Bellin College of Nursing

A Better Education...A Better Future.

POLICY AND PROCEDURE HANDBOOK

Graduate Program

ACADEMIC YEAR 2005/2006

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DISCLAIMER

The Bellin College of Nursing Policy and Procedure Handbook is not intended to create or represent a contractual relationship between the College and any student. The Policy and Procedure Handbook, in conjunction with the Bellin College of Nursing Catalog and other official College documents such as Financial Aid Policies and Procedures are intended to provide a student reference for rules and regulations governing student behavior and the College's expectations of its students.

Students are responsible to become familiar with information in all of the above listed College documents and to adhere to the policies contained in these documents.

Bellin College of Nursing reserves the right to make changes in its policies and procedures as conditions warrant.

LETTER FROM THE PRESIDENT

Dear Bellin College of Nursing Graduate Student,

Welcome to the 2005-2006 academic year! We are pleased that you have joined us as we assist you in your journey toward becoming a master's prepared Registered Nurse. The Bellin College of Nursing legacy of providing a high quality education resulting in outstanding students and graduates is something of which we are very proud, and we are delighted to have you join us.

This Handbook along with the College Catalog and Resource Manual is prepared to assist you with information regarding the College, its people, programs, policies, requirements and services. Please use it as a resource to assist you with getting the most out of your experience at Bellin College.

We hope that you will have a memorable year with us. I look forward to meeting you and assisting you in any way possible as you pursue your goal.

Sincerely yours,

V. Jane Muhl, PhD, RN
President and CEO
Professor of Nursing

INTRODUCTION TO
BELLIN COLLEGE OF NURSING

MISSION

Bellin College of Nursing provides nursing education with a broad theoretical base and diverse clinical experiences that contribute to excellence and leadership in the professional practice of nursing. As a private, independent, nonsectarian college in Wisconsin, Bellin College of Nursing offers a Bachelor of Science degree and a Master of Science degree in Nursing as well as a credit and non-credit courses and programs in nursing.

The College serves students of diverse backgrounds who possess the academic and personal attributes necessary to complete the education and become skilled and principled nursing professionals, lifelong learners, and contributing members of a global society.

The faculty, staff, and trustees are committed to the mission, vision, and values of the College and are dedicated to student development and professional achievement. The College values of excellence, integrity, community, and caring provide a framework for decision making and interactions.

Faculty demonstrate excellence in their roles through advanced study, clinical practice, and scholarship. Faculty, staff, and students contribute to the quality and spirit of the College community by participation in its governance and through organizational, professional, and community service.

PURPOSES

1. To provide excellent educational programs that are responsive to the community.
2. To create an intellectually stimulating environment for students, faculty, and staff.
3. To promote the advancement of nursing education and practice.
4. To contribute to the community's well-being through faculty, staff, and student service.
5. To stimulate a climate of continuous improvement.

VALUES

Excellence – being the best

Integrity – honest and ethical behavior

Community – partnership and shared participation

Caring – empowering relationships based on empathy and respect

PHILOSOPHY

We, the faculty of Bellin College of Nursing, view humans as unique, holistic and as having value and worth. Humans are biopsychosocial-spiritual beings who use internal and external coping mechanisms in adapting to a dynamic, changing environment.

Society is a global, complex unit of people with diverse norms and values. Diverse norms and values influence health-related perceptions and interactions among humans and their environment. Society has a social responsibility to provide access to health care for individuals and groups.

Wellness is the potential for wholeness and well-being. A wellness lifestyle reflects positive changes as one strives to reach that potential. Individuals are responsible for their lifestyle choices. Wellness is a dynamic state represented on a continuum intersected by the health-illness continuum each having an impact on the other.

As an interactive, caring process, nursing is a profession which makes a distinct contribution to society. Having a unique body of knowledge, nursing draws from its own theory as well as from natural and social sciences and the humanities in order to diagnose and treat human responses. The goal of the nursing process is to assist individuals, families, groups and communities with health promotion, disease prevention and health protection. Nurses collaborate with clients and other health team members in working toward these goals.

We believe that the baccalaureate nurse assumes the roles of care provider, manager, investigator, teacher and member of the profession in a variety of settings. A broad-based education prepares the nurse to use critical thinking skills in order to provide quality holistic care based upon ethical, legal and professional standards. A framework of nursing evolved from theories and concepts is synthesized from this broad base.

We believe that a competent, self-confident, professional nurse develops from exposure to a strong theoretical base and experiential practice in a variety of settings. Because we believe that teaching/learning is a shared, ongoing process, our faculty are committed to fulfilling the roles of educator, facilitator, advisor, resource person and professional role model. Together faculty and students develop a caring, learning environment that supports professional inquiry, futuristic planning, self-direction toward life-long learning, and continued growth of a caring attitude.

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

GRADUATE PROGRAM OUTCOMES

At the conclusion of the program, the student will have demonstrated:

1. Integration of the advanced nursing roles of teacher, advocate, clinician, consultant, collaborator, researcher, and manager of systems into advanced role specialization.

2. Synthesis of theories and advanced knowledge from nursing and related disciplines into advanced role specialization

3. Leadership within multi-disciplinary systems that promotes improved processes and outcomes.

4. Integration of research and other scholarly activities into advanced role specialization.

5. Analysis of nursing leadership responsibilities in shaping policy, responding to inter-cultural and global communities, and promoting the health of population groups.

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MSN
2005 – 2007 ACADEMIC CALENDAR

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Fall 2005

Term I

Registration deadline	July 10
Tuition due	August 5
Courses begin	August 28
Courses end	October 21

Term II

Registration deadline	September 16
Tuition due	October 7
Courses begin	October 23
Courses end	December 16

Spring 2006

Term I

Registration	December 23
Tuition due	January 6
Courses begin	January 15
Courses end	March 10

Term II

Registration deadline	February 17
Tuition due	March 3
Courses begin	March 12
Courses end	May 12

Summer 2006

Registration deadline	April 14
Tuition due	May 5
Courses begin	TBD
Courses end	TBD

Fall 2006

Term I

Registration deadline	July 10
Tuition due	August 4
Courses begin	August 27
Courses end	October 20

Term II

Registration deadline	September 15
Tuition due	October 6
Courses begin	October 22
Courses end	December 15

Spring 2007

Term I

Registration deadline	December 22
Tuition due	January 5
Courses begin	January 14
Courses end	March 9

Term II

Registration deadline	February 16
Tuition due	March 2
Courses begin	March 11
Courses end	May 11

Summer 2007

Registration deadline	April 13
Tuition due	May 4
TBD	
TBD	

ACADEMIC PROGRAM POLICIES AND REQUIREMENTS

ACADEMIC POLICIES AND REQUIREMENTS

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

Graduate admission is processed through the Admissions Office. To be considered for admission, potential students must submit the following items:

1. A completed application form.
2. All official post-secondary transcripts including transcripts from an accredited Bachelor of Science (BSN or BS) or Bachelor of Arts (BA) in Nursing Program, with undergraduate courses in Statistics and Nursing Research or the equivalent.
3. Copy of an active license to practice as a Registered Nurse.
4. Three professional letters of reference from persons who can assess the prospective student's academic and leadership potential. One preferably from a reference associated with an academic institution.
5. Written Goal Statement describing principle areas of nursing interest, capabilities, experience and reasons for pursing the MSN degree, with a personal goal statement and desired outcomes of acquiring this degree (2-3 pages). A current resume or curriculum vita should be attached, including professional work experience, involvement in professional organizations and community service. See guidelines for completing the goal statement and curriculum vitae.
6. All international students whose first language is not English must take the Test of English as a Foreign Language (TOEFL) and score at least 550 on the paper test or 213 on the computer based TOEFL.
7. Application fee of $50.
8. Upon receipt of the application materials a personal interview will be scheduled.

It is highly recommended that potential students:

1. have prior clinical experience (minimum of one year)
2. are computer literate in word processing, email and have access to the internet
3. have taken a health assessment course as part of their bachelor's program

Special Student Status
Persons holding a Bachelor of Science in Nursing (BSN) degree or higher who wish to enroll in courses but who do not want to pursue a degree may enroll as special students for up to six credits. Graduate credit will be awarded provided that the student registers as a graduate special student and pays graduate fees.

Program Completion
Students must successfully complete all course work no later than eight years after entrance into the program and/or after completion of the first graduate-level course.

Selection Process

Admission to the MSN degree program is selective and limited to those students who demonstrate potential for successfully completing the program. The decision is based on evaluation of the student's undergraduate program and grades earned, personal interview, admission goal statement, work experience (if applicable), recommendations.

Transfer Credit

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

Credit for Prior Learning

Credit for prior learning is restricted to credit validated by examination, credit based on documented faculty evaluation of a portfolio of original work products, or credit awarded by an institution of higher education either affiliated with a recognized U.S. accrediting association or approved by an appropriate national ministry of education.

Residency Requirement

A minimum of 29 credits in nursing must be taken at Bellin College of Nursing.

Health Policies

Students must provide evidence of meeting the health requirements and background check for the agency in which they complete the practicum in the semester prior to entering the nursing practicum courses.

Academic Advising

The Director of the Graduate Program provides academic advising to students to assist them in planning a program consistent with their personal goals and the College requirements. This process begins prior to enrollment and occurs as necessary throughout the program. Both the student and the advisor will retain a copy of the Student's Plan of Study.

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

To qualify for full-time status, a student must be registered for six or more credit hours for each eight-week term in the fall semester and six or more credit hours for each eight-week term in the spring semester. Attendance in the summer session is optional with six credit hours considered full time.

Three to five credit hours are considered half-time and one to two credit hours are considered less than half time.

Students must be continuously enrolled for at least one course per semester in order to remain in the program. Students needing to take a semester off, must follow the procedure identified with the Academic Leave Policy. Admitted students must register for a nursing course within the first year of acceptance or must reapply for admission.

<u>Satisfactory Progression</u>
Progression within the program is demonstrated by:
1. Maintenance of an academic cumulative grade point average (GPA) of at least a 3.0 (B) during enrollment in the program.
2. No course in which a grade below a C (2.0) is earned will be accepted as fulfilling a requirement for the graduate degree, although this grade will be averaged into the GPA.
3. Satisfactory performance in the practicum components of the program.
4. Adherence to requirements related to RN licensure, liability insurance, CPR certification, etc.
5. Adherence to reasonable standards of professional conduct in all activities in the academic, clinical, and service settings.

<u>Academic Probation</u>
A student who does not maintain a cumulative grade point average of at least a 3.0 is automatically placed on academic probation. The cumulative GPA must be raised to 3.0 within two consecutive terms if full time or four consecutive terms if a part-time student. Cumulative grade point averages (GPA) are calculated at the conclusion of each term.

<u>Repeating a Course</u>
A student may repeat a course once to improve the grade and to remove the unsatisfactory grade (a grade of C or lower) from the overall GPA. A student will not be allowed to repeat more than two nursing courses.

<u>Academic Withdrawal/Dismissal</u>

- Withdrawal from a Course:
  The student is required to inform the faculty member teaching the course, in writing, of their intention to withdraw from a graduate level class. Students will be allowed only two voluntary class withdrawals while in the Program. The grade W, indicating withdrawal, or WF, indicating withdraw/failing will be conferred for that class. This grade will not be used in GPA calculations. The grading system and tuition refunds are described below.

- Withdrawal from the Program:
  The student is allowed two voluntary program withdrawals while enrolled in the Graduate Program. A student who wishes to discontinue the program should request an official academic withdrawal form from the Academic Advisor. An exit interview with the Academic Advisor to discuss implications of the withdrawal is required.

A financial aid exit interview is required for students receiving financial aid.

The faculty reserves the right to recommend withdrawal (dismissal) of a student for academic difficulties, health reasons, practicum performance, or personal conduct. Factors which will be considered include communication/interpersonal skills, organizational skills, attendance, participation, and evidence of professional, ethical, scholarly, and responsible performance in both practicum and academic settings. No student will be withdrawn (dismissed) from the program without a careful review of the student's academic record and evaluation of total performance by the Director of the Graduate Program.

