**

The following grading system is used to determine course achievement:

<b>Letter Grade</b>	<b>Grade Points Per Credit</b>	<b>Numeric Grade Equivalent</b>
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

The grade calculation process will be consistent across the Bellin College curricula. For the diagnostic medical sonography program in addition to General Education offerings, within each course individual assignments/projects/exams will be recorded to one decimal point without rounding-up (for example, 92.37 will be recorded as 92.3). The final composite course grade will not be rounded-up (for example, a 92.8 will receive an “AB”).

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

components.

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

### **Grades without Associated Grade Points**

AU	Course Audit	No effect on GPA.
EX	Credit by Exam	Course credit achieved by exam.
I	Incomplete	No effect on GPA until four (4) weeks after the end date of course. Grade becomes "F" if letter grade is not received within the four (4) week period or formal arrangements for completion are not made.
IP	In Progress	Represents the course in which the student is currently registered.
N	No Report or In Progress	No grade report received or course in progress.
P	Pass	Represents work was completed at "C" or higher level but is not included in GPA in a pass/fail course.
F	Fail	Represents work was completed at lower than a "C" level but is not included in the GPA in a pass/fail course.
PL	Credit for Prior Learning	Credit achieved by demonstrated learning experience.
R	Repeated Course	Designates a course repeated for grade betterment. The prior grade is removed from cumulative GPA calculation.
TR	Transfer Credit	Transfer credit from a course taken at another institution of higher learning that is accepted at Bellin College.
WF	Withdrawal/Failing	Withdrawal from DMS/General Education course(s) and/or the BSDMS program after the sixth week of a 15-week semester or after 40% of the course has been completed.
W	Withdraw	Dropped course before 40% of course is completed. No effect on GPA.

### **Course Grade Reports**

Bellin College grade reports will be available for student self-service access through the student information system at the end each semester/session/term. This occurs approximately 10 working days after the last day of the semester/session/term.

All final clinical evaluations will be retained in the student's individual portfolio for Student Achievement Tracking maintained by the College for a period of five years.

## Grade Appeal Policy

A student may appeal a grade for computation or interpretive error. No grades will be reviewed after 20 working days from official Registrar posting unless it can be demonstrated that a grade was incorrectly recorded or that it was impossible for the student to initiate review during the designated time period.

### Procedure

The grade appeal procedure is as follows:

- The student must contact the course facilitator within 10 working days of the grade return.
- The course facilitator will review with the student how the grade was determined based on written criteria in the course outline.
- If the issue is not resolved, the student should contact the Diagnostic Medical Sonography Program Director within five (5) working days. The student must present in writing the reasons she/he believes the grade should be changed. If the Diagnostic Medical Sonography Program Director is also the course facilitator in the appeal, a different Diagnostic Medical Sonography Program Director must handle the appeal process for review of information and final decision. The appropriate academic Dean will assign a different Diagnostic Medical Sonography Program Director to the appeal.
- The Diagnostic Medical Sonography Program Director will request and review a written explanation of the grade from the course facilitator. This explanation must be submitted within two (2) working days.
- The Diagnostic Medical Sonography Program Director decision on the grade appeal is final.

## Audit Course Policy

Any Bellin College course may be audited with the exception of clinical, project, or practicum courses. The plan to audit a course must be approved by the Diagnostic Medical Sonography Program Director. Audited courses are subject to the following guidelines:

- Auditing of course must be approved by faculty.
- The audit option is only available if course is not at enrollment limit.
- An audited course carries no credit value or letter grade (AU)
- Students auditing a course are not required to complete any assignments or exams.
- Auditing a course will not replace a previous course grade, or affect GPA.
- An audited course will not satisfy degree requirements.
- Students may not audit courses to maintain continuous enrollment at BC.
- Any student (degree seeking or non-degree seeking) may audit.
- Once the course begins, students cannot switch enrollment status (audit to graded, or vice-versa).
- Audit permission form must be completed.
- Cost is 1/3 of tuition, with appropriate fees (e.g. technology).

## Travel Course: Domestic / International Study Policy

Opportunities for students to complete travel study courses are supported by the College as long as the experience is conducive to the student's program of study and is coordinated with, and approved by, appropriate college personnel. A student wishing to engage in a travel course experience is to contact his/her Diagnostic Medical Sonography Program Director as soon as possible. The following parameters will apply.

**All travel study opportunities must have final pre-approval by appropriate Diagnostic Medical Sonography Program Director and/or Dean of Allied Health Sciences on a timely basis. It is recommended that the approval process be completed no later than one month prior to the travel.**

In all cases, the Travel Course Approval Form must be finalized, submitted, and on file with the Registrar prior to the student's departure.



Student educational travel opportunities may be secured through three avenues: (1) Bellin College course; (2) courses completed through another institution of higher education; or (3) non-college educational opportunity.

**1. Bellin College course:**

- Must be pre-approved for substitution into major curriculum by the Diagnostic Medical Sonography Program Director.
- Appropriate Bellin College tuition is required for Bellin College courses.

**2. Courses completed through another institution of higher education:**

- Must be pre-approved for transfer prior to departure by the Diagnostic Medical Sonography Program Director.
- Fulfillment of a major course requirement must be approved by appropriate Bellin College faculty.
- Fulfillment of a general education course requirement must be approved by the Registrar.
- The course is posted as transfer credit. The course will transfer credit-for-credit, regardless of requirement satisfied. Transferred credits will not be split among course requirements.
- Student must still complete required credit amount and residency requirements for graduation.
- Students in the 15 Month Option may complete a travel course with an approved exception to the Bellin College residency requirement.
- The current Bellin College policy regarding transfer credit is applicable.
- No fee is assessed on transfer courses by Bellin College.

**3. Non-college educational opportunity:**

- Must be pre-approved prior to departure by the Diagnostic Medical Sonography Program Director.
- Educational opportunity must be facilitated and reviewed by Bellin College faculty.
- A portfolio and/or other materials are required for review.
- Credit is awarded based on course requirement fulfillment.
- Bellin College tuition is required for non-college educational opportunities, some fees may not apply.

**STAT Program (Service, Trips, and Transforms)**

The STAT Program is an alternative break service program that gives students the opportunity to engage in off-campus experiences serving in communities working with vulnerable people as a way to become active citizens involved in their own communities now, and in their futures as professional leaders. The program offers students a chance to travel to local, regional, and national locations where they are challenged to both provide service and reflect on those experiences as a way to grow personally and professionally. Participants are provided leadership skills, exposed to new perspectives, and ultimately gain a broader understanding of the concepts of social justice and community partnership. Along the way, students are immersed in new cultures and have life-changing experiences that contribute positive change within themselves and the world.

**Repeated Courses**

Diagnostic Medical Sonography 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. Students can repeat a sonographic course one (1) time only.

**Late Assignment Policy**

Points for late graded assignments will be deducted as follows from the final assignment grade:

- 1 calendar day late..... 4 percentage points
- 2 calendar days late..... 8 percentage points
- 3 calendar days late..... 16 percentage points
- 4 calendar days late..... 0 percentage points (score grade of “0”)

Example: If a student received a 94% on the late assignment:

- 1 calendar day late..... final grade of 90%
- 2 calendar days late..... final grade of 86%
- 3 calendar days late..... final grade of 78%
- 4 calendar days late..... final grade of "0"

Extenuating circumstances will be reviewed by faculty on an individual basis.

