

*Bellin College*

Medical Imaging  
Guide



**2020 - 2021**

**Handbook and Catalog**



## Welcome from the President

Welcome to Bellin College! Since 1909, we have been educating students for healthcare professions. Our array of program options includes various degree choices in nursing, medical imaging, and physical therapy. The College provides a rich and stimulating environment that promotes learning, leadership, and community service. We work closely with our advisory committees to design an educational program that will provide you with a solid education. Our program options include certificate, bachelor's, master's, and terminal degree options. As a future healthcare leader, you will have an impact on individuals, families, groups, communities, and populations. You will learn and grow beyond your expectations. The College values of excellence, integrity, community, and caring are seen in all our work and interactions with our students, board members, alumni, friends, and the community. Personally, I have been a part of the College for more than 30 years and truly enjoy all that Bellin College has to offer.

The Board of Trustees, faculty, staff, and administration are committed to the academic success of our students. Our faculty members prepare students for healthcare professions and provide multiple opportunities for them to learn the latest innovations through classroom, lab, simulation, and clinical settings. These learning experiences enrich the students' application of critical thinking and clinical judgement, which is necessary for success in today's evolving healthcare world. A Bellin College education prepares graduates to deliver an excellent patient experience. We are proud to say Bellin College graduates make a difference in their profession, the community, and society. Our graduates can reach their goals through lifelong learning and as leaders in healthcare.

The Bellin College Guide, Handbook and Catalog will acquaint you with many aspects of Bellin College. In the following pages, you will see descriptions of services and related policies and procedures that will affect you while you are enrolled in our programs. I encourage you to review the guide and become familiar with its contents. This is an excellent resource for you with valuable information located in one place. Due to the COVID-19 pandemic, the College will adjust classroom, lab, and clinical experiences based on the trends and patterns of the virus. The College team will work with you to assure you are prepared for your role as a healthcare leader.

I wish you success this year and look forward to working with you on campus! There is always something new and exciting at Bellin College!

Positively,

*Dr. Connie J. Boerst*

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

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**January 2021** if discrepancies exist between official Bellin College Medical Imaging 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 Medical Imaging Guide Handbook & Catalog is not intended to create or represent a contractual relationship between the College and any student. The Bellin College Medical Imaging 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.

**Disclaimer: We reserve the right to alter the course schedule (theory, lab, or clinical) and delivery method of coursework on short notice.**

# The Bellin College Medical Imaging Guide Handbook & Catalog 2020-2021

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## ► Introduction to Bellin College

### **Mission Statement**

Bellin College is dedicated to preparing healthcare professionals by providing an intellectually stimulating environment focused on leadership, community service and lifelong learning that promotes excellence in healthcare 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 to the College values of Excellence, Integrity, Community and Caring.

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

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

### **Radiologic Sciences Philosophy**

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

### **Radiologic Sciences Program Goals**

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

- Graduates will portray leadership skills.

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

### **Radiation Therapy Philosophy**

In association with the mission of Bellin College, it is the intention of the Bachelor of Science in Radiation Therapy program to educate 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 guaranteeing graduates their eligibility for examination by the American Registry of Radiologic Technologists (ARRT).

### **Radiation Therapy Program Goals**

- Graduates will demonstrate problem solving and critical thinking skills.
- Graduates will have an understanding and appreciation for optimum radiation protection.
- Graduates will demonstrate professional behavior and effective communication skills.
- Graduates will demonstrate entry level clinical competency in radiation therapy procedures.
- Graduates will portray leadership skills.

### **American Registry of Radiologic Technologists – Code of Ethics**

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

- Principle 1** The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
- Principle 2** The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- Principle 3** The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
- Principle 4** The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
- Principle 5** The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- Principle 6** The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- Principle 7** The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

- Principle 8** The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- Principle 9** The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- Principle 10** The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
- Principle 11** The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

### **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 ensuring accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) guaranteeing graduates their eligibility for examination by the American Registry for Diagnostic Medical Sonography (ARDMS).

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

- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
- To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
- 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.

### **Society of Diagnostic Medical Sonography (SDMS) Code of Ethics for Diagnostic Medical Sonographers**

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

#### **OBJECTIVES**

- To create and encourage an environment where professional and ethical issues are discussed and addressed.
- To help the individual diagnostic medical sonographer identify ethical issues.
- To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

#### **PRINCIPLES**

**Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:**

- Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- Respect the patient's autonomy and the right to refuse the procedure.
- Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.

- Promote the privacy, dignity, and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- Maintain confidentiality of acquired patient information and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

**Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:**

- Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA) or the International Organization for Standardization (ISO).
- Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
- Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

**Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:**

- Be truthful and promote appropriate communications with patients and colleagues.
- Respect the rights of patients, colleagues, and yourself.
- Avoid conflicts of interest and situations that exploit others or misrepresent information.
- Accurately represent his/her experience, education, and credentialing.
- Promote equitable access to care.
- Collaborate with professional colleagues to create an environment that promotes communication and respect.
- Communicate and collaborate with others to promote ethical practice.
- Engage in ethical billing practices.
- Engage only in legal arrangements in the medical industry.
- Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention, and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

## **Faculty and Staff Directory**

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, then Directory.

## **Board of Trustees Directory**

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, then Governance.

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## ► College Information

### **The Bellin College Medical Imaging Guide Handbook & Catalog Effective Dates**

This Bellin College Medical Imaging Guide Handbook & Catalog is in effect for the current academic year. Any changes that may occur throughout the academic year will be reflected in the Bellin College Medical Imaging Guide Handbook & Catalog on the Bellin College website until it is superseded by a new Bellin College Medical Imaging Guide Handbook & Catalog.

### **Abbreviations**

References to Bellin College may be listed as BC or the College throughout this document. In addition, abbreviations for Bachelor of Science in Radiologic Sciences (BSRS), Bachelor of Science in Diagnostic Medical Sonography (BSDMS) and Bachelor of Science in Radiation Therapy (BSRT) 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 Radiologic Sciences and Bachelor of Science in Radiation Therapy (BSRS & BSRT)**

BSRS and BSRT graduates are eligible to apply and take the radiography national board examination offered by the American Registry of Radiologic Technologists (ARRT).

#### **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 technology offered by the American Registry for Diagnostic Medical Sonography (ARDMS).

### **Accreditation**

The College is accredited by the following agencies:

- **The Higher Learning Commission (HLC)**  
30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504  
Phone: (800) 621-7440, [www.hlcommission.org](http://www.hlcommission.org)
  - Bachelor of Science in Nursing
  - Master of Science in Nursing
  - Bachelor of Science in Radiologic Sciences
  - Bachelor of Science in Diagnostic Medical Sonography
  - Bachelor of Science in Radiation Therapy
  - Approved for Distance Education Courses and Programs
  
- **Commission on Collegiate Nursing Education (CCNE)**  
655 K Street NW, Suite 750, Washington, DC 20001  
Phone: (202) 887-6791, [www.ccneaccreditation.org](http://www.ccneaccreditation.org)
  - Bachelor of Science in Nursing
  - Master of Science in Nursing
  
- **Joint Review Committee on Education in Radiologic Technology (JRCERT)**  
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182  
Phone: (312) 804-5300, [www.jrcert.org](http://www.jrcert.org)
  - Bachelor of Science in Radiologic Sciences

- **Wisconsin Board of Nursing, Wisconsin Department of Safety and Professional Services**  
1400 East Washington Avenue, Madison, WI 53703  
Phone: (608) 266-2112, <http://dsps.wi.gov>
- **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**  
25400 US Highway 19 North, Suite 158, Clearwater, FL 33763  
Phone: (727) 210-2350, <https://www.caahep.org>
- **American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE)**  
1111 North Fairfax St., Alexandria, VA 22314-1488  
Phone: (703) 684-2782, <https://www.abptrfe.org>
- **American Academy of Orthopedic Manual Physical Therapists (AAOMPT)**  
8550 United Plaza Boulevard, Suite 1001, Baton Rouge, LA 70809  
Phone: (225) 360-3124, <https://www.aaompt.org>
- **Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)**  
6021 University Boulevard, Suite 500, Ellicott City, MD 21043  
Phone: (443) 973-3251, [www.jrcdms.org](http://www.jrcdms.org)

## 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
- SARA (State Authorization Reciprocity Agreement) Distance Learning
- Society of Diagnostic Medical Sonography (SDMS)
- Wisconsin Association of Collegiate Registrars and Admission Officers (WACRAO)
- Wisconsin Association of Independent Colleges and Universities (WAICU)

## Affiliations

### 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 long, rich history and a distinguished reputation as an excellent educational institution. Although many changes occurred over time, the commitment to providing growth, opportunity, and excellent education for healthcare providers continues.

Our parent company, Bellin Health System, and its leader, Dr. Julius Bellin started the academic institution in 1909. The College began as a diploma school when it enrolled three students to the Deaconess Sanitarium Training School for Nurses. It was not until 1925 that the name of the hospital was changed from Deaconess to Bellin Memorial Training School in honor of its founder, Dr. Julius Bellin. In 1942, the School became known as Bellin Memorial Hospital School of Nursing. Over time, the School would take on many title changes, but Bellin would always be a component of the name. A new nurse's residence was built and annexed as the north wing of the hospital. More classrooms were added, and clinical experiences were expanded. The Cadet Nurses Corp graduated its first class in 1944. Accreditation of the College was granted by the State of Wisconsin in 1930 and by the National League for Nursing in 1953.

The School closed in 1953 for the purpose of building a new nurses' facility, which opened as the Charlotte Fowler Residence in 1955. The building not only housed 80 students but also included a skills laboratory, library, lounge, and classrooms. At the same time, the curriculum became less task-oriented with greater emphasis on theory and scientific rationale. Students began attending the University of Wisconsin Extension at Green Bay for general education courses. In 1958, the first male student was admitted to the program and graduated in 1961. It would be another 12 years before another male student entered the nursing program.

In 1984, the School became a four-year BSN program and admitted its first baccalaureate students. After years of planning, a new curriculum was implemented that addressed the new trends in healthcare and education. The School's name changed to Bellin College of Nursing to better reflect the new independent status of the educational institution. While many students still took most of their general education courses at the University of Wisconsin-Green Bay, courses from other accredited institutions were accepted for transfer, making it easier for students from greater distances to enroll in the nursing program. The College relocated to a newer building in 1994 located at 725 S. Webster Avenue, and the Charlotte Fowler Building was demolished. In 1997, an accelerated 21-month transfer option was developed to stay with the trends in nursing education, and in 2001, the sophomore transfer option was developed to allow students with prior general education credits to join the nursing program.

A comprehensive needs assessment in 2002 confirmed the need for a graduate nursing program in northeast Wisconsin. The Higher Learning Commission (HLC) conducted an accreditation review of the College in 2004 and granted permission for the College to begin offering a Master of Science degree in nursing with specialty tracks in administration and education. The first graduate students were admitted in August 2004. The Commission for Collegiate Nursing Education (CCNE) accredited the baccalaureate program in 2003. A CCNE visit was completed in 2008, with accreditation received for an additional ten years. The nursing program is also approved by the Wisconsin State Board of Nursing. The first class of MSN graduates received their degrees in 2007. January of 2008 marked the first cohort of students entering the 15 Month option, where students complete all their general education courses and receive their nursing degree in just 15 months.

With the growth and changing needs of higher education, the College broke ground in 2008 for a stand-alone campus located at 3201 Eaton Road, Green Bay, WI. The Higher Learning Commission granted the College approval to offer a Bachelor of Science in Radiologic Sciences (BSRS) and the ability to offer general education courses on campus. The College moved to its new location in 2009, and the name officially changed to Bellin College to signify degrees beyond nursing. In 2009, the College also celebrated its 100<sup>th</sup> year anniversary.

The Radiologic Sciences program has a long-standing history with Bellin Hospital. The Bellin School of Radiologic Technology was inaugurated in 1957, founded by Dr. Lyle Edelblute to alleviate the critical technologist shortage that existed in the field of x-ray technology. Two students were admitted to the class in 1957. The program was a two-year certificate. The bachelor's program offered a 4-year program

of study that provided graduates with additional knowledge and skill in leadership plus 2 of 3 specialties: CAT Scan, MRI, and/or Women's Imaging, which included mammography and DEXA (bone densitometry). The first class graduated in 2013.

In 2011, the Board of Trustees approved to begin offering a Family Nurse Practitioner option at the master level. The first class entered in 2013. In 2015, the first class of family nurse practitioner students graduated.

In 2014, in partnership with Bellin Health, to help meet their need to have an 80% BSN nursing staff by 2020, the College collaborated to create an RN to BSN program. The first class graduated in 2017, and now the program is open to the public. The curriculum is unique and supports the needs of the working RN. In 2014, additional unfinished space in the Health Sciences Resource Center (HSRC) was completed to enhance the Center to include simulation spaces for labor and delivery, the operating room, critical care, as well as primary care exam rooms to meet the changing needs of simulation and interprofessional education.

A demand for sonographers was noted, and the College explored offering a Bachelor of Science degree in Diagnostic Medical Sonography (BSDMS). The board approved this option, and in 2016, the Higher Learning Commission granted permission for the College to start this program. It is a three-year program, with students attending year-round to earn their degrees. The Commission on Accreditation of Allied Health Education programs approved the Sonography program in September of 2018. The first class was admitted in the fall of 2016 and graduated in 2019. Additional space was completed in the HSRC area to accommodate a lab and two high-end technology classrooms. The Higher Learning Commission also approved distance education in 2016.

Growth continues for all programs as well as new initiatives. In 2016, the first nursing assistant program was offered to a local high school to support the needs for more opportunities for students within the healthcare field. The programs continue to be a popular option for high school students. The College also created a Hands-on Healthcare Initiative to help educate and create excitement around healthcare professions for high school students. The program offers students the opportunity to spend a day at the College, where they get a hands-on opportunity to learn about healthcare. Students rotate through seven stations and gain knowledge through hands-on experiences. In the fall of 2017, this program was expanded by offering a mobile Hands-on Healthcare unit via an ambulance, bringing this experience to students at their school.

In 2017, The Board of Trustees approved the exploration of offering its first terminal degree, a Doctor of Science in Physical Therapy (DScPT). This program helps secure the educational faculty needed for physical therapy education. The program was approved by HLC in August 2018 and continues to graduate highly skilled educators in PT. In partnership with Evidence in Motion, the College also began the OMPT Fellowship program. The fellowship program is now accredited by ACOMPTTE, which stands for the Accreditation Council on Orthopaedic and Manual Physical Therapy Fellowship Education.

In the fall of 2018, Bellin College began offering all required general education courses for undergraduate programs on campus.

In addition to the Diagnostic Medical Sonography (BSDMS) degree, the Diagnostic Cardiac Sonography (DSC) Certificate program was added in the fall of 2019 and offered a 1-year program for sonographers to learn the skill of echo (cardiac) scanning.

Due to being a leader in education and/a demand for outstanding cancer care, in the fall of 2020, the College started a 3-year bachelor's program in Radiation Therapy, which was approved by HLC in the spring of 2020. This program admitted ten students who will complete a rigorous curriculum.

In June of 2020, the board approved to convert the 4-year bachelor's degree in radiologic sciences to a 3-year BS program.

While the first students practiced in a small building that accommodated only 17 patients, the current students have many varied experiences in a variety of hospitals and more than 85 clinical agencies,



including nursing homes, home health, clinics, public health, and a variety of community settings. Bellin College has provided educational programs for the region since 1909 and has a distinguished history in Northeast Wisconsin. The College has been responsive to the changing trends in education and healthcare as well as the needs of the community. Bellin College continues to grow and expand program offerings to meet the future needs of the communities it serves.

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## ► Campus Information

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

Bellin College administrative offices, classrooms, library, Student Success Center, Health Sciences Resource Center (skills and simulation labs) are located at 3201 Eaton Road, Green Bay.

#### **First Level**

- Academic Affairs
- Advancement and Alumni Relations
- BC Express Café and Micro Market Area
- Classrooms
- Conference Rooms
- Dean of Allied Health Sciences
- Dean of Nursing
- Dean of Student Services
- Information Technology
- Program Directors - BSN, BSRS, BSRT, BSDMS, Graduate Nursing, General Education
- Reception Desk (student concierge and security station)
- Reflection Room
- Student Activities Area/Student Lounge
- Student Services - One Stop Shop (Departmental Assistant, Registrar, Bursar, Advisor and Accommodations Coordinator, Director of Financial Aid, Assistant Registrar, Financial Aid Counselor)
- Vice President of Business and Finance

#### **Second Level**

- Admissions
- Board, Executive, Faculty Conference Rooms
- College Assessment Program (CAP) Director
- Faculty and Adjunct Faculty Offices
- Library (including group study rooms/testing rooms)
- Marketing
- Presidential Suite
- Student Success Center
- Wellness Center

#### **Lower Level**

- Advance Practice/Procedure Room
- Birthing Suite
- CT Simulator Classroom
- Diagnostic Medical Sonography Lab
- Exam Rooms - Four
- Fundamental Skill Labs
- Health Assessment Labs
- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- MRI Simulator Classroom
- Patient Lounge
- Practice Lab
- Radiology Labs – Two
- Science Lab Classroom
- Simulation Control Rooms
- Simulation Lab
- Standard Classrooms - Three
- Student Lounge
- Surgical Suite

## **Parking**

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

## **Student Access to Building**

- Students can enter and exit the College via the main entrance or back entrances.
- The College main entrance will be open to students and staff.
- Access with personal ID badge is required from 4:30 p.m. until closing.
- The College main entrance door is open to the public during regular business hours from 7 a.m. to 4:30 p.m. Monday through Friday.
- Students must **always** wear their ID badge. It is required to access the back doors.
- Individual College department hours of operation are 8 a.m. to 4:30 p.m. (Monday through Friday).
- Hours are subject to change, particularly during holiday and summer months.

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

[www.bellincollege.edu/campus-life/safety-and-security/building-hours](http://www.bellincollege.edu/campus-life/safety-and-security/building-hours)

## **Student ID Badge**

The ID Badge is the official identification for all students. Student ID badges must always be worn when on Bellin College property and during Bellin College clinical training.

Students must use their ID badges for entry to the campus during campus hours when the doors are automatically locked (weeknights and weekends).

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

## **Undergraduate**

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

## **Replacement ID Badge:**

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

## **Counseling and Support Services**

Professional, personal, financial, and academic counseling are available through the staff of Bellin College and the StudentLife Student Assistance Program.

The StudentLife Student Assistance Program is staffed with master's-prepared counselors 24/7/365, including weekends and holidays. This program is designed to provide/offer life and well-being resources related to personal issues before they affect the student's health, family life or performance level. They can be contacted at: (855) 695-2818. For more information visit the Bellin College website under Campus Life or see the Dean of Student 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 during College hours. Showers and lockers are available. There is no membership cost associated with the use of the wellness center.

## **Bellin Health Fitness Center**

The Bellin Health Fitness centers offer membership to Bellin students at a pro-rated cost. Students can 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 who would like assistance with housing should contact the office of student services. Students may make their own housing arrangements.

Posters and flyers advertising rooms, apartments, or houses for rent need to be approved by student services.

## **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-vaping/non-tobacco areas. Additionally, smoking, vaping or the use of any tobacco products is prohibited on all properties owned, operated, or leased by Bellin College, including the buildings, parking lots, grounds, vehicles, and sidewalks. Tobacco products are defined, but not limited to cigarettes, cigars, pipes and chewing tobacco. Products that produce the illusion of tobacco use (i.e., e-cigarettes) are also prohibited.

## **Food Service**

Food service is available on the campus. The "BC Express" provides choices such as sandwiches, soups, salads, and snacks. The hours of operation are posted at the College. The Micro Market "Grab and Go" machines, microwaves, and refrigerators are always available.

## **Food and Beverages**

Food and beverages are allowed throughout the building if the beverage container is covered.

Exceptions include the following areas:

- Library, where computers are located.
- Health Sciences Resource Center (HSRC) areas.
  - Covered beverages are allowed in the lab conference room L13, the lab practice room on the counter, and the lab classrooms (health assessment and skills lab) on tables located in the central area of each if those tables are not being used for storage of lab supplies during the class period.
  - Beverages are not allowed in the simulation rooms or medical imaging rooms.
  - Food is not allowed in any lab training or practice area.

## **Student Lounge**

The student lounge area is located adjacent to the atrium on the first floor of the College. The Student Lounge and conference room is open during the hours that the campus is open for student use.

## **Bulletin Boards**

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. Marketing office and front desk concierge will maintain the mandatory postings, periodic review, and discarding of obsolete information.

### **Glass Enclosed Bulletin Cases**

Enclosed bulletin boards are located on each level of the College near the bathrooms and are maintained by the Marketing office.

- All posters/flyers must be approved by Marketing.
- 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.
- Only posters/flyers promoting a specific College function, program, service, or event may be posted on the bulletin cases. 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 through the day of the event.
- Only one poster per club, organization, event and/or department should be posted at any given time.
- Additional posters may be allowed if space permits.
- Marketing will provide design assistance, if needed, and reserves the right to reformat or redesign posters to better communicate the message.

### **General Guidelines for all bulletin boards:**

- Recommended poster/flyer size is 8 ½ "X 11", and not to exceed 11" X 17".
- 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 the Marketing office.

### **Digital Signs**

Digital signs are located on the first level, vending area and lower level of the College and are maintained by the Marketing office. The digital sign outside of the Student Success Center (SSC) is maintained by the SSC.

- All digital ads will be designed by the Marketing office.
- No more than 7 to 10 slides will run at a time.
- Student-requested slides must be sponsored by a recognized Bellin College student organization or department and must promote a specific College function, program, service, or event. Marketing may add additional slides of their choosing to use as filler when space permits.
- Slides will be published on the digital signs approximately two weeks prior to the event, fundraiser, notice etc. and will continue to run for the duration of the event, deadline of notice etc. If an event requires participants to sign up in advance, then the slide may start sooner than two weeks prior if space permits. If a notice, activity, or fundraiser is in effect throughout the year, then the slide will be displayed as space permits throughout the year.

### **Student Employment**

Student employment opportunities are available in a variety of areas on campus. These areas include the HSRC, student concierges, Student Services (One Stop Shop), and library. For more information, visit the Bellin College website under Campus Life.

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

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

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

## **Emergency Student Contact**

### **Contacting students**

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

### **Emergency contact numbers**

It is important that student emergency contact information remain up to date. Students can update the emergency contact information in their "My BC" portal.

## **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 College's emergency phones call 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 automated external defibrillator (AED) located at the concierge desk in the atrium.

During any type of 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.

## **Individual(s) Needing Medical Assistance/Safety Zone Reports**

- It is the responsibility of the individual involved, or who discovered the event, to initiate the Safety Zone Report. They are also responsible to report the event to their direct supervisor/faculty and the supervisor/faculty is to inform the appropriate Dean/VP/ and/or President of the event.
- All departments at Bellin College are required to participate in the safety reporting system.
- Responsibilities of the President, or designee, include:
  - a. Review the event.
  - b. Complete the follow-up.
  - c. Determine the quality improvement efforts.
  - d. The President reviews all events.
- If a visitor is injured on the property, please reference the Individual Identified Needing Medical Assistance policy.
- If an injury occurs, any medical evaluation or related bills will be billed through the injured parties' own medical/health insurance carrier.
- Safety Zone Reports are confidential and protected by Wisconsin State Statute and are not to be placed in a medical record or personnel files. In general, printing of events is not allowed.
- If a student is injured in the HSRC while under the supervision of a HSRC Student Assistant, the Student Assistant should follow the Individual Identified Needing Medical Assistance policy.

## **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.

Security is provided during regular hours of operation. During the school year, there are security personnel on campus when students have access to the building. For assistance during regular business hours (8 a.m. to 4:30 p.m.), contact the One Stop Shop. Security personnel will be patrolling the campus during nonbusiness hours and will be stationed at the reception desk in the Atrium.

When contacting security or the 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.

Please do not assume that someone else has reported criminal activity.

Bellin College is required to publish campus crime and security information on a yearly basis. The 2019-2020 Security Report showed zero arrests, violations, or criminal incidents on campus.

### **Weapons on Campus**

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

It is Bellin College's policy that all persons (except law enforcement personnel) are prohibited from carrying or possessing a firearm, taser, billy club or other weapons anywhere on College property, regardless of whether the person is licensed to carry the weapon or not. Bellin College property includes owned or leased buildings and surrounding areas such as sidewalks, driveways, parking lots, etc.

As required by Wisconsin law, persons with a license to lawfully carry a weapon may have a licensed weapon in their personal vehicle. However, these students must ensure that the weapon is securely stored and is completely hidden from view at all times. Licensed students must also keep the vehicle locked and secure at all times, in addition to complying with all other applicable laws.

To ensure a safe learning environment and workplace, Bellin College reserves the right to conduct searches including, but not limited to: searching book bags, purses, briefcases, personal vehicles, jackets, and apparel. Searches may be conducted by Bellin College leadership, leadership appointees, security, or local authorities. If the student refuses the search, however, he or she may be dismissed.

Students are also strictly prohibited from making threats (direct or implied, and with or without a weapon of any sort) or engaging in aggressive or violent conduct. Failure to abide by all terms and conditions of this policy may result in discipline up to and including dismissal, and/or may result in criminal charges. If you become aware of anyone violating this policy, or if you have questions or concerns about this policy or about weapons or threats of violence in the workplace, please contact Bellin College security or administration immediately.

For more information, visit <https://www.bellincollege.edu/campus-life/safety-and-security>.

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

A declaration of inclement weather is a time identified by appropriate local/regional authorities in which warnings are posted and made available to the public advising of non-essential travel restrictions due to weather conditions. Local and regional authorities will post public warnings during inclement weather.

If the College operation is canceled (cancellation of classes, labs and/or clinicals), details will be communicated via text message, the website, student email and/or local radio and television stations.

Information about the closing will be available by 5 a.m. for day classes, labs and clinical and 1 p.m. for evening classes, labs and clinical.

#### **Website:**

Check [www.bellincollege.edu](http://www.bellincollege.edu) for cancellations.

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

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

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

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

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

## ► College and Academic Resources

### Library Resources/Photocopying and Printing

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

#### Hours

The library is open Monday through Thursday from 7:30 a.m. to 9 p.m. Friday hours are 7:30 a.m. to 8 p.m. Hours are subject to change and will be communicated accordingly.

#### Phone:

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

#### Research Assistance

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

#### Electronic Resources

The library provides access to a variety of electronic resources including databases, books, full text articles, videos, and point-of-care resources. These resources, along with the library catalogs and instruction guides are accessible by clicking the **Library** link located either under Quick Links on the Bellin College website or in Canvas course pages under Bellin College Resources. Canvas is the Bellin College learning management system, which is essentially a virtual learning environment. It is managed locally by the Instructional Design team.

#### Borrowing Materials

Books and journals may be checked out for three weeks. Items may be renewed once unless needed by another person. Course textbooks, reference resources, new journal issues and bound journals do not circulate and are to be used in the library or Student Success Center. Interlibrary loan services are also available for books and journals not held by the library. Required and recommended textbooks may not be requested through interlibrary loan.