- Dismissal from the Program:
  A student on probation who does not meet the required cumulative 3.0 GPA within two consecutive terms if full time or four consecutive terms if part-time will be dismissed from the program. A student who receives a course grade of D or lower will automatically be dismissed from the program.

Readmission

If a student withdraws or is dismissed, the procedure for readmission is as follows:
1. Submit a letter stating reasons for seeking readmission.
2. Confer with the Director of the Graduate Program.
3. Submit official documentation of academic performance since suspension or withdrawal from the program if applicable.

The Director of the Graduate Program/Admissions Committee reviews these materials. If readmission is approved, the date of readmission is determined by availability of classroom and practicum resources.

All fees and academic requirements apply that are in place at the time of readmission. Course work older than four years will be reviewed for applicability for program requirements.

Course Delivery

Courses are delivered in eight-week terms. There are two terms each semester. Courses are delivered both on-line (web-based) and via compressed scheduling with a mix of face-to-face meetings and use of electronic technology.

Credit Equivalence

Courses are reported in credits according to the following values:

Classroom:	1 credit = 15 hours per (8 week) term
	1 hour = 55 minutes class time
Practicum:	1 credit = 60 hours
	1 hour = 60 minutes practicum time

Course Equivalency/Transfer

Students who enter with prior course work from a college or university, accredited by an appropriate accrediting association, which appear to fulfill a required course may seek a course equivalency. The student requesting this process must contact the Director of the Graduate Program. If granted, the course credits are applied toward the graduation requirements.

Graduation Requirements

An application for graduation is obtained on-line and should be completed at registration for the final semester. A Master of Science in Nursing degree is awarded from Bellin College of Nursing to students who have:
1. Completed at least 38 credit hours.
2. Achieved a cumulative GPA of 3.0 or higher.
3. Completed all courses with a grade of C or higher.
4. Successful completion of the Leadership Integration Project.
5. Participated in the Student Assessment requirements.

Academic Policies on Grading

Grade reports are issued at the end of each class using the following scale:

Letter Grade	Grade Points per credit	Numeric Grade Equivalent
A	4.0 points	93-100
AB	3.5 points	90-92
B	3.0 points	85-89
BC	2.5 points	82-84
C	2.0 points	77-81
D	1.0 point	70-76
F	0 point	<70

Grades which do not have associated grade points:

AU	Course Audit	No effect on GPA
I	Incomplete	No effect on GPA until four weeks after end date of course. Grade becomes F if letter grade not received within the four-week period or formal arrangements for completion are not made.
TR	Transfer Course	Course taken at another accredited institution that meets the BCON requirements.
W	Withdraw	Dropped course prior to week four, or before 40% of course is completed. No effect on GPA.
WF	Withdraw/Failing	Dropped course after the fourth week of the semester or after 40% of the course has been completed.

Incompletes

No more than two incompletes can be taken in any term. Incompletes in more than two consecutive terms will result in automatic dismissal. Students with extenuating circumstances may appeal to the Director of the Graduate Program.

An incomplete is granted to a student who is in good academic standing but who is unable to complete course requirements within the set course timeframe. A student will submit the written request for an incomplete to the course faculty. It is the responsibility of the student to make arrangements with the appropriate faculty member to complete the required work. Incompletes must be removed within four weeks of the last day of the course, or final arrangements for course completion made, or the incomplete becomes an F.

Grade Calculation Process

The grade calculation policy will be consistent across the graduate curriculum. Within a course, each individual assignment or test grade **will be recorded as a whole number** in the grade book (e.g. 92.01 to 92 or 92.98 to 92). **The final composite course grade will NOT be rounded** (i.e. a grade of 93 must be achieved to receive an A; 92.8 will receive an AB).

ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT
GRADUATE STUDENT PORTFOLIO

Introduction:
Assessment of student academic achievement is an integral part of the curriculum and of the student's learning experience. Assessment is a process to determine the extent of achievement toward pre-established outcomes for individual students, and the aggregate data is used to enhance overall institutional effectiveness, including the integrity of the curriculum, in facilitating student achievement of Program Outcomes, and enhancing curriculum development through continuous improvement. This process is a joint effort between the student and faculty.

Each graduate nursing course has written outcomes that must be successfully completed in order for the student to complete the course, and each course is designed to facilitate progress toward the Graduate Program Outcomes. Course activities that support the curriculum are designed to develop the knowledge and skills necessary to meet the Program Outcomes. These include the integration of various nursing roles synthesis of theory and advanced knowledge (nursing and other disciplines), and integration of research/scholarly activities into specialized advanced roles. Additionally, it includes providing leadership in multidisciplinary systems that promote improved processes and outcomes, and the analysis of nursing leadership responsibilities in shaping policy, responding to inter-cultural and global communities, and in promoting the health of population groups.

Portfolio Artifacts:
Assessment artifacts that a student may include in his/her portfolio include written projects and papers, evaluation and feedback forms, presentations, evidence of group process, evidence of specialized clinical practice, policy development, and so forth. The portfolio may be in the form of a hard copy, or may be placed on a CD for student and faculty review. The student is responsible for collecting the artifacts in a personal Graduate Student Portfolio that will be reviewed at the end of all course work and prior to graduation. Introductory information and guidelines for the portfolio are shared on orientation, and further discussed in the Graduate Seminar.

Student Responsibilities:
Program Progression: Students must meet all course requirements, identify and collect materials for his/her Student Academic Portfolio, and demonstrate successful completion of the Program Outcomes before graduation.

Portfolio Review:
Prior to graduation, the student will conduct a review of his/her Portfolio by reviewing the artifacts and completing a Summary Sheet for each Program Outcome. The student will complete a portfolio analysis form in collaboration with his/her academic advisor, and, based on the data, rate how well the evidence within his/her portfolio demonstrates accomplishment of the Program Outcomes. This review will be used for individual student reflection and the group data will be summarized for program and curriculum improvement.

Resources:
Academic Advisors
Director of the Graduate Program
Graduate Faculty

I. Introduction

The introduction to the Portfolio should be a one to two page general description of the student's overall change and growth during tenure in the Bellin College of Nursing Graduate Program. This description should reflect on both personal and professional growth and is an opportunity for the student to demonstrate insight about his/her development throughout the educational process.

II. Artifacts

There must be at least two artifacts that demonstrate the student's achievement of each of the Program Outcomes. These artifacts should demonstrate a variety of experiences/ accomplishments, and could be items created in classes, group or volunteer work, clinical experience, life experience, etc.

III. Program Outcomes Summary Sheets

The Program Outcomes are noted on page 6 of this Handbook. For each Program Outcome, the Portfolio should contain a summary sheet and at least two artifacts to support what the student has learned. **The actual artifacts must be included, but it is the explanation of what they demonstrate about learning in relation to the Program Outcomes that matters most (the summary sheet).** It is expected that the summary sheets will be excellent examples of the student's scholarly writing.

The summary sheet for each Program Outcome has three sections. They are:
1. A description of the student's baseline knowledge at the beginning of the Program.
2. A description of how the student has developed across the educational process.
3. What continuing learning and improvement needs the student identifies for him/herself as s/he launches into the role specialization of Nurse Educator or Nurse Administrator.

IV. Organization

For ease in navigating through the display, whether in hard copy or on CD, the student must have a title page with name and date, a table of contents with labeled artifacts, and some type of division/divider between each Program Outcome.

CONTINUED REGISTRATION FOR
LEADERSHIP INTEGRATION PROJECT (LIP) CREDITS

Policy:
The Leadership Integration Project (LIP) provides the graduate student with an opportunity to demonstrate his or her integration of coursework to an advanced nursing role and nursing scholarship. Students register for a minimum of three LIP credits, each with specific criteria for successful completion (see Catalog for details). Students register separately for each individual LIP credit for a total of three credits over the course of his or her program. Once a student has registered for a LIP credit, s/he has two terms or 16 weeks to complete the requirements for that credit. Each LIP credit is graded Satisfactory/Unsatisfactory.

Students, who do not satisfactorily complete a LIP credit within the 16-week time frame, must register for an additional LIP credit. This provides the student with an additional 16 weeks to satisfactorily complete requirements for that credit. Students may re-register for any single LIP credit to a maximum of six consecutive terms or 48 consecutive weeks until the original credit is

satisfactorily completed. Within the terms of continuing work, a grade of "In Process" will be recorded on the transcript. If at the end of six terms, the credit is not satisfactorily completed, a grade of Unsatisfactory will be recorded on the transcript. At this point, the project must be re-initiated by the student.

Process:
1. After consulting with the faculty advisor, the student registers for the first LIP credit.
2. The student provides regular progress reports to the faculty advisor. If at the end of two terms, the student satisfactorily meets the requirement of the LIP credit, a grade of "Satisfactory" is recorded on the transcript.
3. If at the end of two terms, the student has not met the terms of the LIP credit, the student must register for an additional LIP credit to complete the requirements of the original LIP credit. A grade of "In Process" is recorded on the transcript.
   a. LIP Credit Extension Form must be completed by the student with the LIP faculty advisor.
4. This process continues until the student satisfactorily completes the original LIP credit for a maximum of six consecutive terms (48 weeks) after initial registration. A grade of "Satisfactory" or "Unsatisfactory" is recorded on the transcript at the end of six terms.
5. Students may not register for subsequent LIP credits, two or three, until each single credit is completed.
6. Credit two or three of the LIP follows the same process as above: a maximum of six consecutive terms is allowed for each of the three LIP credits.

GRADUATE ELECTIVES POLICY

The Graduate Curriculum Program Plan requires that all students take six graduate elective credits that support their major in advanced practice nursing, and their identified specialty emphasis. The student will work with their Academic Advisor to determine which courses would be most beneficial for the student's individualized goals including their Leadership Integration Project. Elective courses may be in the discipline of nursing, but are not limited to nursing. Students are required to choose graduate courses that will be directly applicable to the Program Outcomes and consistent with advanced nursing roles.

GRADE APPEAL POLICY

On occasion a student may identify a need to have a grade reviewed for computational or interpretive error. No grades will be reviewed after seven calendar days 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:

1. The student is expected to contact the course instructor within seven calendar days of the grade return.
2. The faculty member will review with the student how the grade was determined based on written criteria in the course outline.
3. If the issue is not resolved, the student is to contact the Director of the Graduate Program within four calendar days. The student must present in writing the reasons s/he believes the grade should be changed.

4. The Director will request from the involved faculty member a written explanation of the grade. This explanation must be submitted within two work days.
5. The Director's decision on the grade appeal is final.

Professional accountability and integrity are a part of a commitment to self-responsibility in adherence to a professional code of ethics and professional standards. Nursing demands professional integrity and accountability and accordingly the nursing program cannot tolerate instances of academic dishonesty.

A. Definition of Academic Dishonesty
   Academic dishonesty represents active and/or passive participation in giving information, taking information, allowing information to be given and allowing information to be taken from an unauthorized or unacknowledged source in a situation where individual performance is required.

   Academic dishonesty includes but is not limited to:
   1. Cheating on an examination
      a. Giving answers to peers
      b. Receiving answers from peers
      c. Sharing answers with peers
      d. Using crib sheets or other unauthorized material
   2. Giving information regarding the content of examinations who have not yet taken the examination.
   3. Collaborating with others in work to be presented, when contrary to the stated rules of the course(s).
   4. Plagiarizing, including the submission of others' ideas or papers as ones own, whether purchased, borrowed, or otherwise obtained.
   5. Stealing examinations or course materials or knowingly using such stolen materials.
   6. Falsifying any records or other data.
   7. Submitting work previously presented in another course without prior approval.
   8. Knowingly and intentionally assisting another student in any of the above.
   9. Knowingly and intentionally withholding information from the faculty and administration related to academic dishonesty.