### **Late Exam Policy**

Communication between the student and course facilitating faculty member is key to discuss and understand the following items:

- Prior to the start of the scheduled exam, students must inform the course faculty that they will be absent for the exam.
- After discussion with the student, faculty will reschedule the student to take the exam within 1-7 calendar days, based on faculty discretion.
- If the exam is not taken at the time determined by the faculty with the student, a grade of "zero" (0%) will be recorded as the exam's final grade.

Extenuating circumstances will be reviewed by faculty on an individual basis.

### **Test Taking in the Library**

When an exam is scheduled by the faculty to be proctored in the library, the faculty will inform the student of the date and time for the exam. The following standards will be enforced:

- Students will provide their own writing utensil.
- All electronic devices will be turned off during the exam.
- Only items required by the faculty member are allowed on the student's table/desk during the exam. All personal items such as but not limited to: electronic devices, pencil case, back packs, purses, watches, beverages, food, outerwear and hats, etc. will be stored with the library staff and returned to the student at the end of the exam.
- If facial tissues are present, the tissues must be kept in a clear plastic bag and placed on the desk next to the student prior to the exam start. The facial tissues and bag will be inspected by the library staff prior to the start of the exam.
- Students will not be allowed to leave the assigned testing area during the exam.
- Exam questions will not be discussed with the library staff at any time.
- Students are expected to adhere to the "Student Performance Remediation and Due Process" Policy as stated in The Bellin College Diagnostic Medical Sonography Guide.

If cheating is suspected while an exam is being proctored in the library, the library staff will:

- Focus on the student suspected of cheating and observe them more closely.
- Approach the student for clarification, and if needed, confiscate inappropriate materials.
- Inform faculty member.

If cheating is confirmed, the faculty member will implement the Academic Misconduct - Due Process Policy and Procedure outlined in The Bellin College Sonography Handbook & Catalog.

### **Clinical Compliance Requirements**

Student placement agreements are executed in order to enable clinical opportunities. These agreements stipulate that faculty and students adhere to agency requirements. These requirements include, in part, compliance with policy and procedure such as confidentiality, knowledge of orientation material, etc. Students must show preparation for clinical participation by maintaining clinical requirements set by Bellin College and the clinical agencies. Failure to provide timely documentation will result in an inability to participate in the clinical settings, thus jeopardizing student's ability to progress. Students are required to be compliant with all health requirements to be fully prepared for clinical experiences.

### **TB Testing**

Students are required to have an up-to-date health record, including the required immunizations and the annual TB skin tests. Annual TB skin tests must be completed and documentation uploaded into your Certified Profile/ CastleBranch Inc. account or submitted to the Student Service One Stop Office.

### **CPR Certification and CPR Renewal Training**

Students must be CPR Certified by the American Heart Association Healthcare Provider prior to clinical with a CPR Re-Certification every two years. Each student must have verification of current CPR training. Undergraduate students are to provide documentation uploading the front and back of the CPR card into their Certified Profile/ CastleBranch Inc. account. Noncompliance will result in the student's removal from clinical placement(s) and inability to progress in the program. Available sites include but are not limited to Bellin College training dates; Bellin Health CPR Training Center; Northeast Wisconsin Technical College; and the American Heart Association, Northeast Wisconsin Chapter. Online courses are not acceptable.

### **FIT Testing**

Students that need to be properly fitted for a mask to be used within particular clinical settings will be tested on the clinical unit at time of need.

### **Influenza (Flu) Vaccine**

Each clinical agency has established rules regarding mandatory flu vaccines, and requires proof of compliance. Flu vaccines are administered for free at Bellin College each fall. Students may also receive the flu vaccination through OHS. If a student receives a flu vaccination at a facility other than Bellin, the student must provide evidence of receiving the vaccination and sign a declination form showing the vaccination has been received outside of Bellin College.

### **Clinical Computer Training:**

Students must attend the computer training as scheduled even if they are an employee of the clinical agency providing the training. The training for students is different than for employees. Students who do not attend computer training as scheduled will require a personal session and may be charged an associated fee.

### **Clinical Orientation:**

Students are required to attend their respective clinical orientations assigned in order to be fully prepared for the semester. Students who do not attend as scheduled will require a personal session may be charges an associated fee.

### **Confidentiality of Protected Health Information**

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

While students may write down essential information for the preparation and care of clients, information that identifies a client in any way may not be taken from the clinical site. No records may be photocopied for any reason. It is unlawful to disclose all individually identifiable information. This relates to information about past, present and future:

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

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

## Licensing Examination – Diagnostic Medical Sonography

A graduate of the Diagnostic Medical Sonography baccalaureate program is eligible to sit and take the national board examination in Sonographic Principles and Instrumentation, Abdomen, Ob/Gyn, and Vascular offered by the American Registry for Diagnostic Medical Sonography (ARDMS). Please visit the ARDMS website for ethics and examination requirements prior to applying to take the exam. The College assists the students in the preparation and application process.

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## ► Student Performance Remediation and Due Process

### Student Performance Notification (SPN) – BSDMS

Academic success is essential for progression in the program. The purpose of the Student Performance Notification is to provide the student with notice of academic (inclusive of lab/clinical) or professional performance issues. This allows for student consultation with appropriate College personnel to determine steps for success.

SPN's are completed by faculty in consultation with the Program Director to address academic and / or performance issue(s). Examples of SPN categories include, but are not limited to:

- **Academic performance**
  - Failure to meet course outcomes.
- **Class / clinical / lab performance**
  - Incidents (defined as student behaviors that lead to a negative outcome). Examples include, but are not limited to:
    - Client falls.
    - Safety concerns.
    - Medication errors.
  - Student or client Injuries - clinical or lab.
  - Medication calculation (see Medication Calculation policy for SPN process)
  - Incomplete preparation
- **Professional Performance (inappropriate or unsatisfactory professional performance).**  
**Examples include, but are not limited to:**
  - Late work
  - Tardiness or absence from lab/clinical.
  - Violations of the Dress Code Policy.
  - Unethical or illegal behavior.
  - Repeated infractions of College policies.
  - Persistent negative responses toward constructive feedback.

### SPN Category

SPN's are leveled based on pattern and / or severity of the issue, resulting in either Monitoring or Probation.

### Classroom, Lab, and Clinical Monitoring

A student who is not making satisfactory progress toward specific classroom, lab, and/or clinical outcomes, may be placed on monitoring at any point during their program of study. The duration will be determined by the Diagnostic Medical Sonography Program Director.

- Classroom monitoring may occur when student behaviors are not conducive to classroom outcomes and student success.

- Lab or clinical monitoring may occur when student behaviors lead to a negative outcome or injury (incident) or when skills, behaviors and actions are not conducive to course outcomes and success.
- Refer to the medication calculation policy for students who are unsuccessful on the medication calculation tests.

Failure to meet the terms of classroom/lab/clinical monitoring will result in probationary status. Each situation is evaluated on a case-by-case basis.

### **Probations – Overview**

A student may be placed on academic and/or disciplinary probation. A student may be placed on probation as a progression of monitoring, or may be placed directly on probation depending on the severity of the infraction.

- Probations are typically a period of one (1) year.
- The student is expected to fulfill the terms of the probationary status as outlined in the Student Performance Notification (SPN).
- A student on probation (academic and/or disciplinary) is not eligible for Dean's List status.
- A student who does not meet the terms of probation as defined on the SPN is subject to dismissal from the program.