#### 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 or Student Success Center.



### **Computers/Laptops**

Students may use the computers located in the library and the Student Success Center. The library has four laptops that may be checked out at the circulation desk for use within the Bellin College building.

### **Photocopying/Printing**

Printers for student use are in the library, Student Success Center, first floor student lounge and lower level lounge. The copyright law of the United States (Title 17) governs the making of photocopies or other reproductions of copyrighted material. This provision also applies to copying, downloading, and uploading of documents from the internet. The cost of printing is 5 cents for black and white and 8 cents for color per page. Enrolled students receive a credit for printing at the start of their first semester and each August provided they are enrolled in a program. Unused credits will roll over to subsequent years. Students needing additional credits can purchase them in the One Stop Shop. Printing credits cannot be returned or refunded. Call the One Stop Shop at (920) 433-6699 for details.

### **Group Study Rooms**

The library has three study rooms available for student use. These rooms are intended for testing, group study or audiovisual viewing. Each room is equipped with a whiteboard and DVD/VHS player. Remote controls and audio/video laptop cables are available for checkout at the circulation desk. Students may reserve the rooms in one-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 their scheduled reservation. 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.

### **Student Success Center**

All computers have access to the internet and Microsoft Office. The computers also provide access to several educational programs for nursing.

Students are expected to understand and comply with the College policies regarding use of the internet and email. Failure to comply with these policies may result in consequences up to and including dismissal from the College.

When using a College computer, students should use a jump drive to save any data. Students can also save information on their College-assigned H: drive.

Installing programs or changing computer settings is prohibited.

### **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 classes that may require the APA Manual.

The APA Manual provides examples of reference citations and answers to frequently asked questions. Students are to submit papers using APA style. Paper submission format (electronic, hard copy, single-sided, double-sided) will be at the discretion of the course faculty and will be published in the paper/project guidelines or course syllabi.

Students are encouraged to consult with the faculty for clarifications or seek assistance from the Student Success Center.

## Papers/Proofing Advice

Bellin College offers writing support in the Student Success Center. Call (920) 433-6662 to set up an appointment. 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 be referred to APA manual. Copies are available in the Hendrickson Library or can be purchased at a bookstore. Please contact the Academic office.

## Wireless Internet

The campus is equipped with wireless internet. All users of Bellin College technology resources must exercise responsible, ethical behavior when using these resources and are expected to abide by College policies and local, state, and federal laws. To utilize the wireless internet on the Bellin College campus, students must agree to the terms of use provided. The College utilizes hardware and software products to prevent junk email and virus-infected email to be received by its students, faculty, and staff. For more information visit <https://www.bellincollege.edu/campus-life/information-technology/?highlight=email>

## Information Technology – Student Technology Requirements

All Bellin College students are required to have access to their own PC (running Windows 8 or higher, or MacOSX 10.11 or higher), high speed internet, a webcam, and microphone for online coursework. It is recommended this computer be a notebook or tablet device which can be used on campus as well as at home. Chromebooks and Netbooks are not guaranteed to work with all Bellin College software.

## Information Technology – Online Proctoring

If a Bellin College course requires a student to take a test or quiz online, some or all features of the online proctoring tool Honorlock may be required by the instructor for the exam to proceed. This may require the student to use Honorlock on their personal computer, as well as allow Honorlock to have access to that computer's webcam and microphone for the duration of the exam. Students may also be required to provide proof of identity prior to taking the online exam. Any confidential student information, including audio or video captured by the tool will be used exclusively for verifying the integrity of the online test, and will not be shared with any organization outside Bellin College and Honorlock except with written permission from the student.

## Information Technology – Acceptable Use Policy

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

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

### Scope

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

### Policy

Access to Bellin College technology resources is a privilege granted to guests, contractors, faculty, staff, and students. This privilege is predicated on the user's acceptance of and adherence to all College information technology and services policies. The College reserves the right to limit, restrict or extend access to technology resources. Access to technology resources will be documented on the Network Access Request Form for all guests, contractors, faculty, staff, and work-study students. **Please note:** This form is not required for students except for work-study students requiring access to an administrative system. The Bellin College technology resources are a private system. As such, the information stored on its computers and servers are the property of the College with the exception of material expressly

developed by users for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on College systems under their use accept full responsibility for maintaining compliance with copyright laws. The use of technology resources for personal purposes is allowed as long as the following occurs:

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

### **User Responsibilities**

User responsibilities and expectations include but are not limited to the items listed below.

- All student work is to be submitted using a Microsoft Office compatible format.
- Students abide by applicable laws, College policies, contracts, and licenses.
- Students use only the technology resources and data they are authorized to use for and only in the manner and to the extent authorized.
- Students respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Students protect the access and integrity of technology resources.
- Students maintain privacy and security by keeping all passwords confidential.
- Students respect the privacy and personal rights of others.
- Students delete old and unused email and files on a regular basis.
- Students develop adequate proficiency in the tools and technologies appropriate to their needs.

### **Inappropriate Network Usage**

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

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

## **Enforcement Procedures**

The College retains the right, without restriction, to monitor, authorize, control, or stop the use of any technology resource found on its computers or networks. Violations of any College policy will be referred to the appropriate administrator for action through the established disciplinary processes.

This may result in:

- Deleted files and/or programs.
- Disabled user accounts.
- Withdrawn user access privileges.
- Suspension, expulsion, or termination from College employment.

## **Administrative Systems**

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

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

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

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

### **Scope**

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

### **Policy**

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

### **Acceptable Use**

Reference the Acceptable Use Policy for guidance on acceptable use, inappropriate use, and user responsibilities. Users must exercise caution when forwarding messages, either internally or externally. Sensitive information - such as social security numbers, addresses, age, gender, etc. - must not be forwarded to any party outside of the College without the prior knowledge or approval of that individual.

### **User Responsibility**

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

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

### **Privacy**

Bellin College will make every attempt to keep email messages secure; however, privacy is not guaranteed, and users should have no general expectation of privacy in email messages sent through the College system. Users must be aware that email can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Email that is not encrypted can be viewed by people other than

the intended recipient, while it is in transit or on mail servers. Because messages can be stored in backup systems, email may be retrievable when a traditional paper letter would have been discarded or destroyed.

### **Email Etiquette**

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

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

### **System Monitoring**

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

### **Mailbox Size Limits**

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

### **Records Retention**

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

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

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

### **Email Size Limits**

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

### **Email Signature**

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

### **Data Backup**

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

### **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 Chrome or other Internet browser is not supported by the College.

### **SPAM and Virus Protection**

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

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

### **Information Technology – Online Verification**

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

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## **▶ Student Organizations**

Bellin College prides itself in attracting highly engaged students that, through education and experience, develop into future leaders in the healthcare professions. Student organizations provide opportunities for students to engage with each other. The Dean of Student Services oversees all student organizations.

### **Student Organizations Guidelines**

#### **Activity and Fundraising**

Student organizations should consult their organizations facilitator(s) regarding activity and fundraising events. The "activity/fundraiser request" form will be approved by the Dean of Student Services. The form is available on the College website at <https://www.bellincollege.edu/campus-life/student-services/student-organizations/activityrequest/>.

The following standards apply to each organization:

- Submit the request form two weeks prior to the event. The Dean of Student Services will notify the organization whether the event is approved.
- Assistance with publicity and room availability will be provided as needed.

#### **Meetings**

All student organizations are required to keep significant documents stored on Bellin College S: drive. Significant documents are defined as but are not limited to: constitutions, bylaws, committee agendas, meeting minutes, proposals, fundraising request documents and annual reports. Organization bylaws are available on the S drive.

### **Student Organizations**

#### **Ambassador Club**

The Ambassador Club is a select group of students who work with various College departments such as admissions, marketing, advancement, office of the president and Student Services to promote the College. Ambassadors assist with College-wide events, such as information sessions, campus visits, summer camps, commencement and other designated College and community functions.

### **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 provides a framework for students and professional nurses to meet, 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.

### **Bellin College InterVarsity (BCIV)**

BCIV is a Christian-based group that focuses on learning how to incorporate spirituality into the care of patients; as well as continue to develop a personal relationship with God. The group is open to all Bellin students and faculty and meets weekly for bible study and monthly THRIVE meetings, featuring speakers on different spirituality topics. BCIV also supports the community through service opportunities.

### **Bellin Student Nurses Association (BSNA)**

The Bellin Student Nurses Association (BSNA) is a pre-professional organization for Bellin student nurses. The organization participates in community service activities aimed at improving healthcare and educating the public. Collaborative relationships with nursing professionals and healthcare 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. The goal is to improve the nursing profession. Membership in BSNA is voluntary. Yearly dues are required for membership.

### **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 healthcare 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 to two hours to complete and consists of several lessons. 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 with students at the national and international level. Each academic year, chapter officers are elected by the organization members. Participation is free to students.

### **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 program juniors and seniors who meet the academic and leadership eligibility requirements, as well as community leaders in nursing and students pursuing a master's, Post-Graduate, or doctoral degree.

### **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 to make recommendations for change. The committee encourages student participation in College activities, facilitates student community service and coordinates student organization fundraising.

### **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 fee charged per year, payable each semester from student fees. Fees are often used to support many of the all-College social activities. In addition to elected senate officers, each class elects' members to serve as senate class representatives.

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

The Omega Chapter at Large of Lambda Nu is a professional organization that fosters academic scholarship, 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 and 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 Accommodations Coordinator, who acts as the College's accommodations specialist.

Accommodations are determined as a result of self-disclosure by the student of their disability. This is completed confidentially with the Advisor and Accommodations Coordinator. 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 guidelines:

- Current diagnosis (testing must be within three 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 student's functioning.
- Recommendations for accommodations
- Any related supporting medical or academic documentation

### **Service Animal Request**

Students with disabilities may request accommodations in the form of service animals. A request for a service animal must follow the procedures for requesting an accommodation. This includes, but is not limited to, completing the request for a service animal form, which can be obtained from the Advisor and Accommodations Coordinator in the Student Services department or by calling (920) 433-6663. For more information, <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/service-animal-policy/?highlight=service%20animals>.

### **Student Success Center**

The Student Success Center (SSC) provides tutoring, academic coaching, writing help and support for career development (e.g., resumes, interview help, etc.). The SSC offers individual and group study spaces, computers with access to a printer, and a learning hub where some faculty hold office hours and workshops. Located in Room 201, the SSC is open whenever the College is open and staffed Monday through Friday from 8 a.m. to 4:30 p.m. during fall and spring semesters.

### **Requesting a Tutor**

Bellin College students requesting a tutor should contact the Student Success Center Coordinator.



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

At any time, potential tutors can contact the Student Success Center Coordinator, who manages the tutoring program.

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 Student Success Center Coordinator.

### **Minors on Campus**

Due to extenuating circumstances, a student may need to bring a minor to class. The student must seek faculty approval prior to coming to class. Minor attendance at lab or clinical are not permitted. The following serves as guidelines:

- Minors should not be allowed in classrooms unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave. The faculty member should discuss minor attendance with the student if it begins to occur frequently.
- A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
- Line of sight supervision of the minor by the parent or guardian is required at all times.
- Minors are not allowed in high-risk areas.
- A waiver of liability for minors may be signed as appropriate.

For more information, <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/minors-on-campus/>.

### **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**

Students are responsible for maintaining up-to-date and accurate demographic information. Changes can be submitted electronically via the student information system. The following demographic changes should be reported as soon as they occur to the One Stop Shop in student services.

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

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

Students must notify course facilitators of a death in the family and arrangements for coursework or clinical that will be missed. The student will be allowed a maximum of three days absence for a death in the immediate family. Immediate family consists of father, mother, spouse, brother, sister, child, stepparent, stepsibling, and stepchild. Up to two 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 Program Director.

### **Influenza**

Bellin College's policy is to protect the health of students, staff, and the community. The College endorses universal flu vaccination and follows the guidelines provided by Bellin Health Systems (BHS).

- The influenza (flu) vaccine will be provided free of charge to all Bellin College students through its annual flu clinic.
- To be compliant, students must receive the influenza vaccine by the annual participation deadline of December 1. (This date is subject to change based on flu activity and vaccine availability and will be determined by BHS.)

- Students are mandated to sign a Bellin College consent in order to receive the influenza vaccine at the College.
- Students immunized at a location outside of Bellin College, such as private physician office, pharmacy, or public clinic, must provide proof of immunization and sign a declination. Acceptable forms of proof are a physician's note or immunization record which includes date of vaccination.
- All students will receive a sticker, showing they received the vaccine, which must always be worn on their badge during the influenza season.
- Any request for an exception must be directed to the Dean of Student Services.

### **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

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 Bellin College employee who can best attest to the student's achievements to complete the letter of recommendation form. The call for applications is made two to three months prior to graduation with a deadline for application submission clearly stated. 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**

The Bellin College logo is the property of Bellin College. Anyone wishing to use these logos must obtain written permission from the marketing director in the Marketing office.

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

**Note:** Logos are available in multiple file formats as well as single color versions. Please contact the Marketing department for more information.

### **Primary Bellin College Logo**



### **Social Networks Advisement**

Facebook, Twitter, and other social networking websites create opportunities to form or maintain friendships. Users choose to disclose their identities and determine how they represent themselves to the public at large. Students are reminded that pictures and information posted on the internet via programs

such as Facebook and Twitter are public information. Student must ask permission to use the Bellin College logos in any self-initiated communication on any social sites.

Pictures and/or information from these sources that describe/document behavior that violates Bellin College policies or the code of conduct (on campus or at College-sponsored events) is subject to further investigation and verification by the College. **Students are reminded of the importance of upholding the standards of confidentiality as they progress through community, lab/simulation, patient, and clinical experiences.** 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 is a federal civil rights law that prohibits **discrimination on the basis of sex** in educational programs and activities that receive Federal financial assistance. Bellin College continues to have a responsibility under Title IX to protect students' rights to equal education in an environment free from sexual harassment and discrimination based on sex by employees, students, or third parties against students, employees or third parties. For more information, <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/title-ix/>

All students must complete the Title IX training courses assigned by the Dean of Student Services annually. Failure to complete this mandatory training by the designated deadline will result in a "hold" status on the student's record. This "hold" status will not allow the student to register for classes or receive a reference or transcript until the training courses are completed and the "hold" is removed.

## **Harassment and Discrimination**

Bellin College policies and procedure are intended to afford a prompt response to reports of misconduct, to maintain confidentiality and fairness consistent with applicable legal requirements and to impose appropriate sanctions on violators of College policy. Bellin College promptly and thoroughly investigates and resolves complaints alleging non-sexual discrimination and/or harassment.

Bellin College believes that each individual should be treated with respect and dignity and that any form of harassment and/or discrimination is a violation of human dignity. The College condemns harassment and discrimination and maintains a zero-tolerance stance. The College will take all reasonable efforts to prevent and promptly correct instances of harassment or discrimination. Additionally, students have the right to a structured process for resolving problems, complaints, or grievances relating to the execution of institutional policies. For more information, visit: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

## **Complaint Process**

The complaint process serves as an ongoing means for students to discuss concerns or register formal complaints that pertain to alleged violations of state consumer protection laws that include but are not limited to: fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state or accreditation requirements. Academic Affairs, Student Services, Admissions, the Bursar, the Registrar, and the Financial Aid Offices all provide specific administrative means to address and resolve most, if not all of the questions and concerns you may have. For more information on the complaint process, student grievance procedure and appropriate forms, visit: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

## **Non-Discrimination Policy**

It is the policy of Bellin College to be nondiscriminatory in terms of race, color, creed, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status or disability in the admission of students, in student programs and in the employment of College faculty and staff. In conformance with applicable federal and state regulations, Bellin College is committed to nondiscrimination, equal opportunity and affirmative action in its educational programs and employment policies. Inquiries concerning this policy may be directed to the Dean of Student Services. For more information, visit: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

### **Anti-Harassment Policy**

Bellin College does not tolerate or condone any form of harassment, whether sexual harassment (Title IX) or non-sexual harassment. The College's policies afford a prompt response to reports of harassment with confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions such as probation, suspension, termination, or dismissal on violators of College policy. Bellin College promptly and thoroughly investigates and resolves complaints alleging harassment.

### **Retaliation**

The College prohibits any form of retaliation against a complainant. Any allegations of retaliation will result in an immediate investigation and appropriate action consistent with the College's due process procedures.

### **Student Behavior/Code of Conduct**

Students are expected to follow Bellin College rules and conduct themselves in a manner compatible with its values. Violations of College rules, including violations of the American Registry of Radiologic Technologists and Society of Diagnostic Medical Sonography will be handled administratively and may result in disciplinary action, such as monitoring, probation, or dismissal.

Any student who behaves poorly or has a detrimental influence on other students, will be disciplined based upon the severity of the offense.

### **Student Responsibilities**

Students shall:

- Never act in a manner that would pose a threat to the health (physical and/or mental) or safety of a member or members of the College community.
- Never conduct himself or herself in a disorderly, lewd, indecent, or obscene manner on College's property or at College sponsored or supervised functions.
- Always conducts himself or herself appropriately to reflect a professional healthcare provider. When engaging in College activities, students should project a professional image in both their attire and demeanor.
- A consensual dating or sexual relationship between any College employee and a student is deemed unprofessional and is therefore prohibited, unless the two people are married. A violation of this policy may result in disciplinary action including dismissal.

### **Classroom/Coursework Responsibilities**

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

- A student who registers must be the same person who participates in, completes, and receives the academic credit.

### **Property Responsibilities**

Students shall:

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

### **College Operation Responsibilities**

Students shall:

- Be honest in all activities relating to the education program.
- Never obstruct or disrupt teaching activities, administrative functions or other College or practicum activities.
- Always uphold the rules, regulations, and College policies.
- Always comply with the directions of College personnel.

- Always uphold rules of any College, university, medical, hospital or community facility associated with the College.

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

Students shall:

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

Students not in compliance with these responsibilities are subject to disciplinary action, including monitoring, probation, or dismissal. An immediate suspension may result 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 teach in a responsible manner.
- Students have a right to be admitted to a particular institution regardless of their race, color, religion, national and ethnic origin, creed, age, gender, marital status, sexual orientation, or physical disability.
- Students are free to take reasoned exception to the data or views offered in any course of study, reserving judgment about matters of opinion.
- Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation.
- Students have the assurance that information about their views, beliefs, and political associations which instructors acquire in the course of their work, is considered confidential and is not released without their knowledge or consent. These associations are not 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 about standards of behavior set forth by the institution, which it considers essential to its educational mission and community life.
- Students have the right to belong or refuse to belong to any organization of their choice.
- Students have a right to a voice in the establishment of the dress code.
- Students have a right to periodically review grading systems with faculty for clarification and better student/faculty understanding.
- Students have a right to provide input into the evaluations of courses and faculty.
- Students have the right to participate in an educational environment free of harassment or intimidation.

## **Dress Code Policy for Medical Imaging Students**

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 lab testing and simulation activities. Students are not allowed to wear hats during exams. BSRT students are exempt from wearing scrubs while in lab.

### **Student Uniforms**

The Bellin College uniform consists of selections from a list of clothing supplies for students by The Elite Group. The clothing is embroidered with the Bellin College logo on the upper left pocket area. All required pieces of clothing worn as part of the uniform must be ordered through The Elite Group. Uniform substitutions are not acceptable.

### **BSRS Uniform**

- Caribbean blue scrub top and bottom with Bellin College logo.
- White closed toe and closed heel shoes.
- Bellin College ID Badge must be visible.

### **BSDMS Uniform**

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

### **BSRT Uniform**

- Pewter scrub top and bottom with Bellin College logo.
- White closed toe and closed heel shoes.
- Bellin College ID Badge must be visible.

### **Medical Imaging 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, with out lace, and logo free.
- White shirts must be tucked in.

### **General Clinical Guidelines for Medical Imaging**

ID Badge:

- No alterations to the badge are allowed.
- The badge must be clipped at the top of the scrub top or lab coat.
- The badge must always be visible.

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.
- Undergarments lines should not be noticeable when 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 Makeup:

- Hair should be neatly styled, clean and drawn back from the face.
- Barrettes, hair clips and headbands must be plain.
- Headscarves (worn as a symbol of religious faith) may be worn but must be contained when working in patient care areas.

- Hair cannot be extreme in color or style.
- Beards, sideburns, and mustaches must be neatly trimmed.
- Makeup should be conservative and natural-looking.
- Artificial nails and nail polish are not allowed.
- Natural nails should be clean and short (not to exceed ¼ inch past the fingertip.)

#### Shoes and Socks:

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

#### Jewelry, Body Piercings and Tattoos:

- Acceptable jewelry includes:
  - 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 except for tattoos from the wrist(s) to fingertips.

#### General Considerations:

- Students are expected to practice good hygiene.
- Students should not wear scents.
- No gum is allowed.

#### **Consequences and Exceptions**

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

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

#### **Drug Abuse and Alcohol Prevention Program (DAAPP)**

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. An annual notification of the five elements of DAAPP will be sent to all students on a yearly basis.

#### **Alcohol and Drug Policy**

Bellin College is an alcohol and drug-free environment and carries out its mission and complies with the Drug-Free Workplace Act of 1988.

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

For more information, visit <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/alcohol-and-drug-policy>.

## **Leave of Absence**

Students may apply for a leave of absence from Bellin College. An approved leave allows students to return without taking part in the re-admission process. All absences must be approved prior to 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.). Leaves of absence are not allowed for the purpose of attending another academic institution.

Students should contact the Bellin College academic office when requesting to return from a leave of absence. Students must provide supporting documentation before they can return from a leave of absence. The official return date and course program of study will be discussed prior to the return date.

## **Reference Request**

Students requesting a reference from Bellin College personnel must complete a reference request form. Any student with a "hold" on their records cannot receive a reference. The reference request form is available on the College website or in the student services - One Stop Shop office.

## **Family Educational Rights and Privacy Act (FERPA)**

Bellin College complies with the Family Education Rights and Privacy Act (FERPA). Once enrolled, all students have a right to inspect and review most of the educational records maintained about them by Bellin College under FERPA of 1974 (as amended). Under most circumstances, no identifiable data (non-directory) will be released to a third party without the written consent of the student. Students may challenge information in their records which they believe to be inaccurate, misleading, or inappropriate and request a revision.

The College implements all provisions of FERPA as amended. For purposes of general records accountability, a file system has been established for all student records under the supervision of the Registrar. The FERPA record release exceptions:

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

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

Bellin College has defined the following as directory information:

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



- Photograph

**Please note:** Students wishing to keep confidential some or all 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. Students can select the transparency of the specific information visible within our student information system.

Students can request access to records, documents and other materials directly related to them by appointment with the Registrar or the 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. Students would be able to have such records inspected by a doctor or appropriate professional of their choice.
- The financial records of their parents used for financial aid purposes.
- Confidential letters and statements of recommendations placed in their records prior to January 1, 1975 and/or confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, Admissions, or award purposes.
- Admission records accumulated prior to enrollment.

### **Disclosure to Parents**

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student’s consent. For example:

- Schools may disclose education records to parents if the student is a dependent for income tax purposes.
- Schools may inform parents if their son or daughter is involved in a health or safety emergency.
- Schools may inform parents if a student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.

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

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

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

If a student wants to review his or her files, he or she should:

- Submit a written request to the Registrar, identifying the records they wish to inspect. Although FERPA allows the College to act on the request within 45 days of the day they receive a request for access, Bellin College will usually be able to make arrangements within 10 business days. The Registrar will notify the student when and where the records may be inspected.
- Allow a College official (Registrar or Dean of Student Services) to be present when the record is reviewed.
- Sign a required waiver of College responsibility for further confidentiality if copies of any information are made and given to the student.

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

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

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

For more information, visit:

<https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/ferpa/>

## General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) was designed to coordinate and streamline data privacy laws across Europe; to protect and ensure that all EU citizens can have some expectation of data privacy; and influence the way organizations across the European Union (EU) approach data privacy. It also affects any organization, inside or outside of the EU that is involved in processing data, which could identify a person, either directly or indirectly.

Bellin College is committed to the principles contained within the GDPR (General Data Protection Regulation) and particularly to the concepts of information security, privacy, protection, and consent with regard to data. A high priority is placed on protecting and managing data in accordance with accepted industry standards. Bellin College will work closely with students and educational partners to meet the above stated obligations. The information technology and student services departments are committed to ensuring a secure data environment for all data subjects. Bellin College will monitor and assess risk factors regarding data protection, and the usage of data, and make changes, as necessary.

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## ► Student Health and Safety Policies

### Admission Health and Safety Requirements

Upon acceptance into the College, a student's pre-entrance medical information will be reviewed. This will include a pre-entrance physical examination, immunizations, criminal background information, drug screen and the minimum technical criteria standards.

All accepted students must complete the pre-entrance medical information requirements by the designated deadlines set in CastleBranch. If health requirements are not completed, the student may not be able to attend class, lab or clinical. Noncompliance with these requirements will also result in a "hold" status on the student's record. This "hold" status will not allow the student to register for classes, or receive a reference or transcript, until the requirement(s) are completed, and the "hold" is removed.

Documentation of required immunizations, such as hepatitis B, measles, mumps, rubella, varicella (chickenpox), meningococcal, and tuberculosis is required. Specific information can be found in the student's CastleBranch account. All students will upload immunization documents into CastleBranch, Inc. to show they completed their immunization requirements.

### Immunization Requirements

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

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

<b>Varicella (Chickenpox)</b>	Positive immune blood titer <u>or</u> dates of two vaccines. If you have had Chickenpox, you will need a blood titer. If you have 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/ Heplisav-B</b>	HEPLISAV-B (2 Vaccine Series) <b>OR</b> Hepatitis B (3 Vaccine Series), <b>OR</b> Post Vaccination Antibody Screen - This is a series of either two or three vaccinations and post vaccination antibody screen. The vaccination series is voluntary but is highly recommended for all students entering a health career field. <b>OR</b> a Positive Hepatitis B Antibody Titer <b>OR</b> Signed Declination Form.
<b>Meningococcal</b>	Date of one vaccine or signed declination.
<b>Tetanus</b>	Td or Tdap is required. A booster is required every 10 years.
<b>Flu Vaccine</b>	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.
<b>Tuberculosis (TB)</b>	It is a requirement of all applicants to have two TB tests before admission. The Two-step TB screening involves receiving the test, then returning to have it read within a specific time period. The second step involves the process repeated one to three weeks after the 1 <sup>st</sup> TB skin test.

Blood titers showing immunity must be documented as “antibodies present”, “immune” or have an ISR value of 1.10 or higher. The general health of the applicant must be deemed adequate for meeting the program outcomes of the degree. Any declination of vaccines will put the student’s ability to advance through the curriculum in jeopardy.

### **Criminal Background Information Reporting**

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

An enrolled student is responsible for reporting any criminal charges to the 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 Program Director of any findings.

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

Student Services is responsible for the managing and maintaining of student records. Documentation is confidentially recorded and filed. **Please note:** An applicant/student should keep all documentation of any event leading to a positive background check for application to their licensure exam.