   The foregoing examples are intended to be representative but not an inclusive list of acts of academic dishonesty.

B. Observation of Academic Dishonesty

   Student Observation:
   If a student suspects that a member(s) of his/her class is cheating:
   1. The student is to report the alleged dishonest student(s) to the faculty member in charge immediately or within 24 hours of the alleged incident. Written documentation may be requested.
   2. The faculty person will report the allegation to the course facilitator.

Faculty Observation:
When a faculty member has reasonable grounds, which might include conferring with the student(s), to believe that a student(s) has/have engaged in academic dishonesty, the faculty person shall notify the course facilitator immediately.

Course Facilitator:
The course facilitator, upon notification of alleged academic dishonesty, shall promptly notify the Vice President for Academic Affairs and Dean of the College. The course facilitator will notify the student(s) in writing of:
1. The facts on which the belief is based, and the date, time and place for a conference on the matter.
2. The written notification, including a copy of the Policy on Academic Dishonesty, shall be delivered to the student(s) in person or by certified mail to his/her school address as filed with the College.

C. Conference with the Student
1. The course facilitator shall confer with the involved student. At the conference, the facts underlying the faculty member's belief that academic dishonesty has occurred shall be explained to the student. The student shall have an opportunity to respond on the issue of dishonesty, present evidence, and witness testimony. If the course facilitator believes academic dishonesty did occur, a conference between the student, course facilitator and the Vice President for Academic Affairs and Dean of the College will take place.
2. The Vice President for Academic Affairs and Dean of the College shall confer with the course facilitator and student and review the evidence presented. If the Vice President for Academic Affairs and Dean of the College believes academic dishonesty occurred, discipline shall be imposed.

D. Discipline
The Vice President for Academic Affairs and Dean of the College shall impose one or a combination of the following penalties in accordance with the severity of the academic dishonesty.
1. A reduction in the grade for the assignment or examination in question to a lower passing grade, to a failure, or to a zero, and/or require performance of additional work or some combination thereof.
2. A written reprimand.
3. Disciplinary probation, suspension or dismissal at the end of the current semester.

E. Decision
- Notification of Decision. Within ten days from the conference, or if the student fails to appear at the conference, the Vice President for Academic Affairs and Dean of the College or his/her designate shall notify the student in writing of the decision and of any disciplinary penalty. Written notification will be given to the student in person, or sent by certified mail to his/her school address as filed with the College. If it is the decision that the student did engage in academic dishonesty, the letter shall include a full explanation of the facts on which the conclusions were based. A copy of this letter shall be placed in the student's academic file and a copy given to the Vice President for Academic Affairs and Dean of the College. The Vice President for Academic Affairs and Dean of the College will share the letter with others within the College on a need-to-know basis.

- Notification of Right to Request a Hearing. The letter shall include a statement that the student has a right to request a hearing before the Student Grievance Sub-Committee. A copy of the Student Appeals Procedure and the appropriate forms shall accompany the letter.

F. Confidentiality
   The person in authority will observe the proper confidentiality for all persons.

APA STYLE SHEET FOR DOCUMENTATION IN NURSING   Rev. 7/05

These brief guidelines are intended to assist the student in preparation of typed papers for submission in nursing courses at Bellin College of Nursing. This is not meant to replace the APA Publication Manual 5th ed. (2001), but rather to assist students with key information in its application.

The American Psychological Association style (APA) is the common method of documentation in nursing. APA style 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 style also provides other basic guidelines about preparing papers for submission. Some of those are outlined below and all are detailed in the most recent APA Publication Manual 5th ed (2001).

The APA manual has a web site, www.apastyle.org , that gives examples of how to cite sources. This includes electronic references, tips of the week, and a section on frequently asked questions. In the Fuld Learning Resource Center computer lab there is installed within Microsoft Word a template that will format papers in APA style. This template will prompt and assist you in creating your title page and reference page correctly, as well as formatting the body of your paper. When using the template, select (student style.) Remember that this does not replace the need to consult your APA manual. It is helpful, but not necessary to use this when typing a paper in APA style. (It also may be purchased for use with your personal computer at home.) Whether or not papers are prepared using a word processor equipped with APA format, use the following guidelines:

MARGINS, SPACING, AND FONT: All pages are typed with a 1" margin on all four sides. Only the left margin is justified. Page numbers are in the upper right corner beginning with "1" on the title page. All text is double-spaced. Acceptable fonts (type of print) are Times New Roman and Courier 12 pt.

TITLE PAGE: A title page with the following elements must be attached to each paper: title of the paper, student's name, university or college name, course name (second line in APA program), date (third line in APA program). A running head (brief title) should be typed at the upper left margin in all upper case letters. The running head should not exceed 50 characters. See page 21 of this Handbook for an example of a properly prepared title page.

BODY OF TEXT: The title of the paper should be centered at the beginning of the paper on page two. See page 22 of this Handbook for an example.

REFERENCES WITHIN TEXT: When summarizing material in the text of the paper, put the author's last name and the date of the publication in parentheses, like this; (Brown, 1998). If quoting exact words, use quotes around the text and list the page number in addition to the author's last name and the publication date, (Smith, 1999, p.83). Additional examples of citations within text will be found in the APA Publication Manual.

REFERENCE LIST: Start the reference list on a new page and type "References" centered at the top of the page (without the quote marks). All references cited in the text must be in the reference list, and all sources in the reference list must be cited in the paper. All references should be alphabetized, typed, double spaced, and entries should have a hanging indent. The first line of the reference is flush to the margin and any remaining lines of the same reference are typed with one tab indent. Capitalize only the first word of the title and subtitle, if any, and any proper nouns. Italicize the title, do not underline it. When using the APA computer program, select the manuscript style, not student style when preparing references to achieve this. See pages 23 and 24 of this Handbook for examples that demonstrate journal, book, and Internet references as they should be typed. An extensive list of specific examples is found in the APA Publication Manual.

ABSTRACT: The need for an abstract is course specific. Verify with each course facilitator that has a paper assignment if an abstract is necessary.

Writing Papers Can be Fun and Profitable

Jill Harr

Bellin College of Nursing

Fundamentals of the Care Provider Role: Basic Skills

April 6, 2001

Writing Papers Can be Fun and Profitable
(Title of the paper repeats itself here)

Begin your paper here. The APA program will automatically format the page for you and will number pages appropriately. It will place the title of your paper at the top of this page as you can see. When summarizing material within the text of the paper, include the author's last name and the date of the publication in parentheses (Brown, 1998).

If you are quoting exact words from the text or reference, list the page number in addition to the author's last name and publication. An example of how to do this follows. Power can be defined as, "The capability of acting or producing some sort of an effect, usually associated with the ability to influence the allocation of scarce resources" (Huber, 1996, p. 382). Another way to write this is: Huber (1996) defines power as "the capability of acting (be repeat the above phrase) - allocation of scarce resources" (p. 382).

References

American Psychological Association. (1998). *How to cite information from the*

Internet and the World Web. Retrieved September 15, 1998 from the World Wide Web:

> http://www.apa.org/journals/webref.html

Boop, B. & Abner, L. (1996). *Building with rocks* (2nd ed.). Bedrock: Zippy Publishers.

Rubble, B. & Flintstone, F. (1997). The Flintstone years remembered. *Cartoon Digest,* 9 (3),

> 25-30.

- The above references are examples of how to type references from the Internet, a book, and a journal.

- Aggregated databases. Cite as you would a printed source, followed by a retrieval statement that includes date of access and the name of the database. Start it with the word, Retrieved and end with the word, database. E.g.: Retrieved Month day, year, from Database Name database.

- -Ex: Journal article.

Jennings, B. (2004). Lessons learned in the trenches: The experiences of an urban middle

> principal. Educational Leadership, 54, 12. Retrieved May 9, 2004, from Wilson Web
>
> Education Full Text database.

Cookson, C., Hargreaves, D., & Parker, G. (1999, March 21). Mad cow disease linked to

> humans. Financial Times, 1. Retrieved April 17, 2002, from Health Reference Center
>
> Academic database.

"We were just happy freaks, man:" Garcia in his own words. (2003). Rolling Stone, 16,

> Retrieved May 16, 2004, from Expanded Academic ASAP database.

- Ex.: Encyclopedia.

Cockrum, E.L. (2002). Galapagos Islands. Encyclopedia Americana. Retrieved January 6,

  2003, from Encyclopedia American Online database.

- The APA program in Microsoft Word will automatically do all spacing and punctuation/underlining for you. You just provide the information asked for and alphabetize it.

- See the brief instructions in the FLRC for using this program for more information.

- Remember, www.apastyle.org gives examples of how to cite and type references.

- Reference pages for use within the APA Manual, 5th Edition
  – Quotation of sources, p. 117-118
  – Works with multiple authors, p. 208
  – Personal communications, p. 214
  – Journal articles, p. 240
  – Sample paper, p. 306

INTERNET/WEBSITE EVALUATION GUIDELINE

THIS GUIDELINE IS DESIGNED TO SERVE AS A RESOURCE DURING THE EVALUATION OF INTERNET/WEBSITE RESOURCES.

1. Authorship/Authority:
   Can you easily identify who is responsible for the site?*
   What are the author's qualifications/credentials (may include occupation, position, affiliation, education and experience)?
   Is there any information about the author available on the internet; e.g. PubMed, Google?
   Does the site include information on how to contact the individual/institution responsible for the site?
   Is the site copyright protected/give permission to share the information?

2. Timeliness/Continuity:
   When was the site created ?
   Last time the site was updated?
   Are all links up-to-date?

3. Purpose/Relevance:
   What is the purpose of the site? (Educate, sell a product, information, and support group.)
   What does the site address tell you about the type of site?
   - gov (government)
   - edu (education)
   - org (nonprofit organization)
   - com (business)
   - net (network address)

   Who is the target audience? (Specific professionals, patients, particular age group, specific patient population.)
   Is disclaimer present on the home page? e.g. statement that the site is informational or statement that the site is not a substitute for professional medical care?

4. Content:
   Accuracy, comprehensive, up-to-date and objectivity of content.
   Is clinical or scientific evidence clearly stated and referenced?
   Does the site include testimonials or non-professional opinions?
   Is the site biased?
   Does it contain advertisements?
   Are there links to quality sites; e.g. unbiased, relevant resources?
   Does information match its site's objectives?
   Is the information useful to you?
   How does the site compare with others on the same subject?
   Does the page offer anything not offered elsewhere?

5. Structure, Access, and Navigation:
   Is the site easy to navigate/logically organized?
   Does it include site map, site index, and about site's purpose?
   Does the site download quickly?
   Do graphics on the page serve a purpose?

Is it a secured site?
Do the links work?
Is it easily printed or is there a print version available?

6. Quality of Writing:
    At what age or education level is the site written?
    Are there misspelling or typographical errors?

7. Ownership:
    Who owns the site? (private business, pharmaceutical company, government agency, news
    agency, educational or health care institution).

*Note: Remember the Webmaster (person who designs and updates the site) may be different
than the site's author (who is responsible for the content and is the expert on the subject matter).

References:

Brooks, B. (2001). Using the internet for patient education. *Orthopaedic Nursing*, September-
    October 2001, 20(5), 69-74.

Cader, R., Campbell, S., & Watson, D. (2003). Criteria used by nurses to evaluate practice-
    related information on the World Wide Web. *CIN,* March-April 2003, 97-102.

Grissian, E. Thinking critically about world web resources. Retrieved May 16, 2004 from the
    World Wide Web: http://www.library.ucla.edu/libraries/college/help/critical.

Jacobsen, T. & Cohen,L. (1997). Teaching students to evaluate internet sites. *The Teaching
    Professor*, August 1997.

McGonigle, D. (1998). *How to evaluate web sites.* Retrieved March 3, 2004 from the World
    Wide Web: http://eaa-knowledge.com/ohni/ni/602/web_site_evaluation.htm.