### **Academic Probation – BSDMS**

A student is placed on Academic Probation when failing to meet the appropriate course grade or lab/clinical requirements or in some cases of academic performance. The following results in automatic academic probation:

- Failure to maintain a 2.0 grade point average (GPA) each semester/session in nursing as well as any Bellin College general education courses.
- Failure to maintain a 2.0 GPA each semester and summer semester in diagnostic medical sonography as well as any Bellin College general education courses.
- Failure to attain a "C" or better in a diagnostic medical sonography course.
- Failure to attain a "C" or better in a required general education course.
- Receipt of an unsatisfactory final clinical evaluation.
- Failure to attain a "P" in any Pass/Fail diagnostic medical sonography course.
- Failure to meet the terms or expected outcomes of classroom/lab, and/or clinical monitoring.

Each case is reviewed individually. The nature and gravity of the incident, the motivation underlying the behavior, the student's academic, performance and disciplinary history, precedent in similar cases and other mitigating circumstances will be considered in determining the appropriate action(s). Repeat cases of violations of the College values may result in more severe penalties. Based on the type of infraction, the College cooperates with local, state, and federal law enforcement authorities as appropriate. The College reserves the right to immediately terminate any student from the program when that student's behavior, health, and/or performance jeopardize the safety of the clients, other students, or College faculty, staff, visitors, guests, and/or property.

Students are required to sign the SPN form when placed on clinical monitoring or academic probation. The form provides written evidence of present status, recommendations for improvement, expected outcomes, timelines, and consequences. The signed form becomes part of the student's official file. A copy of the signed SPN is provided to the student.

### **Progression Policy**

A student having failed a diagnostic medical sonographic science or general education course should be aware:

- A student may be allowed to continue in their program while on probation.
- A student's curriculum plan may be altered and likely extend the student's graduation date.
- Any failed course may be repeated one (1) time only.

- Placement in any course requiring repeat is subject to space availability.
- If a space is not available or the course is not offered the student may be required to exit from the College until the failed course can be repeated.
- Any undergraduate student not enrolled in a Bellin College course must exit the College. Re-application will then be necessary.
- Each student situation will be reviewed on an individual basis by the Dean of Allied Health Sciences/ Diagnostic Medical Sonography Program Director

The student will be notified in writing of their individual situation and must complete the requirements outlined in their Student Performance Notification (SPN) to avoid dismissal from the program. An incomplete status must be addressed in order for students to progress in the curriculum. (See Incomplete Policy).

### **General Education Progression Requirements**

While enrolled at Bellin College, a student may be unsuccessful in two different General Education course completion attempts and not be dismissed. A third General Education course failure will result in dismissal. All general education courses taken to complete a program requirement, including those offered at Bellin College, are subject to this policy, and are separate from the progression policy as it relates to major courses.

- A student can repeat a general education course once without dismissal from Bellin College.
- Student could be subject to an extension on length of time to degree completion, a special enrollment schedule in one or more semesters, and placement in another cohort; in accordance with repeat policy; and due to failure to meet necessary prerequisites in a timely fashion.
- Repeating an unsuccessful Bellin College General Education equivalent course at another institution is allowed, but subject to same repeat conditions.
- Students who are unsuccessful in a course designed to meet a general education requirement may enroll in a different course that fulfills the general education requirement. This is subject to the General Education course requirement repeat policy.
- Repeat/progression policy begins with enrollment at Bellin College.

### **Diagnostic Medical Sonographic Traditional Option:**

While enrolled at Bellin College, a student may be unsuccessful in one major course and not be dismissed. In general, the student must repeat the failed sonography course at Bellin College in its entirety with a passing grade before they are able to enroll into the next sonography course in the curriculum plan. In specific cases, a student may be allowed to continue in major courses if prerequisites and scheduling allow. Permission is required from the Faculty and Diagnostic Medical Sonography Program Director prior to registration. **A second major course failure will result in dismissal.** Exceptions may apply to students in their last session/semester.

### **Academic Misconduct – Overview**

Bellin College Students are responsible to pursue their studies with integrity and honesty. Failure to do so is considered academic misconduct. Academic misconduct includes the active and/or passive participation in giving or taking information, allowing information to be given or to be taken from an unauthorized or unacknowledged source in a situation where individual performance is required. Academic misconduct includes but is not limited to:

- Cheating.
- Revealing or receiving examination content.
- Plagiarism including insufficiently documenting of sources or using another's work as own.
- Stealing examinations or course materials or knowingly using such stolen materials.
- Falsifying any record or other data.
- Violating course expectations as stated by the faculty member teaching the course.
- Giving or receiving improper collaboration or assistance on assignments/exams.

For academic misconduct, a Student Performance Notification (SPN) will be initiated by the College.

- Faculty must have the student initial and sign the SPN.

- Faculty must sign the SPN.
- A copy of the SPN made available to the student.
- The original signed SPN placed in the student's file.

## **Academic Misconduct – Due Process Procedures**

If a report of academic misconduct is received or if faculty suspects that misconduct has occurred, the following steps will be initiated:

### **Step 1: Faculty and Student Meeting**

The suspecting faculty member discusses the situation with the student within three (3) working days of the incident or them becoming aware of the incident. Following then:

- The faculty may conclude that the suspicion of academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty may conclude that there is sufficient evidence to support the claim of academic misconduct and reports the information to the Diagnostic Medical Sonography Program Director.
- *Proceed to Step 2.*

### **Step 2: Diagnostic Medical Sonography Program Director Notification**

The Diagnostic Medical Sonography Program Director will determine if evidence supports a claim of academic misconduct by investigating the allegation. The Diagnostic Medical Sonography Program Director will meet with the faculty member and the student individually. If the student chooses not to meet with the Diagnostic Medical Sonography Program Director in person, the process will continue with the information available. The Diagnostic Medical Sonography Program Director may request information from other students/parties. The student may request for other students/parties to provide information regarding the allegation. Each person will be asked to document the details of the incident in writing.

Within three (3) working days of receiving the information from the faculty member, the following may occur:

- The Diagnostic Medical Sonography Program Director may conclude that academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Diagnostic Medical Sonography Program Director may conclude that there is sufficient evidence to support the claim of academic misconduct, and reports the information to the Dean of Allied Health Sciences.
- *Proceed to Step 3.*

### **Step 3 Dean of Allied Health Sciences Notification**

Within three (3) working days of receiving the information from the Diagnostic Medical Sonography Program Director, the following may occur:

- The Dean of Allied Health Sciences may conclude that academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Dean of Allied Health Sciences may conclude there is sufficient evidence to support the claim of academic misconduct, and render consequences.

If the student acknowledges the behavior, and/or academic misconduct is determined by the Diagnostic Medical Sonography Program Director, the Dean of Allied Health Sciences will determine the consequences following consultation with Diagnostic Medical Sonography Program Director.

Furthermore, the Dean of Allied Health Sciences will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information as needed.
- Communicate with the student as necessary. If student does not choose to meet with the Dean of Allied Health Sciences the process will continue with the information available.
- The faculty member, student, and/or other parties may be asked to provide further information.
- Consult with the College President.

The decision of the Dean of Allied Health Sciences is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Dean of Student Services. Appeals must be received within 10 working days of termination.

All applicable documentation from the case of misconduct becomes part of the student's official file.