### **Drug Screen**

Students must undergo a drug screen prior to entry. The Dean of Student Services will review the confidential drug screen results. Any student whose drug screen reports the use of illegal drugs may have their admission revoked. Drug screens must be completed through the Bellin Occupational Health clinic.

### **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. Students 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 years by most of the clinical agencies. There is a discounted fee for CPR certification and CPR renewal.

### **Annual Health Requirements**

**Please note:** If health requirements are not completed, the student will not be able to attend class, lab or clinical.

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

### **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. Once enrolled as a Bellin College student, annual screening is mandatory during spring semester. January entry students will obtain their annual skin test in fall semester.

If the student presents with a TB skin test conversion (positive skin test) on his/her 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 healthcare provider for treatment. A written statement regarding clinical status/restrictions is required from the treating healthcare provider. A QuantiFERON test is also acceptable. An annual review of TB signs and symptoms will be required thereafter. Bellin College is not responsible 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 Services. 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 should identify themselves as a Bellin College student when making appointments and at the time of service.

### **TB testing and/or immunizations, visit:**

Primary healthcare providers.

- Bellin Occupational Health (1630 Commanche Ave) for TB tests, titers, and some vaccines. Call (920) 430-4560 for an appointment.
- Brown County Public Health Department (111 North Jefferson St. or 2198 Glendale Ave., Green Bay) for vaccines. Call (920) 448-6400 for appointments and more information.

### **Influenza (flu) Immunization**

Bellin College's policy is to protect the health of students, staff, and the community. The College endorses universal flu vaccination and follows the guidelines provided by Bellin Health System (BHS).

- The influenza (flu) vaccine will be provided free of charge to all Bellin College students through its annual flu clinic.
- To be compliant, students must receive the influenza vaccine by the annual participation deadline of December 1. (This date is subject to change based on flu activity and vaccine availability and will be determined by BHS.)
- Students are mandated to sign a Bellin College consent in order to receive the influenza vaccine at the College.

- Students immunized at a location outside of Bellin College, such as a private physician office, pharmacy, or public clinic, must provide proof of immunization and sign a declination. Acceptable forms of proof are a physician's note or immunization record which includes date of vaccination.
- All students will receive a sticker, showing they received the vaccine, which must always be worn on their badge during the influenza season.
- Any request for an exception must be directed to the Dean of Student Services.

Rapid strep throat culture testing is available to Bellin College students via Bellin Health Fast Care or your healthcare provider for an extra fee.

## Occupational Health Services for Students

Bellin Health System – Occupational Health Services and Bellin College are the primary providers of student healthcare services for Bellin College. Appointments are needed for immunizations.

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

1630 Commanche Ave.	Hours:
Green Bay, WI 54313	Monday – Friday .....7:00 a.m. – 5:30 p.m. (closed holidays)
Phone: (920) 430-4560	Saturday & Sunday .....Closed

### Admission Health and Safety Requirements for DASH Program

Students are required to have up-to-date health records, including the required immunizations and a two step TB skin test, and flu shot before starting classes.

Flu vaccines are administered for free at Bellin College each fall. 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.

### Fitness for Class, Lab, and Clinical

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

- If any member of the College community suspects a student may be unfit for class, lab, and clinical, he/she should report observations to the person supervising the student. That person must document the observed behaviors prior to leaving class, lab, and 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 asked to undergo a drug and alcohol test by a faculty member or appropriate College administrator at the time of the observed behavior.
- The student will be removed from class, lab or clinical with assistance of the faculty member and/or the administrator. 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 undergo a drug and alcohol test, when there is reasonable cause for testing, will result in presumed positive test results and an immediate suspension from class or clinical pending further disciplinary action. (Further disciplinary action may include dismissal from the College, independent and regardless of the results of any subsequent drug and alcohol test).
- Any student involved in a reasonable cause circumstance, whether tested or not, will be transported home by a faculty or administrator. This is to prevent the student from operating his/her vehicle when possibly under the influence of drugs and/or alcohol. If necessary, law enforcement will intervene.
- 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 a student assistance program referral is made, the student's return to school will be based on the following:
  1. Evidence of ongoing compliance with the recommended treatment plan as outlined by the student assistance program.

2. A signed return-to-school contract, as coordinated by the Dean of Student Services; which may include additional drug and/or alcohol testing prior to returning to class or clinical, as well as additional drug and/or alcohol tests without notice at anytime within 24 months from the date.
3. Successful completion of the student 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.

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

## **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.

### **BSRS and BSRT Students**

Female students who enter the BSRS/BSRT Program pregnant or become pregnant while enrolled must declare/un-declare their pregnancy and abide by the regulation concerning radiation exposure to the fetus and mother as found in the Nuclear Regulatory Guide, 8.13 (United States Nuclear Regulatory Commission).

It is solely the student's responsibility to inform the BSRS/BSRT Program Director of a suspected or confirmed pregnancy. The student is encouraged to declare pregnancy as soon as possible for the needed precautions while in the BSRS/BSRT programs. In the absence of this voluntary written disclosure, a student can not be considered pregnant. Most importantly:

- When the student declares pregnancy, it must be in writing, include the expected date of confinement (due date) and be given to the BSRS/BSRT Program Director.
- Upon declaration, the student will be considered in the category of a "declared pregnancy worker" and follow the Nuclear Regulatory Guide, 8.13.
- A student may un-declare her pregnancy at any time while in the BSRS/BSRT program.

All declaration or un-declarations are to be in writing and given to the BSRS/BSRT Program Director. Upon pregnancy declaration, options for BSRS/BSRT Program completion include:

- Option 1 – Continue in the Program without modification of didactic and clinical rotation. At the completion of the pregnancy, the student would utilize a leave of absence as needed. The student would be responsible for any missed didactic and clinical objectives, along with all clinical competencies.
- Option 2 – If the pregnancy is confirmed prior to entering the Program, the student may opt to postpone her enrollment until the next academic year. The student would be guaranteed a place in the following class.
- Option 3 – Take a medical leave of absence for approximately one year. They would re-enter the Program when the courses are being covered which the student missed. The student would be responsible for all didactic and clinical objectives, along with all clinical competencies.

### **BSDMS Students**

It is the responsibility of the student who thinks or knows she is pregnant to inform the appropriate Program Director and complete the required paperwork. During that meeting, potential implications to the academic plan will be discussed. The Program Director will inform course faculty so that reasonable steps are taken to plan client care assignments that will help protect the student's health and the pregnancy.

If granted a leave of absence, the student must provide evidence of ability to return to the College by a healthcare provider. Documentation must indicate the return date and any restrictions if applicable. All evidence of ability to return will be provided to the Program Director.

## **Injury Reporting**

If a student is injured or underwent surgery, he/she should inform his or her course faculty. The student must provide a report from his or her healthcare provider, documenting any restrictions and/or any prescription medications. The appropriate Program Director will provide clearance to participate in coursework, including lab and clinical experiences.

Any student injured in class should report the injury to his or her faculty member. Basic first aid will be provided by the College. If further medical care is warranted, the student will be referred to his or her healthcare provider or taken to the emergency department. The cost for care will be billed to his or her 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 an incident report form. Any significant exposure must be reported to the faculty member. If the injury occurs at Bellin Hospital, the student should report to EHS or in their absence, to the SWAT/Supervisor.

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

All students must have an emergency contact on the back of their student ID, along with current contact information in the Student Services One Stop Shop office.

## **Illness Reporting**

For their own safety and the patient's safety, students should immediately report all illnesses to their faculty member. Students must report any contagious diseases or suspicion of such. Students on clinical or practicum assignment must avoid transmitting illness to their patients. Accordingly, students should be evaluated by a healthcare provider and/or faculty member before reporting to their clinical or practicum location.

Students 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 or surgery) is required to submit a licensed healthcare provider's statement indicating any restrictions and/or if the student is able to resume classroom, lab and/or clinical activities to the academic office.**

Following absences from the classroom, lab, or practicum experience, a student's performance will be 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 progressing to the next semester.

## **Healthcare Insurance**

Healthcare/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. Please see the Dean of Student Services if you would like information regarding a voluntary insurance plan.

The College assumes no responsibility for the medical expenses incurred by any student with the exception of those services routinely provided through occupational health. The cost of healthcare beyond that covered by insurance is the responsibility of the student and his or her family.

### **Malpractice Insurance**

Malpractice insurance is not required as a student. The College recommends that students evaluate the malpractice issue and obtain coverage prior to their first clinical course if they choose.

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## ► Tuition and Fees – 2020-2021

### **2020-2021 Tuition**

#### **Tuition Costs**

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

#### **General Education Tuition**

The 2020-21 tuition charge for general education courses is \$324 per credit.

#### **Medical Imaging Tuition**

The 2020-21 tuition charge for undergraduate major courses is \$998 per credit.

#### **Out-of-State Tuition**

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

### **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 office. All VA benefits are subject to the individual’s specific length of duty and the benefits of the program. Since the College is a private institution, they are subject to the tuition cap set by the Department of Defense for each program.

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

Please refer to the [Department of Veterans Affairs](#) 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 I® - Selected Reserve (MGIB-SR)
- Chap. 1607 Montgomery GI Bill ® - Reserve Educational Assistance Program (REAP)
- VA Tutoring Program
- National Testing Fee Reimbursement

Additional Information:

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

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

A DD214, along with a letter from your branch of service, is required to certify tuition benefits. The letter can be obtained from the local county VA office.

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

### **Application Fee – Medical Imaging**

There is no charge for online applications.

### **Reservation Fee – Medical Imaging**

Upon acceptance into the College, students must pay a non-refundable reservation fee of \$100. 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 are dependent upon program option and enrollment term. You will see the following fees, as applicable, included on the tuition bills:

- **Assessment Fee:** Covers the costs associated with additional materials and resources provided to support the preparation for licensure and/or certification. (BSRS only)
- **Health Fee:** Supports the costs incurred in the maintenance of the student related health requirements and health records.
- **Health Science Resource Center Fee:** Supports the cost associated with services, simulations, rentals, and consumable supplies needed in the clinical instruction of students.
- **Technology Fee:** Includes the support for computers, media supplies and web-based features.
- **Lab Fee:** Covers the cost of lab supplies associated with given course curriculum.
- **Student Activity Fee:** Supports student related functions, events, and organizations.

### **Orientation Make-up Fee**

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 charged a \$100 rescheduling fee. All fees must be paid prior to the rescheduled date.

### **Course Audit Fee**

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

### **Challenge Exam Fee**

Students who believe they have the prior knowledge to successfully complete a 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.

Students electing to take the challenge exam for MA 101: Intermediate Algebra must take the exam at least a month before the start of their incoming semester.

## **Credit for Prior Learning Fee**

Students who wish to be evaluated to determine if the course outcomes have been met by life experiences will pay a \$100 fee. If credit is granted, the student will pay an additional \$25 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 the rescheduling date. The following fee parameters apply:

- **Simulations** - Students who do not attend simulation activities as scheduled are required to reschedule with the course facilitator and will be charged a \$100 fee.
- **Computer Trainings and Standardized Testing** - Students who do not attend computer trainings or standardized tests as scheduled are required to reschedule and will be charged a \$100 fee.

## **Additional Expenses – Medical Imaging**

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 and shoes)
- Transportation
- Miscellaneous expenses
- Skills lab supplies

## **National Exam and State Licensing Fee**

There are a number of variable costs related to national exams or licensing fees administered through the American Registry of Radiologic Technologist (ARRT), American Registry for Diagnostic Medical Sonography (ARDMS), and/or the State of Wisconsin Department of Safety and Professional Services that are not covered in fees paid to Bellin College. These fees are paid directly to the organization and have varying costs. Information for the exams and licensing is provided to students prior to graduation. Please see the respective Program Director for current information on hand.

## **Graduation Fee**

The Graduation Fee is a one-time, non-refundable fee that is added to the student's account when he/she applies to graduate. The fee is charged with the billing for the final semester of enrollment. Graduation fees are transferable to another term as a credit if a student must extend enrollment beyond an anticipated date to complete requirements for a chosen program of study. The graduation fee covers costs related to all graduation processes, including but not limited to, graduation materials and processes, program expenses, shipping fees, and record maintenance and storage. The fee is charged regardless of whether the student intends to participate in the commencement ceremony. All qualified graduates are listed in the program at commencement.

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## **► Payment Policies and Procedures**

### **Billing Statements**

Billing (tuition and fees) statements are available in the BC Portal, 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 pay tuition or make installment payments will cause your student account to be put on HOLD. Once you are on HOLD you will not be able to attend classes until the situation is resolved.

## **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 in the academic calendar on the College website. Payments may be made via cash, personal check, certified check, or money order. Payments by ACH or credit/debit card are accepted online for an additional fee at [www.bellincollege.edu/admissions/tuition-fees/tuition-and-fee-payments](http://www.bellincollege.edu/admissions/tuition-fees/tuition-and-fee-payments).

## **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 request 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-day period. Checks can also be mailed to the student's billing address upon request. The Bursar notifies each student via Bellin College email when the check is available to be picked up or mailed. In some cases, students elect to leave all overpayments on their account until the following semester. Because most overpayments are a result of loans and grants, students wishing to leave funds on their account should notify the Bursar, of their intent via their Bellin College email.

## **Installment Payment Plan**

Bellin College offers an installment payment plan each semester. This plan allows students to pay tuition over the semester in three equal payments. Students must pay the first payment on the original payment due date and sign additional paperwork to implement the plan. There are 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 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 a 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, he or she 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 a certified letter.

Students may appeal this decision within five 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 classes. Tuition and fee charges are based upon the tuition and fee schedule, and 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.

## **Installment Plan Extension for Time**

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 p.m. 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 may be charged a \$25 late fee and 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 (Non-Sufficient Funds) Checks and Automated Clearing House (ACH) Transactions**

If any Bellin College charges are paid (e.g. tuition and fees) via a personal check or online via ACH from

the student or the student's parent(s) and the check/ACH is returned because there are not adequate funds in that account to cover the amount of the check/transaction, Bellin College will:

- Notify the student, in writing, of the returned NSF check/ACH 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 payment by this date will result in a late payment fee and the 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/ACH transactions from any party are not 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 student's 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

### Applying for Financial Aid at Bellin College

Bellin College students who wish to apply for any form of need-based or non-need based financial aid from federal and/or state sources must file a Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov). The FAFSA will be used to determine a student's eligibility for financial aid programs administered by the Bellin College financial aid office. Bellin College's FAFSA School Code is 006639. The student (and at least one parent if the student is a dependent) must have a valid FSA user ID and password in order to electronically sign the FAFSA and other federal financial aid documents. The FAFSA will require demographic data, number of household members, income and asset data, and degree/program enrollment plans. Students may file the FAFSA as early as October 1 of the previous academic year. Students and parents are encouraged to use the IRS Data Retrieval Tool (DRT) on the FAFSA website in order to import the official income data directly into the FAFSA for the appropriate tax year. This will ensure that the data is accurate.

### 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.). Most financial aid programs require at least half-time enrollment for financial aid to be offered. For students who are less than full-time, financial aid may be adjusted, reduced, or voided. Because of this, the financial aid office monitors the enrollment status for every financial aid recipient. Therefore, a student who is enrolled for nine credits at Bellin College and taking three credits at another campus, would be considered 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 \$2,000 for a semester based on full-time enrollment and he/she enrolls half time instead, the award will be reduced to \$1,000. In most cases, the only programs which may be prorated in this manner are the Federal Pell Grant and the Wisconsin Grant.

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

### **Financial Aid Documents and Forms**

Financial Aid recipients may be required to submit certain documents to the financial aid office. If a document is required or requested, the student will receive the form from the financial aid office.

### **Agency Forms**

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

### **Financial Aid Programs**

Financial aid can come from a variety of sources such as federal and state governments, higher educational institutions, civic organizations, employers, businesses, professional groups, and other sources. For more information about financial aid programs available at Bellin College, visit our website. <https://www.bellincollege.edu/Admissions/financial-aid-and-scholarships/applying-for-financial-aid/types-of-financial-aid/>

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

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

### **Summer Enrollment Status**

#### **Enrollment Status**

Summer is considered a separate enrollment term; therefore, enrollment status is based on credits enrolled for the summer only. In order to be considered at least half-time, a student must be taking a minimum of six credits during the summer term. Credits taken at another institution must be transferable towards degree requirements at Bellin College but may be used to determine total number of credits enrolled during the summer.

### **Financial Aid Offers**

The Director of Financial Aid reviews the results of the Free Application for Federal Student Aid (FAFSA). Students are assigned a standard cost of attendance budget based upon anticipated costs for tuition and fees (based on program of study and curriculum plan), housing, transportation, books and supplies, and other miscellaneous expenses. The result of the FAFSA, the expected family contribution (EFC), is subtracted from the budget and the remainder is defined as financial need. The Director of Financial Aid determines the student's financial need and screens the student for eligibility for all aid programs administered by Bellin College. Eligibility for individual aid programs may be based on grade level, dependency status, program of study, past financial aid received, and other factors.

#### **Financial Aid Offer Letter**

When the student's eligibility for financial aid programs has been determined, the financial aid office will notify the student via email to view the aid offer in his or her student portal. The student should review the aid offer in the portal and accept or decline any portion of the aid offer. There may be forms or documents which the student will need to complete and return to the financial aid office for aid to be fully processed. It is the student's responsibility to read and follow all instructions.

### **Aid Disbursements**

Aid will be paid to the student's account not more than three working days prior to the start of the semester; excess funds, if applicable, will be refunded to the student via a check. Refund checks will be distributed by the College's Bursar. Students should allow at least three to five working days from payment date before the refund check may arrive.

### **Special Condition/Dependency Override**

Although it is rare, occasionally, a student may experience certain financial or family circumstances which, while not possible to fully report on the FAFSA, may warrant a re-review of the student's financial aid eligibility. The term special condition refers primarily to circumstances related to income/expenses which may be, in the current year, drastically different than that of the FAFSA base year (two years prior). This may be due to a job loss/layoff, unexpected medical expenses not covered by insurance, the death of a parent or other family member, FAFSA reflects a one-time, non-recurring income source in the base year that is no longer available to the family, or other significant household changes which are not reflected on the FAFSA. It is expected that income will fluctuate over time (therefore the FAFSA must be filed every year) but when there is a significant change due to circumstances beyond the student/parent's control, there may be a need to adjust data on the FAFSA to more closely reflect the family's current financial status. In extreme circumstances, the Director of Financial Aid has the authority to change a dependent student into an independent student for financial aid (FAFSA filing) purposes. Documentation to substantiate the student's claim of self-support is required.

**Please note:** Department of Education prohibits a dependency override for these situations: parent's refusal to provide data on the FAFSA or provide financial support to the student, student is not living with the parent or student is not claimed as a dependent on the parent's tax return. There must be extenuating circumstances which can be documented (by a non-family member or agency) to support such a claim.

Any student who believes that he/she should be considered for a special condition review or a dependency override should consult with the Director of Financial Aid. If the situation meets the criteria for a review, the student will be given instructions regarding the required documentation.

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

Students who receive donor scholarships from Bellin College are required to send a thank you note to the donor(s) and attend a reception. Thank you, letters must be given to, the Advancement and Alumni Relations' staff by the designated due date. The Advancement and Alumni Relations will inform students of the date for the scholarship reception.

Failure to submit a thank you letter and to attend the reception may result in forfeiture of the scholarship. The scholarship loss will not be replaced with another grant aid.

### **Merit Scholarship Program Guidelines**

The below guidelines will apply to students awarded a Bellin College Merit Scholarship for an initial enrollment period beginning on or after July 2015. 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:

#### **Anticipated Term of Enrollment**

Merit scholarships are awarded at the time of admission to Bellin College based upon academic credentials. 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 merit scholarship award notification letter. Failure to enroll 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

Awards will be based on 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. The GPA will be based on 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 responsibility to submit updated transcripts reflecting the final fall grades. If fall semester grades are not received at the time of official merit scholarship review, the most recent GPA on file will be used. **Please note:** Once merit scholarship eligibility has been determined, Bellin College will only re-evaluate subsequent standardized test scores and/or GPA if the student makes her/his request known in writing to the Admissions office. Updated official document(s) such as a new standardized test report and/or final official transcript, must be provided to the Admissions office for re-evaluation no later than one week prior to the start of the student's first semester of enrollment.

#### Awards will be based upon the following scales:

High School Students (BSRS, BSDMS and BSRT)						
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

BSRS Awards				
Success Award	Achievement Award	Honors Award	Legacy Award	Excellence Award
Year 1 - \$1,000	Year 1 - \$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

BSDMS Awards								
Award	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring
\$10,000	\$500	\$500	\$1,000	\$1,000	\$1,500	\$1,500	\$2,000	\$2,000
\$15,000	\$1,000	\$1,000	\$1,500	\$1,500	\$2,250	\$2,250	\$2,750	\$2,750
\$26,000	\$1,500	\$1,500	\$2,250	\$2,250	\$4,250	\$4,250	\$5,000	\$5,000
\$34,000	\$2,000	\$2,000	\$4,000	\$4,000	\$5,000	\$5,000	\$6,000	\$6,000
\$40,000	\$2,250	\$2,250	\$4,750	\$4,750	\$6,000	\$6,000	\$7,000	\$7,000

BSRT Awards								
Award	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring
\$10,000	\$350	\$350	\$250	\$1,800	\$2,400	\$950	\$1,950	\$1,950
\$15,000	\$450	\$450	\$350	\$2,750	\$3,700	\$1,500	\$2,900	\$2,900
\$26,000	\$500	\$500	\$400	\$4,900	\$6,600	\$2,700	\$5,200	\$5,200
\$34,000	\$550	\$550	\$450	\$6,450	\$8,750	\$3,550	\$6,850	\$6,850
\$40,000	\$600	\$600	\$500	\$7,650	\$10,300	\$4,200	\$8,075	\$8,075

## Transfer Students

Undergraduate transfer student eligibility will be based on the student's transfer GPA, which is the calculated GPA on all accepted transfer credits/courses as shown on the official credit evaluation on file at the time of the official merit scholarship review. (Grades from nontransferable courses are not included in the transfer GPA.) Merit scholarship eligibility reviews for transfer students are performed during the timeframes below. **Please note:** After merit scholarship eligibility has been determined, Bellin College will only reevaluate the scholarship amount based on a subsequent transfer GPA if the student makes his or her request known in writing to the Admissions office. An updated official transcript must be provided to the Admissions office for consideration. Written appeals must be received at least one week prior to the start of Bellin College classes. It is the student's responsibility to ensure Bellin College receives all applicable official transcripts from other institutions.

### Transfer Student Review- Timeline – All Transfer Students\*

Semester of initial enrollment at Bellin College	Timing of official merit scholarship 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)

\*Students with fewer than 12 accepted transfer credits on file at the time of acceptance or conditional acceptance will not be reviewed for merit scholarship eligibility. The official transcript(s) with a minimum of 12 transfer credits must be received.

Transfer Students – Traditional 4-Year Option (BSRS)						
			Award Distributions			
GPA	Level	Total Award	Year 1	Year 2	Year 3	Year 4
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

Transfer Students – Traditional 4-Year Option (BSRS)						
			Award Distributions			
GPA	Level	Total Award	Year 1	Year 2	Year 3	Year 4
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

Transfer Students – Sophomore Transfer Option (BSRS)						
			Award Distributions			
GPA	Level	Total Award	Summer	Year 1	Year 2	Year 3
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

Transfer Students – Traditional 3-Year BSDMS										
Award Distributions										
GPA	Level	Total Award	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring
3.50-3.74	Martensen Award	\$10,000	\$500	\$500	\$1,000	\$1,000	\$1,500	\$1,500	\$2,000	\$2,000
3.75-3.94	Krueger Award	\$15,000	\$1,000	\$1,000	\$1,500	\$1,500	\$2,250	\$2,250	\$2,750	\$2,750
3.95-4.00	Giese Award	\$26,000	\$1,500	\$1,500	\$2,250	\$2,250	\$4,250	\$4,250	\$5,000	\$5,000



### Students with GED

Students who are accepted with GED scores instead of high school diplomas will be evaluated for merit scholarship eligibility based on the following scale:

Students with GED (BSRS)						
GED Total Score	Level	Total Award	Award Distributions			
			Year 1	Year 2	Year 3	Year 4
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

Students with GED (BSDMS)									
GED Total	Award	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring
2750-2999	\$10,000	\$500	\$500	\$1,000	\$1,000	\$1,500	\$1,500	\$2,000	\$2,000
3000-3499	\$15,000	\$1,000	\$1,000	\$1,500	\$1,500	\$2,250	\$2,250	\$2,750	\$2,750
3500-4000	\$26,000	\$1,500	\$1,500	\$2,250	\$2,250	\$4,250	\$4,250	\$5,000	\$5,000

### Renewal of Merit Scholarships

Bellin College merit scholarships for students enrolling prior to fall 2017 is contingent on maintaining a 3.5 or higher cumulative GPA. Merit scholarship official review of the GPA will occur according to the recommended schedule above. All courses offered by Bellin College will be used to determine the GPA. (Transfer courses are not included in the Bellin College GPA.) The GPA will be reviewed, and the minimum 3.50 GPA must be attained for renewal of the Merit Scholarship. In addition to maintaining a cumulative GPA of 3.50, a Merit scholarship recipient must complete a minimum of 6 program credits each semester/term of enrollment beginning with the sophomore year. Both requirements must be met in order to continue to receive a merit scholarship.

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.**

Cohort	GPA Review at Completion of Semester
BSRS Traditional 4-Year	Sophomore year - fall semester Junior year - fall semester Senior year - fall semester
BSDMS	Year 1 - summer Year 2 - summer
BSRT	Year 1 - summer Year 2 - summer

### Student Re-Admitted to Bellin College

If a student received merit scholarship while enrolled, that award becomes null and void at the time of withdrawal. Students will be evaluated for merit scholarship eligibility at the time of re-admission to the program, based upon the criteria noted prior. To be considered for a merit scholarship as a re-admitted student, the student must have withdrawn from Bellin College 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 Bellin College courses) will be used in evaluating the student's eligibility for a merit scholarship as described under the **Transfer Students** section.

### 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 an essay

response, standardized test results, GPA, and extra curricular activities. The 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 and 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
BSRS Traditional Four-Year	4 years (8 semesters—fall and spring only)
BSRS Sophomore Transfer	3 years plus summer of initial enrollment (7 semesters)
Diagnostic Medical Sonography	3 years (8 semesters/terms, including 2 summer sessions)
Radiation Therapy	3 years (9 semesters/terms, including 3 summer sessions)

### Anticipated Term of Enrollment

Admission Scholarship funds are awarded at the time of admission based on an essay, standardized test Admission scholarship funds are awarded at the time of admission based on an essay response, standardized test results, GPA, and extra curricular activities. 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. Failing 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 on 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 are based on an essay response, standardized test results, high school GPA and extra curricular activities at the time of application submission. Admission scholarship reviews will begin when a student is accepted into the program. **Please note:** After admission scholarship eligibility is determined, Bellin College will only re-evaluate GPA if subsequent transcripts are sent by the applicant with a request in writing.