Nicoll, L. (2001). Quick and effective web site evaluation. *Lippincott's case management,*
    September/October 200, 220-221. Wilkes, L. (2002). Evaluating health web sites for
    research and practice. *JSPN*, 7(1), 38-41.

AUDIO-TAPING OF FACULTY LECTURES AND/OR CONFERENCES   Rev. 8/02

Purpose:
This policy concerning audio-taping of faculty lectures and/or conferences is to facilitate an
increased awareness of the need for prior permission to record oral communications. Frequently,
speakers will give permission for the recording of a presentation; however faculty has the right to
refuse permission.

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

Procedure:
In the event the faculty member approves the audio-taping, the obtaining of the audio-tape and the recorder is the student's responsibility. It is further understood that the tape is to be used for current educational purposes only.

The faculty member reserves the right to ask for the tape to be returned so that it may be erased. The student must respect the wishes of the faculty member when the faculty member refuses to permit an audio-taping of a lecture and/or conference.

CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION   8/02

Clinical experience requires students to access protected health information about clients. Because of the legal and ethical need to protect a client's right to privacy, no records may be photocopied for any reason. While students may write down essential information for the preparation and care of clients, information that identifies a client in any way may not be taken from the clinical site. It is unlawful to disclose all individually identifiable information that is transmitted electronically, maintained in any electronic medium, or transmitted or maintained in any other form or medium, including oral communication. This relates to information about past, present and future:

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

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

References:

Federal Registrar 65, no. 250. (December 28, 2000). Standards for the Privacy of Individually Identifiable Health Information, Final Rule. 45 CFR Parts 160 through 164. Available at http://aspe.hhs.gov/admn.

State of Wisconsin Department of Regulation and Licensing, Board of Nursing (1998). Confidentiality of patient health care records (Chapter 146.82), in Wisconsin Statutes and Administrative Code Relating to the Practice of Nursing. Madison, Wisconsin: Author.

Wisconsin Nurses Association (2005). Client privacy standards. Retrieved May 2, 2005 from the World Wide Web: www.wisconsinnurses.org.

FITNESS FOR CLASS AND CLINICAL POLICY   7/01

All students are to report to class and clinical free of impairment from the use of alcohol and/or drugs, and are thereby judged as fit for class and clinical.

1. When a student/faculty member/College employee suspects that a student may be unfit for class/clinical, they should report their observations to the person supervising the student. Observed behaviors must be documented by supervising person and witnesses prior to leaving class/clinical that day.

2. Any student suspected of not being fit for duty, based on personal observation of appearance, behavior, speech, or breath odor, will be requested to undergo a drug and alcohol test by their faculty member or the Vice President for Academic Affairs and Dean of the College/Administration at the time of the observed behavior.

3. The student will be removed from class or clinical.

4. Voluntary signature will be obtained on a consent and release form prior to any specimen collection. (Note: Consent and Release forms kept in Employee Health Services and the office of the Vice President for Operations/Dean of Students.)

5. Refusal to sign the consent to release information form and to undergo a drug and alcohol test, when there is reasonable cause for testing, will result in presumed positive test results and an immediate suspension from class or clinical pending further disciplinary action. (Further disciplinary action may include possible dismissal from the College, independent and regardless of the results of any subsequent drug and alcohol test.)

6. Transportation home of the student involved in a reasonable cause circumstance, whether tested or not, will be arranged by the faculty member or Vice President for Operations/Dean of Students/Administration to prevent the student from attempting to operate their own vehicle while under the possible influence of drugs and/or alcohol. These efforts may include contacting law enforcement officials if necessary.

7. 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.

8. When a student's drug/alcohol screening is positive, and an Assistance Program referral is made; the student's return to school will be based on the following:
   a. Evidence of ongoing compliance with the recommended treatment plan as outlined by Assistance Program.
   b. Signed return to school contract, as coordinated by the Vice President for Operations and Dean of Students, which may include:
      i. Additional drug and/or alcohol testing prior to return to class or clinical.
      ii. Additional drug and/or alcohol tests, without notice, at anytime, within 24 months from the date the student returned to school with successful completion of the Assistance Program.

   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.

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

Enrolled students are required to submit proof of completion of general education courses at the completion of each semester and summer session if they are taking their elective courses at an institution other than the University of Wisconsin-Green Bay (UWGB). Students taking coursework at UWGB during the summer must also provide grade slips/transcripts for courses completed. A Bellin College of Nursing transcript cannot be completed for enrolled students, graduates or withdrawal students until all official transcripts for general education courses are received.

Transcripts are to be on file in the Registrar's office within four weeks from the end of each semester and/or summer session. If the grade is for a course that is pre-requisite to a nursing course, the student will be excluded from participating in the nursing course until the grade is received by the BCON Registrar.

Failure to submit grades may be considered an act of academic dishonesty and be subject to provisions in the Academic Dishonesty Policy.

POLICY REGARDING EXTERNAL
INDEPENDENT OR CORRESPONDENCE STUDY COURSES

Students may register for independent study courses from other colleges and universities to fulfill Bellin College of Nursing curriculum requirements provided they are credit and content equivalent to the BCON required course. For the purposes of financial aid and records management the course will be transcripted on the semester of initial registration. Students must complete the course within the confines of the semester in which they have registered for it, unless the course is not a prerequisite course for future courses. There must be a transcript on file with the Registrar verifying course completion at least two weeks prior to graduation for all independent and correspondence courses taken in the final semester.

This policy does not supersede the BCON residency requirement of a minimum of 29 credits.

INDEPENDENT STUDY GUIDELINES   7/00, 7/92

Belief:
Independent study (self-directed learning) can provide a viable alternative to a nursing elective at Bellin College of Nursing. This allows a student to pursue an area of particular interest not offered in the current curriculum. With faculty approval and advisement, students can demonstrate self-direction by planning, implementing, evaluating, and reporting an independent learning experience focused on nursing.

Policy:
1. Independent study activities are relevant to the educational needs of the learner and to the health care needs of the consumer.
2. Course outcomes act as a basis for determining content, learning experiences, and evaluation of learning.
3. Learning experiences and teaching methods are appropriate to the course outcomes.
4. Time allotted for each activity is sufficient for the learner to meet the course outcomes.
5. Provision is made for evaluation of learning.

6. The student may accumulate up to thee credits for this study. The time frame for the implementation for the study would range from 45-60 hrs/credit.
7. The student will write a proposal which will include:
   a. study area
   b. purpose
   c. outcomes
   d. earning activities
   e. evaluation plan
8. Fee will be based on current academic fee schedule.

Procedure:

1. The student who is interested in an independent study will indicate her/his intent during academic advising.

   The advisor will discuss potential focus areas with the student.   The study area will be briefly described on an independent study request form. The advisor will sign the form and identify for the student the faculty member(s) with expertise matching the focus of the independent study.

2. The student will contact designated faculty to discuss the faculty member's interest in serving as a preceptor for the independent study.

   The student and faculty (preceptor) will collaborate on acceptance of the final proposal. The preceptor may require a more detailed proposal. During implementation phase, the faculty will be available for consultation and guidance.

   The middle section of the request form will be completed by the student and signed by faculty preceptor. One copy of the form will be given to the student; one will remain with the faculty preceptor; one will be forwarded to the Registrar; and one will be forwarded to the Vice President for Academic Affairs and Dean of the College.

3. The project will be submitted on or before agreed upon due date. Grading of project will be based upon evaluation plan agreed upon in proposal.

4. The faculty preceptor will submit the final grade to the Registrar on a course grade sheet.

Suggested Guidelines for Independent Study Proposal

A proposal for an independent study project needs to provide the following information:

Study Area:
What topic or area do you plan to study?

Purpose:
Why are you interested in this topic? In what way will this project help you to increase or maintain your professional competence?

Outcomes:
What are your outcomes for undertaking this study? What do you expect to be able to do as a result of this study program?

Learning Activities:
What do you plan to do in order to meet your course outcomes? What learning activities and resources do you anticipate using to complete this project? Resources may include literature, personal interviews, study groups, in-service programs, research projects, courses, conferences, workshops, television programs and such audiovisual programs as films, slides, and cassettes.

Hours:
How many hours do you estimate that it will take you to complete this independent project?

Evaluation Plan:
What is the plan to evaluate the achievement of the outcomes? What documentation do you plan to submit as verification that you achieved the outcomes?   Available options include written evaluations by one or more persons with expertise in the area of study, an annotated bibliography, a report of a research study, an article prepared for publication, and written peer review.

Source:
Smith, C. M. (1980). Learning on your own for credit. *American Journal of Nursing*, 80(11), 2013-2015.

LATE ASSIGNMENTS AND EXAMS   Rev. 5/95

Listed below is the **policy statement** regarding late assignments and exams:

1. The student must inform the faculty person that her/his work will be late and why.

    a. Special reasons for late work will be reviewed on an individual basis.

1. When the reason given by the student is considered inappropriate, the following grade deduction will apply:

    a. 1-7 days late: down 8 points (one letter grade – proportionate to their earned grade)

    b. 8-14 days late: down 16 points (two letter grades – proportionate to their earned grade)

    c. 15 days or more late: grade of zero.

STUDENT PAPERS/PROOFING POLICY   5/03

Policy:
Students seeking advice regarding content and style on completed, but ungraded course papers, will be referred to the writing center of their liberal education institution (if currently taking a class there), a BCON tutor, or a peer. In order to maintain fairness and consistency, BCON faculty will not review drafts of paper that will be submitted for a grade.

GRADUATION CEREMONY PARTICIPATION   8/02

Students may participate in the graduation ceremony if they have six or fewer credits to complete, but they must complete those credits the summer immediately following the ceremony. Students who will complete in the fall semester will be invited to participate in the following spring graduation ceremony. Diplomas will be issued immediately after completing the program requirements.

STUDENT SERVICES
POLICIES AND PROCEDURES

ACCOMMODATIONS REQUEST FOR DISABLED STUDENTS   **8/00**

Consistent with federal law, it is the policy of Bellin College of Nursing to provide appropriate and necessary accommodations to students with documented physical and learning disabilities. If a student anticipates requiring any auxiliary aides or services, s/he should contact the Vice President for Operations and Dean of Students prior to the beginning of the academic year/semester to discuss his/her needs and arrange for the provision of services. The Vice President of Operations and Dean of Students can be reached at (920) 433-3465 or in Room 1005A.

AUDIOVISUAL VIEWING ROOM

A room for viewing videotapes or for individual or group study is located adjacent to the library in Room 1030 and houses the College videotape library. Tapes are cataloged by category and arranged on the shelves in this order. Tapes are not to be checked out and must be viewed at the College unless permission is obtained from the FLRC assistant. The blue binder in this room lists all of our AV holdings and gives categories for ease in locating tapes on the shelves when viewing tapes, please use the headsets when others are using the room.

CHANGE OF DEMOGRAPHIC INFORMATION   **9/90, 6/95**

To maintain accurate school files, the student is requested to submit to the College any:

1. change of address (local and/or permanent)
2. change in telephone number
3. name change
4. change in who to notify in case of emergency

A Change of Demographic Information Form can be obtained from the College's Main Office. The form should be completed and given to a secretary in the Main College Office (Room 1005) prior to or immediately at the time of the change. When possible a change of name should be reported at least one month prior to the change (see following sample), or the information can be emailed to carol.burtt@bcon.edu.

COLLEGE LOGO POLICY

The BCON logo is the property of Bellin College of Nursing. Anyone wishing to use the BCON logo (see sample below) must obtain written permission from the Vice President. This logo may not be altered or embellished. The words "Bellin College of Nursing", "BCON", or "BCN" may be used. This policy also applies to all items that may be offered for sale through BCON student organizations.

BCON
Bellin College of Nursing

A Better Education...A Better Future.

Purpose:
The purpose of this policy is to assist students with the resolution of various academic and non-academic complaints not addressed in other policies or procedures of the College as found in the Policy and Procedure Handbook. Utilizing this procedure, the College seeks to help students resolve problems at the lowest possible organizational level.