## **Non-Academic Misconduct – Overview**

Consideration for others and respect for each person and property is valued within the Bellin College community. The philosophy of the College is that all students, faculty and staff (members) as well as any College visitors or guests, must be able to study and work in an environment that is safe, free from harassment, discrimination, intimidation, and other disruptions. It is an expectation that all members, visitors and guests are entitled to fair treatment, and will conduct themselves appropriately, respectfully, and responsibly.

For students, behaviors inconsistent with this premise are considered non-academic misconduct. Non-Academic misconduct includes but is not limited to:

- Behaviors that constitute harassment, discrimination, and/or intimidation.
- Conduct which constitutes actual, or threatened, serious danger to one's own personal health or safety, or the health and safety of any member, visitor, or guest of the College.
- Unauthorized possession, storage, or use of any weapon or explosive.
- Unlawful possession, use, distribution, or sale of any narcotic or drug as defined by the statutes of the State of Wisconsin.
- Possession or consumption of alcoholic beverages in contradiction of State of Wisconsin law and/or College policy.
- Forgery, counterfeiting, alterations, or misuse of any College record, logo, document or ID card.
- Attempts or actual stealing, destroying, or defacing materials or property belonging to the College or College members, visitors, or guests.
- Unauthorized entry into or alteration of, any Bellin College computer records, or the violation of the College Informational Technology policies and procedures.
- Failure to comply with the lawful directives of College employees or College security.
- Signing in a computer, class, clinical, or test for someone else.
- Persistent or inappropriate behaviors that interrupt the teaching, and/or learning environment/process.
- Conduct that violates the Society of Diagnostic Medical Sonographers Code of Ethics.
- Violations of policies/procedures as stated in The Bellin College Sonography Hand Guide - Handbook & Catalog and other College resources.
- Behaviors inconsistent with the College values, mission, and/or procedures.

## **Non-Academic Misconduct – Due Process Procedures**

If a report of academic misconduct is received or if a College faculty or staff member suspects that misconduct has occurred, the following steps will be initiated:

### **Step 1: Faculty and Student Meeting**

If the incident occurred involving a faculty or staff member or is in a classroom/lab/clinical setting, the involved faculty or staff member discusses the situation with the student within three (3) working days of the incident or becoming aware of the incident. Following then:

- The faculty or staff member may conclude that the suspicion of non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty or staff member may conclude that there is sufficient evidence to support a claim of non-academic misconduct and reports the information to the Diagnostic Medical Sonography Program Director.
- *Proceed to Step 2.*



### **Step 2: Diagnostic Medical Sonography Program Director and Student Meeting**

The Diagnostic Medical Sonography Program Director will determine if evidence supports a claim of non-academic misconduct by investigating the incident. The Diagnostic Medical Sonography Program Director will meet with the faculty member, student, and others applicable to the incident individually. If the student chooses not to meet with the Diagnostic Medical Sonography Program Director in person, the process will continue with the information available. The student may request for other students/parties to provide information regarding the allegation. Each person will be asked to document the details of the incident in writing.

Within three (3) working days of receiving the information regarding the allegation:

- The Diagnostic Medical Sonography Program Director concludes that non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Diagnostic Medical Sonography Program Director concludes that there is sufficient evidence to support the claim and reports the information to the Dean of Student Services within three (3) working days.
- *Proceed to Step 3.*

### **Step 3: Dean of Student Services Notification**

Within three (3) working days of receiving the information from the Diagnostic Medical Sonography Program Director, the following may occur:

- The Dean of Student Services may conclude that non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Dean of Student Services may conclude there is sufficient evidence to support the claim of non-academic misconduct, and render consequences.

If the student acknowledges the behavior, and/or non-academic misconduct is determined the Diagnostic Medical Sonography Program Director, the Dean of Student Services will determine the consequences following consultation with Diagnostic Medical Sonography Program Director.

Furthermore, Dean of Student Services will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information as needed.
- Communicate with the student as necessary. If student does not choose to meet with the Dean of Student Services the process will continue with the information available.
- The faculty member, staff member, student, and/or other parties may be asked to provide further information.
- Consult with the Bellin College President.

The decision of the Dean of Student Services is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Dean of Allied Health Sciences. Appeals must be received within 10 working days of termination.

All applicable documentation from the case of misconduct becomes part of the student's official file.

### **Causes for Dismissal from Bellin College**

A student may be dismissed from the College as a result of academic-misconduct, non-academic misconduct, academic performance reasons and/or for behaviors that are not in accordance with College policies or values.

The following situations result in an automatic dismissal from Bellin College:

- Failure to fulfill or resolve academic or disciplinary probation requirements via breach of contract
- A student who is unsuccessful in two (2) major courses will be dismissed (see Progression Policy). Exceptions may apply to students in their last session/semester.
- A student who is unsuccessful in three (3) general education courses will be dismissed (see

- Progression Policy which also states students may repeat a failed course one time only).
- A failure in any course in any session within the 15 Month Option as all courses must be completed in sequence.
- Receipt of an incomplete in more than two (2) enrollment sessions or two (2) incompletes in one (1) semester or grading period.
- If a student is not able to progress in their curriculum plan due to space or course availability.
- Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.
- Failure to complete the degree within six (6) years.
- The College reserves the right to dismiss any student from the program when that student's health, performance, and/or behavior jeopardize the safety of patients, other students, or College faculty, staff, visitors, and/or guests.

## Appeal of Dismissal

A student that has been dismissed from Bellin College may appeal for readmission to the College one (1) time only.

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

- Be received by the College within 10 working days of receipt of notice of dismissal.
- Identify any extenuating circumstances contributing to the dismissal from the College.
- Identify behavioral changes that will contribute to the student's success if the appeal for readmission is granted.
- Include student's contact information; address, home telephone and cell phone numbers, and email address.

<b>Reason for Dismissal:</b>	<b>Student writes appeal to:</b>
Academic Misconduct	Dean of Student Services
Non-Academic Misconduct	Dean of Allied Health Sciences
Reasons outlined in "Dismissal from Bellin College"	Dean of Allied Health Sciences

Upon receiving the student's appeal, the Dean will consult with the appropriate faculty, Diagnostic Medical Sonography Program Director, and other Dean to review case facts and file documentation, along with the student's written appeal, in its entirety. Upon completion of the case review, an appeal decision from the Dean will be communicated.

The student will receive written notification of the appeal outcome within 10 working days of receipt of appeal. If the appeal for dismissal is denied, the opportunity to be readmitted has been exhausted.

## Student Grievance Procedure

A grievance is an individual student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. A student has a right to express a grievance without prejudice, penalty, or reprisal. The College believes in resolving issues at the lowest level possible. If there is more than one student involved, each student must file a separate grievance. A grievance submitted by a group of students will not be accepted.

To provide students with a direction to voice their concerns, a four (4) step grievance procedure has been established for an individual student to express problems, concerns, or disagreements relative to their experiences at the College. If resolution is obtained in any given step, that resolution is considered final. The procedural steps outlined below need to be completed sequentially within the timeframes outlined in each step.

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

**Conflict of Interest:** In the event of any conflict of interest which will be identified through self-declaration by any of the members regarding a particular potential grievance, the individual will remove him or herself from the Student Grievance process. The Dean of Student Services (or designee) will rule on any challenges regarding conflict of interest.

### **Step 1: Informal Grievance Process**

The student speaks to the College employee (faculty or staff member) to whom he/she has the concern with about the believed infringement of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. The concern must be articulated in a manner that is specific to the infringement and/or unaccepted treatment. This discussion is to occur within one (1) business day of the incident.