#### Award Distributions

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 & BSRT)				
		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 that are identified as proceeding to an interview will be reviewed for admission scholarship. Eligibility is based on an essay response; 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 nontransferable courses are not included in the transfer GPA.) Admission scholarship eligibility reviews for transfer students will be performed after a student is accepted into their program.

**Please note:** After admission scholarship eligibility is determined, Bellin College will only re-evaluate GPA if subsequent transcripts are sent by the applicant with a request in writing.

<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 &amp; BSRT)</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 on 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 if the student is enrolled in courses at Bellin College. Students must also remain in good standing. If the student does not, all pending disbursements are forfeited.

#### **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. Students are evaluated for admission scholarship eligibility on an individual basis, based on the information available at the time of readmission to the program.

Upon readmission to the program, students are considered for admission scholarship funds based on transfer criteria at the time of readmission. An essay response, GPA and extra curricular activities will be used to evaluate the student's eligibility for admission scholarship funds, as described under the **Transfer Students** section.

A student awarded any scholarship is expected to comply with and uphold the positive values and mission of Bellin College on and off campus. Behavior violations of any kind may result in the loss of scholarships.

#### **Satisfactory Academic Progress (SAP) for Financial Aid Recipients**

Federal regulations require each College to establish and consistently apply both a qualitative and quantitative method of measuring a student's progress toward degree/program completion. Students are

required to meet such standards in order to be eligible for federal, state, and institutional aid programs. These standards measure a student's performance in the following three areas: completion rate, cumulative Bellin GPA and maximum time allowed. The following is the SAP policy applied to all students enrolled at and receiving financial aid (Title IV and Non-Title IV aid) from Bellin College regardless of enrollment status, program of study, etc. **Please note:** that SAP standards for financial aid are separate from academic standards set by the College.

### **General Guidelines**

- Unless otherwise noted, all students regardless of enrollment status or program are subject to identical standards under this policy.
- SAP will be checked by the Director of Financial Aid at the end of each enrollment term, including summer and interim terms.
- Students may be placed on financial aid warning or probation but not on academic probation or visa versa. See the student handbook for more information on Academic Probation.
- Only those transfer courses included on the official credit evaluation AND courses taken while enrolled at Bellin College (including those taken at and transferred from other institutions) as part of the current degree program are used in the SAP calculation. Courses accepted for transfer from any other institution and used to meet Bellin College degree requirements are included in the Completion Rate and Maximum Time Frame calculations. This applies to any courses taken at any institution other than Bellin College at any point prior to or during the student's enrollment at Bellin College for courses used to meet degree requirements at Bellin College.
  - Transfer courses accepted at the time of admission will be included on the official credit evaluation completed by the Bellin College Admissions office as determined from official transcripts obtained as part of the admissions process. These courses will be counted as both attempted and earned.
  - Courses taken at another institution in any term while enrolled at Bellin College to be used to meet Bellin College degree requirements will be included in the Completion Rate and Maximum Time Frame calculations. It is the student's responsibility to ensure that the Registrar receives an official transcript for all transfer courses upon completion of the course(s). An official transcript must be received within four weeks of completing the course (end of the applicable enrollment term). These courses will be counted as attempted and may be either earned or not earned based on the assigned grade (a grade of C or better is required to accept a course as transfer).

### **Summer and Winter Interim Terms**

It is understood that not all students are enrolled in summer or interim terms. However, if a student enrolls during such a term, courses taken during these terms are included in the SAP calculations provided those courses are used to meet degree requirements at Bellin College. Graded Bellin College courses will be included in the earned/attempted ratio and included in the GPA calculation. Courses which are strictly clinical in nature (pass/fail) will count towards the credits earned/attempted ratio, but do not affect the GPA. Courses taken at other institutions to transfer to meet Bellin College degree requirements will be included in the earned/attempted ratio, but not affect the GPA. Students are responsible for ensuring that the Registrar receives the appropriate official transcripts as noted above.

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

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

### **Second Degree Students**

It is very common for students who have bachelor's degrees to enroll in a second-degree program in order to change careers. Students who are admitted with prior degrees may have many of the required courses needed to fulfill degree requirements at Bellin College. An official credit evaluation completed by

the Bellin College Admission Department and approved by the Registrar determines how many transfer courses/credits are applicable to the Bellin College degree program at the time of admission to Bellin College. Only those transfer courses included on the official credit evaluation and courses taken while enrolled at Bellin College (including those taken at and transferred from other institutions) as part of the current degree program are used in the SAP calculation. See General Guidelines for more information related to transfer courses. This applies to all students with prior degrees, including those who may have previously received a degree from Bellin College.

### **Completion Rate**

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

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

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

### **Cumulative Bellin GPA**

Grade point average (GPA) is a quantitative measure of academic achievement and is computed based on credits earned and grades achieved. **Only grades for courses taken at Bellin College are used to compute the GPA each semester; transfer courses used to meet Bellin College degree requirements are used in other aspects of SAP but do not affect the GPA.** GPAs are reviewed at the end of each enrollment term for all courses taken at Bellin College during that period. The GPA is on a 4.0 scale. See below to determine how the GPA is calculated. The Financial Aid SAP standards for GPA mirrors the expectations of Bellin College academic standards. Every student's cumulative Bellin GPA will be checked at the end of each enrollment term.

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

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

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

## GPA Calculation

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

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

To illustrate (sample):

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

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

## Maximum Time Frame for Program Completion

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

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

## 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. A student who does not meet SAP standards will be sent a letter from the Director of Financial Aid informing him or her of the warning status within five business days of the date semester grades are finalized. While on *Financial Aid Warning*, the student will remain eligible for federal, state, and institutional financial aid provided all other eligibility requirements are met. A student is allowed only one *consecutive* enrollment term while on *Financial Aid Warning*. If SAP standards are met at the end of the warning enrollment term, the student will again be considered in

good standing. If SAP standards are not met, the student will become ineligible for further financial aid and will be sent a letter by the Director of Financial Aid within five business days of the date semester grades are finalized.

### **Financial Aid Probation**

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

### **Financial Aid Appeal**

A student who becomes ineligible to receive aid after one semester of *Financial Aid Warning* may submit a written appeal to request one semester of *Financial Aid Probation*. The letter must be signed and dated and received by the Director of Financial Aid within 14 calendar days of notification of the ineligible status. The letter must explain why the student failed to meet SAP standards and how the student plans to improve upon her/his academic performance if financial aid eligibility is allowed to continue. The student's academic record will be reviewed to determine if the student may improve his/her academic standing to meet SAP standards after one semester. Other factors which may be considered when reviewing a student's appeal may include (but are not limited to): personal or immediate family illness, death in the family, natural disaster, or other extraordinary circumstances. Documentation verifying the situation may be required. The Director of Financial Aid and the Dean of Student Services will review the request and a decision will be made within ten business days of receipt of the written appeal and supporting documentation (if applicable). The student will be notified in writing of the decision. If the appeal is granted, the student will be allowed one enrollment term of *Financial Aid Probation*. Only one appeal will be allowed; no further appeals will be accepted. The decision of the Dean of Student Services and Director of Financial Aid is final.

### **Incomplete Grades Appeal**

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

### **Financial Aid Probation**

To appeal a financial aid probation, a student must submit a signed and dated letter of appeal to the Director of Financial Aid within 14 calendar days of notification of the probation. The letter must explain why the student failed to meet SAP standards and how the student plans to improve upon his or her academic performance if financial aid eligibility is allowed to continue. Factors which may be considered when reviewing a student's appeal may include but are not limited to: personal or immediate family illness, death in the family, natural disaster, or other extraordinary circumstances. Documentation may be required. The Director of Financial Aid and the 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.

## Full Withdrawal

Students who wish to fully withdraw from Bellin College are expected to contact the Academic Advisor, Registrar, Program Director, or other representative of the College to begin the official withdrawal process. By definition, a withdrawal occurs when the student does not complete all of the days in the period of enrollment (semester, term, etc.) that the student was scheduled to complete. The process is outlined in the Student Guide located on the [www.bellincollege.edu](http://www.bellincollege.edu) website. The policy below is in compliance with federal regulations (34 C.F.R. § 668.22).

## Withdrawal Date Determination

The withdrawal date for a student who ceases attendance at Bellin College prior to the end of an enrollment period (i.e., semester) will be:

- A student who wishes to withdraw from all courses prior to the end of an enrollment period is expected to provide official notification of the intent to withdraw to the Advisor and Accommodations Coordinator in accordance with College policy (per Bellin College Student Guide). Notification may be made in person, in writing, by phone, or via e-mail. The withdrawal process begins with the student's notification of the intent to withdraw. The student is expected to meet with the Advisor to ensure that all documents are completed. The Exit form is initiated by the Advisor and is completed/reviewed as part of the exit/withdrawal process. If the student is not able to meet in person with the Advisor, the process may be completed remotely (via one or a combination of the following: phone, Zoom or Teams meeting, e-mail, US mail).
  - The official withdrawal date will be the date the student provided notification of his/her intent to withdraw or
  - If the student notifies the Advisor of an intent to withdraw at a later date (i.e. will complete the semester), the official withdrawal date will be the last date of attendance in an academically related activity (i.e. last day of classes or the date the student indicates will be his/her last day of attendance).
  - The date of the institution's determination that the student has withdrawn will be the withdrawal date or the date of notification, whichever is later.
- If a student ceases attendance in all courses but does not notify the College
  - The official withdrawal date will be the date the school determines is related to the circumstance beyond the student's control which led to the student ceasing attendance **or** the midpoint of the payment period/period of enrollment if no last date of attendance is documented.
  - The date of the institution's determination that the student has withdrawn will be the date the school became aware that the student has ceased attendance.
- If a student fails to earn a passing grade in at least one course over an enrollment period, that student is considered to have unofficially withdrawn unless the College can document that the student completed the enrollment period. Bellin College is not required to take attendance therefore, official attendance records may not be available. If a student receives an F in all courses, the Registrar and Advisor will contact the appropriate faculty in an effort to determine when the student last participated in an academically related activity. Examples of this may be the last course assignment the student submitted, the last date the student completed a graded assignment/quiz/test, or the last time the student logged into an online component of the course, if applicable (log in dates, etc. are available through the Bellin College IT Department).
  - The withdrawal date will be the midpoint of the enrollment period unless the College can document the student's last date of an academically related activity.
  - If the institution cannot document that the student began attendance (never began academically related activity for the enrollment period), the student will be considered to have never enrolled.
  - The Date of the Institution's Determination that the student has withdrawn will be the date the final grades are posted.

It is important to note that the College may choose to use the student's documented last date of attendance in an academically related activity as the withdrawal date, as appropriate. An example of this may be if a student notifies the Advisor of his/her intent to withdraw at a future date but continues to attend one or more classes until that date.



Even though Bellin College is not required to take attendance, the faculty and staff are very proactive in efforts to ensure a student's success in the program. If a student simply ceases to participate in one or more courses, the applicable faculty will notify the Advisor, Registrar, or appropriate Program Director of the student's lack of participation. In this case, the Advisor, Registrar, etc. will attempt to document the student's last date of attendance through documented information available from the faculty or the Bellin College IT department. Examples of this may be date of the last course assignment the student submitted, the last date the student completed a graded assignment/quiz/test, or the last time the student logged into an online component of the course, if applicable (log in dates, etc. are available through the Bellin College IT Department). This same process will be followed at the end of the semester if a student receives a grade of F in all courses.

### Return of Unearned Aid

When a student withdraws from Bellin College prior to completing an enrollment period (semester, term) in which the student began attendance, the College must determine the amount, if applicable, of grants and loans the student earned as of the student's withdrawal date. The amount of earned aid (and institutional charges) is based on the percentage of the enrollment term completed (completed calendar days of instruction divided by total calendar days of instruction in the term). Institutional charges will be adjusted based on this calculation for all students who fully withdraw. If the total amount of aid that the student earned is less than the amount of assistance that was disbursed to the student or parent, the difference must be returned to the aid programs from which they originated (in the order specified below). The student is not eligible to receive any additional disbursements of aid, if applicable, for that term of enrollment. The Director of Financial Aid uses the R2T4 calculator provided by the US Department of Education on the COD secure website to determine the official percentage of the period of enrollment completed/earned.

Bellin College will return unearned Title IV program funds as soon as possible but no later than 45 days of the College's determining the student withdrew up to the amount of refunded tuition and fees charges for the term (institution's portion). Returns of Pell and Direct Loans are recorded directly on the student's record on the COD and, if necessary, processed through the G5. Aid returns in excess of the refunded tuition and fees charges become the responsibility of the student to return (student's portion). Under federal regulations, any student who fails to return federal funds as required will remain ineligible for further federal financial aid until the total amount of funds has been returned or the student enters into an agreement with Bellin College or the U.S. Department of Education Secretary to repay the unearned aid.

	Number of calendar days completed in the term
Percentage of Earned Aid/Charges:	-----
	Total number of calendar days in the term
Sample:	$\frac{45 \text{ days completed}}{125 \text{ days in the term}} = 36\%$

In this example, the student withdrew 45 days into the term and therefore, earned 36% of Title IV aid received and incurred 36% of the institutional charges for that term. The institution will reduce the student's charges by 64% and 64% of the federal aid disbursed to the student will be returned. If the amount of returned aid is in excess of the amount of reduced charges, the student is responsible to return/repay the difference.

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

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Other federal grant or loan assistance
- WI Grant Programs

- Institutional programs (merit scholarships, donor scholarships, admissions scholarships)
- Other Aid (private scholarships and/or loans)

No return of financial aid funds is required from students who have completed at least 60% of the enrollment term as of the date of withdrawal as students who complete at least 60% of the term are considered to have earned 100% of the Title IV aid received for the enrollment term. There will be no reduction in institutional charges for students who complete at least 60% of the enrollment term.

The amount of federal grant funds to be returned by the student (student's portion) must be returned within 45 days of the date the notification was sent to the student. The student's portion of federal loan funds must be repaid by the student in accordance with the terms of the loan.

### **Notification to Student**

Bellin College will notify the student, in writing, of the amount of tuition and fees to be refunded, as well as the amount, if applicable, of loans and/or grants (aid) to be returned to their sources by the College. The notification includes the amount the student is responsible for returning, if applicable, to Bellin College or the US Department of Education as well as instructions on how to do so and will be mailed to the student within 30 days of the date the College determined the student withdrew. If the student is required to return funds, the student will also be notified that his/her eligibility for further Title IV aid will end if satisfactory repayment arrangements are not made within 45 days of the date of the notification. If a student fails to enter into a satisfactory repayment agreement with Bellin College within the 45 days, the student will be referred to the US Department of Education's Default Resolution Group for further collection.

### **Credit Balances (Refunds to Student)**

If the withdrawal calculation results in a credit balance (retained aid or payments in excess of retained institutional charges), the College will issue a refund check to the student (or parent, if the credit balance is due to a Federal Parent PLUS Loan) for the full amount of the credit balance as soon as possible but no later than 14 days of the date the institution completed the R2T4 calculation. The check will be mailed to the student (or parent) via US Postal Service.

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

A student who withdraws beyond the 60% point of an enrollment period will remain eligible for federal financial aid provided all other eligibility criteria are met. A student who withdraws prior to the 60% point of an enrollment term and who is not required to return any federal aid in excess of the institution's portion of a calculated return, remains eligible for federal financial aid provided all other eligibility criteria are met. A student who withdraws prior to the 60% point of an enrollment period and is required to return a portion of federal aid (student's portion of the return) will remain eligible for federal financial aid provided if the student:

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

Bellin College will refer collection matters to the Secretary of the U.S. Department of Education if the student does not repay to the College the full amount of the overpayment or enter into a satisfactory repayment agreement with the College or the Secretary of the U.S. Department of Education within 45 days from the date the College sent the student a notification of the overpayment.

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

## Repayment Agreement

A student who owes a repayment of federal financial aid (student's portion) may choose to enter into an agreement with Bellin College. This agreement will specify minimum payments, frequency of payments and the maximum time allowed for repayment in full. Overpayments paid to Bellin College will be returned to the appropriate aid sources.

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

## Post-Withdrawal Disbursement (PWD) of Aid

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

Within 30 days of the date the College determined the student withdrew, a written notification will be sent to the student/parent to include the following:

- Identify the type and amount of aid eligible for/included in the post withdrawal disbursement.
- Explain that all or any portion of the disbursement may be accepted or declined.
- Inform the student or parent that no post-withdrawal disbursement of a federal loan will be made to the student or parent (or to the student's account) without confirmation of acceptance of the disbursement.
- Request a response indicating acceptance (or decline) of a federal loan disbursement; this must be received within 14 days of the date the notification was mailed to the student/parent. If no response is received within 14 days or a response is received after the 14-day deadline, no post-withdrawal disbursement of federal loan funds will be made.
- Inform the student or parent of the procedures for requesting/receiving the accepted post-withdrawal loan disbursement and that such a disbursement may be credited to the student's account to pay institutional charges, if applicable, or disbursed directly to the student, or parent, if funds are from a PLUS Loan. The 14-day response deadline applies regardless of whether the disbursement will be to the student's account to pay institutional charges or a direct disbursement to the student/parent.
- Inform the student or parent that accepted post-withdrawal federal loan funds must be repaid in accordance with the terms and conditions of the loan.

If a student is eligible for a post-withdrawal disbursement, funds may be credited to the student's account up to the amount of unpaid institutional charges, if applicable; remaining funds will be refunded directly to the student (or parent, if funds are from a Federal PLUS Loan). The direct disbursement will be mailed to the student or parent to the address on file:

- Available grant funds will be disbursed first as soon as possible but no later than 45 days of the date of the institution's determination the student withdrew.
- Any remaining eligible post-withdrawal disbursement will be made from *requested/accepted* federal loan funds as soon as possible but no later than 180 days of the date of the institution's determination the student withdrew; the disbursement will be made in accordance with the student's or parent's wishes as identified in the confirmation/acceptance of the post-withdrawal disbursement of loan funds.

Copies of all communication to the student/parent, response(s) from the student/parent, R2T4 calculations, disbursements and/or returns of aid, etc. generated by or received by the Bellin College financial aid office will be placed in the student's file.

## Summer Financial Aid

Bellin College students enrolled in courses during a summer term may qualify for financial aid. Summer financial aid for students enrolled in the BSDMS and BSRT programs will be included with the original financial aid offer. No additional application is required. Other Bellin College students taking summer

classes, either at Bellin College or at another institution, should consult with the Bellin College financial aid office to determine if they are eligible for financial aid for summer enrollment.

### **Alternative Financing for Summer**

Students who do not qualify for federal aid sufficient to pay all summer 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 credits in a summer term. Interested students should consult with the Financial Aid Director to determine what size private loan may be borrowed. Information on lenders/loan programs is available from the financial aid office at <https://www.bellincollege.edu/admissions/financial-aid-and-scholarships/>.

### **Summer Charges and Billing**

If a summer course is taken at Bellin College, the student will receive a billing statement for all charges associated with that course. Summer charges must be paid by the due date. Charges cannot be carried over and added to the fall semester billing. A summer installment plan is available. Interested students should consult with the Bellin College Bursar. **Please note:** If summer charges are not paid in full by the end of the summer term, participation in fall semester courses may be restricted.

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## ► Admissions Policies and Procedures

Bellin College does not discriminate due to race, color, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status, or disability when admitting of students. Bellin College conducts the admission decision process in an ethical, respectful, and professional way. The institution provides information to prospective students so that the student can make an informed decision without being subjected to high-pressure tactics. The information provided to prospective students is accurate, complete, and current. This information is provided without requiring the prospective students provide contact information to the institution.

Bellin College reserves the right to withdraw an offer of admission if an admitted student engages in behavior that brings into question his or her honesty, maturity, or moral character.

Specific requirements for admission to the BSRS, BSDMS and BSRT programs can be found in the Bellin College Medical Imaging Guide, as well as the Bellin College website: [www.bellincollege.edu](http://www.bellincollege.edu). Students are to follow the policies and procedures documented in their specific Bellin College Guide and website <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/bellin-College-guide/> when they began.

### **Programs - Undergraduate**

Bachelor of Science in Radiologic Sciences (BSRS)  
Bachelor of Science in Diagnostic Medical Sonography (BSDMS)  
Bachelor of Science in Radiation Therapy (BSRT)

### **Admission Decision Process**

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

Upon receipt of all application materials, an Admissions Representative will evaluate the applicant's file for completeness of program specific requirements (personal statement, resume, high school transcript, ACT/SAT Score (optional), credit evaluation(s) and other documents as applicable). Freshman students will be scored on a rubric to determine admission eligibility. Transfer students will have a credit evaluation approved by the Registrar. The admissions representative will send a request to the Advancement and Alumni Relations office for a scholarship review.

If information or requirements are not completed or satisfactory, it is documented on the rubric and discussed during the applicant's interview. Interviews are conducted via phone, skype, in-person or any method that is convenient for the prospective student for all medical imaging programs. The interview portion of the rubric is scored. A separate interview rubric is then scored. The score on the rubrics **indicate if a prospective student is accepted, denied, or needs further review.**

If an applicant's file needs further review, the appropriate Academic Dean and Program Director will review all of the applicant's file materials. The admission decision will be made collaboratively between the Admissions Representative and the Academic Dean and Program Director.

## **Program Options**

### **Bachelor of Science of Radiologic Sciences (BSRS)**

Bellin College offers one entry to students. The option is:

- Traditional three-year option.

**Please note:** Students in this program will attend classes during the summer.

### **Bachelor of Science in Diagnostic Medical Sonography (BSDMS)**

Bellin College offers one entry to students. The option is:

- Traditional three-year option

**Please note:** Students in this program will attend classes during the summer.

### **Bachelor of Science in Radiation Therapy (BSRT)**

Bellin College offers one entry to students. The option is:

- Traditional three-year option

**Please note:** Students in this program will attend classes during the summer.

## **General Admission Requirements – Medical Imaging**

Please reference the Bellin College website for the most current information. Bellin College recognizes unusual circumstances may occur. This may require additional information in order to make an admission decision. Contact the Bellin College Admissions Department at (920) 433-6650 with any questions.

### **Personal Qualifications**

The applicant must demonstrate motivation, initiative, work ethic, leadership, and integrity. The applicant must provide a personal resume and personal statement. Diagnostic Medical Sonography applicants are required to provide a list of three references. A holistic review will be completed, to determine eligibility.

### **High School Graduate Transcripts**

Traditional applicants must provide proof of high school graduation or its equivalent via official final high school transcripts. If the applicant has been out of high school for three years or less and has taken less than 12 College credits, the official high school transcript will be required.

### **Official Transcripts (For any College courses taken)**

Official transcripts for all Colleges/universities attended must be submitted as part of the application process. If courses(s) are in-progress (IP) at the time of the credit evaluation, an additional official transcript must be presented after the course(s) are completed. The 3.0 transfer GPA requirement and grades of C or above must be met to remain a viable applicant.

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.

General education courses are also accepted from accredited two or four-year institutions for both Medical Imaging programs if being transferred in.

The credit evaluation, along with GPA calculation, will include any course taken that meets Bellin College education requirements. Receiving course credit is based on a comprehensive credit evaluation by the Admissions Department and Registrar.

GPA calculation of transfer courses will be based on the actual grade from the transferring institution and will not be converted to the Bellin College grading scale.

## Application Procedure – Medical Imaging

### Application Materials

Online applications can be found on the Bellin College website: [www.bellincollege.edu](http://www.bellincollege.edu). To apply, please submit the following:

- Bellin College application.
- Official high school transcript(s), if applicable.
- ACT/SAT scores (ACT/SAT scores optional for the traditional applicants with 11 or fewer transferable credits and including any applicant who has been out of high school for three years or less with 11 or fewer credits).
- Official transcript(s) from 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.
- Personal resume with contact information.
- Personal statement.
- Interview conducted for qualified applicants.

### Admission Requirements – Medical Imaging

- (ACT/SAT scores optional)
- 3.0 GPA (traditional high students and transfer students)

Students are admitted to the medical imaging program as they are admitted to Bellin College. Medical Imaging courses are taken concurrently with general education courses starting with the first semester of enrollment.

### BSRS Traditional Four-Year Option Admission Requirements

Complete applications are reviewed, and students are notified of admissions decisions on a rolling basis.

Students in the traditional option take medical imaging courses concurrently with general education courses starting with the first semester of enrollment.

The traditional option is designed for students with a high school diploma who want to earn a Bachelor of Science in Radiologic Science degree in four years.

### Applicants with 11 or fewer transferable credits

Applicants to the BSRS who have 11 or fewer transferable program required credits have the option to submit American College Test (ACT) or Scholastic Achievement Test (SAT) scores with the following:

- A high school grade point average (GPA) of 3.0 or greater. GPA requirements need to be maintained on final high school transcripts to remain a viable candidate.
- A high school transcript is required if the applicant is out of high school for three years or less and has taken courses at a post-secondary College with transferable credits.

Year(s)	High School Course Requirements:
1	Biology
1	Chemistry
1	Advanced Science
4	English
3	Social Science
1	Algebra
2	Advanced Math

## Traditional Transfer Entry Admission Requirements

Complete applications are reviewed, and students are notified of admission decisions on a rolling basis.

A credit evaluation will determine eligibility for this option when transcripts are received. The credit evaluation and GPA calculation will include any eligible completed courses.

Applicants to the Transfer Option must have the following:

- 12 or more credits.
- Students begin the program in the fall and graduate in four years.
- All courses that meet a general education course and general elective course in accordance with the academic plan will be considered.
- Students must have earned a grade of "C" or higher. Courses repeated more than once are reviewed on an individual basis.
- A GPA of 3.0 in transfer courses will be needed as a minimum requirement.

The Bellin College Advisor and Accommodations Coordinator will assist in outlining a plan to fulfill the remaining general education credits that are required.

## BSDMS and BSRT Traditional Three Year Option Admission Requirements

Complete applications are reviewed, and students are notified of admission decisions on a rolling basis. Students in the traditional option taking medical imaging courses concurrently with general education courses during the first semester of enrollment.

The traditional option is designed for students with a high school diploma seeking a Bachelor of Science in Diagnostic Medical Sonography or a Bachelor of Science in Radiation Therapy degree in three years.

### Applicants with 11 or fewer transferable credits

Applicants having 11 or fewer transferable program required credits have the option to submit American College Test (ACT) or Scholastic Achievement Test (SAT) scores for admission with a high school grade point average (GPA) of 3.0 (or greater). All files will be reviewed on a holistic basis. GPA requirements need to be maintained on final high school transcripts to remain a viable candidate. If applicant is out of high school for less than a year and has taken courses at a post-secondary College with transferable credit(s), a high school transcript will be required.

Year(s)	HIGH SCHOOL COURSE REQUIREMENTS:
1	Biology
1	Chemistry
1	Advanced Science
4	English
3	Social Science
1	Algebra
2	Advanced Math

## Transfer Option Admission Requirements

### BSDMS / BSRT Applicants

Applications will be accepted during the posted application window. Upon the application deadline, all complete applications will be reviewed by the Program Director, Dean of Allied Health Sciences and select staff. Applicants chosen to move forward will participate in an in-person interview. Following interview, applicants selected for acceptance will have their files reviewed for scholarship and be notified of their acceptance decision.