Student Complaint Resolution Procedure:
Where a student has a good cause to believe that s/he has a complaint not addressed in other policies or procedures of the College, that student needs to follow the steps below.

Step I - Within seven days of the alleged incident the student will confer with the faculty or staff member against whom the complaint exists. If resolution cannot be reached through discussion, the student within seven days of the meeting will complete the Complaint Form, which can be obtained in the Main College Office.

Step II - The Complaint Form will be forwarded to the Vice President for Operations and Dean of Students or to the immediate supervisor in the case of a staff member. Within ten calendar days, the student, faculty/staff member and immediate supervisor will meet to discuss a resolution. If a resolution is reached, a written copy of the resolution must be attached to the Complaint Form and submitted to the Vice President of Operations and Dean of Students within seven days.

Step III - If the student feels that the complaint is unresolved after the Step II meeting, the student may, within seven days, file the Complaint Form with the Vice President of Operations and Dean of Students. At this time, the Vice President of Operations and Dean of Students will call for a meeting of the Campus Complaint Committee.

- In the case of a complaint against a faculty member, the Committee shall consist of the Vice President of Operations and Dean of Students, three faculty members, two student members.

- In the case of a grievance against an administrator, a staff member or another student, the committee shall consist of the Vice President of Operations and Dean of Students, three administrative or staff members and two student members. Students appointed to the Campus Complaint Committee must have earned 45 credits at Bellin College of Nursing with a cumulative grade point average of 2.7 or above.

Under no circumstances shall any committee members be from the same department or administrative office as the parties to the complaint. No person shall serve on the committee if there is an indication of a potential conflict of interest. Student members are selected from the Student Services Committee if possible, and then from the Student Senate. The Complaint Committee shall be formed and meet within seven days of the request and will be convened by the Vice President of Operations and Dean of Students.

During the hearing, opportunity will be given for all parties to the complaint to make statements, answer questions, and present witnesses. The Committee may confer with other individuals at its discretion. Each party to the complaint may bring an advisor to provide support and guidance. In the event that a party brings an advisor to the hearing, such person will have no official

standing at the hearing and will be welcome to speak only to the party they are advising. Such person will not be allowed to speak to the committee.

Within ten days of its formation, the Complaint Committee shall determine findings of fact and resolution of the complaint. The resolution may include denial of the validity of the complaint, or a specific remedy limited to curing the complaint. The Complaint Committee shall make its decision by majority vote. A tie vote shall be broken by the decision of the Chair. The Committee's decision shall be the final recommendation to the President for disposition of the complaint.

Records:
Complaint forms and documentation of their resolution are kept on file in the office of the Vice President for Operations and Dean of Students for a period of six calendar years.

COMPUTER LAB

The networked computers in Room 1044 are for student use. These computers have CD ROM and sound capabilities and operate in Windows or XP format. They are arranged into three pods. All computers have Internet access and Excel and Power Point. A program to format your papers in the APA style required by the College is loaded within Word. Instructions for accessing and using this are located in the computer lab. See the Fuld Learning Resource Center (FLRC) Assistant for help. The computers also provide access to a number of educational computer programs for nursing. These programs can be found in a folder on the desktop called "new educational program." If you have any difficulty starting these programs, ask the FLRC assistant or a student assistant. You are expected to use the headsets when working on them whenever possible

The College has policies regarding use of the Internet and e-mail. Failure to comply with these policies will result in punishment, including restriction from the computer lab. If you are unfamiliar with Windows, closing Windows, or using word processing programs, please see the FLRC Assistant before using.

You will need to bring your own floppy disk (not recommended due to their unreliability) a CD or flash drive (highly recommended) with when using the computers. You are not able to save to the hard drive of the computer, but each student has a home drive on the network with 10mb of space available. It is **strongly recommended** that you save your work after typing the first sentence, and **frequently** after that. **NEVER TYPE MORE THAN YOU ARE WILLING TO LOSE** between saves. Computers do crash, and if you haven't saved, all work will be permanently lost. You are not permitted to load your own programs onto the computers or change any settings.

COPYRIGHT POLICY:
GUIDELINES FOR WRITTEN MATERIALS   04/89, 3/04

These guidelines will provide direction to Bellin College of Nursing faculty, students and staff on what is permissible and what is not permissible under the Copyright Act of 1976 (Title 17 of the United States Code).

<u>FAIR USE CRITERIA</u>

I.   It is permissible for a faculty member or student to make a *single copy* for his/her own use in research, teaching and study of the following:

1.   A chapter from a book
2.   An article from a periodical or newspaper
3.   An essay or poem from a collected work
4.   A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper

II. It is permissible to make multiple copies for reserve or classroom use providing the following conditions are met:

1.   Copies are used only *one school semester* (repetitive copying does not support the terms for spontaneity)
2.   Only *one copy* per student at no charge to the student
3.   Short story, essay or article usually should not surpass 2,500 words
4.   Excepts from a poem do not exceed 250 words
5.   Poem does not exceed 250 words or is printed on less than two pages
6.   Copy includes a notice of copyright
7.   *One* illustration per book or periodical (e.g. chart, drawing, diagram)
8.   Individual author is only duplicated once during the semester

III. It is not permissible to:

1.   Require students to make their own copies. They may duplicate if they so choose.
2.   Duplicate consumable material (workbooks).
3.   Copy material, thus displacing a sale.
4.   Make a copy of works to take the place of an anthology.
5.   Make multiple copies more than three times during the semester from:
     a. collective works
     b. periodical issues

IV. Internet resources:

1.   Using text or graphic works obtained from the Internet may be protected by copyright in much the same way as print materials. It is the responsibility of the person using these resources to obtain permission as needed.

COPYRIGHT POLICY:
GUIDELINES FOR MEDIA AND COMPUTER SOFTWARE   5/90, 7/95, 3/04

These guidelines will provide direction to faculty, students and staff on what is permissible and what is not permissible under the Copyright Act of 1976. These are intended only as guidelines. Software purchase agreements should be reviewed closely and may supersede this policy. More detailed directions are available in the book: *The copyright primer for librarians and educators* 2nd ed. Published jointly by the American Library Association and the National Education Association. Some parts of these guidelines are taken directly from the publication with

permission as stated in the publication.

USE OF PRERECORDED VIDEOTAPES / CD ROM / DVD (Media)

1. Media labeled "For Home Use Only" may not be used for public performance.

2. Media may not be used if the person responsible has any reason to believe that the product was unlawfully made.

DUPLICATION OF MEDIA

1. Media may not be copied without permission of the manufacturer or producer. See the original purchase agreement regarding duplication and for the permission procedure.

2. Use of Broadcast Programs:

    "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

    These may be recorded and retained by a non-profit educational institution for a period not to exceed the first 45 consecutive calendar days after the recording. Written permission should be sought for use beyond the 45-day limitation.

    Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instruction reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive days in the forty-five (45) calendar day retention period.

    A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

    After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

    Off-air recordings need not be used in their entirety, but the recorded programs may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

    All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

COMPUTER SOFTWARE

In-library and In-classroom/lab use:

1. If only one program is owned under license, ordinarily it may be used on one computer at a time.

2. Usually a program cannot be loaded into a computer which can be accessed by several different terminals or into several computers for simultaneous use unless a site license is purchased with the software.

3. If the machine is capable of being used by a patron to make a copy of a program, a warning should be posted on the machine such as "Many computer programs are protected by Copyright, 17 U.S.C. and 101. Unauthorized copying may be prohibited by law."

Archival Copies:

1. Libraries may lawfully make one archival copy of a copyrighted program under the following conditions:

   a. one copy is made;
   b. the archival copy is stored;
   c. if possession of the original ceases to be lawful, the archival copy must be destroyed or transferred along with the original program;
   d. copyright notice should appear on the copy.

2. The original may be kept for archival purposes and the "archival copy" circulated. Only one copy - either the original or the archival - may be used or circulated at any given time.

3. If the circulating copy is destroyed, another "archival" copy may be made.

4. If the circulating copy is stolen, the copyright owner should be consulted before circulating or using the "archival" copy.

SOFTWARE - GENERAL INFORMATION

1. Reformatting: This practice may be acceptable. However, the purchase contract should be consulted for specifications.

2. Loaning Software: Some manufacturers/producers require that the loaning institution be made aware of the Purchase Agreements regarding copyright.

REFERENCES:

Miller, J.K., (1979) Applying the new copyright law: A guide for educators and librarians. Chicago, American Library Association.

Bruwelheide, J.H. (1995). The copyright primer for librarians and educators, 2nd ed. Chicago, London, Washington DC, American Library Association and the National Education Association.

CRIMINAL BACKGROUND INFORMATION REPORTING

Clinical agencies require "Criminal Background Checks" of all individuals providing care. Therefore, a criminal background check is completed on all applicants. Applicants who have been convicted or have charges pending of specific crimes/offenses that would impede them from employment or licensure as a caregiver will not be allowed to enroll in the College.

An enrolled student is responsible to report any criminal charges to the College's Vice President for Operations and Dean of Students. The Vice President will discuss the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Background Check law and continued enrollment at the College.

DEATH IN FAMILY

Upon notification of the course faculty, a nursing student will be allowed a maximum of three days leave of absence for a death in the immediate family. Immediate family consists of father, mother, husband, wife, brother, sister, child or significant other. Attendance at any other funeral will need to be discussed with the course faculty.

DRUG AND ALCOHOL POLICY

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

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

Violations of federal and Wisconsin laws regarding drugs will be considered violations of College regulations and the American Nurses' Association Code for Nurses. The College of Nursing cooperates with civil authorities in the enforcement of local, state and federal laws.

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

Resources available for alcohol and drug abuse problems include the health office, the assistance program at the Bellin Psychiatric Center, the UWGB Student Development Center and other community resources.

To comply with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College annually distributes to each student and employee: the College policy regarding drugs and alcohol, a description of the legal sanctions and health risks, a description of available treatment programs and sanctions to be imposed if violations occur.

GRIEVANCE PROCEDURE   7/97

Purpose:
To provide an objective, representative board to assess student complaints and provide decisions as to validity of a grievance and actions to be taken.

Rationale:
The faculty of Bellin College of Nursing teach students to be assertive client advocates through concern about client rights in health care settings. The principle of inherent rights is applicable to student-teacher relationships as well. Consistent modeling mandates faculty concern for students in the educational setting.

Procedure:

1. If a student feels that his/her guaranteed rights have been infringed upon the student may present a completed Student Appeals form (available in College office) to the Chairperson of Student Services Committee within seven days of the alleged incident. Failure to meet this deadline will result in waiver of appeal rights unless the student is excused by the committee due to incapacitation.

2. The student may request a faculty member not involved in the situation to assist with the process. This person may be present at the hearing.

3. The committee shall meet and review the appeal within seven working days after the student's written appeal is submitted.

4. The aggrieved shall be notified in writing of the hearing time and place at least three working days in advance.

5. All committee members, aggrieved student, and involved parties must consent to an emergency causing delay of the hearing.

6. All written documentation, evidence, etc., will be made available to all committee members at least 24 hours before any hearing.

7. The student is responsible to present his/her case at the hearing, e.g., questioning any witnesses, presenting documentation. The committee has the right to obtain any further documentation or call additional witnesses. The committee may question any witnesses in exploration of the situation. Attendance will be limited to those directly involved, committee members, witnesses, and the faculty assisting the student.

8. Faculty members who are directly involved in the grievance will have the right to present facts and question the aggrieved student at the hearing.

9. Decisions by the committee will be determined by closed ballot, majority ruling and reported to the student within 24 hours.

10. The committee will make one final decision on all matters coming to the attention of the committee and if the aggrieved student is dissatisfied with that decision, he/she may appeal to the President of the College of Nursing.