Possible following outcome:

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

### **Step 2: Informal Grievance Process**

The student speaks to the administrator (Dean, Vice President, or President/CEO) of the College faculty or staff member. This is to occur within two (2) business days following Step 1. Should the student need to identify the appropriate administrator, the student is to consult the [employee directories](#) on the College website or inquire to the Advisor and Career Services Coordinator.

The administrator is accountable to:

- Provide the student with the name of the employee's immediate supervisor.
- Notify the involved employee of the situation via a face-to-face meeting.
- Arrange and meet with the involved employee, their supervisor, and the student within three (3) business days of the notification of the dispute to attempt to resolve the concern at the lowest level possible.

Possible following outcome:

- The issue is resolved.
- The issue is unresolved and proceeds to Step 3.

### **Step 3: Formal Grievance Process**

If the student is not satisfied with the outcome of steps 1 & 2, the student may begin a formal grievance process by documenting his/her grievance and the steps that have been taken to resolve the situation.

The following documentation must be provided:

- Student name, address, phone number, and College email address
- Date of situation/incident
- Description of the situation or incident to include the name of the College employee involved
- Steps that have been taken to resolve the situation
- Outcome of prior steps and communications with those involved
- Expectations for resolution
- Provision (attachment) of any supporting documentation related to the grievance
- Student signature and date to certify that the student has reviewed the Student Grievance Procedure, and understands their rights, obligations, and responsibility to the process

The documented Student Grievance is submitted to the involved College employee with copies submitted to the employee's immediate supervisor within three (3) business days of Step 2. The College employee has three (3) business days from receipt of the formal grievance to respond in writing to the student. A copy of the response should be provided to the employee's immediate supervisor. The immediate supervisor will provide a copy of all the formal grievance documentation and the employee's response to the student to the appropriate Cabinet member.

Possible following outcome:

- The issue is resolved.
- The issue is unresolved and proceeds to Step 4.

#### **Step 4: Formal Grievance Proceeds**

If the formal grievance proceeds to Step 4, the immediate supervisor will provide all documentation to the Dean of Student Services (or designee). The Dean of Student Services (or designee) will meet with the student within three (3) business days of receipt of the Formal Grievance and explain the steps for a formal grievance process. Then Dean of Student Services (or designee) then meets with the College employee to inform them that a formal grievance has been filed and provides him/her with steps of the formal grievance process. If the Dean of Student Services is the administrator of the employee involved, the Dean will be recused and replaced with another member of President's Cabinet.

The Dean of Student Services (or designee) convenes and meets with the Student Grievance Ad Hoc Committee within three (3) business days of meeting with the student. This Committee is chaired by the Dean of Student Services (or designee) and members include: Dean of Allied Health Sciences, Diagnostic Medical Sonography Program Director not affiliated with the program, a staff member, a student representative chosen from the Student Senate. If any member(s) of the Committee feels he/she is unable to be impartial they will be recused and replaced with another member.

The student and involved College employee will be given the opportunity to meet with the Committee to expound on their side of the grievance, as the committee may ask for further information or clarification from any or all involved during the meeting. The Student Grievance Ad Hoc Committee has five (5) business days to make a determination on the Grievance based on the review of information provided and applicable College policies, procedures, and regulations. The committee shall base its decision upon the record of the meeting and shall not consider matters outside of the record.

The Student Grievance Ad Hoc Committee may determine:

- The Student Grievance is incomplete and request additional information. If additional information is required, the student or involved College employee has three (3) business days to provide that information to the Ad Hoc Committee.
- The Student Grievance is in favor of the student with the student's proposed resolution.
- The Student Grievance is in favor of the student with a new proposed resolution.
- The Student Grievance is dismissed and provides rationale for their decision.

The Dean of Student Services (or designee) shall provide to the College employee and student involved the outcome of the committee's decision in writing via certified mail and College email. A copy of the letter will be provided to the President/CEO. The outcome shall include:

- Findings of fact in chronological order
- A statement of the individual student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College that is alleged to have been violated
- An opinion on the validity of the grievance
- Remedial recommendations and final outcome

An official record of the process and all steps taken to resolve the grievance will be documented and kept in a sealed file in the fireproof cabinet in the President's area.

#### **Appeals Process:**

If the student or College employee believes that the process and procedures outlined in this Policy were not followed, within 10 business days of the date of Student Grievance Ad Hoc Committee's decision an appeal may be submitted to the President/CEO in writing.

Within 14 business days of receipt of the appeal, the President/CEO or designee(s) may review and communicate with the student, the College employee, the administrator and supervisor, or the members of the Student Ad Hoc Committee to determine whether the process and procedures were followed.

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

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

The President/CEO will respond, in writing, within 15 business days of receipt of the appeal.

The decision of the President/CEO is final and not appealable.

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## ► Health Science Resource Center – Resources and Policies

### Health Sciences Resource Center

The Health Sciences Resource Center (HSRC) provides the link between theory and practice through simulated and hands-on learning experiences. A variety of learning resources are used to enhance understanding, develop psychomotor skills, and build confidence in sonographic science arts. It is comprised of:

#### Lower Level

- Advance Practice/Procedure Room
- Birthing Suite
- Three (3) Classrooms
- CPR Classroom
- CT Simulator Classroom
- Four (4) Exam Rooms
- Four (4) Bed Simulation Lab
- Health Assessment Labs
- Conference Room
- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- Medication Rooms
- MRI Simulator Classroom
- Patient Lounge
- Practice Lab
- Two (2) Radiology Labs
- Simulation Control Rooms
- Two (2) Skills Labs
- Surgical Suite
- Student Lounge
- Diagnostic Medical Sonography Lab

### Health Sciences Resource Center Guidelines

- Beverages in the Health Sciences Resource Center (HSRC) must be kept in covered containers and only in designated areas. See Bellin College “Food and Beverage Policy”. No food is allowed in practice or student working areas of the HSRC.
- Children under the age of 18 are not permitted in any of the HSRC areas, unless approved by Bellin College Administration prior to the event.
- Supplies (Blood Pressure cuffs and health assessment kits, etc.) are available for overnight check out and home practice through the HSRC Director, HSRC Coordinator, HSRC Faculty Assistant, HSRC Tech, or any of the Student Assistants.
- HSRC supplies are for student practice only, and are not to be utilized in direct patient care at any time.
- Designated supplies for community projects are also available for check out through the HSRC.
- Students may voluntarily serve as patients for another student during practice, testing or simulations.
- Individuals volunteering to assist as patients must be over 18 years of age.
- Non-student volunteers must sign a release form prior to participating in course activities.

- Invasive procedures may only be performed on manikins in order to protect the health and safety of our students and faculty.
- Universal precautions should be followed at all times while working in the HSRC. All injuries are to be reported immediately to the course faculty or HSRC staff.
- Records indicating student practice are shared with appropriate course faculty.

## **Health Sciences Resource Center Lab Hours**

Health care is a hands-on, practice profession. Individual competence is achieved by repetitive practice. Bellin College practice areas are available to students for review of skills, physical assessment, and sonographic procedures. Practice areas are open Mondays through Thursdays, 8 am to 7 pm and Friday 8 am to 4 pm. Hours are subject to change during the summer and holiday periods. Additional practice times are provided based upon student schedules, class times, and student and/or faculty requests. The HSRC Director, HSRC Coordinator, HSRC Faculty Assistant, or Student Assistants are available to obtain any additional supplies or equipment needed for practice. Regular skill practice throughout the semester is encouraged.