Upon receipt of transcript(s) a credit evaluation will determine eligibility. The credit evaluation and GPA calculation will include any eligible complete course(s).

Applicants to the Transfer Option must have the following:

- 12 or more credits, Students begin the program in the fall and graduate in three years.
- All courses that meet a general education course and general elective course in accordance with

the academic plan will be considered.

- Students must have earned a grade of C or higher. Courses repeated more than once are reviewed on an individual basis.
- A GPA of 3.0 in transfer courses will be needed as a minimum requirement.

The Bellin College Advisor and Accommodations Coordinator will assist in outlining a plan to fulfill the remaining general education credits that are required.

### **Final Admission for All Stated Programs Above**

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

### **Accepted Students**

Please refer to the BC Guide of the Student Health and Safety Policies section for additional health requirements and other forms that need to be completed upon acceptance. Please note: your enrollment status may be dismissed based on final results of all needed health and safety requirements.

### **Non-Degree Seeking Student Status**

Students who take Bellin College courses but are not enrolled in a Bellin College major are considered Non-Degree Seeking Students. Non-Degree Seeking Students earn regular credit, which is permanently recorded on the transcript. Certain opportunities, such as financial aid, for which Degree Seeking Students may be eligible are not available to Non-Degree Seeking Students. Non-Degree Seeking Students are subject to all normal College regulations and policies.

Undergraduate Non-Degree Seeking Student applicants must have received a high school diploma (unless indicated by an official Bellin College agreement) and not be enrolled in a Bellin College major. Graduate Non-Degree Seeking Student applicants must have a Bachelor of Science in Nursing (BSN) degree or higher and not be enrolled in a Bellin College major. Graduate Non-Degree Seeking Student applicants can enroll for no more than six credits.

The online application for Non-Degree Seeking Students is available on the Bellin College website, [www.bellincollege.edu](http://www.bellincollege.edu). Non-Degree Seeking Student applications are accepted at any time prior to the start of the desired course(s).

### **Procedure**

- Complete online application.
- Provide evidence of an influenza (flu) vaccination. If an application is for the spring semester, applicants must show evidence of the previous fall influenza vaccination. This is mandatory. Bellin Occupational Health Services provides flu vaccination to Bellin College students for a charge.
- Contacting the Registrar at (920) 433-6635 with questions about applying.
- The Registrar will review the application and determine if space is available. The applicant will then be approved or denied and notified by the Registrar. The course registration, schedule and timetable will be provided to the applicant. The Registrar is responsible for notifying other appropriate College departments of the enrollment.
- Student Services One Stop Shop area is responsible for the College photo ID/badge, FERPA releases, parking pass/other information, and other resources. The Student Service Departmental Assistant will organize an orientation for the student. All health compliance requirements will be handled by the Dean's office.
- Information Technology will provide access to the network, CAMS, and Canvas, printing, email, and website.
- Access to the network for all Non-Degree Seeking students is terminated when enrollment ends.



## Non-Citizen Applicants

Non-Citizen applicants are encouraged to contact the Admissions department for more information. The application process is the same, however, the following additional documents are required:

- Proof of lawful permanent residency/citizenship in the US.
- Evidence of English proficiency via the TOEFL (Test of English as a Foreign Language). However, this requirement may be waived at the direction of Admissions, and/or the Program Director.
- Official transcripts evaluated by the ECE (Educational Credential Evaluators) (if course is taken at a University/College outside of the United States).
- ACT or SAT scores (if applicable).

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## ▶ Registrar Policies and Procedures

### Credit Hours Equivalency

Credit hours equate to the amount of instruction time assigned to a class. The amount of time allotted per credit varies for theory, lab, and clinical courses. (See the table below). The total instructional hours for a course are distributed across the semester or session. In addition to instruction time, students should anticipate spending a minimum of 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
General Education	1 credit = 15 hours	1 credit = 30 hours	NA
BSRS and BSDMS	1 credit = 15 hours	1 credit = 45 hours	1 credit = 60 hours
Radiation Therapy	1 credit = 15 hours	1 credit = 45 hours	1 credit = 50 hours

Make-up hours are not scheduled for any class falling on a date the College is closed. Options to address missed face-to-face class time include, but are not limited to, online activities, readings papers, and outside course assignments and/or projects.

### 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.

### 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 academic and/or disciplinary standing, and carry at least six 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 and December commencement ceremonies. Graduation honors will be recorded on the final transcript. For undergraduate students to be eligible to graduate with honors, undergraduate pre-licensure Medical Imaging students must complete a minimum of 44 residency credits.

### **Academic Calendar**

Please see Campus Life section on the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu). Click on calendar for the full academic calendar.

### **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 calendar for the full academic calendar.

### **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 must complete the following:

Consult the Advisor and Accommodations Coordinator to determine the impact on their program of study. Complete an add form with the Advisor and Accommodations Coordinator and return to the Registrar. Add dates will be based on the date the official form is dated. This is the date of grade and tuition adjustment implications.

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

Consult the Advisor and Accommodations Coordinator to determine the impact on their program of study and ability to progress in the curriculum plan. Complete a drop form with the Advisor and Accommodations Coordinator and return to the Registrar. A drop date is identified on the official form. This date determines the 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 Advisor and Accommodations Coordinator of the change. Students who drop all courses in a required semester are considered withdrawn from the College.

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

### **Incompletes**

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

### **Medical Imaging Courses**

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

## **General Education Courses**

Enrolled students must complete general education requirements at Bellin College. Exceptions to this rule occur only when the course is not offered at Bellin College in the time frame in which the class is needed. Students must consult with the Advisor and Accommodations Coordinator or RN-BSN coordinator, as appropriate. All requested exceptions are reviewed by the director of general education and either approved or denied. If approved, the credits for the course taken may be used to determine enrollment status for financial aid purposes at Bellin College. Students must initiate the Financial Aid Consortium Agreement Form (download at <https://www.bellincollege.edu/admissions/financial-aid-and-scholarships/applying-for-financial-aid/>) and submit to the BC Financial Aid Office. The student is required to submit an official transcript to BC immediately upon completion of the course to have the credit satisfy a requirement.

## **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 Degree**

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 4.0 scale; no P/F are included with the semester/cumulative grade point average (GPA).

Bellin College requirements that have been completed at another institution are recorded on the Bellin College transcript. These courses are not included within the 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 National Student ClearingHouse:

<https://www.bellincollege.edu/admissions/registrars-office/transcripts/>. Transcripts are typically completed and mailed within one to four business 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 Bellin College Registrar webpage, 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 from the College for any reason, elective or due to College policy, must meet with the Advisor and Accommodations Coordinator, to complete the exit process. Exit from the College is defined as withdrawing from all courses for the current enrollment period (term/semester).

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

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

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

## Official Exit Date

A student may electively exit or withdraw from Bellin College at any time. The College requires the student notify the College of his or her 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 Accommodations Coordinator, Dean of Nursing, Dean of Student Services, and the appropriate Program Director or his/her 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. If a student drops all courses during the add/drop period, the official exit date is the last day of the previous enrollment period.

A student may decide to exit the College prior to the end of an enrollment period and remain enrolled through the end of that session/semester/term. In this situation, the student will identify the last day of the enrollment period (session/semester/term) as the official exit date. Students may meet with the Advisor and Accommodations 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 last day of the enrollment period.

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 (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 or she will not be allowed to attend any subsequent Bellin College classes and a hold will be placed on all College records. The official exit date will be the last day of the enrollment period for which the charges were incurred.

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

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

## **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 a hold status.

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

1. Complete an Undergraduate Re-Entry Application Program form and provide supporting documentation as needed. Submit to the Admissions office. The re-entry application should include:
  - A personal statement highlighting any extenuating circumstances leading to the dismissal, behavioral changes that will contribute to success, etc.
  - Contact information including address, home telephone and cell phone numbers, and email address.
  - Official transcripts from other institutions.
    - A grade of a C or better is required in general education courses.
2. The application for re-entry is reviewed by an Enrollment Review work group. The student will be notified of the work group decision by the appropriate Dean or Program Director. All decisions are final. The work group will make one of the following decisions:
  - Accept the re-entry application.
  - Deny the re-entry application.
  - Defer the re-entry application decision.

If the Enrollment Review Work Group denies re-entry, the student's opportunities for readmission are exhausted. If the Enrollment Review work group 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 work group based on classroom, lab and clinical resources. Students will be bound by the qualifications of The Bellin College Medical Imaging Guide Handbook & Catalog in effect at the time of re-entry.

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

### **Credit Evaluation**

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

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

Applicants may request an unofficial credit evaluation before applying. This is optional, as applicants will receive an official credit evaluation as part of the application process. An unofficial credit evaluation can help students plan additional courses needed to meet Bellin College admission 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 the courses are completed. The 3.0 GPA requirement and grades of C or above in each course must be met to remain a viable applicant.

Courses that 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. 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 AP course 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, refer to Bellin College website.

## **Credit for Military Experience**

Applicants who are veterans may receive credit from the C.C.A.F (Air Force) 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 earned while serving in the United States military may meet Bellin College degree requirements. Bellin College grants credit for specific requirements after a review of a JST (Joint Services Transcript) or a transcript from the CCAF (Community College of the Air Force). The review is based partly on recommendations from the American Council of Education (ACE).

In part, applicants or students who provide evidence of veteran status will satisfy the diversity requirement. Evidence includes:

- Joint Services Transcript (JST)
- Community College of the Air Force (CCAF) Transcript or
- Certificate of Release or Discharge from Active Duty, DD Form 214

The Registrar will review and make the final determination. There is no additional fee for this review.

## **Credit for Prior Learning**

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

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

Current students should contact the Advisor and Accommodations Coordinator for further details and eligibility requirements. A fee is charged for CFPL evaluation.

### **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 a list of the current CLEP credit policies, or similar exam credit policies, students should contact the Registrar's office.

### **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 weeks prior to graduation for all independent study courses taken in the final semester.

### **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 for additional credits in one of the nursing areas. Independent study courses 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 and clinical).
- Independent study courses must be completed before the last semester or last two sessions of study.
- No independent study opportunities will be approved in the last semester of study.
- Students must complete the course in the semester in which they have registered.
- The student may accumulate up to three independent study credits during their academic career at Bellin College.
- Study should equate to at least 45 hours per lab/clinical credit and 15 hours per theory credit.
- The Advisor and Accommodations 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 Accommodations Coordinator to discuss complete guidelines and procedures for Independent Study.

### **Transfer Credits – Post-Admission Medical Imaging**

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 who request to transfer credits to Bellin College after admission should consult the Advisor and Accommodations 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. Transfer course grades are the actual grade from the transferring institution and will not be converted to the Bellin College grading scale.

- Content must be equivalent to the courses required at Bellin College.
- Courses listed as no degree credit (NDC) will not be accepted.
- Courses must be at least at an Associate Degree (100) level. Remedial 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 to the Registrar's office.

### **Transfer of Medical Imaging Credits**

Medical Imaging credits earned at other Colleges may be eligible to satisfy 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 an appropriately accredited College or university may seek a course equivalency evaluation to determine if the coursework fulfills a required course. The student requesting this process must contact the Program Director for a 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 accredited two and four-year institutions.
- Courses must be at the freshmen (100) level and above. (Remedial courses are not transferrable.)
- Please see specific program option for requirements and minimum and maximum number of transfer credits allowed.
- Courses must meet the Bellin College program requirements equivalency.
- Retroactive credits can fulfill 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 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 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-applying. Contact the Admission Department for details.
- An acceptable applicant will obtain a grade of C or better in all courses that meet general education requirements for the requested option. A grade of C or better must be obtained in all science courses before final acceptance to the College.
- If multiple courses satisfy the same general education requirement, the course with the highest grade will be transferred.
- A required general education course should be repeated one time only. The applicant is not considered admissible if the repeated course grade is below a C. If this occurs, the applicant will be reviewed on an individual basis.
- Credits from Colleges using a non-semester system 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.
- An accepted applicant must report ECE to Bellin College Admissions Office. Changes in the College/university enrollment from the time of the initial credit evaluation are met. 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. 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 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. 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 completed until an official transcript from the transfer College/university has been received.

Official transcripts reflecting any completed general education courses must be submitted no later than four weeks after the last day of semester.

#### **Failure to submit official transfer institution transcripts within required timeline:**

Admitted applicants: An application decision was determined based on the successful completion of any course used to satisfy a degree requirement at Bellin College. A final grade for any in-progress transfer course used in this process must be submitted by specific deadlines, as noted in correspondence from the Admissions department. Failure to submit an official transcript by an expected deadline will result in the student being contacted by the Registrar's office, and the following actions taken:

- A registration hold will be placed on the student's record, preventing future registration and access to an official transcript.
- Student will be blocked from continued access to courses in the BC Learning Management System for current semester.
- Student will be dropped from courses in the subsequent semester if registration has been completed.

Newly admitted students unsuccessful in an in-progress transfer course may have their acceptance to Bellin College revoked. This decision will be determined on an individual basis.

Continuously enrolled students are required to submit an official transcript noting the final grade in any transfer course being used to satisfy Bellin College degree requirements. The semester deadline is noted above. Failure to submit a transcript within this timeframe could result in similar actions (as listed for admitted applicants) being taken.

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## **► Academic Policies and Procedures**

### **Course Delivery**

The purpose of this policy is to provide clear expectations for faculty and students regarding course delivery options. Bellin College recognizes the expanded opportunities online learning environments provide students and instructors.

Online components are a part of every course at Bellin College. The following are the definitions of the three delivery options:

**Face-to-Face:** Course activity is organized around scheduled class meetings that occur in a physical classroom setting. Face-to-face courses may also include web-enhanced course activities which complement in-person classroom sessions without reducing the number of class meetings.

**Hybrid:** Course activity is organized around a blend of scheduled face-to-face meetings and online instruction. Typically, between 30 and 70% of the course activities occur online. Those activities can be either synchronous or asynchronous.

**Online:** All course activity is completed online; those activities can be either synchronous or asynchronous.

Asynchronous online and hybrid courses are not completed at your own pace. Students are required to follow the course schedule and complete activities and assignments by the designated due dates. The Academic Deans/Directors and the Instructional Design Specialist will provide faculty with guidance, oversight, and approval throughout the online and hybrid course development process. All courses will utilize the College's standard Canvas templates.

## Academic Advising

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 Accommodations Coordinator to ensure compliance with curriculum requirements. Students are responsible for all advising and registration requirements. It is the student's responsibility to inform the Advisor and Accommodations Coordinator of the general education courses they are enrolled in at local universities. Approval from the appropriate Program Director is required. 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,  $\frac{3}{4}$  time, and half-time enrollment status based upon program and option.

Program/Option	Full-Time	$\frac{3}{4}$ -Time	$\frac{1}{2}$ -Time
Medical Imaging	12 or more credits per semester	9 – 11.5 credits per semester	6 – 8.5 credits per semester

The recommended credit load is based on the academic plan, as arranged by the Bellin College Advisor and Accommodations Coordinator. A student should 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 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 appropriate Program Director and may include a fee. Repeated absences may result in dismissal from the course.

### **Absences and Rescheduling Fees**

Attendance at all College orientation/informational activities is mandatory. All fees must be paid prior to the rescheduling date.

#### **Orientations**

Students who do not attend scheduled orientations are required to reschedule with the appropriate College personnel and may be assessed a rescheduling fee.

#### **Clinical**

Students who do not attend clinical may be offered an alternate day or assignment from the faculty and Program Director and may be charged a make-up fee.

#### **Lab**

Students who do not attend lab may be offered an alternate day to review material from the faculty and/or Program Director and may be assessed a rescheduling fee.

#### **Lab Testing**

Those who do not attend lab testing at the scheduled time are required to reschedule with the course facilitator and will be charged a lab testing rescheduling fee.

If a student is unsuccessful with a lab test, they are allowed to retake the test one time and may be charged a lab testing rescheduling fee.

#### **Computer Trainings/Standardized Testing**

Students who do not attend computer training and standardized tests as scheduled are required to reschedule and may be charged a fee.

#### **Simulations**

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

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

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

Frequently, speakers will give permission to record a presentation. However, a faculty member has the right to refuse permission unless an accommodation for disability is approved.

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

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

### **Electronic Devices**

Electronic devices include, but are not limited to, cell phones, lap top computers, or tablet devices. Electronic devices within the classroom and lab may be utilized by the students for appropriate learning purposes as determined by the faculty member. Clinical agency policies will dictate use of student electronic devices in the clinical areas. Cell phone ring tones shall be put on "vibrate/silent" during entire course. Cell phone should be stored with personal belongings during exam time. Students using the electronic devices during the course for non-class activities, may be requested at the discretion of the instructor to turn off the electronic device. Students with repeated violations and/or course disruptions due

to inappropriate use of electronic devices will be referred to the appropriate Program Director for disciplinary measures.

## Undergraduate Portfolio

All pre-licensure undergraduate students are encouraged to complete a professional portfolio. Professional portfolio development resources are provided by the Student Success Center.

## General Education Grading Scale

The following grading system is used to determine course achievement in classes:

Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent
A	4 points	93-100
AB	3.5 points	88-92
B	3 points	83-87
BC	2.5 points	78-82
C	2 points	70-77
D	1 point	60-69
F	0 point	below 60

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

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

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

## Grading Policy for BSRS, BSDMS and BSRT:

The following grading system is used to determine course achievement:

	Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent
	A	4 points	93-100
	AB	3.5 points	90-92
	B	3 points	85-89
	BC	2.5 points	82-84
<b>BELLIN COLLEGE MINIMUM PROGRESSION REQUIREMENT</b>	C	2.0 points	77-81
	D	1 point	70-76
	F	0 point	Below 70

## Grades without Associated Grade Points

AU	Course Audit	No effect on GPA.
EX	Credit by Exam	Course credit achieved by exam.
I	Incomplete	No effect on GPA until four weeks after the end date of course. Grade becomes F if letter grade is not received within the four-week period or formal arrangements for completion are not made.
IP	In Progress	Represents the course in which the student is currently registered.
N	No Report or In Progress	No grade report received or course in progress.

P	Pass	Represents work was completed at or above the passing standard in a pass / fail course but is not included in the GPA calculation.
F	Fail	Represents work was completed at lower than the passing standard in a pass / fail course but is not included in the GPA calculation.
PL	Credit for Prior Learning	Credit achieved by demonstrated learning experience.
R	Repeated Course	Designates a course repeated for grade betterment. The prior grade is removed from cumulative GPA calculation.
T	Transfer Credit	Transfer credit from a course taken at another institution of higher learning that is accepted at Bellin College.
WF	Withdrawal/Failing	Withdrawal from a course after the sixth week of a 15-week semester or after 40% of the course has been completed.
W	Withdraw	Dropped course before 40% of course is completed. No effect on GPA.

## 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 purposed, for a period of five years.

## Late Assignment Policy

Points for late 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 calendars days late = grade of zero

*Example: If a student received a 94% on the assignment submitted after the assignment submission deadline:*

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

Any deviation from this policy must be approved by the Program Director and stated clearly on the syllabus. Extenuating circumstances will be handled by faculty on an individual basis.

## Late Exam Policy

Students should understand the following:

- Prior to the start of the scheduled exam, students must inform the course faculty if they will be absent for the exam.
- After a discussion with the student, faculty will reschedule the student to take the exam within 7 calendar days.
- If the exam is not taken at the time determined by the faculty, a grade of zero 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 of 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 Medical Imaging Guide Handbook & Catalog.

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 the faculty member.

If cheating is confirmed, the faculty member will implement the academic misconduct – due process policy and procedure outlined in the Bellin College Medical Imaging Guide Handbook & Catalog.

### **Repeated Courses**

Medical Imaging 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 transcripts and is the only grade calculated into the GPA.

### **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 how the grade was determined with the student based on written criteria in the course outline.
- If the issue is not resolved, the student should contact the appropriate Program Director within five working days. The student must present in writing the reasons he or she believes the grade should be changed. If the Program Director is also the course facilitator in the appeal, a different Program Director must handle the appeal process for review of information and final decision. The appropriate Academic Dean will assign a different Program Director to the appeal.
- The appropriate Program Director will request and review a written explanation of the grade from the course facilitator. This explanation must be submitted within two working days.
- The appropriate Program Director's decision on the grade appeal is final.
- The student and faculty will be notified of the Program Director's decision in writing.

### **Audit Course Policy**

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

- Course audits must be approved by faculty.
- The audit option is only available if course is not at enrollment limit.
- An audited course carries no credit value or letter grade.
- Students auditing a course are not required to complete any assignments or exams.
- Auditing a course will not replace a previous course grade or affect GPA.
- An audited course will not satisfy degree requirements.

- Students may not audit courses to maintain continuous enrollment at Bellin College.
- Any student (degree seeking or non-degree seeking) may audit.
- Once the course begins, students cannot switch enrollment status (audit to graded or vice-versa).
- An audit permission form must be completed.
- The cost is one-third of tuition with appropriate fees (e.g. technology).

### **Travel Course: Domestic/International Study Policy**

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

**All travel study opportunities must have final pre-approval by the appropriate Academic Affairs Administrator(s), Program Director and/or Dean. The approval process should be completed no later than one month prior to the travel.**

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

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

#### **1. Bellin College course:**

- A Bellin College course must be pre-approved as a substitute for major curriculum by the Program Director.
- Appropriate Bellin College tuition and trip fees are required for Bellin College courses. Down payments are non-refundable unless the trip is canceled by Bellin College or due to extenuating circumstances approved on a case-by-case basis.
- As part of the application approval process, students in academic or financial difficulty will be reviewed on an individual basis to determine eligibility in the travel opportunity.

#### **2. Travel courses completed through another institution of higher education:**

- The course must be pre-approved for transfer prior to departure by the Program Director.
- Fulfillment of a major course requirement must be approved by appropriate Bellin College faculty.
- Fulfillment of a general education course requirement must be approved by the Registrar.
- The course is posted as transfer credit. The course will transfer credit-for-credit, regardless of the requirement satisfied. Transferred credits will not be split among course requirements.
- Student must still complete the required credits amount and residency requirements for graduation.
- 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:**

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

### **Urban Immersion Program**

The Urban Immersion Program is a Travel Course opportunity as a community health clinical practicum. This encounter 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 future as professional leaders. The program offers students a chance to

travel to local, regional, and national locations where they are challenged to provide service and to reflect on those experiences as a way to grow personally and professionally. Participants develop leadership skills, are 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.

## **Standardized Testing BSRS**

Bellin College uses standardized tests in the radiologic sciences program. The purpose of standardized testing is to assist undergraduate students with program and licensure success. Students benefit in that the standardized testing environments and questions mirror their licensure exams, compare individual performance to national benchmarks, and assess licensure readiness based on benchmark data. Exams are integrated throughout the curricula to assess content knowledge in a variety of areas. Benchmarks are provided for student scores to indicate level of performance. Following each exam, each student is provided a report outlining areas of strength as well as opportunities for content review.

### **Procedure:**

- Standardized tests are coordinated through the CAP office.
- Testing schedules are posted on the timetable.
- Students requiring accommodations will receive an individualized schedule to address their accommodation requirements.
- Completion of standardized testing is an expectation of the program. An alternate testing time may be accommodated for emergencies and with prior notice. Students who do not test as scheduled without making alternate arrangements may be subject to the late exam policy.
- Radiologic Science tests are conducted using mobile computers provided by the College.

## **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 you are your CastleBranch account.

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

Students must be CPR Certified by the American Heart Association Healthcare Provider – Basic Life Support (BLS) prior too clinical with a CPR Re-Certification every two years. Each must have verification of current CPR training. Undergraduate students are to provide documentation uploading the front and back of the CPR card or the 8 ½ x 11 PDF of the certificate into their CastleBranch 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.

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

Each clinical agency has established rules regarding mandatory flu vaccines and requires proof of compliance. Flu vaccines are administrated for free at Bellin College each fall. If a student receives a flu vaccination at a facility other than Bellin College, 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 charged 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 (HIPPA) 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 records number, and visit number, dates including birth date, date of admission and date of discharge. Patient care information will be discussed only in in-patient care areas, and with acute awareness of who is within hearing range.

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

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

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

### **Credentialing Examination – BSRS**

A graduate of the BSRS baccalaureate program is eligible to sit and take the national board examination in radiography offered by the American Registry of Radiologic Technologist (ARRT). Please visit the ARRT website for ethics and examination requirements prior to applying to take the exam. The College assists the students in the preparation and application process.

### **Credentialing Examination – BSDMS**

A graduate of the BSDMS baccalaureate program is eligible to sit and take the national board examination in Sonography Principles and Instrumentation, Abdomen, Obstetrics and Gynecology, Vascular Technology 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 student in the preparation and application process.

### **Credentialing Examination – BSRT**

A graduate of the BSRT baccalaureate program is eligible to sit and take the national board examination in radiation therapy offered by the American Registry of Radiologic Technologist (ARRT). Please visit the ARRT website for ethics and examination requirements prior to applying to take the exam. The College assists the students in the preparation and application process.

### **Clinical Policies**

#### **Student Safety in Magnetic Resonance Clinical – BSRS / BSRT**

Because of the nature of the medical, magnetic resonance (MR) environment, it is required that students, faculty, and staff demonstrate medical proof of her/his personal MR safe condition. It is the individual's responsibility to show acceptable proof to the Dean of Allied Health Sciences/Program Director.

Acceptable proof should consist of a formal medical report from a licensed practitioner. No student will be allowed to participate in any MR clinical experiences without demonstration of this proof.

### **Student Supervision in Clinical Setting – BSRS**

Students will be supervised within the clinical setting according to defined student supervision parameters. A necessary part of student learning in radiologic sciences warrants actual experiences in “real-world” clinical environments. These interactions will involve scheduled rotations in affiliated clinical agencies. The degree of student supervision will vary depending upon the documented proficiency of the student as he/she progresses through the radiologic sciences curriculum. The rules of supervision, whether direct or indirect, must be strictly adhered to by all students, clinical faculty, and contracted agency staff. The two levels of student supervision are as follows:

- **Direct Supervision:** Student supervision by a qualified practitioner (ARRT radiographer), who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat or any unsatisfactory radiographic or medical image.
- **Indirect Supervision:** Student supervision is provided by a qualified practitioner (ARRT radiographer) immediately available to assist students, regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applied to all areas where ionizing radiation equipment is in use.

### **Student Supervision in Clinical Setting – BSDMS**

Students are required to adhere to the sonography student supervision in clinical setting policy. Students may scan patients without direct supervision as long as an appropriately credentialed registered sonographer back scans the student to ensure the images were adequate and no pathology was missed. The back scanning can take place prior to or after student scanning. If competency has not been shown in the specific exam, the sonographer must be present for the history taking and exam explanation.

### **Student Supervision in Clinical Setting – BSRT**

Students will be supervised within the clinical setting according to defined student supervision parameters. A necessary part of student learning in radiation therapy warrants actual experiences in “real-world” clinical environments. These interactions will involve scheduled internships at affiliated clinical agencies. The rules of supervision must be strictly adhered to by all students, clinical faculty, and contracted agency staff. In the radiation therapy setting students must always work under direct supervision. Students are not permitted to work under indirect supervision at anytime during clinical internship.