11. Documentation of all meetings and notifications shall be recorded and distributed to the aggrieved student, to the President of the College of Nursing and to the chairperson of the committee.

12. A written report of the grievance and committee decision shall be placed in the student's file, but will not become a part of the student's transcript or recommendations in the student's future.

Exceptions:
The student grievance procedure is not available to challenge certain actions taken by the College which are considered final determinations including (a) discipline resulting from behaviors or actions which pose a threat to the physical or mental well-being of a member or members of the College community, including clients; and/or (b) discipline resulting from a finding that the student engaged in behaviors in violation of the College's policy prohibiting racial, ethic, or sexual harassment intimidation.

Structure:
Chairperson of the Student Services Committee shall chair the committee and any hearing.

1. The committee shall be appointed by the Chairperson of the Student Services Committee and shall be made up of members of the Student Services Committee as follows:
Two faculty members
Three student representatives
One other, non-faculty, non-student
Chairperson of Student Services Committee

Each member is entitled to one vote.

2. The committee shall be established at the beginning of the academic year.

3. Any committee member, student or faculty directly involved in the situation that precipitated the appeal shall be replaced by the Chairperson of the Student Services Committee. Students shall always replace students and faculty shall always replace faculty on the committee.

4. Meeting time shall be the first semester of each school year. Other meetings shall be scheduled as needed.

Functions:

1. To keep all matters coming to the committee held confidential.

2. To withhold subjective feelings, prejudice or unauthorized comments from the committee structure or functioning.

3. To review grievances presented to the committee following designated procedural guidelines and collect data regarding a grievance petition.

4. To conduct hearings regarding a grievance.

5. To make one final committee decision regarding a grievance and submit that decision in writing to the aggrieved student, student's file and the Dean of the College of Nursing.

6. The committee reserves the right to decline involvement in any situation it feels is outside its jurisdiction.

HEALTH POLICIES FOR STUDENTS   7/04

Philosophy:
The philosophy of Bellin College of Nursing includes the statement: "A wellness lifestyle is a dynamic process through which an individual makes positive changes in an effort to maximize the quality of their existence." In keeping with the philosophy, Bellin offers a proactive health program to its students. The primary focus of the program is to assist students in assuming responsibility for their own health by providing knowledge of principles and practice for good health.

Health Fee:
A health service charge is included in the fees paid to the College of Nursing each semester and is used to help defray the expenses of the routine health services provided to the student.

Health Insurance:
Health insurance coverage is compulsory for all students. Students admitted to the College of Nursing who are not covered by their parents/spouses health insurance, may enroll under the hospitalization program of either Bellin Hospital or UWGB.

To qualify for enrollment under the UWGB program, students must carry a minimum of 6 university credits (subject to change). Information on the Bellin's hospitalization program is available through the hospital's Human Resources Department located in the Bellin Allouez Facility at 2020 S. Webster Ave. UWGB may be contacted directly for information on their program.

The College assumes no responsibility for the medical expenses incurred by any student with the exception of those services routinely provided through the health service (as cited in these policies). In cases of financial hardship (to be decided on an individual basis) the hospital will endeavor to meet the needs of the individual student as it pertains to financial responsibility for needed hospital or medical services. Cost of hospitalization beyond those covered by insurance are the responsibility of the student and his/her family. Chronic problems present prior to admission to the school, such as: long-term chronic illnesses; prescription medications; dental and eye care; or illness or injury occurring while the student is off clinical or on vacation; are also the responsibility of the student and his/her family. Out-patient hospital expenses are also assumed by the individual student.

<u>Health Services:</u>
Health services to Bellin College of Nursing students are provided by Bellin Employee Health Services (EHS).

1. Health Screening
   Upon acceptance into the College, the student's pre-entrance medical will be reviewed by the EHS nurse. When necessary, the student will be contacted by the Employee Health nurse and referred to a physician.

   At the beginning of each school year, the EHS nurse will review the student's health status and give annual TB skin tests. These assessment times will be scheduled with EHS by BCON faculty.

2. Short Term and Emergency Care
   If ill, the student should call the appropriate faculty member.   If a student wishes to talk to the EHS nurse, he/she may call EHS at 433-3587.

   The student should report physician visits and prescription medications that affect the student's ability to perform to appropriate faculty. Students will need to report any contagious diseases to the EHS nurse. Specific follow up will be done on those students where there are exposure concerns regarding their future health.

   Students injured when <u>performing clinical</u> duties will follow appropriate policy and procedures as designated by the facility they are injured in. The student will also report the injury to EHS as soon as possible. A significant exposure must be reported **immediately** to EHS or the SWAT / Supervisor when EHS is closed. If the injury occurs at Bellin Hospital, the student reports to EHS, or in their absence, reports to the SWAT / Supervisor. Any student injured in <u>CLASS</u> should report the injury to his/her faculty member who will facilitate referral to EHS, if appropriate. First aid will be provided at no charge by EHS, however, if further medical care is warranted, the student will be referred to his/her physician or Emergency Department and the cost for care will be billed to his/her health insurance.

   The student must notify EHS if there are changes in emergency contact phone numbers, as the EHS nurse will follow up on any student who reports an injury.

<u>Reporting Illnesses:</u>
For their own safety and the patient's safety, students should immediately report all illnesses to the faculty member and the EHS nurse. After consultation, care will be facilitated under the direction of the EHS nurse.

Students on clinical assignment have an obligation to avoid the transmission of illness to their patients. Accordingly, the following conditions <u>require evaluation</u> by the EHS nurse and/or faculty member before reporting to the clinical areas:
- weeping, draining, blistering skin lesions, ex. cold sores
- diarrhea
- coughing
- sore throat
- rashes accompanied by fever or are spreading or are generalized

ALSO:

Measles (Rubeola)	Cholera
Strep Infection	Yersiniosis
Hepatitis B	Herpes Zoster (Shingles)
Salmonellosis	Infectious Conjunctivities (Pink Eye)
Meningitis	Mumps
Impetigo	TB
Scabies	Shigellosis
Campylobacteriosis	Lice
Chicken Pox (Varicella)	Herpes on hands
Hepatitis A	Rubella (German Measles)
Giardiasis	Pertussis (Whooping Cough)

The student should report illness as follows:

Prior to Clinical Laboratory Practice:
- Telephone faculty member and assigned clinical unit prior to scheduled clinical time.
- Call the EHS nurse at 433-3587

During a Scheduled Theory Class or Clinical Laboratory Practice:
- Report illness to faculty member.
- Contact EHS nurse prior to leaving campus

A student who has been ill for two (2) days or more should consult with the EHS Nurse before returning to class/clinical practice. The student who has been absent for a significant health problem may be required to submit a physician's statement indicating the student is able to resume classroom and/or clinical practice activities.

Following absences from the classroom or clinical experience a student's performance is evaluated by the teaching team according to the objectives. Requirements for making-up clinical experience, if needed, will be established by the teaching team. Arrangements to meet the objectives must be met before promotion to the following semester.

Immunizations:

Hepatitis B Vaccine
Persons with occupational risk for exposure to the Hepatitis B virus (HBV) should be vaccinated. Risk among health-care professionals is often highest during their professional training period. Therefore, it is required that students at Bellin College of Nursing be immunized against HBV prior to the start of their clinical experience. The vaccine and titer are available through Bellin Occupational Health Solutions (433-3448). Students may also receive the vaccine and titer through their private health care provider.

Measles, Mumps, Rubella, Varicella
Students are required to have proof of immunity to MMRV by either an immune blood titer - or vaccination as follows: measles - (2) vaccine dates; mumps - (1) vaccine date; rubella - (1) vaccine date; varicella - (2) vaccine dates or one if given before age 12. Documentation of having a disease is not acceptable as proof of immunity. Vaccines/titers can be provided through the student's private health care provider. Titers can also be run through Bellin's Occupational Health Solutions (433-3448).

Influenza (Flu) Vaccine
Flu vaccine is strongly recommended for health-care workers. The vaccine is available free of charge through the EHS office beginning in early fall each year prior to the upcoming flu season, based on Bellin Health System's priority list.

Tuberculosis Testing
The hospital regulatory agency guidelines as published in the Wisconsin Administrative Code, Chapter HSS 124 state that all persons having frequent and direct contact with hospital patients must be assessed for the presence of active pulmonary tuberculosis. The Mantoux tuberculin skin test is administered at no charge by the Health Office for all BCON students.. Any student who has not had a negative TB skin test within the past 18 months needs to receive a two-step test (second test is given 1-3 weeks after the first).

If the student converts (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 his/her physician for treatment (and for a written statement regarding clinical status/restrictions). An annual review of TB signs and symptoms will be required thereafter.

Human Immunodeficiency Virus (HIV) Testing
Confidential voluntary testing for antibodies to HIV, indicating exposure to the AIDS virus is available through the Center Project. Baseline HIV tests are recommended as part of the follow up for significant needle stick exposure and/or other significant blood or body fluid exposures. If students should sustain significant exposure, **notify EHS or nursing supervisor immediately**.

Source patient testing is performed on all significant exposures. The student should report the exposure immediately to the clinical instructor who will then direct her/him to contact Bellin's EHS (3587) or the SWAT / supervisor for follow-up if the incident occurred at Bellin. When possible, exposures/injuries experienced at affiliating hospitals should be followed up at the facility where they occurred following their procedures. All hospitals are required to have this procedure in place (OSHA & CDC).

Bellin Employee Health Service Office: (920) 433-3587
The Health Office is open during the following times: (depending upon staff availability)

Monday through Friday   6:30 a.m. - 4:30p.m.   (closed on holidays)
Appointments are necessary.

Students should contact Employee Health during open hours whenever possible. When EMS is closed, a phonemail message can be left. A recording will direct the student for urgent needs.

If the student needs to be referred to a physician and does not have access to one locally, they will be referred to Bellin TeleHealth on-call for help with securing a local doctor. The student or their insurance will be charged for the health care provided.

The following are available to all students upon symptoms per protocol;

- Rapid strep throat culture. Arranged through EHS at 433-3587.

- A screening mammogram can be ordered free of charge, once each 12 months, for all students after presenting a <u>written order from their physician</u>. Students should call Central Scheduling themselves at ext. 7272 to arrange and should <u>indicate that they are a BCON student.</u> (If not indicated, the student will be responsible for the cost.) If additional testing is done, those charges will be billed to the student's insurance provider.

<u>Records</u>
Each student has a <u>confidential</u> cumulative health record on file in the EHS Office.

The cumulative health record of each student is kept in the EHS for 30 years following graduation or withdrawal.

Upon <u>written request of the student</u>, EHS will forward health information to the student, prospective employers or educational institutions. All requests should be directed to the EHS Office. Please allow up to 7 working days to process

INCLEMENT WEATHER/CLASS CANCELLATIONS POLICY

When weather conditions in Green Bay warrant closing, the College will cancel classes and/or clinical. Students should call (920) 433-7805 to obtain current information on the cancellations. Information about the closing will be available by 5:00 a.m. and 1:00 p.m. for evening nursing classes and clinicals. When the College is totally closed (all courses and extracurricular activities have been cancelled) due to weather it will be announced on the local radio stations, WIXX,FM 101.1, WGEE,AM 1360, WDUZ,AM 1400, also the following TV stations, WBAY, channel 2; WFRV, channel 5; WLUK, channel 11. TV and radio stations frequently do not begin announcing closings until 6:00 a.m.

Examples that might warrant the closing, cancellations or a delayed opening include:
- Ice storms,
- Wind-chill temperatures 40° below 0° or
- When blowing and drifting snow makes roads impassable.

Students are responsible for using their own judgment regarding their safety and travel to the College in inclement weather.

INTERNET ACCESS   10/96

<u>Purpose:</u>
The purpose of the internet access is to facilitate access to resources, communication and collaboration between and among the College and its constituents for educational and business purposes.

<u>Policy:</u>

1. Access will be granted to user once they have been oriented to its use.

2. All computer resources and facilities of BCON will be used solely for appropriate and legitimate authorized educational business, research and public service purposes.