## **Injury Protocol for Students in the Health Sciences Resource Center**

Any student injured while in the Health Sciences Resource Center (HSRC) should immediately report the incident to the faculty member if the incident occurs during class, and/or to the HSRC faculty/student assistant if the incident occurs while practicing. Immediate care will be initiated based upon the type and extent of injury. A Bellin College administrator should be notified immediately of any injury in a HSRC area by the attending HSRC employee. "911" will be called for any life threatening emergencies, or as directed by the College administrator.

The faculty and/or HSRC employee, in conjunction with the student, will document the injury and interventions. The documentation form is available from the course faculty or HSRC employee.

If a student is injured in the HSRC while under the supervision of a HSRC Student Assistant, the Student Assistant should notify the HSRC Director/designee and complete the narrative portion of the Student Performant Notification (SPN) describing the incident. The SPN should then be given to the HSRC Director/Designee and the HSRC Director/Designee will complete the Safety Zone. Immediate care will be initiated based upon the type and extent of injury. "911" will be called for any life threatening emergencies, or as directed by the HSRC Director/Designee.

The HSRC employee will forward the documentation as directed by College Administration. Upon review by a College administrator, the documentation is forwarded to the appropriate Dean for review and entered into the Bellin Health Safety Zone as well as a copy placed in the student's health record.

## **Radiology Labs**

Bellin College has two (2) radiographic rooms, a mammography room, a CT and MRI simulator, a portable x-ray machine, and two mobile C-arms that is utilized for student education and practice. Students should wear an x-ray personal monitoring device (PMD) during class and lab practice sessions to assure individual safety with regard to radiation exposure levels. These areas are equipped with specialized radiology manikins for training and exposures purposes.

## **Diagnostic Medical Sonography Lab**

There is one (1) diagnostic medical sonography skills lab in the Health Sciences Resource Center (HSRC). The lab includes four (4) sonography units and multiple phantoms to enrich student learning and scanning skills.

## **Scanning Policies**

The use of ultrasound equipment is restricted to the Diagnostic Medical Sonography (BSDMS) program faculty and the students enrolled in the Diagnostic Medical Sonography Program. Use of ultrasound

equipment by any other nursing or allied health students is expressly prohibited and may result in disciplinary action. Students must sign both the Sonography Safety/Guidelines and Acknowledgment Form and Scanning Consent Form prior to utilizing the sonography lab.

Volunteers from outside the College may be scanned by students in the sonography lab if a Bellin College Diagnostic Medical Sonography Volunteer Scan Model Consent and Release of Liability Form is filled out and given to the Diagnostic Medical Sonography Program Director prior to entering the sonography lab. Obstetrical volunteers will also need to have signed physician's consent and a normal obstetric ultrasound prior to volunteering. All forms are available on the Bellin College website or from the Diagnostic Medical Sonography Program Director. To schedule volunteers for sonography lab, please contact the Diagnostic Medical Sonography Program Director.

## **Skills Labs**

There are two (2) skills labs in the Health Sciences Resource Center (HSRC). The primary purpose of the skills labs is to enhance classroom activities and support student learning in a safe environment.

Students are reminded to use care when working with the models and manikins. All individuals utilizing the lab are responsible for assisting with maintaining the safety and cleanliness of the lab environment.

Each student has an obligation to conduct himself/herself in a manner compatible with the Bellin College mission and values as an educational institution. Violations of College rules, including violations of the American Registry of Diagnostic Medical Sonography, will be handled by College administrative personnel and may result in disciplinary action.

## **Use of Equipment in the Health Sciences Resource Center**

Every effort is made to purchase equipment for students to learn a skill that is the same as the equipment students will use when caring for patients in the clinical setting. Simulated scenarios are designed to replicate the clinical experience and to enhance student learning in a safe environment. In order to promote the health and safety of our students, the following guidelines are to be followed at all times in the HSRC:

- Follow universal precautions and hand washing standards at all times.
- Surgical masks, gloves (clean or sterile) may be reused by the same student only; otherwise they are to be discarded after use.
- Invasive procedures are to be practice on manikins only.
- Needle safety devices are to be engaged immediately after use. Sharps are to be discarded in a secure sharps disposal box after use on models or manikins to avoid accidental skin puncture with a non-sterile needle. This includes the following items: needles for injections, IV catheter needles, lancets for finger-stick blood samples, needles for lab test venipuncture.
- Tongue blades and cotton-tip applicators are to be discarded immediately after use.
- Otoscope covers are to be discarded after use on a person (may be reused on model).

## **Skills Lab Testing – Diagnostic Medical Sonography**

Students will be informed by the course facilitator or lab faculty of the day and time of skills testing and their assigned testing time. Students are responsible for arriving promptly and being fully prepared to test. If a student is unable to keep a testing appointment, she/he is expected to contact the course facilitator or lab faculty according to Bellin College Late Exam policy. Students are required to wear their uniform (scrubs) during the lab testing activities. The lab coat is optional during testing.

## **Clinical Instructor, Student and Clinical Faculty Responsibilities**

### **Clinical Instructor Responsibilities**

- Orient student to the clinical site and agency policies. Review the preferred method for communication with preceptor and/or clinic site.
- Review advanced practice procedural and management protocols specific to the setting.

- Communicate general guidelines to be used for preceptor/student interactions and for review and feedback of student performance.
- Facilitate a collaborative and mutually respectful environment in which to learn.
- Discuss expectations for the documentation of patient encounters.
- Review the objectives of the course, and student's clinical objectives to determine the type of learning opportunities that will enhance the student's learning.
- Discuss overall plan for progression of student assignments in regards to number and complexity of patients.
- Perform initial assessment of student's current level of proficiency through observation of history taking, physical assessment skills, and management plans and through guided questioning.
- Facilitate student's progressive independence in clinical knowledge and skills.
- Listen and provide constructive feedback on student's case presentation of each patient seen.
- Provide daily feedback to improve the student's assessment and management skills.
- Provide a variety of learning experiences with appropriate client populations.
- Complete student's mid-term and final clinical evaluation and review with clinical faculty during site visit.
- Student's final clinical grade will be awarded by the assigned clinical faculty.
- Assist in providing a substitute preceptor in the event of an absence.
- Promptly communicate issues of concern or unsafe practice (student behavior, clinical skills, and/or student progression) regarding the student to the clinical faculty.
- Complete student evaluation forms and return to Bellin College at the end of the practicum.

#### **Student Responsibilities**

- Complete all preceptor agreements prior to the start of the practicum.
- Discuss practicum objectives and personal objectives and learning needs for the course with the preceptor.
- Determine the schedule for the clinical experience, including days of week and hours per day. Submit clinical calendar via email to the student's clinical faculty.
- Adhere to professional attire that is in accordance with clinical site requirements and Bellin College.
- Maintain professional behavior in the clinical setting at all times.
- Complete required clinical course paperwork and submit on time.
- Collect and enter patient encounter data in clinical log as required in each clinical course.
- Demonstrate increasing competencies and progressive independence in clinical knowledge and skills.
- Function in the role of the nurse practitioner under the supervision of the preceptor incorporating evidence based practice guidelines and clinical site policies.
- Complete preceptor and clinical site evaluations at end of practicum.
- Attend all scheduled practicum experiences on time and prepared, completing all required clinical hours for each clinical course.
- Notify preceptor and clinical faculty as soon as possible if unable to attend clinical as scheduled and arrange make-up clinical day.