- **Direct Supervision:** Student supervision by a qualified practitioner (ARRT radiation therapist), who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation of the student’s knowledge, is present during the procedure, and reviews and approves the procedures. A qualified radiation therapist must oversee the student at all times.

### **Holding Patients during Examinations - BSRS**

A student is not required to hold or restrain a patient during radiographic examinations. For cases necessitating the restraint of a patient during exposures, the student may only assist voluntarily.

- If the patient must be held during the x-ray exposure, those persons assisting shall be provided with protective aprons and gloves and are cautioned never stand in the primary or useful beam.
- Personnel monitoring devices (PMDs) shall be worn outside the protective apron at the collar level.
- In instances where patient restraining must be used, the student is encouraged to employ restraining devices such as tape, sponges, sandbags, sheets, papoose boards or Pigg-O-Stat. In the event these devices fail, students are encouraged to solicit assistance from non-radiology workers such as aides, orderlies, nurses, clerical staff, or members of the patient’s family. Such persons shall be provided with a protective apron and gloves and be instructed to position themselves away from the primary beam.

### **Image Quality Assessment and Identification – BSRS**

All student images/radiographs must be assessed by a qualified practitioner (ARRT radiographer) to ensure quality.

- All students must receive approval from a qualified practitioner on the quality of his/her images before they are sent to the radiologist to be read.
  - The student must place his/her own initials/mnemonics in the computer system, as well as the technologist who has approved the radiographs.
  - The qualified practitioner must approve explanation and be present whenever unsatisfactory images/radiographs are repeated.
- Proper identification must be recorded photographically on all images/radiographs.
  - Lead markers should be used and located in an area on the image receptor that does not obscure radiographic detail.
  - Proper identification is imperative. If the resultant image lacks correct markings, they may be computer generated.

### **Repeat Imaging – BSRS**

Any student regardless of clinical experience must have a qualified practitioner (ARRT radiographer) present whenever unsatisfactory images are repeated. The student is responsible for completing a Repeat Form while the qualified practitioner is responsible for initialing the Form after the observation of the repeat.

There is zero tolerance for allowing an image to be repeated without observation from a qualified practitioner. Any student repeating an image without an image without proper supervision will automatically be placed on probation with probation terms at the discretion of College officials.

On a monthly basis, College officials will randomly review Repeat Forms to confirm compliance. This policy supports professional responsibility for provision of quality care and radiation protection. It complies with the Standards for an Accredited Educational Program.

## **Medical Imaging Responsibilities**

### **Clinical Instructor Responsibilities**

- Orient student to the clinical site and agency policies. Review the preferred method for communication with the clinic site.
- Review protocols and procedures specific to the clinical setting.
- Communicate general guidelines to be used for interaction and review feedback of student performance.
- Provide appropriate clinical supervision.
- Facilitate a collaborative and mutually respectful environment in which to learn.
- Discuss expectations for the documentation of patient encounters.
- Facilitate student's progressive independence in clinical knowledge and skills.
- Provide real-time constructive feedback to students.
- Provide a variety of learning experiences with appropriate patient populations.
- Complete student's clinical evaluation forms and other necessary documentation.
- Review student progress with clinical coordinator.
- Serve as a liaison between Bellin College program officials and the clinical site.
- Serve as a student advocate to appropriately address clinical concerns.
- Assist in providing a substitute clinical instructor 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 coordinator.

### **Student Responsibilities**

- Complete all requirements prior to the start of the clinical rotation.
- Discuss course and personal objectives and learning needs with the clinical instructor/coordinator.
- Adhere to professional attire that is in accordance with Bellin College dress code and clinical site requirements.

- Maintain professional behavior in the clinical setting at all times.
- Complete required clinical course paperwork and submit on time.
- Complete clinical competencies as outlined in course syllabus.
- Demonstrate increasing competencies and progressive independence in clinical knowledge and skills.
- Function in the role of the medical imaging professional under the supervision of the clinical site incorporating evidence-based practice guidelines and clinical site policies.
- Complete clinical instructor and clinical site evaluations that provide professional feedback at the end of each clinical rotation.
- Attend all scheduled clinical rotations on time and prepared, completing all required clinical hours for each course.
- Notify clinical facilitator and clinical instructors/site per protocol as soon as possible if unable to attend prior to scheduled clinical start time.

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## ► Student Performance Remediation and Due Process

### **Student Performance Notification (SPN)**

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

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.
- **Professional Performance** (inappropriate or unsatisfactory profession 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 Program Director.

- Classroom monitoring may occur when student behaviors are not conducive to classroom outcomes and student success.
- Lab or clinical monitoring may occur when student behaviors lead to a negative outcome or injury (incident) or when skills, behaviors and actions are not conducive to course outcomes and success.

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

## **Probations – Overview**

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

### **Probations are typically a period of one year**

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

## **Academic Probation**

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

- Failure to maintain a 2.0 grade point average (GPA) each semester/session in medical imaging as well as any Bellin College general education courses.
- Failure to maintain a 2.0 GPA each semester in Bellin College major and general education course and summer semester in Diagnostic Medical Sonography and Radiologic Science as well as any Bellin College general education courses.
- Failure to attain a C or better in a Diagnostic Medical Sonography and Radiologic Science courses.
- Failure to attain a C or better in a required general education course.
- Receipt of an unsatisfactory final clinical evaluation.
- Failure to attain a P in any pass/fail Diagnostic Medical Sonography and Radiologic Science courses.
- Failure to meet the terms or expected outcomes of classroom/lab, and/or clinical monitoring.

Each case is reviewed individually. The nature and gravity of the incident, the motivation underlying the behavior, the student's academic, performance and disciplinary history, precedent in similar cases and other mitigating circumstances will be considered in determining the appropriate action(s). Repeat cases of violations of the College values may result in more severe penalties. Based on the type of infraction, the College cooperates with local, state, and federal law enforcement authorities as appropriate.

The College reserves the right to immediately terminate any student from the program when that student's behavior, health, and/or performance jeopardizes the safety of the clients, other students, or College faculty, staff, visitors, guests, and/or property.

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

## **Progression Policy**

A student having failed a medical imaging 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 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/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).

### **Progression Deferment**

A progression deferment is defined as a temporary, elected suspension of enrollment in a degree program for not more than 1 year. It is allowed for undergraduate students who need, for various approved reasons, to voluntarily suspend degree progression. Students must be in good standing and do not have to follow the standard reapplication process when ready to return to Bellin College, provided not more than one year has passed since previous semester of enrollment. Students must meet with the Advisor and Accommodations Coordinator to begin the process and access the required paperwork. Students may also need to notify the appropriate student services personnel, depending on future enrollment status.

- The Advisor and Accommodations Coordinator will assist the student in completing the Undergraduate Exit Form.
- A student must request the deferment at or near the completion of a currently enrolled semester, otherwise an elective exit (withdrawal) is required.
- A student is not allowed to be enrolled at any other institution of higher education for credit during the deferment.
- A progression deferment is not considered a Leave of Absence (LOA), as defined by the U.S. Department of Education.
- A student will notify Bellin College of a projected return date for enrollment. A return to Bellin College must occur within one year, otherwise the student will be changed to withdrawn status, and will need to follow the readmit procedure.

### **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, if given permission by the Director of General Education 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.

### **Medical Imaging 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 course at Bellin College in its entirety with a passing grade before they are able to enroll into the next medical imaging course in the curriculum plan. In specific cases, a student may be allowed to continue in major courses if prerequisites and scheduling allow. Permission to require from the Faculty and Program Director prior to registration. **A second major course failure will result in dismissal.** Exceptions may apply to students who have made a program option change or students who are 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 records or other data.
- Violating course expectations as stated by the faculty member teaching the course.
- Giving or receiving improper collaboration or assistance on assignment/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 is made available to the student.
- The original signed SPN is placed in the student's file.

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

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

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

The suspecting faculty member discusses the situation with the student within three working days of the incident or 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 Program Director.
- Proceed to Step 2.

#### **Step 2: Program Director Notification**

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

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

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

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

Within three working days of receiving the information from the 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 Program Director, the Dean of Allied Health Sciences will determine the consequences following consultation with appropriate 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 from harassment, discrimination, intimidation, and other disruptions. It is an expectation that all members, visitors, and guest 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 into 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 or the American Registry of Radiologic Technologies Standards of Ethics.
- Violations of policies/procedures as stated in the Bellin College Medical Imaging Guide – Handbook & Catalog and other College resources.
- Behaviors inconsistent with the College values, mission, and/or procedures.

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

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

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

If the incident occurred 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 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 Program Director.
- Proceed to Step 2.

### **Step 2: Program Director and Student Meeting**

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

Within three working days of receiving the information regarding the allegation:

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

### **Step 3: Dean of Student Services Notification**

Within three working days of receiving the information from the 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 Program Director, the Dean of Student Services will determine the consequences following consultation.

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 ten 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 major courses will be dismissed (see Progression Policy) Exceptions may apply to students in their last session/semester.
- A student who is unsuccessful in three general education courses will be dismissed (see Progression Policy which also states students may repeat a failed course one time only).

- Receipt of an incomplete in more than two enrollment sessions or two incompletes in one semester or grading period.
- If a student is not able to progress in their curriculum plan due to space or course availability.
- Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.
- Failure to complete the degree within six years.
- The College reserves the right to dismiss any student from the program when that student's health, performance, and/or behavior jeopardizes the safety of patients, other students, or College faculty, staff, visitors, and/or guests.

## Appeal of Dismissal

A student that has been dismissed from Bellin College may appeal for readmission to the College one time only.

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

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

Submit the appeal to the appropriate Dean as outlined below.

Reason for Dismissal:	Student writes appeal to:
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

## 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-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 is to occur within one business day of the incident. The College employee completes the Student Grievance Procedure Step 1 Form.

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 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 Accommodations Coordinator. The student completes the Grievance Procedure Step 2 Form.

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 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 student completes the Student Grievance Procedure Step 3 Form located in the Advisor and Accommodations Coordinator office.

- Student name, address, phone number, and College email address.
- Date of situation/incident.
- Description the situation or incident to include the name of the College employee involved.
- Steps that have been taken to resolve the situation.
- Outcome of prior steps and communications with those involved.
- Expectations for resolution.
- Provision (attachment) of any supporting documentation related to the grievance.
- Student signature and date to certify that the student has reviewed the Student Grievance Procedure, and understands their rights, obligations, and responsibility to the process.

The documented Student Grievance Form is submitted to the involved College employee with copies submitted to the employee's immediate supervisor within three business days of Step 2. The College employee has three 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 and the appropriate administrator.

Possible following outcome:

- The issue is resolved.
- The issue is unresolved and proceeds to Step 4.

### **Step 4: Formal Grievance Process:**

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 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 administrator of President's Cabinet.

The Dean of Student Services (or designee) convenes and meets with the Student Grievance Ad Hoc Committee within three business days of meeting with the student. This Committee is chaired by the Dean of Student Services (or designee) and members include appropriate Dean of Academic Affairs, appropriate Program Director, a staff member, and 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 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 business days to provide that information 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. The Appeals Form is located in the office of the Advisor and Accommodations Coordinator.

Within 14 business days of receipt of the appeal, the President/CEO or designee(s) may review and communicate with the student, the College employee, the administrator and supervisor, or the members of the Ad Hoc Committee to determine whether the process and procedures were followed.

The President/CEO may render one of the following decisions:

- Finds evidence of violation of the process and procedures of this Policy, the President/CEO will direct the administrator to review the case anew.
- Finds no evidence of violation of the process and procedures of this Policy; the President/CEO will uphold the ruling of the Grievance Ad Hoc Committee.
- The President/CEO will respond, in writing, within 15 business days of receipt of the appeal.
- The decision of the President/CEO is final and not appealable.

For more information, please visit <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

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## ► Health Sciences Resource Center (HSRC) – Resources and Policies

### Health Sciences Resource Center

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

#### Lower Level

- Advance Practice/Procedure Room
- Birthing Suite
- CT Simulator Classroom
- Diagnostic Medical Sonography Lab
- Exam Rooms - Four
- Fundamental Skill Labs
- Health Assessment Labs
- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- MRI Simulator Classroom
- Patient Lounge
- Practice Lab
- Radiology Labs – Two
- Science Lab Classroom
- Simulation Control Rooms
- Simulation Lab
- Standard Classrooms - Three
- Student Lounge
- Surgical Suite

### HSRC Guidelines

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

Universal precautions will always be followed while in the HSRC. Masks will be worn when in any of the HSRC areas and hallways as mandated by administration recommendations.

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

Students attire while in the HSRC during hands on practice includes, closed toed shoes, clean clothing, no dangling jewelry, or clothing that may interfere with completing tasks due to safety reasons. Name badges will always to be worn. Bellin College scrubs are to be worn as deemed appropriate by class faculty.

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

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

### HSRC Lab Hours

Healthcare is a hands-on, practice profession. Individual competence is achieved by repetitive practice. Bellin College practice areas are available to students for review of skills, physical assessment, and medical imaging exams. Practice areas are open Monday- Thursday from 7am- 9pm, 7am- 8pm on Fridays and Saturday 8am- 4pm. Hours are subject to change during the summer and holiday periods. Additional practice times may be provided based upon student schedules, class times, or student and

faculty requests. HSRC Coordinators or Student Assistants are available to obtain any additional supplies or equipment needed for practice.

Regular practice time is expected. Some classes, as noted on their syllabus, have mandatory practice time throughout the semester. Each student will log their practice time using the HSRC badging system. Students should also maintain a person log of mandatory practice hours obtained during the semester for their reference.

### **Injury Protocol for Students in the HSRC**

Any student injured while in the HSRC should immediately report the incident to the faculty member if the incident occurs during class, or to the HSRC staff/student assistant if the incident occurs while practicing. Immediate care will be initiated based upon the type and extent of injury. Bellin College security and an administrator will be notified immediately of any injury in a HSRC area by the HSRC staff. The faculty and/or HSRC employee, in conjunction with the student, will document the injury and interventions. The incident is to be reported using Safety Zone on the Julius website. 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 coordinator or College administrator.

The appropriate Program Dean will review and enter follow up information into the Bellin Health Safety Zone as well as place a copy in the student's health record.

### **Radiology Labs**

Bellin College has two 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 diagnostic medical sonography skills lab in the HSRC. The lab includes four sonography units, two portable sonography unit, an obstetric/gynecology simulator, and multiple phantoms to enrich student learning and scanning skills.

### **Scanning Policies**

The use of ultrasound equipment is restricted to the Diagnostic Medical Sonography (DMS) program faculty, Diagnostic Cardiac Sonography (DCS) program faculty, and the students enrolled in the Sonography Program(s). 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.

Students and outside community member may volunteer to be scanned by sonography students. The ultrasound scan is conducted for the purpose of educating students and will not be evaluated by faculty, staff, or students for medical purposes. Volunteers will not receive any medical diagnosis or treatment. Non-obstetrical patients must sign a consent and release of liability form prior to volunteering. In addition to signing the consent and liability form, obstetrical patients must obtain physician consent. Contact any Sonography faculty members to obtain volunteer consent forms.

### **Abnormal Findings in Sonography Lab**

If an abnormal finding is discovered during any scanning in the sonography lab, Sonography program faculty should be notified immediately. The Abnormal Findings in Sonography lab Policy will be followed by the Sonography faculty member.

## **Radiation Therapy Lab**

There is one virtual reality linear accelerator in the HSRC. The virtual reality linear accelerator is utilized to enrich student learning and provide a safe learning environment throughout the radiation therapy courses provided on campus.

## **Skills Labs**

The primary purpose of the skills labs is to enhance classroom activities and support student learning in a safe environment. These areas are equipped with hospital beds, and manikins for practice of skills before they are attempted in a clinical setting with actual patients. Additional training models are available for use for special skills such as injections, IV fluid therapy, ostomy care, etc. Students may voluntarily serve as a patient for another student during practice, testing or simulations.

Student practice times are to be documented through the current badge system. Records indicating practice time will be shared with the appropriate course faculty.

## **Equipment in the HSRC**

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

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

Invasive procedures can **only** be performed on manikins or task trainers in order to protect the health and safety of our students and faculty.

### **NO needles or sharps are to be removed from the HSRC.**

Supplies such as Blood Pressure cuffs and Health Assessment Kits are available for check out, for practice at home, through the HSRC coordinators, or student assistants. Students may check out these items for 48 hours, if accommodations are needed for a longer period, please discuss this with the HSRC staff. When returning the equipment, students will need to follow the return of borrowed equipment procedure.

- Please return item to an HSRC staff member.
- Students will be responsible for physically decontaminating all items (to the fullest extent possible, for at least 3 minutes per item as recommended by the CDC/EPA guidelines) with PDI Sani-Cloth AF3 Germicidal Disposable Wipes (or similar product, which the HSRC will provide).
- The HSRC staff will then place the disinfected item in a separate area that will then be quarantined for five days. The item will then be reintroduced back into the HSRC equipment areas for other students to use.

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

Tongue blades, cotton-tip applicators and otoscope covers are to be discarded immediately after use on a live person.

## **Skills Lab Testing – Medical Imaging**

Students will be informed by the course facilitator of the day and time of their assigned testing. 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 according to Bellin College late exam policy. Students are required to wear their uniform (scrubs) and name badge during lab testing activities.

### **Purpose/Policy**

The purpose of lab testing is to assure safe practice before a student enters a clinical site. A passing score on lab testing is required before a student may advance to clinical or the next assigned course.

For students who have not successfully completed scheduled testing, the following parameters apply: Lab Testing Students (BSN) who do not attend lab testing at their scheduled time are required to re-schedule with the course facilitator and will be charged a \$100 lab testing re-scheduling fee.

If a student is unsuccessful with the lab test, they can re-take the test one time only and will be charged a \$100 lab testing re-take fee.

All fees must be paid prior to re-testing. A passing score or score specified in the course syllabus must be achieved on the re-test. The new score will not be used to improve a course grade. The original test score may be used to determine a course grade according to the syllabus for the course. The student will have one opportunity to retest. If unsuccessful, the student will receive a fail for lab and will not pass the course.

### **Adverse Event Involving Student in Clinical Area**

An adverse event is a negative consequence of care that results in unintended injury, illness, or personal property damage of a patient, that may or may not have been preventable. In case of an adverse event, the clinical faculty will follow the procedure documented for patient-related incidents, including significant exposure. A Safety Zone report must be completed if a student is injured while within the Bellin Health System or an incident report must be filled out at a non-Bellin Health facility.

### **Radiation Safety – BSRS and BSRT**

The purpose of this is ensuring the safe operation and application of ionizing x-radiation for the education of BSRS and BSRT students. The use of ionizing x-radiation for the diagnostic and therapeutic benefit of patients has been well established. The role of the medical imaging professional is to use the least amount of radiation necessary, in order to achieve maximum diagnostic results. The professional standard of As Low as Reasonably Achievable (ALARA) level of radiation is vitally important to the safe use of radiation and an integral component of this policy.

It is important that students have simulated real-world experiences in the proper use of ionizing x-radiation and to do so in a controlled environment with proper supervision. The use of Bellin College's energized radiographic equipment will be used exclusively for its educational value.

### **Usage Rules and Requirements**

- Use of the energized radiographic system will be strictly controlled by BSRS faculty and clinical staff. **Under no circumstances will ionizing x-radiation be applied to living human tissues within the College learning laboratories.** Ionizing x-radiation (x-ray) exposures will be permitted under the direct supervision of BSRS and BSRT faculty and will be limited to tissue equivalent x-ray phantoms, inanimate objects, and/or testing equipment.
- The concept of ALARA (As Low as Reasonably Achievable) will be consistently reinforced in all classroom discussions, simulation, laboratory exercise, and clinical experiences. Additionally, the Wisconsin Administrative Code and Rules of Chapter HSS 157 will be followed as it relates to student learning.
- A full copy of HSS 157 is on file with the BSRS and BSRT Program Director as well as in the central control area of the energized radiographic labs.
- Actual x-ray exposures will be permitted and supervised by BSRS and BSRT faculty. Electrical power may be supplied to the x-ray system for the operation of equipment features such as x-ray tube head motions, table locks and movements, collimator light, etc., but the x-ray exposure switch will be protected by a "lock and key" mechanism. X-ray exposures will be permitted only under direct supervision by qualified faculty.
- No x-ray exposures will be permitted with the x-ray room doors open and all exposures must be verbally announced to anyone in the vicinity prior to the actual exposure.
- All students, BSRS and BSRT faculty who use the x-ray system as part of their education will have on their body a personnel monitoring device (PMD) and worn in the proper location.



- PMDs need to be returned to the storage rack at the completion of the clinical rotation. PMDs should not be exposed to sunlight or temperature extremes and should remain at the clinical site for each clinical rotation.
- Personnel monitoring data will be maintained by College officials and reviewed regularly by the College Radiation Safety Officer (RSO).
- Lead protective devices will be provided as customary devices for a real-world experience and will be used accordingly.
- Students or faculty will not be used to restrain or position anatomy in its proper orientation during an actual x-ray exposure.
- In the event of x-ray equipment malfunction, the BSRS and BSRT Program Director must be notified for appropriate corrective action.
- Lead protective devices will be inspected and inventoried annually by the College Radiation Safety Officer (RSO) at the conclusion of each spring semester. Inspection will consist of visual, physical inspection. Suspect devices may be reviewed fluoroscopically for additional evaluation. Lead protection devices that are considered damaged and unsafe will be removed from circulation and replaced.
- For portables and fluoroscopy procedures, always wear a lead apron and thyroid collar, and stand as far away as possible from the x-ray source as deemed possible.
- While in a student clinical rotation, students are expected to comply with the radiation protection policies of the clinical site.

### **Radiation Monitoring – BSRS and BSRT**

All students and Bellin College personnel will be provided appropriate radiation monitoring to ensure a safe educational and work environment. The following measures are in place in accordance with Wisconsin Administrative Code of Radiation Protection (Chapter HSS 157).

### **Personnel Monitoring Devices (PMDs) Usage Rules and Requirements**

- PMDs will be provided to all students and faculty in the clinical setting. Students will be issued PMDs at the onset of clinical rotations by College officials.
- PMDs must be worn at the collar level and outside any lead protected device.
- PMDs must be worn at all times when in the presence of ionizing radiation for College activities including clinical rotations.
- PMDs are not to be shared or switched (exchanged) between students.
- PMDs are not to be worn during personal medical imaging procedures.
- PMDs will be changed on a quarterly basis and collected by the appropriate Clinical Coordinator.
- In the event of a declared pregnancy, a separate fetal badge will be worn in addition to the personal PMD.
- Lost or damaged PMDs must be reported to the Program Director immediately and replacement devices will be provided in a reasonable time frame.
- Students are responsible for reviewing their individual PMD data and maintaining awareness and understanding of the data.
- PMD exposure data will be reported quarterly as it becomes available from the contracted supplier.
- PMD exposure data is reviewed by the College Radiation Safety Officer (RSO).
- All students will maintain an annual radiation exposure of less than the As Low as Reasonably Achievable (ALARA) levels. This represents 1/10 of the annual permissible dose, which equates to 500 millirem (mrem) or less.
- Any student who is identified as approaching the ALARA limit will be counseled by the College RSO, with documentation placed in the student file.
- PMD exposure data records will be maintained in the RSO's office as well as being posted in appropriate clinical radiologic areas.

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## ► General Education Offerings

### Overview

Bellin College offers General Education (GEN ED) Courses to current Bellin College students. Bellin College students are required to take general education courses if offered at Bellin College. Exceptions may be made on a limited basis. For details of class schedules and offerings see the [Bellin College website](#).

### General Education Program Goals

- To provide students with broad knowledge and intellectual concepts to complement their health care specialization.
- To provide students with intellectual stimulation that encourages lifelong learning.

### General Education Program Outcomes

- Students will communicate effectively through writing and speaking.
- Students will identify and apply mathematical and scientific reasoning skills in problem solving.
- Students will demonstrate critical thinking skills.
- Students will exhibit an understanding of the processes of the natural world and the human interaction with it.
- Students will display an understanding of honest and ethical behavior and an appreciation for diverse perspectives.

### General Education Core Courses

Communication	3
Diversity	3
Philosophy/Ethics	3
Writing	3
Anatomy and Physiology I	4
Anatomy and Physiology II	4
Chemistry	4
Algebra	3
Psychology	3
Student Success	1

31 credits total

### General Education – Course Descriptions

As many general education courses count towards different discipline requirements, students sometimes have the option to choose between multiple courses to fulfill a requirement. The following is a key to help guide students during registration.