3. All copyrighted information which may become available to the user must be used in compliance with current copyright laws.

4. Any user who deliberately or continually violates the rules and regulations regarding the use of the Internet, hardware, software, or the network, or violates state or federal statutes regarding computer systems or network will have his/her privileges revoked, and such misuse may result in disciplinary and/or legal action. The severity of the violation will determine the type of action that BCON and/or the State/Federal Government will take against the violator.

5. Users are responsible for all Internet access originating from their ID. Therefore, do not share or allow others to use your Internet access.

6. Bellin College of Nursing is not responsible or liable for the subject matter which may be found on the Internet. Those using the Internet may find some content which is inaccurate and some subject matter may be judged as offensive by some users.

THE LEARNING RESOURCES COMMITTEE

You are encouraged to bring your ideas and suggestions for the Fuld Learning Resource Center to your class representative to the Curriculum Committee. The Learning Resource Subcommittee will determine equipment and software purchases for the College.

LIBRARY (HEALTH SCIENCES)   7/84, 7/03

The Meredith B. and John M. Rose Library houses a wide-ranging collection of books, journals, newspapers, and audio-visual materials. The collection covers medicine, nursing, and other health-related subjects. In addition to making these materials available to Bellin staff, physicians, nursing faculty, and students, the library also offers a number of more specialized services:

Library Collection:
The library is equipped with books, journals, dictionaries, videos, basic textbooks, etc. The library provides quick reference to patrons to support College and area health professionals.

Interlibrary Loan (ILL):
Faculty, students and staff at Bellin College of Nursing can request interlibrary loan services. The library staff can obtain many of the books, journals, and government documents not in the library collection from other libraries. For non-medical materials the library belongs to and can borrow from Northeast Wisconsin Intertype Libraries (NEWIL). While there is no limit to requests, it is important that people be prudent with requests due to the escalating Interlibrary Loan costs. Students will be charged 10 cents/page for ILL articles. All students and faculty have access to the UWGB Library.

Library Instruction:
New students tour the library during fall or spring orientation. Basic library policies and procedures are explained. In addition, each incoming class receives an orientation to the library. During this session, student use of the library and library policies are explained.

Computer stations with CINAHL, and MEDLINE are available.

Photocopying:
The Rose Library charges students 10 cents per sheet.

Reserve Readings:
The library staff will place books, audiovisual materials and articles on reserve for nursing students at the request of College of Nursing faculty members.

Reserve articles are categorized in a binder for each course by course number, name, unit and faculty. The articles are in a file under faculty name. Audio cassettes that are put on reserve: one or two copies will be kept in the library; additional copies will be available to be checked out on a 24 hour time frame. Books and journal articles will remain in the library with an opportunity for students to make a photocopy if they desire. There is a 25 cents per hour fine for material not returned on time. The library staff checks out reserve material. Books and journal articles on reserve are for in-library use only. AV's are in BCON use only unless designated otherwise by faculty.

The library is staffed by a professional librarian. Library hours are subject to change.

MALICIOUS SOFTWARE (STUDENT)   3/97

Purpose:
The purpose is to prevent destruction of College systems by preventing malicious software contamination.

Definition:
Malicious software is recognized as one of the greatest threats to a computer network. Malicious software can take the form of viruses and/or other destructive programs.

Policy:

1. All software loaded or executed on College personal computers must be approved by the Fuld Learning Resource Center coordinator for students and CIT chairperson for faculty and staff.

2. It is imperative that all software, data files, documents, etc., obtained from outside of BCON, regardless of source, be scanned for viruses before loading on to any College owned PC. The CIT chairperson will facilitate the scanning process. This section of the policy applies to new software, privately-owned or personal software, approved shareware, approved freeware, demonstration software and other files.

3. Students/employees must not use privately-owned or personal software on BCON-owned personal computers. This includes, but is not limited to games, screen savers, wallpaper, and demonstration copies of software.

4. BCON-owned personal computers will be periodically scanned for unauthorized software. Unauthorized software will be erased immediately. Unauthorized software is defined as any software that has not been approved, or that does not have appropriate licensing information.

5. Students/employees must not take software (in any form), documents, files, programs, etc., from their office without management approval. Any documents, files, etc. authorized for home use will be scanned for viruses when returned to work.

6. Any user who deliberately or continually violates the rules and regulations regarding the above policies in the area of hardware, software, or the network, or violates state or federal statues regarding computer systems or network will have his/her privileges revoked, and such misuse may result in disciplinary and/or legal action. The severity of the violation will determine the type of action that BCON and/or the State/Federal Government will take against the violator.

NON-SMOKING POLICY

Bellin College of Nursing is a value driven College which has consciously chosen to emphasize wellness in its nursing program. Role-modeling is an important aspect of the teaching-learning process and increases the credibility of the College in the area of wellness.

Smoking has been proven to pose a significant risk to those who smoke and data strongly suggests that smoke is also harmful to nonsmokers. Considering both the importance the College attaches to wellness promotion and the health risks involved with smoking, the following statement has been developed.

All areas of the College are designated as non smoking areas. College employees, students and visitors are expected to honor the policy. Additionally, smoking is prohibited in all facilities, owned, operated or leased by Bellin Health Systems, including the grounds, vehicles and sidewalks lateral to the hospital. A designated smoking area for the Bellin Health Systems main campus is located on the south end of Bellin Hospital, outside of the Clinicare Entrance.

PREGNANCY POLICY FOR STUDENTS   10/01, 1/03

Pregnancy is a state of health, which may render the expectant mother susceptible to environmental conditions. Therefore, a student is to report to the Academic Advisor as soon as she suspects she is pregnant. It is the responsibility of the student who thinks or knows she is pregnant to inform the faculty so that they may plan client care assignments which will help protect the student's health and the pregnancy. If a pregnancy test has not been completed, the student should have one done by their personal care provider or, if enrolled at UWGB, the student may have it completed at their Health Office for a nominal fee.

Bellin College of Nursing will not assume any responsibility or liability for complications that may occur as a result of the pregnancy.

I, _____have read the above statement and will not hold Bellin College of Nursing responsible/liable for any complications during my prenatal/perinatal period.

Expected Due Date: _____

Signature: _____   Date: _____

Upon completion of the pregnancy form, the Academic Advisor will notify current course facilitators by electronic notification for the semester which the student is currently enrolled.

The Academic Advisor will then forward the pregnancy form to the Vice President for Academic Affairs and Dean of the College for filing.

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**PRIVACY/PROTECTION OF RIGHTS
AND PRIVACY OF STUDENT RECORDS   7/97**

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Once enrolled, all students (past and present) have access to their school records. Under most circumstances, no personally identifiable data regarding grades or professional appraisal will be released to a third party without the written consent of the student.

To implement provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, and for purposes of general records accountability, a file system has been established for all student records under the control and supervision of the Registrar of the College of Nursing. All students fill out and sign a "student request to withhold and/or release personal information" card. This card is maintained in the individual student's general file.

The reverse side of the card contains a record of all third party inquiries made of student records. After establishing proper identification, requested information is released as directed by the above form which the student has signed. Date and nature of request is noted on this card as a part of the permanent record of each student who is or has been enrolled in the College of Nursing.

Exceptions to the above policy include the following: (a) release of directory information; (b) instances when state or federal agencies request information essential to fulfill legal requirements for accreditation; (c) requests from agencies or organizations from which students have received financial aid; (d) requests in accordance with a lawful subpoena or court order; (e) requests from College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, 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 school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Accessibility: Students have access to records files, documents, and other materials directly related to them which are maintained by the College of Nursing by appointment with the Registrar or Vice President. The only records to which a student may not have access are: 1) Personal records of College of Nursing personnel; 2) employment records; 3) medical, psychiatric or similar records used solely for treatment purposes and available only to recognized professionals in connection with such treatment, although students would be able to have such records inspected by a doctor or appropriate professional of their choice; 4) financial records of their parents used for financial aid purposes; 5) confidential letters and statements of recommendations placed in their records prior to January 1, 1975; and 6) confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admissions, or award purposes.

1. Students wishing to review their files should submit a written request to the Registrar identifying the records they wish to inspect. Although FERPA allows the College to act on the request within 45 days of the day they receive a request for access, Bellin College will usually be able to make arrangements for access within 5 working days. The Registrar will notify the student of the time and place where the records may be inspected.

2. A College official (Registrar or Vice President of Operations and Dean of Students) will be present when the record is reviewed.

3. The student will be required to sign a waiver of responsibility of the College for further confidentiality if copies of any information are made and given to the student.

4. There is a charge of $1.00 per page for copying of any information in the record.

Students have the right to seek deletion or modification of information contained in their education records that they believe is inaccurate or misleading. Exception: academic or clinical grades given in individual units and/or courses. Students should write the College official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of 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 of Nursing to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

READY RESOURCES FOR GRADUATE STUDENTS

CONCERN (ALPHA LIST BY CONCERN)	CONTACT	PHONE NUMBER	OFFICE LOCATION
Academic Advising	Vera Dauffenbach Director of the Graduate Program	(920) 433-3409	1015
Academic Issues	Vera Dauffenbach Director of the Graduate Program Connie Boerst Interim Vice President of Academic Affairs/Dean of the College	(920) 433-3409 (920) 433-7958	1015 1012
Counseling	Bellin Health Employee Assistance Program (EAP)	(920) 433-7483	N/A
Course Issues • Academic Policies • Course Evaluations • Course Learning Resources • Grade Appeal • Grades • Monitor VA Attendance	Course Faculty	See College Directory	See College Directory
Financial Aid	Lena Goodman Director of Financial Aid	(920) 433-5801	1029
Financial Payments	Joe Keebaugh Director of Business and Bursar	(920) 433-7521	1028
Health Assessments/ Health Concerns	Bellin Health Employee Health Services	(920) 433-3587	EHS Office (basement Medical Arts building)
Practicum Issues	Assigned Practicum Faculty or Vera Dauffenbach Director of the Graduate Program	See College Directory (920) 433-3409	See College Directory 1015
Student Services • Counseling • Events (i.e. graduation) • Fundraising • Health • Organization • Parking	Terry Halcsik Vice President of Operations/Dean of Students	(920) 433-3465	1005A
Technology	Matt Bartley Director of Technology	(920) 433-7830	1079
Transcripts	Vicky Schauland Registrar	(920) 433-5806	1002

REFERENCE REQUEST POLICY

Students needing a reference from a faculty member should follow the Reference Request Procedure. This procedure and appropriate form may be picked up in the College's Main Office or in a designated folder in the second drawer of the student mailbox file. Faculty prefer a minimum of two weeks notice for reference requests. Faculty may deny the request to do a reference if they feel they do not know the student well enough; or if there is not sufficient notice given.

REFERENCE REQUEST FORM AND PROCEDURE   7/98

Student Name: _____

Faculty Name: _____

Faculty preference is a minimum of one-two weeks notice for a reference request. Faculty may deny the request to do a reference if they feel they do not know the student well enough; or if there is not sufficient notice given. Students are required to receive verbal permission from the faculty member before submitting this form.

The following information is required before requesting a faculty reference form/letter. Please complete items 1 thru 7 before requesting faculty permission.

1. Name of institution to which student has granted permission to receive faculty reference:
    _____.

2. _____   <u>Date</u> of request

3. _____   <u>Date</u> form is to be returned to requesting institution

4. _____   Criteria attached (if applicable)

5. _____   Self-addressed stamped envelope attached

6. _____   Special instructions, if any

7. Nature of reference: _____ Confidential   _____ Non-confidential

By completing this form, I give the above-named faculty permission to submit this particular reference request.

Student's Signature _____   Date _____

RELEASE OF COURSE GRADES

BCON grades will be mailed by the Registrar at the end of the summer and fall semesters to the student's summer address if submitted. Student's unofficial transcripts will be sent following spring semester to the student's summer address if submitted. It is the students' responsibility that all general education course grades are submitted to the BCON Registrar as noted previously in the student handbook section, Students' Responsibility for Reporting Grades.