#### **Clinical Faculty Responsibilities**

- Assist student and clinical instructors to optimize clinical learning environment.
- Regularly review clinical log entries.
- Evaluate written assignments and provide feedback.
- Conduct at least one site visit with the clinical instructors to observe the student and to discuss the student's clinical evaluation.
- Be available to the clinical instructors to answer questions or concerns regarding the student's clinical experience.
- Provide clinical instructors with preferred method of communication and be available.
- Award student's final grade based upon achievement of clinical competencies.



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## ► General Educational Offerings

### **General Education – Course Descriptions for Diagnostic Medical Sonography**

#### **ANATOMY & PHYSIOLOGY– 5 credits**

Course description to come.

#### **EN 115 COMPOSITION AND PROFESSIONAL WRITING – 3 credits**

This course provides students with college-level writing skills and principles of description, narration, comparison analysis, research, persuasion, and APA formatting. The course also includes elements of professional and technical writing.

#### **BI 152 PRINCIPLES OF BIOLOGY – 3 credits**

This course introduces the student to living systems with an emphasis on molecular, cellular and tissue levels of organization, genetics, physiology, evolutionary theory, taxonomy, ecology and biodiversity

#### **BI 152L PRINCIPLES OF BIOLOGY LAB – 1 credit**

This course provides an introduction to the biology of organisms at the molecular, cellular, tissue and organismal levels, with emphasis on the scientific method, comparative morphology, taxonomy and experimental approaches to biology.

#### **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.

#### **DI 202 DIVERSITY ISSUES IN HEALTH CARE– 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.

#### **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.

#### **HS 204 HISTORY OF HEALTHCARE– 3 credits**

This course focuses on the history of health care in the United States, from bloodletting to the baccalaureate degrees, house calls to health maintenance organizations, exams to x-rays, and many topics in between. Students will explore the effects of major social and political milestones on the evolution of health care. Pharmacological advances, education, disease eradication, technology, the impact of war, and care delivery will be addressed.

**CH 125 GENERAL CHEMISTRY (NO LAB) – 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.

**HD 300 ADULTHOOD AND AGING– 3 credits**

This course is designed to give students an accurate understanding of the psychological changes that individual's experience as they grow across the adult life span: young adult, middle adulthood, and older adults. Students will examine the life span from an inter-professional perspective, stressing the interaction of physiological, psychological, cultural, and social aspects of human development while examining the dynamic forces that underlie and produce changes. The course will emphasize the need for identifying the ever-changing relationships between the individual and society that help to shape the experience of aging and emphasizing the topical areas in which psychological change occurs.

**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.

**SOCIAL SCIENCE ELECTIVE– 3 credits**

This course will be a Bellin College course or a course transferred in from an approved University or College.

**COMMUNICATION REQUIREMENT– 3 credits**

This course will be transferred in from an approved University or College.

**HUMANITIES ELECTIVE– 6 credits**

This course will be a Bellin College course or a course transferred in from an approved University or College.

**COMPUTER REQUIREMENT– 3 credits**

This course will be transferred in from an approved University or College.

**INTRODUCTION TO PSYCHOLOGY– 3 credits**

This course will be transferred in from an approved University or College.

**GENERAL ELECTIVE – 9 credits**

This course will be a Bellin College course or a course transferred in from an approved University or College.

# Sonography Academic Plan

## BELLIN COLLEGE

### BACHELOR OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY (BSDMS) Traditional Academic Plan

03/21/2016

A three-year academic plan of study for those with few or no prior college credits.

#### Year 1

Semester I		Semester II			
MA 101	Intermediate Algebra	3 cr	HUM BIO 204	Anatomy & Physiology	5 cr
BIO 202	Principles of Biology	4 cr	CH 125	General Chemistry (No Lab)	4 cr
	Communication Requirement	3 cr	RS 120	Principles of Radiologic Physics	3 cr
RS 100	Fundamentals of Radiologic Sciences & Healthcare	2 cr	DMS 100	Introduction to Diagnostic Medical Sonography/Ergonomics	2 cr
PH 202	Introduction to Medical Ethics	3 cr			
	<b>TOTAL</b>	<b>15 cr</b>		<b>TOTAL</b>	<b>14 cr</b>

#### Summer Semester III

DMS 211	Abdominal Sonography I	3 cr
DMS 208	Sonographic Physics and Instrumentation	3 cr
DMS 261	OB/GYN Sonography I	3 cr
	Computer Requirement	3 cr
DMS 240	Sonography Lab	1 cr
DMS 206	Patient Care in Sonography	2 cr
	<b>TOTAL</b>	<b>15 cr</b>

#### Year 2

Semester I		Semester II			
DMS 312	Abdominal Sonography II	3 cr		Social Science Elective	3 cr
DMS 362	OB/GYN Sonography II	3 cr	DI 202	Diversity Issues in Health Care	3 cr
DMS 221	Clinical Sonography I	4 cr	DMS 332	Vascular Sonography II	3 cr
PSYCH 102	Introduction to Psychology	3 cr	DMS 322	Clinical Sonography II	4 cr
DMS 231	Vascular Sonography I	2 cr	DMS 350	Physics Synthesis	1 cr
	<b>TOTAL</b>	<b>15 cr</b>	DMS 413	Abdominal Sonography III	2 cr
				<b>TOTAL 16</b>	

#### Summer Semester III

DMS 464	OB/GYN Sonography III	3 cr
	General Elective	3 cr
HS 204	History of Healthcare	3 cr
DMS 423	Clinical Sonography III	4 cr
	<b>TOTAL</b>	<b>13 cr</b>

#### Year 3

Semester I		Semester II			
DMS 470	Specialized Sonography	3 cr		Humanities Elective	3 cr
BU 320	Foundations of Health Care Management	3 cr	HD 300	Adulthood and Aging	3 cr
DMS 424	Clinical Sonography IV	4 cr	DMS 425	Clinical Sonography V	4 cr
DMS 433	Vascular Sonography III-Abd	2 cr		Contemporary Issues in Health Care	3 cr
	General Elective	3 cr	DMS 480	Sonography Synthesis	1 cr
				General Elective	3 cr
	<b>TOTAL</b>	<b>15 cr</b>		<b>TOTAL</b>	<b>17 cr</b>

**Program Credits:**  
58 General Education Credits  
62 BSDMS Credits  
**120 Total Credits**

**Credit Hour Ratio:**  
1 credit theory = 15 hours (1:3)  
1 credit lab = 45 hours (1:3)  
1 credit clinical = 60 hours (1:4)

## **Diagnostic Medical Sonography Course Descriptions**

### **RS 100 Fundamentals of Radiologic Sciences & Healthcare– 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.

### **DMS 100 Introduction to Diagnostic Medical Sonography/Ergonomics– 3 credits**

This course will prepare students for the new and challenging demands of sonography training in a hospital. Clinical policies and procedures are emphasized. Course content includes materials emphasizing personal adaptation skills, proper ergonomics for sonographic scanning, and skills to become a better student. The legal responsibilities and importance of communications is discussed. An overview of basic sonographic terminology, technique and equipment form the framework for future study. A final written exam is given. Prerequisites(s): RS 100, all previously required support courses.

### **DMS 206 Patient Care in Sonography– 2 credits**

This course introduces the student to fundamental patient care procedures commonly expected of medical imaging professionals. Basic nursing skills essential to the sonographer will be emphasized. Topics covered include communication strategies specific to medical imaging, patient handling techniques, infection control, medical histories and records documentation, and emergency patient care procedures. Students will develop an understanding and appreciation of the vital role the sonographer plays as a member of the health team and the professional standards of conduct expected. Prerequisites(s): DMS 101, all previously required support courses.