CM	Communication
CR	Core
GE	General Elective
HU	Humanities
MA	Mathematics
NS	Natural Science
PH	Philosophy
PS	Psychology
SS	Social Science
UL	Upper Level
WR	Writing

**CM 100 HEALTH COMMUNICATION – 3 credits**

This course is an introduction to one of the fastest growing areas of the communication discipline: health communication. The course surveys current issues, theory, and research surrounding health communication, and focuses on a variety of issues, such as perceptions of health, provider–patient relationships, health organizations, health campaigns, intercultural issues, and the use of new communication technologies in healthcare. Students gain practical experience with communication in healthcare in a variety of simulated contexts. Prerequisite(s): None. (HU, CM, CR, GE)

**EC 100 OUTDOOR EMERGENCY CARE – 4 credits**

Outdoor Emergency Care provides students academic content, hands-on training, and practical skills to render them competent to provide emergency care in outdoor settings. The course meets the National Safety Patrol standards for preparing for wilderness first aid situations. Topics include: anatomy and physiology, scene safety, patient safety, patient communication, patient assessment, acute injury care, and rescue basics in medical emergencies. Prerequisite(s): None (GE)

**SS 100 STUDENT SUCCESS – 1 credit**

This course is designed to help students learn and improve skills and strategies that are essential to academic success. Topics include professionalism, time management, study skills, note-taking, test-taking strategies, stress management, reading strategies, and paper writing, among others. Prerequisite(s): None (GE, CR)

**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. Prerequisite(s): None. (MA, CR, GE)

**SS 101 DEVELOPING ACADEMIC SKILLS AND HABITS – 2 credits**

This course is designed to help students learn and improve skills and strategies that are essential to academic success. Topics may include professionalism, time management, study skills, note-taking, test-taking strategies, stress management, reading strategies, and paper writing. Prerequisite(s): None. (GE)

**WL 101 YOGA – 1 credit**

In this course, students practice foundational yoga poses to improve strength, flexibility, and balance in the body. Emphasis is placed on bringing awareness and mindfulness to the body through practicing a series of poses and breathing techniques to promote a mind body connection. Prerequisite(s): None. (GE)

**SS 102 INTRODUCTION TO HEALTH SCIENCES – 1 credit**

This course provides foundational knowledge for students to pursue a career in healthcare. Students explore the various professions of the healthcare environment and gain introductory knowledge pertaining to the scientific, historical, ethical, and economic aspects of healthcare. Topics include professional development, patient care and communication, diversity issues in healthcare, leadership in healthcare contexts, patient safety, and health insurance, among others. Prerequisite(s): None (GE)

**WL 102 FINANCIAL WELLNESS – 1 credit**

This course is designed to help students learn the basics about financial wellness to help them while in College and especially as they enter their careers as health professionals. Topics include budgeting, loans, credit, taxes, insurance, retirement, identity fraud, savings, and investment strategies, among others. Prerequisite(s): None. (GE)

**PS 105 INTRODUCTION TO PSYCHOLOGY – 3 credits**

Students gain an introduction to the study of human behavior and cognitive processes. Topics include biological foundations of psychological processes, lifespan development, learning theory, personality theory, perception, memory, states of consciousness, stress and emotions, and social psychology, among others. Prerequisite(s): None. (SS, PS, CR, GE)

**SO 105 INTRODUCTION TO SOCIOLOGY – 3 credits**

This course provides an introduction to basic concepts and theoretical perspectives of sociology, which can be defined as the study of social and group behavior. This course provides a survey of major sociological thinkers and key topics, including the social context, the sociological perspective, and the ways in which social interactions, social institutions, social structures, and social changes affect ourselves and our world. Prerequisite(s): None. (SS, GE)

**BI 109 ANATOMY & PHYSIOLOGY SUMMER BRIDGE – 1 credit**

This course provides a lecture study of the structure and function of human cells, tissues, organs, and body systems as they relate to human health and biology. It is designed explicitly for students who have taken the five credit BI 252 course and are interested in taking the BI 156 and BI 256 challenge exams, so they do not have to take BI 156 and BI 256 eight credit sequence. Prerequisite(s): BI 252 (NS, GE)

**PS 110 DEVELOPMENTAL PSYCHOLOGY – 3 credits**

Developmental Psychology studies human growth and development across the entire lifespan. Students learn the characteristics of development from conception to death and the various influences on the development of human beings. Topics include the biological, physical, cognitive, and socioemotional aspects of human development. Prerequisite(s): None. (SS, PS, GE)

**EN 115 COMPOSITON 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. Prerequisite(s): None. (WR, HU, CR, GE)

**CH 122 GENERAL CHEMISTRY – 4 credits**

This course provides the opportunity for the learner to develop the knowledge and the skills process in the understanding of general chemistry. Topics covered are: metric system, problem-solving, periodic relationships, chemical reactions, equilibrium, properties of water, acids, bases, salts, and gas laws as well as an introduction to organic chemistry. Students focus on skill development, communication and problem solving. Critical thinking skills are developed as students learn to collect and analyze data and work out the correct solutions. Prerequisite(s): None. (NS, CR, GE)

**SP 150 SPANISH FOR HEALTH PROFESSIONALS – 3 credits**

This course provides both future and current health professionals an introduction to the Spanish language and the cultures of Spanish-speaking persons. Students will gain familiarity with basic written and oral vocabulary to prepare them for interactions with Spanish-speaking patients in a variety of settings. No previous experience with the Spanish language is required. Prerequisite(s): None. (HU, SS, DI, GE)

**BI 152 PRINCIPLES OF BIOLOGY – 4 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. Laboratory exercises will place emphasis on the scientific process, cellular reproduction, patterns of inheritance, evolution, ecological systems, and the environment. Prerequisite (s): None. (NS, CR, GE)

**BI 156 ANATOMY & PHYSIOLOGY I – 4 credits**

The first of a two-course sequence, this course provides a lecture and laboratory study of the structure and function of human cells, tissues, and organs and body systems as they relate to human health and biology. The course stresses homeostatic control systems and coordinated body functions with an emphasis on the integumentary, skeletal, muscular, nervous, and endocrine systems. Prerequisite(s): None. (NS, CR, GE)

**DI 202 DIVERSITY ISSUES IN HEALTHCARE – 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 healthcare in the America experience. It introduces the student to the ongoing issues of diversity which continue to be part of the practice of healthcare today. Prerequisite(s): None. (DI, SS, CR, GE)

**PH 202 INTRODUCTION TO MEDICAL ETHICS – 3 credits**

The medical field is comprised of an almost inexhaustible array of ethical issues. In this class, we will lay the groundwork of ethical theory and then quickly analyze ethical issues in clinical practice and social justice issues in the medical field. We will then turn to particular ethical issues, such as organ transplantation, stem cell research, euthanasia, abortion, and genetic enhancement.

Prerequisite(s): None. (HU, CR, PH, GE)

**HS 204 HISTORY OF HEALTHCARE IN THE UNITED STATES – 3 credits**

This course focuses on the history of healthcare 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 healthcare. Pharmacological advances, education, disease eradication, technology, the impact of war, and care delivery will be addressed. Prerequisite(s): None. (HU, GE)

**DI 212 WORLD RELIGIONS – 3 credits**

World Religions provides a survey of the major religions of the world. Students gain an introduction to the history, beliefs, practices, and sacred texts of primal religions, Judaism, Christianity, Islam, Hinduism, Buddhism, Daoism, and Confucianism, and others. Key historical and contemporary religious leaders are discussed in detail. Prerequisite(s): None. (DI, HU, GE)

**BU 221 HEALTHCARE ECONOMICS – 3 credits**

Healthcare spending has been rising immensely for decades, now accounting for a significant portion of the US economy and federal budget. Health economics is an increasing field and is a significant part of public policy in all countries throughout the world. The choice on how to pay and provide healthcare has direct effects on the wellbeing of consumers and producers of healthcare nationwide, while also playing a key role in national economic performance. In this course the students will cover a number of topics including basic economic concepts essential to healthcare, aspects of healthcare in the US, as well as healthcare reform. The students will apply economic principles to a range of important healthcare policy questions. Prerequisite(s): None. (BU, SS, GE)

**MA 230 STATISTICS – 3 credits**

This course introduces students to the basic statistical skills used in evidence-based health care research. Students will acquire the skills to analyze data using commonly employed computer packages to generate descriptive and inferential studies. Statistical techniques will include descriptive measures of central tendency, variation, and correlation and inferential tests including T-Testing and General Linear Models. Prerequisite(s): None. (MA, SS, GE)

**BI 252 ANATOMY AND PHYSIOLOGY – 5 credits**

This course introduces the student to an overview of the structure and function of human cells, tissues, organs, and body systems as they relate to human health and biology, with an emphasis on how anatomical structure relates to physiological and pathological process. Laboratory exercises will place emphasis on anatomical terminology, histology, and gross anatomy as well as physiological measurements and analysis of variables.

Prerequisites: BI 152 Principles of Biology. (NS, CR, GE)

**BI 256 ANATOMY & PHYSIOLOGY II – 4 credits**

The second of a two-course sequence, this course provides a lecture and laboratory study of the structure and function of human cells, tissues, organs, and body systems as they relate to human health and biology. The course stresses homeostatic control systems and coordinated body functions with an emphasis on the cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive system. Prerequisite(s): BI 156 Anatomy & Physiology I or transfer equivalent. (NS, CR, GE)

**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. Prerequisite(s): None. (SS, UL, GE)

**PD 307 PROFESSIONAL DEVELOPMENT – 1 credit**

This course enhances the transition of students into professional practice. Emphasis is placed on clinical reasoning, safety, and clinical judgment in the integration of care management for multiple, complex situations. Prerequisites: Enrollment in Radiology Program; Senior Level

**HS 308 NEMESIS: DISEASE AND THE BATTLE TO DEFEAT IT – 3 credits**

This course focuses on several diseases that have been the scourge of mankind throughout history. It will examine the details of major diseases from the Black Death to Ebola. Students will look at the major characteristics of specific diseases and the social, political, and economic impact on human populations in the United States and throughout the world. Students will also study the battle to prevent, conquer, or cure these diseases, and identify the primary personalities who fought these battles. Prerequisite(s): None. (HU, SS, UL, GE)

**EN 310 EMPATHETIC LISTENING, IDENTITY, AND ILLNESS – 3 credits**

This course brings together the personal, human, and intimate experiences of health and illness as told through personal accounts, fiction, memoirs, essays, poetry, and film with theoretical, scientific, and institutional understandings to create more holistic knowledge of patients' health, illness, and, most importantly, identity. Prerequisite(s): EN 115 (or transfer equivalent) (CM, HU, UL, GE)

**BU 320 FOUNDATIONS OF HEALTHCARE MANAGEMENT – 3 credits**

This course expands the student's knowledge of the organization and function of healthcare 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 healthcare at a reasonable cost will be addressed. Prerequisite(s): None. (BU, UL, GE)

**BI 352 MICROBIOLOGY – 4 credits**

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology, biotechnology, and immunology, with emphasis on identification and characterization, disease transmission and clinical pathogenicity of microorganisms organized by organ system. Upon completion, students will be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. Prerequisites: BI152 Principles of Biology & BI252 Anatomy and Physiology or consent of instructor. (NS, UL, GE)

**PH 360 CONTEMPORARY ISSUES IN HEALTHCARE – 3 credits**

This course focuses on important issues currently facing the medical community and society at large. Topics may include cultural approaches to healthcare, disability and aging, the history of nursing homes and assisted living facilities, end of life decisions, the use of technology and electronic health records, social and political approaches to healthcare, and the cost of healthcare, ethics surrounding pregnancy, vaccine ethics, medical errors and overtreatment, among others. Prerequisites: None. (HU, SS, DI, PH, UL, GE)

**PH 370 ENVIRONMENTAL PHILOSOPHY – 3 credits**

With the onset of climate change and issues of resource depletion, experts have warned that we are in the midst of an environmental crisis. This course will analyze the environmental crisis from both a conceptual and an ethical point of view. The students will look at the empirical elements of the current crisis, the conceptual roots of the crisis, and the ways to change our understanding of the human relation to the environment by examining different ways in which to expand the realm of moral consideration to include animals, plants, and even the land as such. The students will then look at particular ethical issues that are related to the environment, which may include population and consumption, anthropogenic climate change, environmental justice, and issues related to environmental health ethics, including food ethics, pollution and waste, and health effects related to climate change. Prerequisite(s): None. (HU, PH, UL, GE)

**TR 499 TRAVEL COURSE – 3 credits**

The travel course provides students with an immersion experience in a foreign country. Students explore the healthcare practices and cultural components unique to the country. Opportunities are provided for interaction with other professionals as well as local citizens. This travel course may fulfill Diversity Requirement, General Elective, Humanities Elective, Social Science Elective or Upper Level Elective can be repeated. Prerequisite(s): Student must fulfill the specific travel course eligibility criteria and be selected via the course application process.

**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 a Bellin College course, or a course 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.

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## ►BSRS Academic Plan and Course Descriptions

**Bellin College BSRS Residency Requirement**

A student who transfers into the radiologic science program must complete a minimum of 44 credits in radiologic science at Bellin College. Of the 44 credits, at least 36 credits must be within the Radiologic Science major. Of these 36 credits, at least 24 must be upper level credits.

**Graduation Requirements – BSRS**

A Bachelor of Sciences in Radiologic Sciences (BSRS) degree is awarded to a student who has:

- Completed a minimum of 120 credits including 50 in general education and 70 in radiologic sciences. For credits required to graduate, see the general education course requirements under “Admission Requirements” or the following “Academic Plans” for each specific option.
- Achieved a cumulative GPA of 2.0 or higher.
- A student who transfers into the radiologic science program must complete a minimum of 44 credits in radiologic science credits at Bellin College.
- Completed all required course with a grade of C or higher.
- Fulfilled the student assessment test requirements.
- Successfully completed all curriculum requirements no later than six years after initial entrance into the program.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted,

there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

### **BSRS Academic Plans General Information**

- Curriculum is subject to change.
- Freshman and sophomore course are offered sequentially as listed.
- Radiologic science courses are offered sequentially and must be taken as such.
- Courses with the prefix RS are Bellin College radiology course; all other course numbers reflect general education course requirements.
- Each course is graded in its entirety. A student must be successful in all course components (i.e., class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.

<b>Radiologic Sciences</b>	<b>70</b>
<b>General Education Requirements (43)</b>	
Adulthood and Aging	3
Anatomy and Physiology I	4
Anatomy and Physiology II	4
Business	3
Chemistry	4
Writing	3
Communication	6
Ethics	3
Healthcare Leadership/Management	3
Human Diversity	3
Humanities	3
Intermediate Algebra	3
Portfolio Development	1
Psychology	3
Social Science Elective	3
Student Success	1
Elective (or Bio 102 if needed as a prerequisite for Biology)	
<b>Total</b>	<b>117</b>



## Bellin College BSRS Sophomore Transfer Academic Plan

(Class of 2017+)

### 120 Credits (71 BSRS, 49 General Education)

Designed for students who have completed a minimum of 28 prior general education credits. Students admitted will take two courses in the summer and complete the Bachelor of Science in Radiologic Science (BSRS) degree in three years.

#### Summer Prior to Sophomore Year

RS 100	Fundamentals of Medical Imaging & Healthcare	2 cr
RS 120	Principles of Radiologic Physics	3 cr
		<b>5 cr</b>

#### Sophomore Year | Semester 1

RS 201	Image Analysis I	3 cr
RS 202	Patient Care in Radiologic Sciences I	3 cr
RS 204	Radiographic Procedures I	3 cr
RS 204L	Radiographic Procedures I - Lab	2 cr
RS 205	Image Production & Management	3 cr
RS 206C	Clinical Radiography I	2 cr
		<b>16 cr</b>

#### Sophomore Year | Semester 2

RS 203	Patient Care in Radiologic Sciences II	3 cr
RS 207	Radiographic Procedures II	3 cr
RS 207L	Radiographic Procedures II - Lab	1 cr
RS 208	Image Analysis II	3 cr
RS 210	Anatomy & Physiology in Imaging Sciences	3 cr
RS 211C	Clinical Radiography II	3 cr
		<b>16 cr</b>

#### Junior Year | Semester 1

PH 202	Introduction to Medical Ethics	3 cr
RS 301	Radiologic Pathology	3 cr
RS 302	Ancillary Imaging & Cross-Sectional Anatomy	2 cr
RS 303C	Clinical Radiography III	4 cr
		<b>12 cr</b>

#### Junior Year | Semester 2

	Business Elective	3 cr
RS 304	Principles of Radiation Protection Radiobiology	3 cr
RS 305	Advanced Radiologic Physics	3 cr
RS 306C	Clinical Radiography IV	4 cr
		<b>13 cr</b>

#### Senior Year | Semester 1

	Social Science Elective	3 cr
BU 320	Foundations of Healthcare Management	3 cr
RS 440C	Senior Practicum	2 cr
<i>Students choose one of the following modalities:</i>		
RS 410	Principles of Magnetic Resonance Imaging (MRI)	3 cr
RS 410C	MRI - Clinical	2 cr
<b>OR</b>		
RS 430	Principles of Women's Imaging	3 cr
RS 430C	Women's Imaging - Clinical	2 cr
		<b>13 cr</b>

#### Senior Year | Semester 2

	Humanities Elective	3 cr
HD 300	Adulthood and Aging	3 cr
PD 307	Professional Development	1 cr
RS 420	Principles of Computerized Tomographic Imaging (CT)	3 cr
RS 420C	CT - Clinical	2 cr
RS 450C	Senior Practicum	2 cr
		<b>14 cr</b>

**Credit Hour Ratio:** 1 credit theory = 15 hours (1:3); 1 credit lab = 45 hours (1:3); 1 credit clinical = 60 hours (1:4)

## Bellin College BSRS Sophomore Transfer Academic Plan

(Class of 2022+)

### 120 Credits (71 BSRS, 49 General Education)

Designed for students who have completed a minimum of 25 prior general education credits. Students admitted will take two courses in the summer and complete the Bachelor of Science in Radiologic Science (BSRS) degree in three years.

#### Summer Prior to Sophomore Year

RS 100	Fundamentals of Medical Imaging & Healthcare	2 cr
RS 120	Principles of Radiologic Physics	3 cr
		5 cr

#### Sophomore Year | Semester 1

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

#### Sophomore Year | Semester 2

RS 203	Patient Care in Radiologic Sciences II	3 cr
RS 207	Radiographic Procedures II	3 cr
RS 207L	Radiographic Procedures II - Lab	1 cr
RS 208	Image Analysis II	3 cr
RS 211C	Clinical Radiography II	3 cr
RS 304	Principles of Radiation Protection Radiobiology	3 cr
		16 cr

#### Junior Year | Semester 1

	General Elective	3 cr
	Ethics/Philosophy Requirement	3 cr
RS 301	Radiologic Pathology	3 cr
RS 302	Ancillary Imaging & Cross-Sectional Anatomy	2 cr
RS 303C	Clinical Radiography III	4 cr
		15 cr

#### Junior Year | Semester 2

	Diversity Requirement	3 cr
BU 221	Healthcare Economics	3 cr
RS 210	Anatomy & Physiology in Imaging Sciences	3 cr
RS 305	Advanced Radiologic Physics	3 cr
RS 306C	Clinical Radiography IV	4 cr
		16 cr

#### Senior Year | Semester 1

	Humanities Elective	3 cr
BU 320	Foundations of Healthcare Management	3 cr
RS 440C	Senior Practicum	2 cr
<i>Students choose one of the following modalities:</i>		
RS 410	Principles of Magnetic Resonance Imaging (MRI)	3 cr
RS 410C	MRI - Clinical	2 cr
<b>OR</b>		
RS 430	Principles of Women's Imaging	3 cr
RS 430C	Women's Imaging - Clinical	2 cr
		13 cr

#### Senior Year | Semester 2

	Social Science Elective	3 cr
	Human Development Requirement	3 cr
RS 420	Principles of Computerized Tomographic Imaging (CT)	3 cr
RS 420C	CT – Clinical	2 cr
RS 450C	Senior Practicum	2 cr
RS 470	Radiology Synthesis	1 cr
		14 cr

**Credit Hour Ratio:** 1 credit theory = 15 hrs; 1 credit lab (science) = 30 hrs; 1 credit lab (program) = 45 hrs; 1 credit clinical = 45 hrs

## Bellin College BSRS Sophomore Transfer Academic Plan

(Class of 2023+)

### 120 Credits (71 BSRS, 49 General Education)

The Sophomore Transfer Option (STO) is designed for students who have completed a minimum of 24 prior general education credits. Students admitted will take two radiology courses in the summer and complete the Bachelor of Science in Radiologic Science (BSRS) degree in three years.

#### Summer Prior to Sophomore Year

RS 100	Fundamentals of Medical Imaging & Healthcare	2 cr
RS 120	Principles of Radiologic Physics	3 cr
		<b>5 cr</b>

#### Sophomore Year | Semester 1

RS 201	Image Analysis I	3 cr
RS 202	Patient Care in Radiologic Sciences I	3 cr
RS 204	Radiographic Procedures I	3 cr
RS 204L	Radiographic Procedures I - Lab	2 cr
RS 205	Image Production & Management	3 cr
RS 206C	Clinical Radiography I	2 cr
		<b>16 cr</b>

#### Sophomore Year | Semester 2

RS 203	Patient Care in Radiologic Sciences II	3 cr
RS 207	Radiographic Procedures II	3 cr
RS 207L	Radiographic Procedures II - Lab	1 cr
RS 208	Image Analysis II	3 cr
RS 211C	Clinical Radiography II	3 cr
RS 304	Principles of Radiation Protection Radiobiology	3 cr
		<b>16 cr</b>

#### Junior Year | Semester 1

	General Elective	3 cr
	Ethics/Philosophy Requirement	3 cr
RS 301	Radiologic Pathology	3 cr
RS 302	Ancillary Imaging & Cross-Sectional Anatomy	2 cr
RS 303C	Clinical Radiography III	4 cr
		<b>15 cr</b>

#### Junior Year | Semester 2

	Diversity Requirement	3 cr
BU 221	Healthcare Economics	3 cr
RS 210	Anatomy & Physiology in Imaging Sciences	3 cr
RS 305	Advanced Radiologic Physics	3 cr
RS 306C	Clinical Radiography IV	4 cr
		<b>16 cr</b>

#### Senior Year | Semester 1

	General Elective	1 cr
	Humanities Elective	3 cr
BU 320	Foundations of Healthcare Management	3 cr
RS 440C	Senior Practicum	2 cr
<b>Students choose one of the following modalities:</b>		
RS 410	Principles of Magnetic Resonance Imaging (MRI)	3 cr
RS 410C	MRI - Clinical	2 cr
<b>OR</b>		
RS 430	Principles of Women's Imaging	3 cr
RS 430C	Women's Imaging - Clinical	2 cr
		<b>14 cr</b>

#### Senior Year | Semester 2

	Social Science Elective	3 cr
	Human Development Requirement	3 cr
RS 420	Principles of Computerized Tomographic Imaging (CT)	3 cr
RS 420C	CT – Clinical	2 cr
RS 450C	Senior Practicum	2 cr
RS 470	Radiology Synthesis	1 cr
		<b>14 cr</b>

**Credit Hour Ratio:** 1 credit theory = 15 hrs; 1 credit lab (science) = 30 hrs; 1 credit lab (program) = 45 hrs; 1 credit clinical = 45 hrs

## **BSRS Courses**

Radiologic Sciences courses have classroom, laboratory, and/or clinical components that provide students with the knowledge needed in the radiologic sciences major, as well as practice time to develop clinical skills. Clinical experiences take place in acute care facilities, clinics, and other settings which will help the student meet specific course outcomes.

Students register for courses through meeting with the Advisor and Accommodations Coordinator. Students are asked to follow prerequisite guidelines for order of courses to be completed. Course selection special requests will be reviewed by the BSRS Program Director and addressed based on a student's individual circumstances.

## **Radiologic Sciences Course Descriptions**

### **RS 100 FUNDAMENTALS OF MEDICAL IMAGING & HEALTHCARE – 2 credits**

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

### **RS 120 PRINCIPLES OF RADIOLOGIC PHYSICS – 3 credits**

This course provides a foundation for the technology utilized in medical imaging. Physics fundamentals involving atomic structure and mechanics, the properties of sound waves, the nature of electricity and magnetism as well as the electromagnetic spectrum will be covered. Also included are topics dealing with basic circuits and circuit theory, x-ray tube design, transducer design, and linear accelerator design, as well as the technology fundamental to its effective usage and control. The production and interactions of medical imaging energies such as x-rays, ultrasound and radiation therapy will also be introduced in this course. Operator and equipment safety will be emphasized throughout the course. Prerequisite: RS 100.

### **RS 201 IMAGE ANALYSIS I – 3 credits**

This course is designed to assist students in recognizing the difference between optimal and sub-optimal radiographic images to include chest, abdomen, upper extremities, and shoulder girdle. The student will develop and implement a plan to determine the positioning and technical factors required to create an optimal image. Prerequisite: All previously required and concurrent courses per the academic plan or with consent of the faculty.

### **RS 202 PATIENT CARE IN RADIOLOGIC SCIENCES I – 3 credits**

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

### **RS 203 PATIENT CARE IN RADIOLOGIC SCIENCES II – 3 credits**

This course is a continuation of RS 202 (Patient Care in Radiologic Sciences I). In this course, topics include medical emergencies, pharmacology and the principles of drug administration, medical law and professional ethics, contrast media and the introduction of radiopharmaceuticals, non-aseptic techniques and procedures, surgical radiography and aseptic techniques, and the care of patients in medical imaging under a variety of imaging situations. Students will continue to integrate the role of the radiographer into the concept of a multidisciplinary health team. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 204 RADIOGRAPHIC PROCEDURES I – 3 credits**

Radiographic Procedures I will provide information on various radiographic procedures. It is designed to give the student a working knowledge of the routine radiographic positions and their underlying anatomical features. This course will provide the foundational information that will then be applied in the course RS 204L. Co-Prerequisite: RS 204L. Prerequisite: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 204L RADIOGRAPHIC PROCEDURES I – LAB – 2 credits**

Clinical Radiography I Lab will provide the student with the opportunity to demonstrate routine radiographic positions and their application in a radiographic room with emphasis on proper use of equipment used in radiographic imaging, safety protection devices and patient communication. Prerequisite: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 205 IMAGE PRODUCTION & MANAGEMENT – 3 credits**

This course provides a foundation for understanding and applying the principles of x-radiation to medical image production. Factors of image quality, image geometry, and exposure factor variables, methods of scatter control, quality control procedures, image-receptor technology, x-ray beam characteristics and exposure technique selection will be covered. Students should expect to be proficient at x-ray exposure technique preparation for general radiographic procedures. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 206C CLINICAL RADIOGRAPHY I – 2 credits**

Clinical Radiography I provides the student with opportunities to apply learned positioning skills in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. Students will master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 207 RADIOGRAPHIC PROCEDURES II – 3 credits**

Radiologic Procedures II provides information on various radiographic procedures. It is designed to give the student a working knowledge of the routine and non-routine radiographic positions, to include fluoroscopic, mobile and trauma radiography, and the underlying anatomical features. This course provides the foundational information that will then be applied in the course RS 207L. Corequisite: RS 207L. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 207L RADIOGRAPHIC PROCEDURES II – LAB – 1 credit**

Clinical Radiography II Lab will provide the student with the opportunity to demonstrate routine as well as non-routine radiographic positions and their application in a radiographic room. Emphasis on proper use of equipment used in imaging will include the fluoroscopic unit and mobile x-ray machine as well as radiation safety protection devices. Corequisite: RS 207. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 208 IMAGE ANALYSIS II – 3 credits**

This course is designed to assist the student in recognizing the difference between optimal and sub-optimal radiographic images to include lower extremities, pelvis, bony thorax, spine, and skull imaging. The students will utilize the evaluation plan developed in Image Analysis I to determine the positioning and technical factors required to create an acceptable image. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 210 ANATOMY AND PHYSIOLOGY IN IMAGING SCIENCES – 3 credits**

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

physiology specific to medical imaging will be emphasized as well as common pathologies, and radiology's role in diagnosing disease. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

### **RS 211C CLINICAL RADIOGRAPHY II – 3 credits**

Clinical Radiography II provides the student with clinical application needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

### **RS 301 RADIOGRAPHIC PATHOLOGY – 3 credits**

This course acquaints the future radiographer with some of the basic radiologic interpretive techniques in medical imaging evaluation. Various disease processes will be discussed and their radiologic manifestations. The general intent of this course is to give radiographers an appreciation of the challenge radiologists have in image interpretation and the vital role medical imaging professionals play in achieving optimum image quality. Students will present classroom presentations on selected disease processes. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

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

This course will introduce the student to various imaging modalities within a contemporary medical imaging department. These areas include cardiovascular imaging to include cardiac catheterization, CT scanning, MRI scanning, radionuclide imaging, ultrasonography, breast imaging, DXA scanning and radiation oncology. Additionally, the special studies of arthrography and myelography will be covered from a radiography perspective. Cross-sectional anatomy will be presented as it relates to ultrasound, CT, and MRI imaging. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

### **RS 303C CLINICAL RADIOGRAPHY III – 6 credits**

Clinical Radiography III will provide the student with essential clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist. Emphasis will be on Fluoroscopy, mobile and off-hour radiography. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

### **RS 304 PRINCIPLES OF RADIATION PROTECTION AND RADIOBIOLOGY – 3 credits**

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

### **RS 305 ADVANCED RADIOLOGIC PHYSICS – 3 credits**

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

**RS 306 CLINICAL RADIOGRAPHY IV – 4 credits**

Clinical Radiography IV will provide the student with the necessary clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed during radiographic examinations. Emphasis will be on surgical, trauma and off-hour radiography. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

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

This course provides the student with entry-level knowledge of contemporary magnetic resonance scanning. Topics to be covered include MRI nuclear physics, signal generation, protocols and sequencing, patient care and MRI safety, instrumentation and image evaluation, coil technology and applications, MRI angiography and common clinical applications of MRI scanning technology. This course is supplemented by a concurrent clinical practicum. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 410C MRI – CLINICAL – 2 credits**

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

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

This course presents the fundamental physical principles of current CT scanning technology. Topics to be covered will include a review of the historical development of CT technology, CT image production, back projection and cone-beam technologies, detector design and operation, software applications, x-ray tube design considerations, CT image geometry and image reconstruction techniques and methods to minimize dosages to patients and staff. Additionally, the patient care considerations unique to CT procedures will be discussed. An emphasis will be placed on multi-detector computerized tomography (MDCT) and its clinical applications. This course is supplemented by a concurrent clinical practicum. Co-requisite: RS 420. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 420C CT- CLINICAL – 2 credits**

This course compliments the didactic course in CT scanning, and provides CT experiences in a contemporary CT imaging department. Students will be assigned to CT clinical sites and placed alongside experienced CT technologists. Areas to be covered during this clinical practicum include CT patient care, physician communications, CT scanning protocols, image quality assessment and quality control, CT scanner operation and patient and operator safety. Students will demonstrate competency in basic, entry-level CT procedures and will be prepared to continue the post-graduation clinical requirements for CT certification. Co-requisite: RS 420. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 430 PRINCIPLES OF WOMEN'S IMAGING – 3 credits**

This course provides a basic understanding of the principles of mammographic imaging as well as osteoporosis detection. Included in this course will be topics such as breast anatomy and pathology, mammographic equipment design and operation, positioning skills and patient care considerations, quality control procedures, and interventional breast procedures, including basic ultrasonography of the breast. Also included will be the theory and operation of dual emission x-ray absorptiometry (DXA). Both women's imaging specialties will be supported by clinical experiences as a separate course and runs concurrently. Co-requisite: RS 430C. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

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

Students in this course will be assigned to an accredited mammography facility offering a full range of women's health services. Emphasis will be placed on breast cancer detection technologies including mammography and stereotactic localization. Additionally, students will learn the procedural skills of dual energy x-ray absorptiometry (DXA). Students should expect to develop entry-level skills necessary in a contemporary Women's Imaging department and in doing so, will begin preparation for certification in mammography and DXA scanning. Co-requisite: RS 430. Prerequisite(s): All previously required and concurrent courses per the academic plan or with consent of the faculty.