### **DMS 211 Abdominal Sonography I– 3 credits**

This course focuses on anatomy, physiology, pathology and pathophysiology seen on normal and abnormal sonograms. Emphasis is placed on the sonographic anatomy of pancreas, pre-vertebral vessels, biliary system and liver with correlated laboratory exercises. The relationship of abnormal findings to patient history, physical examination and laboratory findings are stressed. A final written and practical exam are given. Prerequisites(s): DMS 100

### **DMS 221 Clinical Sonography I– 4 credits**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations includes abdominal imaging, OB/GYN imaging and vascular technology. During this practicum, students will be assigned clinical competencies and objectives to complete. Prerequisites(s): DMS 211, DMS 261, all previously required support courses.

### **DMS 231 Vascular Sonography I– 2 credits**

This course focuses on vascular anatomy, vascular physics and instrumentation, hemodynamics and pathological patterns. Students will become familiar with the clinical symptoms and specific ultrasound protocols for normal and abnormal cases in arterial and venous systems associated with peripheral vascular disease. There is a lab component. A final written and practical exam are given. Prerequisites(s): DMS 208, all previously required support courses.

### **DMS 240 Sonographic Lab – 1 credit**

This course focuses on the physical scanning components of the sonography field. Students will learn scanning techniques correlating with curriculum that is being taught in the classroom. Students will have the opportunity to demonstrate scanning skills on each other and/or phantoms. There is a final practical exam. Prerequisites(s): DMS 101, all previously required support courses.

**DMS 261 OB/GYN Sonography I– 3 credits**

This course focuses on the relational and sonographic anatomy of the female pelvis. Cross-sectional anatomy and normal sonographic findings of the non-gravid and post partum pelvis will be emphasized. Included are discussions on gynecologic pathologies and infertility. Physiology and related laboratory and clinical findings for disease processes are highlighted related to the female pelvis. A final written and practical exam are given. Prerequisites(s): DMS 100, all previously required support courses.

**DMS 208 Sonographic Physics and Instrumentation– 3 credits**

This course covers basic acoustical physics and acoustical waves in human tissue with an emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. Design and performance of transducers, pulse-echo imaging equipment, Doppler and color flow equipment and physical therapy systems are emphasized. The physics leading to image artifacts is described, as are methods for evaluating performance of ultrasound devices. Finally, acoustical exposure measurements and levels from diagnostic equipment are discussed, as well as biological effects and risk.

**DMS 312 Abdominal Sonography II– 3 credits**

This course focuses on anatomy, physiology, pathology and pathophysiology seen on normal and abnormal sonograms. Upon completion, students should be able to recognize abnormal pathological processes in the adrenal, urinary system, gastrointestinal tract, and spleen. There is a lab component. A final written and practical exam are given. Prerequisites(s): DMS 211, all previously required support courses.

**DMS 322 Clinical Sonography II– 4 credits**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience includes abdominal imaging, OB/GYN imaging and vascular technology. During this practicum, students will be assigned clinical competencies and objectives to complete. Prerequisites(s): DMS 221, all previously required support courses.

**DMS 332 Vascular Sonography II– 3 credits**

This course focuses on cerebrovascular anatomy, normal and abnormal will be discussed. Students will become familiar with the clinical symptoms and specific ultrasound protocols for normal and abnormal cases associated with cerebrovascular disease. There is a lab component. A final written and practical exam are given. Prerequisites(s): DMS 231, all previously required support courses.

**DMS 350 Physics Synthesis – 1 credit**

This course enhances the transition of students into professional sonography practice. Emphasis is placed on ultrasound machine manipulation and image quality. In addition, a review for Sonographic Principles and Instruments board will occur and a mock board will be given. It is recommended the student sits for their ARDMS SPI board during this time. Prerequisites(s): DMS 261, all previously required support courses.

**DMS 362 OB/GYN Sonography II– 3 credits**

This course will be focused on understanding embryology, sonographic evaluation of the gravid uterus, pathophysiology, and complications during pregnancy. Placental pathologies, fetal anomalies, and fetal dating will be discussed. Students will have the opportunity to practice biometric measurements and anatomy on an obstetrical phantom during this course. There is a lab component. A final written and practical exam are given. Prerequisites(s): DMS 261, all previously required support courses.

**DMS 413 Abdominal Sonography III– 3 credits**

This course focuses on anatomy, physiology, pathology and pathophysiology seen on normal and abnormal sonograms of the small parts, intraoperative, and pediatric specialty exams. Students will become familiar with the clinical symptoms, lab values and specific ultrasound protocols for normal and abnormal cases. Thoracentesis, paracentesis, and biopsy protocols will be taught. The student will have

the opportunity to demonstrate their knowledge of sterile technique. There is a lab component. A final written and practical exam are given. Prerequisites(s): DMS 321, all previously required support courses.

**DMS 423 Clinical Sonography III– 4 credits**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience includes abdominal imaging, OB/GYN imaging and vascular technology. During this practicum, students will be assigned clinical competencies and objectives to complete. Prerequisites(s): DMS 322, all previously required support courses.

**DMS 424 Clinical Sonography IV– 4 credits**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience includes abdominal imaging, OB/GYN imaging and vascular technology. During this practicum, students will be assigned clinical competencies and objectives to complete. Prerequisites(s): DMS 423, all previously required support courses.

**DMS 425 Clinical Sonography V– 4 credits**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations includes abdominal imaging, OB/GYN imaging and vascular technology. During this practicum, students will be assigned clinical competencies and objectives to complete. Prerequisites(s): DMS 424, all previously required support courses.

**DMS 433 Vascular Sonography III– 2 credits**

This courses is a review of hemodynamics, abdominal, penile, and transplant organ Doppler, and vascular statistics will be discussed. Students will become familiar with the clinical symptoms and specific ultrasound protocols for normal and abnormal cases associated with vascular disease involving the above areas of interest. A vascular review will be given for RVT board preparation. There is a lab component. A final written and practical exam are given. Prerequisites(s): DMS 332, all previously required support courses.

**DMS 464 OB/GYN Sonography III– 3 credits**

This course will discuss the role of ultrasound in evaluating maternal complications in pregnancy, needle guidance procedures (CVS sampling, Amniocentesis, PUBS, therapy), and in monitoring high risk patients. Labor, multiple gestations, genetic anomalies, and fetal echocardiography anomalies will be taught. There is a lab component. A final written and practical exam are given. Prerequisites(s): DMS 362, all previously required support courses.

**DMS 470 Specialized Sonography– 3 credits**

In this course the student studies the embryology, structure, physiology and pathology of the breast, fetal brain, pediatric patient, musculoskeletal system, and fetal echocardiography. Normal, abnormal gross, cross-sectional and relational sonographic anatomy will be explored. There is a lab component. A final written and practical exam are given. Prerequisites(s): Junior standing in diagnostic medical sonography program, all previously required support courses.

**DMS 480 Sonography Synthesis– 2 credit**

This course enhances the transition of students into professional sonography practice. Emphasis is placed on clinical reasoning and clinical judgment in the integration of care management for multiple, complex patients. In addition, a review for Abdomen and OB/GYN boards will occur and mock boards will be given. Prerequisites(s): DMS 464, DMS 413, all previously required support courses.