**RS 440 SENIOR PRACTICUM – 2 credits**

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

**RS 450 SENIOR PRACTICUM – 3 credits**

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

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## ► BSDMS Academic Plan and Course Descriptions

**Bellin College BSDMS Residency Requirement**

A student who transfers into the BSDMS program must complete a minimum of 44 credits in Diagnostic Medical Sonography at Bellin College. Of the 44 credits, at least 36 credits must be within the Diagnostic Medical Sonography major. Of these 36 credits, at least 24 must be upper level credits.

**Graduation Requirements – BSDMS**

- A Bachelor of Science in Diagnostic Medical Sonography (BSDMS) degree is awarded to a student who has:
  - Completed a minimum of 120 credits including 58 in general education and 62 in Diagnostic Medical Sonography. For credits required to graduate, see the general education course requirements under "Admission Requirements" or the following "Academic Plans" for each specific option.
  - Achieved a cumulative GPA of 2.0 or higher.
  - A student who transfers into the Diagnostic Medical Sonography program must complete a minimum of 44 credits in major credits at Bellin College.
  - Completed all required courses with a grade of C or higher.
  - Fulfilled the student assessment test requirements.
  - Successfully completed all curriculum requirements no later than six years after initial entrance into the program.
  - It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a



photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a College of graduates.

**BSDMS Academic Plans General Information**

- Curriculum is subject to change.
- All major courses are offered sequentially and must be taken.
- Courses with the prefix RS and DMS are Bellin College major courses; all other course numbers reflect general education course requirements.
- Each course is graded in its entirety. A student must be successful in all course components (i.e., class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.

## Bellin College BSDMS Academic Plan

(Class of 2021+)

### 120 Credits (62 BSDMS, 58 General Education)

A three-year academic plan of study (full-time three-semester academic year) for those with few or no prior college credits seeking a Bachelor of Science in Diagnostic Medical Sonography (BSDMS).

<b>Year I   Semester I</b>			<b>Semester II</b>		
BI 152	Principles of Biology	4 cr	BI 252	Anatomy & Physiology	5 cr
EN 115	Composition and Professional Writing	3 cr	CH 122	General Chemistry	4 cr
MA 101	Intermediate Algebra	3 cr	DMS 100	Introduction to Diagnostic Medical Sonography/Ergonomics	2 cr
PS 105	Introduction to Psychology	3 cr	DMS 120	Principles of Radiologic Physics	3 cr
DMS 110	Fundamentals of Medical Imaging & Healthcare	2 cr			<b>14 cr</b>
		<b>15 cr</b>			
<b>Summer Semester III</b>					
CM 100	Health Communication	3 cr			
DMS 206	Patient Care in Sonography	2 cr			
DMS 208	Sonographic Physics and Instrumentation	3 cr			
DMS 211	Abdominal Sonography I	3 cr			
DMS 240L	Sonography Lab	1 cr			
DMS 261	OB/GYN Sonography I	3 cr			
		<b>15 cr</b>			
<b>Year 2   Semester I</b>			<b>Semester II</b>		
PH 202	Introduction to Medical Ethics	3 cr	BU 221	Healthcare Economics	3 cr
DMS 221C	Clinical Sonography I	4 cr		Diversity Requirement	3 cr
DMS 231	Vascular Sonography I	3 cr	DMS 322C	Clinical Sonography II	4 cr
DMS 312	Abdominal Sonography II	3 cr	DMS 332	Vascular Sonography II	2 cr
DMS 362	OB/GYN Sonography II	3 cr	DMS 413	Abdominal Sonography III	2 cr
		<b>16 cr</b>	DMS 464	OB/GYN Sonography III	2 cr
					<b>16 cr</b>
<b>Summer Semester III</b>					
	General Elective	3 cr			
	Humanities Elective	3 cr			
HS 204	History of Healthcare in the United States	3 cr			
DMS 350	Physics Synthesis	1 cr			
DMS 423C	Clinical Sonography III	4 cr			
		<b>14 cr</b>			
<b>Year 3   Semester I</b>			<b>Semester II</b>		
BU 320	Foundations of Healthcare Management	3 cr		General Elective	3 cr
PH 360	Contemporary Issues in Healthcare	3 cr		Human Development Requirement	3 cr
DMS 424C	Clinical Sonography IV	5 cr		Social Science Elective	3 cr
DMS 433	Vascular Sonography III - Abdomen	2 cr	DMS 425C	Clinical Sonography V	5 cr
DMS 470	Specialized Sonography	2 cr	DMS 480	Sonography Synthesis	1 cr
		<b>15 cr</b>			<b>15 cr</b>

**Credit Hour Ratio:** 1 credit theory = 15 hrs: 1 credit lab (science) = 30 hrs: 1 credit lab (program) = 45 hrs: 1 credit clinical = 60 hrs

## Bellin College BSDMS Academic Plan

(Class of 2023+)

### 120 Credits (62 BSDMS, 58 General Education)

A three-year academic plan of study (full-time three-semester academic year) for those with few or no prior college credits seeking a Bachelor of Science in Diagnostic Medical Sonography (BSDMS).

<b>Year 1   Semester 1</b>			<b>Year 1   Semester 2</b>		
BI 156	Anatomy & Physiology I	4 cr	BI 256	Anatomy & Physiology II	4 cr
EN 115	Composition and Professional Writing	3 cr	CH 122	General Chemistry	4 cr
MA 101	Intermediate Algebra	3 cr	CM 100	Health Communication	3 cr
PS 105	Introduction to Psychology	3 cr	DMS 100	Introduction to Diagnostic Medical Sonography/Ergonomics	2 cr
SS 100	Student Success	1 cr	DMS 120	Principles of Radiologic Physics	3 cr
DMS 110	Fundamentals of Medical Imaging & Healthcare	2 cr			<b>16 cr</b>
		<b>16 cr</b>			
<b>Year 1   Summer Semester 3</b>					
DMS 206	Patient Care in Sonography	2 cr			
DMS 208	Sonographic Physics and Instrumentation	3 cr			
DMS 211	Abdominal Sonography I	3 cr			
DMS 240L	Sonography Lab	1 cr			
DMS 261	OB/GYN Sonography I	3 cr			
		<b>12 cr</b>			
<b>Year 2   Semester 1</b>			<b>Year 2   Semester 2</b>		
	Ethics/Philosophy Requirement	3 cr		Diversity Requirement	3 cr
DMS 221C	Clinical Sonography I	4 cr	BU 221	Healthcare Economics	3 cr
DMS 231	Vascular Sonography I	3 cr	DMS 322C	Clinical Sonography II	4 cr
DMS 312	Abdominal Sonography II	3 cr	DMS 332	Vascular Sonography II	2 cr
DMS 362	OB/GYN Sonography II	3 cr	DMS 413	Abdominal Sonography III	2 cr
		<b>16 cr</b>	DMS 464	OB/GYN Sonography III	2 cr
					<b>16 cr</b>
<b>Year 2   Summer Semester 3</b>					
	General Elective	3 cr			
	Humanities Elective	3 cr			
HS 204	History of Healthcare in the United States	3 cr			
DMS 350	Physics Synthesis	1 cr			
DMS 423C	Clinical Sonography III	4 cr			
		<b>14 cr</b>			
<b>Year 3   Semester 1</b>			<b>Year 3   Semester 2</b>		
BU 320	Foundations of Healthcare Management	3 cr		General Elective	3 cr
PH 360	Contemporary Issues in Healthcare	3 cr		Human Development Requirement	3 cr
DMS 424C	Clinical Sonography IV	5 cr		Social Science Elective	3 cr
DMS 433	Vascular Sonography III - Abdomen	2 cr	DMS 425C	Clinical Sonography V	5 cr
DMS 470	Specialized Sonography	2 cr	DMS 480	Sonography Synthesis	1 cr
		<b>15 cr</b>			<b>15 cr</b>

**Credit Hour Ratio:** 1 credit theory = 15 hrs; 1 credit lab (science) = 30 hrs; 1 credit lab (program) = 45 hrs; 1 credit clinical = 60 hrs

## **Diagnostic Medical Sonography Course Descriptions**

### **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. Prerequisite: DMS 110 or with consent of the faculty.

### **DMS 110: FUNDAMENTALS OF MEDICAL IMAGING & HEALTHCARE - 2 credits**

This course provides a foundation for the technology of medical imaging. Topics discussed include atomic structure and mechanics, sound wave and transducer properties, the nature of electricity and magnetism as well as the electromagnetic spectrum. Also included are topics dealing with basic circuits and circuit theory, x-ray tube design and operation, digital imaging, x-ray production and interactions, as well as the technology fundamental to its effective usage and control. Operator and equipment safety will be emphasized throughout the course. Prerequisite: None

### **DMS 120: PRINCIPLES OF RADIOGRAPHIC PHYSICS - 3 credits**

This course provides a foundation for the technology utilized in medical imaging. Physic fundamentals involving atomic structure and mechanics, the properties of sound waves, the nature of electricity and magnetism as well as the electromagnetic spectrum will be covered. Also included are topics dealing with basic circuits and circuit theory, x-ray tube design, transducer design, and linear accelerator design, as well as the technology fundamental to its effective usage and control. The production and interactions of medical imaging energies such as x-rays, ultrasound and radiation therapy will also be introduced in this course. Operator and equipment safety will be emphasized throughout the course. Prerequisites: DMS 110

### **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. Prerequisite: All previously required and concurrent courses per the academic plan or with consent of the faculty.

### **DMS 208: SONOGRAPHIC PHYSICS AND INSTRUMENTATION - 3 credits**

This course will cover the basic acoustical physics and 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, and Doppler and color flow equipment. 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. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

### **DMS 211: ABDOMINAL SONOGRAPHY I - 3 credits**

This course will focus 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. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

### **DMS 221C: 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 may include abdominal, OB/GYN, pediatric and vascular imaging. During this practicum, students will be assigned clinical competencies and objectives to

complete. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 231: VASCULAR SONOGRAPHY I - 3 credits**

This course will focus 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 vascular systems associated with peripheral and cerebrovascular disease. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 240: SONOGRAPHIC LAB - 1 credit**

This course will focus 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. Students will also be required to comp out on selected sonographic exams. Prerequisites: DMS all previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 261: OB/GYN SONOGRAPHY I - 3 credits**

This course will focus on the relational and sonographic anatomy of the female pelvis. Cross-sectional anatomy and normal sonographic findings of the non-gravid pelvis will be emphasized. Included are discussions on gynecologic pathologies, reproduction, and infertility. Physiology and related laboratory and clinical findings for disease processes are highlighted related to the female pelvis. The biology of reproduction is discussed. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 312: ABDOMINAL SONOGRAPHY II - 3 credits**

This course will focus 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, spleen, and previously taught Abdominal Sonography I content. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**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 rotations may include abdominal, OB/GYN, pediatric and vascular imaging. During this practicum, students will be assigned clinical competencies and objectives to complete. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 332: VASCULAR SONOGRAPHY II - 3 credits**

This course will focus on vascular anatomy, 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 vascular systems associated with peripheral disease and all previously taught Vascular Sonography I content. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 350: PHYSICS SYNTHESIS - 1 credit**

This course will enhance 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. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 362: OB/GYN SONOGRAPHY II - 3 credits**

This course will focus 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. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 413: ABDOMINAL SONOGRAPHY III - 2 credits**

This course will focus 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. Emphasis will also be placed on previously taught Abdominal Sonography I & II content. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**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 rotations may include abdominal, MSK, OB/GYN, pediatric, vascular, and invasive procedures. During this practicum, students will be assigned clinical competencies and objectives to continue to master their sonographic skills. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 424: CLINICAL SONOGRAPHY IV - 5 credits**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations may include abdominal, musculoskeletal, OB/GYN, pediatric, vascular, and invasive procedures. During this practicum, students will continue to be assigned clinical competencies and objectives to continue to master their sonographic skills. Emphasis will be placed upon off-hour sonography. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 425: CLINICAL SONOGRAPHY V - 5 credits**

This course is a rotation through various clinical settings to gain experience in the performance of sonographic examinations. Clinical experience rotations may include abdominal, musculoskeletal, OB/GYN, pediatric, vascular, and invasive procedures. During this practicum, students will complete all clinical competencies and objectives to continue to become entry level sonographers. Emphasis will be placed upon off-hour sonography and independent scanning. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 433: VASCULAR SONOGRAPHY III – 2 credits**

This course will be a review of hemodynamics, abdominal, penile, and transplant organ Doppler. Vascular statistics will be discussed. Students will become familiar with the clinical symptoms and specific ultrasound protocols for normal and abnormal cases associated with abdominal vascular diseases, including previously taught material from Vascular Sonography I & II. A vascular review will be given for RVT board preparation. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 464: OB/GYN SONOGRAPHY III - 2 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. Fetal anomalies, labor, multiple gestations, and genetic anomalies will be taught. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 470: SPECIALIZED SONOGRAPHY - 2 credits**

In this course the student will study the embryology, structure, physiology and pathology of the breast and fetal, pediatric, and adult heart. Students will gain an understanding of common teaching and research techniques. In addition, students will understand the process of becoming published sonographers. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

**DMS 480: SONOGRAPHY SYNTHESIS - 1 credit**

This course will enhance the transition of students into professional sonography practice. A cumulative review for Abdomen and OB/GYN ARDMS boards will occur and mock boards will be given. Students are recommended to complete a minimum of one ARDMS board exam. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

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## ► BSRT Academic Plan and Course Descriptions

### **Bellin College BSRT Residency Requirement**

A student who transfers into the radiation therapy program must complete a minimum of 44 credits in radiation therapy at Bellin College. Of the 44 credits, at least 36 credits must be within the Radiation Therapy major. Of these 36 credits, at least 24 must be upper level credits.

### **Graduation Requirements – BSRT**

A Bachelor of Sciences in Radiation Therapy (BSRT) degree is awarded to a student who has:

- Completed a minimum of 120 credits including 55 in general education and 65 in radiation therapy. For credits required to graduate, see the general education course requirements under “Admission Requirements” or the following “Academic Plans” for each specific option.
- Achieved a cumulative GPA of 2.0 or higher.
- A student who transfers into the radiation therapy program must complete a minimum of 44 credits in radiation therapy credits at Bellin College.
- Completed all required course with a grade of C or higher.
- Fulfilled the student assessment test requirements.
- Successfully completed all curriculum requirements no later than six years after initial entrance into the program.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

Students take the required general education courses at Bellin College or accredited two- or four-year institutions. Bellin College students are required to take particular general education courses if offered at Bellin College. General education courses are also accepted from accredited two or four-year institutions.

### **BSRT Academic Plans General Information**

- Curriculum is subject to change.
- Radiation Therapy courses are offered sequentially and must be taken as such.
- Courses with the prefix RT are Bellin College major courses; all other course numbers reflect general education course requirements.
- Each course is graded in its entirety. A student must be successful in all course components (i.e., class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.



**Bellin College  
BSRT Academic Plan**

**120 Credits (65 BSRT, 55 General Education)**

A three-year academic plan of study (full-time three-semester academic year) for those with few or no prior College credits seeking a Bachelor of Science in Radiation Therapy

<b>Year 1 Fall Semester</b>			<b>Spring Semester</b>		
BI 156	Anatomy & Physiology I*	4	BI 256	Anatomy & Physiology II*	4
EN 115	Composition & Professional Writing*	3	CH 122	General Chemistry *	4
MA 101	Intermediate Algebra*	3	CM 100	Health Communication	3
PS 105	Intro to Psychology*	3	RT 120	Principles of Radiologic Physics**	3
SS 100	Student Success*	1	RT 201	Orientation to Radiation Therapy**	<u>2</u>
RT 100	Fundamentals of Medical Imaging**	<u>2</u>			16
		16			
<b>Summer Semester</b>					
	General Elective*	3			
HS 204	History of Healthcare*	3			
PH 202	Introduction to Medical Ethics*	3			
RT 214	Pathology**	<u>3</u>			
		12			
<b>Year 2 Fall Semester</b>			<b>Spring Semester</b>		
MA 230	Statistics*	3	BU 221	Healthcare Economics*	3
EN 310	Empathetic Listening Skills*	3		Human Development Requirement*	3
RT 217	Quality Management in Radiation Therapy**	2		Diversity Requirement*	3
RT 220	Radiation Therapy Physics**	2	RT 311	Principles & Practice of Radiation Therapy I**	3
RT 275	Operational Issues in Radiation Therapy**	2	RT 325	Radiation Biology/Radiation Protection**	3
RT 302	Ancillary Imaging & Cross-Sectional Anatomy**	<u>2</u>			<u>15</u>
		14			
<b>Summer Semester</b>					
BU 320	Foundations of Healthcare Management*	3			
	Upper Level General Elective*	3			
RT 308	Patient Care in Radiation Therapy**	3			
RT 312	Principles & Practice of Radiation Therapy II**	3			
RT 330	Dosimetry and Treatment Planning**	<u>3</u>			
		15			
<b>Year 3 Fall Semester</b>			<b>Winter Interim</b>		
RT 410C	Clinical Radiation Therapy I**	<u>12</u>	RT 420C	Clinical Radiation Therapy II**	<u>3</u>
		12			3
<b>Spring Semester</b>			<b>Summer Semester</b>		
RT 430C	Clinical Radiation Therapy III**	<u>12</u>	RT 440C	Clinical Radiation Therapy IV**	3
		12	RT 480	Radiation Therapy Synthesis**	<u>2</u>
					5

**Credit Hour Ratio:** 1 credit = 15 hours; **Clinical:** 1 credit = 50 hours

\*General Education Credits = 55; \*\*BSRT Credits = 65 for 120 total credits

## **Radiation Therapy Course Descriptions**

### **RT 100 FUNDAMENTALS OF MEDICAL IMAGING – 2 credits**

This course provides students an introduction to the essential elements of medical imaging and the healthcare environment. Included are topics ranging from school and professional history, hospital and school policies and procedures, organizational structures, the inter-relationship of select professional organizations, healthcare economics, patient communication and customer service 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. Prerequisite: None

### **RT 120 PRINCIPLES OF RADIOLOGIC PHYSICS – 3 credits**

This course provides a foundation for the technology of medical imaging. Topics discussed include atomic structure and mechanics, the nature of electricity and magnetism as well as the electromagnetic spectrum. Also included are topics dealing with basic circuits and circuit theory, x-ray tube design and operation, digital imaging, x-ray production and interactions, as well as the technology fundamental to its effective usage and control. Operator and equipment safety will be emphasized throughout the course. Prerequisite: None

### **RT 201 ORIENTATION TO RADIATION THERAPY – 2 credits**

This course provides students with an overview of the foundations of radiation therapy, the treatment process, carcinogens, and professional ethics. Students will get an overview of other patient care professionals that work with oncology patients. Students will be introduced to terminology and nomenclature used in radiation therapy and will learn about historic perspectives of radiation therapy. Principles of radiation and health safety as well as professional responsibilities of the radiation therapist will be discussed and examined.

Prerequisite: None

### **RT 214 PATHOLOGY – 3 credits**

This course provides epidemiologic and etiologic overview of various neoplastic diseases. Central Nervous System, head and neck, respiratory, breast, digestive, reproductive, urinary, endocrine, hematopoietic, integumentary, lymphatic, and musculoskeletal malignancies are critiqued in terms of symptoms, mechanism and patterns of spread, histology, tumor grading, staging, detection, screening and diagnosis, and treatment rationale. Common pathology will also be discussed.

Prerequisite: None

### **RT 217 QUALITY MANAGEMENT IN RADIATION THERAPY – 2 credits**

This course provides an overview of general principals of quality management, continuous improvement, and safety standards in radiation therapy. Topics include the validity of quality assurance checks and how quality assurance applies clinically, testing performed on simulators and linear accelerators, brachytherapy source inventory checks and safety concerns. Quality checks in medical dosimetry and treatment planning are also addressed. Prerequisite: None

### **RT 220 RADIATION THERAPY PHYSICS – 2 credits**

This course is the study of the fundamental physics practices and applications utilized in radiation therapy. Topics include nuclear transformation, external teletherapy units, and measurement of absorbed dose. An overview of dose distribution and scatter analysis will be given. Production of X-rays, interaction and measurement of ionizing radiation, and quality of X-ray beams will be revisited. Prerequisite: None

### **RT 275 OPERATIONAL ISSUES IN RADIATION THERAPY – 2 credits**

This course is designed to focus on the operational issues a radiation therapist will encounter within the profession. Topics will include applicable human resource regulations, the interview process, billing, reimbursement, and departmental budgeting. Prerequisite: None

**RT 302 ANCILLARY IMAGING AND CROSS-SECTIONAL ANATOMY – 2 credits**

This course will introduce the student to the various imaging modalities within a contemporary medical imaging department. These areas include cardiovascular imaging to include cardiac catheterization, CT scanning, MRI scanning, radionuclide imaging, ultrasonography, breast imaging, DXA scanning and radiation oncology. Additionally, the special studies of arthrography and myelography will be covered from a radiography perspective. Cross-sectional anatomy will be presented as it relates to ultrasound, CT, and MRI imaging. Prerequisite: None

**RT 308 PATIENT CARE IN RADIATION THERAPY– 3 credits**

This course provides the fundamentals of patient care skills needed for radiation therapists. Content includes essential patient care concepts including medical assessment, physical assessment, physical assistance, patient education, infection control and aseptic technique, physiologic monitoring, venipuncture, drug administration, patient special needs, psychosocial considerations, and medical emergencies.

Prerequisite: None

**RT 311 PRINCIPLES AND PRACTICE OF RADIATION THERAPY I – 3 credits**

This course is designed to provide an overview of cancer the specialty of radiation therapy. Treatment options beyond external beam radiation are discussed, such as brachytherapy and particle therapy. Overall cancer management is discussed, along with the roles and responsibilities of the radiation therapist, the treatment prescription, and treatment delivery.

Prerequisite: None

**RT 312 PRINCIPLES AND PRACTICE OF RADIATION THERAPY II – 3 credits**

This course is designed to examine the multidisciplinary approaches in cancer treatment. It consists of advanced topics in radiation therapy such as chemotherapy, surgical intervention, immunotherapy, combined modalities, benign conditions, and managing side effects. Metastatic and palliative treatments and radiation therapy emergencies are also covered in this course.

Prerequisite: None

**RT 325 RADIATION BIOLOGY AND RADIATION PROTECTION – 3 credits**

This course will address the radiobiological/biophysical events at the cellular and subcellular levels. Analysis of factors influencing radiation response of cells and tissues will be covered. Discussions will cover topics including medical aspects of radiobiology, including systemic and total body response time, dose fractionation, and volume and site as they apply to both normal and tumor biology. Students will learn about radiobiological data on graphs, charts, and survival curves.

Prerequisite: None

**RT 330 DOSIMETRY AND TREATMENT PLANNING – 3 credits**

This course will discuss the concepts of dose distribution in tissue, patient treatment approaches, and planning techniques. Topics include dosimetric considerations and calculations for photon, electron, and brachytherapy treatments. Clinical applications of treatment beams, accessories, and compensators are also discussed. Prerequisite: None

**RT 410C CLINICAL PRACTICUM I – 12 credits**

Clinical Practicum I provides the student with opportunities to apply learned skills in the practice of radiation therapy. Students will progress from observation to participation in simulation, treatment planning and treatment delivery methods within radiation therapy.

Prerequisite: None

**RT 420C CLINICAL PRACTICUM II – 3 credits**

Clinical Practicum II progresses student skills in the practice of radiation therapy. Content is designed to provide sequential development, application and integration of concepts and theories as a practicing therapist. Prerequisite: None

**RT 430C CLINICAL PRACTICUM III – 12 credits**

Clinical Practicum III will progress the students' clinical education experience. This course is a continuation of Clinical Practicum II with more emphasis on critical thinking, problem solving, and competencies. Prerequisite: None

**RT 440C Clinical Practicum IV – 3 credits**

Clinical Practicum III will complete the students' clinical education experience. This course is a continuation of Clinical Practicum III with emphasis on critical thinking, problem solving, and competencies. Prerequisite: None

**RT 480 Radiation Therapy Synthesis – 2 credits**

This course will enhance the transition of students into professional radiation therapy practice. It will provide an overall understanding of the knowledge and skills needed to be a successful, competent radiation therapist. Students will build a resume and practice interview skills. A cumulative review of the content categories of theory and clinical concepts in radiation therapy will prepare students for the national certification exam. Prerequisite: None



Bellin College admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national and ethnic origin or other protected classes in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.