STUDENT BEHAVIOR/COLLEGE POLICIES

Students are expected to follow general College rules. Violations of College rules, including violations of the American Nurses' Association Code for Nurses will be handled administratively and may result in disciplinary action such as probation, suspension, or dismissal.

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

The student has an obligation to conduct himself/herself in a manner compatible with the College of Nursing's function as an educational institution. Therefore, the student shall:

A. Responsibilities Related to Persons

   1. Not 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.

   2. Not conduct self in a disorderly, lewd, indecent, or obscene manner on College controlled property or at College sponsored or supervised functions.

   3. Conduct self appropriately to reflect a professional nurse. When engaging in activities students represent nursing image as a profession in both their attire and demeanor.

   4. Maintain eligibility to write state board licensure examinations. Administrative Code - Chpt. 4 states that the applicant for licensure must be of good professional character. Applicants who have pending criminal charges or who have been convicted of any crime or ordinance violation shall provide the board all related information necessary for the board to determine whether the R.N. applicant is of good professional character and eligible to write the state board examinations.

B. Responsibilities Related to Property

   1. Not forge, alter, or misuse College documents, records and/or other College or hospital records.

   2. Not steal or damage property belonging to the College, the hospital, community, or an individual.

   3. Enter and use College or clinical facilities only as authorized and appropriate.

C. Responsibilities Related to Operation of the College

1. Be honest in all activities relating to the education program.

2. Not obstruct or disrupt teaching activities, administrative functions, or other College or clinical activities.

3. Uphold the rules, regulations and College policies, as printed in the student handbook.

4. Comply with the directions of College personnel acting in the performance of their responsibilities.

5. Uphold rules of any college or university or any medical, hospital or community facility associated with the College.

D. Responsibilities Related to Welfare, Health & Safety:

1. Not use, possess, or distribute narcotics, hallucinogens, mind or body altering drugs, controlled substances or dangerous drugs except as expressly permitted by law.

2. Not consume, possess, distribute or be under the influence of alcoholic beverages in violation of Wisconsin State Law or College policy.

3. Not misuse fire and fire emergency equipment such as, alarms, extinguisher, hoses, etc.

4. Not possess or use firearms, explosives, dangerous weapons or other articles/substances potentially injurious to persons or property.

Students **NOT** in compliance with these responsibilities are subject to disciplinary action including: disciplinary probation, contract, suspension and/or termination. 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 Executive Committee of the College and results in the student's return to good standing, probation or dismissal.

STUDENTS BILL OF RIGHTS 7/02

The following Student Bill of Rights used at Bellin College of Nursing was based on the NSNA Student Bill of Rights.

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

2. Because freedom to teach and the freedom to learn are inseparable facets of academic freedom; students should exercise their right to learn and to teach in a responsible manner.

3. Students have a right to be admitted to a particular institution regardless of their race, color, religion, national origin, creed, gender, marital status, or physical disability.

4. Students are free to take reasoned exception to the data or views offered in any course of study, reserving judgment about matters of opinion.

5. Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation.

6. Students have the assurance that information about their views, beliefs, and political associations which instructors acquire in the course of their work is considered confidential and is not released without their knowledge or consent and should not be used as a basis of evaluation.

7. Students have a right to a responsible voice in the determination of the curriculum.

8. 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.

9. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

10. Students have a right to invite and hear any person of their own choosing within the College's acceptable realm.

11. The student body has a right to participate in the formulation and application of institutional policy affecting academic and student affairs.

12. The students have a right to be informed of standards of behavior guidelines set by the institution which it considers essential to its educational mission and its community life.

13. Students have the right to belong or refuse to belong to any organization of their choice.

14. Students have a right to a voice in the establishment of the dress code.

15. Students have a right to periodically review grading systems with faculty for clarification and better student-faculty understanding.

16. Students have a right to provide input into the evaluations of nursing courses and faculty.

17. Students have the right to participate in an educational environment at BCON free of racial/ethnic/sexual harassment or intimidation.

TRANSCRIPTS 7/98

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

BCON required course work completed prior to entrance at BCON and accepted for transfer credit are recorded on the BCON transcript. They are not transferred in with a letter grade nor are they included with the grade point average (GPA.)

TRANSCRIPT REQUEST

A transcript request form is to be used when students request both official and unofficial transcripts. The forms are located in a holder outside of the Registrar's Office (Room 1002). When the forms are completed they should be returned to the Main College Office secretary, along with the required fee(s). Transcripts are completed and mailed within 1-3 working days. Nursing grades are posted within 2 weeks after a semester ends, however general education courses may be posted later dependent upon receipt of grades from other institutions.

Official transcripts bearing the College seal and signature of the Registrar are only sent to another educational institution or employing agency. Official transcripts are not given directly to the student.

Unofficial transcripts are available for student use. They do not have the College seal or the registrar's signature and are stamped for student use only.

There is a $2.00 fee for each requested transcript (official or unofficial).

TRANSCRIPTS ARE NOT RELEASED FOR PERSONS WITH DELINQUENT ACCOUNTS NOR TO WITHDRAWAL STUDENTS WHO HAVE NOT COMPLETED THE WITHDRAWAL PROCESS ACCORDING TO ESTABLISHED POLICIES.

FINANCIAL AID
INFORMATION AND POLICIES

ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

In order to receive financial aid for enrollment at Bellin College of Nursing, a student must meet academic progress standards. Under federal regulations, a college is required to establish a means by which to measure a student's progress toward program completion. In compliance with this requirement, a policy was established and applies to all BCON students enrolling on or after January 1, 1984. See Standards of Academic Progress. Academic progress standards apply to all students. As noted in the Standards of Academic Progress section, exceptions must be approved by the Vice President, however, under no circumstances may a student be approved to receive aid for more than 150% of the expected program completion time frame.

Students receiving financial aid through UWGB or other college or university where general education courses are taken must meet BCON academic progress standards in order to remain in the nursing program **and** must also meet the university's academic progress standards in order to receive financial aid.

AGENCY FORMS

Students receiving funds from outside agencies, such as a tribal organization, Social Services, or the Department of Vocational Rehabilitation may be required to submit a form to the financial aid office. These forms are available through the awarding agencies and are required to verify the student's eligibility for financial assistance. 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.

*FAFSA forms are available from high school counselors, public libraries, and college financial aid offices <u>or</u> may be completed on the Internet at <u>www.fafsa.ed.gov</u>.

APPLICATION DEADLINE (PRIORITY DATE)

For maximum aid consideration, a student should complete and file a *FAFSA* by March 1 (for the enrollment period beginning the following fall)--e.g.. for the 2005-2006 academic year, the *FAFSA* should be filed between January 1, 2005 and March 1, 2005. Applications will be accepted after this date, however, the student should be aware that some forms of financial aid are limited and filing late may result in the loss of this aid.

COSTS FOR THE 2005 - 2006 ACADEMIC YEAR

Charges prior to enrollment at BCON:

    BCON Admission Application Fee $50
    Matriculation Fee (applied to first semester's tuition at BCON).................................$100

Application fees and other fees charged by UWGB or other college or university where general education courses are to be taken must be paid directly to that college or university.

Tuition (per credit)..$500.00
Technology fee (per term) ....$ 75.00
Student Services fee (per term)..$ 25.00

Audit Fee:
Students who wish to enroll in a nursing course or courses without receiving credit, may audit any nursing course. The tuition charge for auditing a course is one-third the regular per-credit charge for that course. (i.e. a student auditing a 4-credit course in the fall of 2005--per credit charge of $684--would pay $911.91 [$684 x 33.33% x 4 credits]).

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

Nursing Course On-Line Fee:
The On-Line Fee is a special fee used to defray a portion of the costs associated with offering a course on-line. It is charged in addition to tuition and any other applicable nursing course fees charged to all Bellin College of Nursing students.

EMERGENCY LOAN - COLLEGE OF NURSING

A loan fund has been established by the College of Nursing to allow students to borrow a small sum of cash at any time for emergency purposes only. The money may be borrowed from the financial aid office and must be repaid in full within 15 days or according to the agreement decided upon by the student and the director of financial aid.

FINANCIAL AID AND ENROLLMENT STATUS

Some forms of financial assistance are based upon enrollment status and may require adjustment for those students who are enrolled part-time (less than 12 credits). Students who will be enrolled part-time should consult the financial aid director to determine what affect, if any, this will have on their financial aid packages. Generally, a student must be enrolled at least half-time in order to defer student loan payments.

How Aid Eligibility Is Determined:
The amount of aid offered to a student is determined by the *Free Application for Federal Student Aid* (*FAFSA*). Every student who wishes to be considered for financial assistance must complete and file a *FAFSA* every year. *The *FAFSA* is processed by the US Department of Education resulting in what is known as an expected family contribution (the amount of financial resources a student and family should be able to contribute toward the costs of education over the course of that academic year). The expected family contribution (EFC) is subtracted from the estimated costs of attending college during that academic year. The result is called "financial need". Most federal, state, and institutional financial aid programs are need-based, meaning that the total amount of aid awarded to the student cannot exceed the student's financial need (excluding Unsubsidized Federal Stafford Loans and Federal PLUS Loans).

FAFSA college codes: UWGB = 003899; BCON = 006639.

Consortium Agreement with UWGB:
For financial aid purposes only, the combined credit load from both institutions, Bellin and UWGB, are considered in computing full or part-time enrollment status. Full-time status is defined as enrollment in a minimum of twelve (12) credits during any given enrollment period. A student must be enrolled in a minimum of six (6) credits in order to be considered for some form of financial aid. The student's cost of attendance will include the combined cost of expenses at both institutions (BCON and UWGB). This "budget" is reviewed and updated annually.

Payment Policy:
All Bellin College of Nursing students are required to report to the Bursar during the specified Tuition "Week" (as published in the Academic Year Calendar) to complete the registration process and select a payment plan for the semester's tuition and fees charges. A Computation of Charges form will be completed in the presence of a bursar representative. In addition to itemizing the semester's charges, the form is used to select a payment plan and record payments made on that day as well as the amount of subsequent payments due. The student will be required to sign this form indicating acceptance of payment responsibility.
Students who fail to report to the Bursar during this period will be charged a $25.00 late registration fee. In addition, restrictions on attendance of Bellin College of Nursing classes will be placed on the student.

Students whose financial aid is incomplete (not yet available) will be required to make a minimum payment of $150.00 at this time as a show of "good faith". This payment will be applied to Bellin College tuition charges for that semester. The student will be required to select the deferred payment plan. The student's installment payments will be based upon the balance of semester charges plus the $10.00 deferred payment fee. If the second installment payment is not made, either by application of financial aid received or via personal resources (or a combination of the two), the student will not be allowed to attend Bellin College of Nursing classes until a resolution is reached. It is expected that 30 days is sufficient time to complete the financial aid process provided the student follows through with instructions in a responsible and timely manner.

Institutional Withdrawal Due to Nonpayment of Tuition and Fees:
If a student fails to report to the Bursar within two weeks (10 class days) of the first day of classes, the student may be institutionally withdrawn from the Bellin College of Nursing Program. Tuition and fee charges for which the student is responsible will be based upon the applicable refund policy as stated in the Student Handbook. The student will be notified of the withdrawal via certified letter.

A student whose financial aid was incomplete, paid the $150.00 "good faith" tuition deposit during Tuition "Week", but fails to make the next scheduled installment payment, may also be institutionally withdrawn from the Bellin College of Nursing Program. Tuition and fee charges for which the student is responsible will be based upon the applicable refund policy as stated in the Student Handbook. The student will be notified of the withdrawal via certified letter.

The student may appeal this decision, however, the appeal must be made within one week (five class days) of the receipt date of the certified letter. To appeal, the student must contact the Vice

President and request reinstatement. Satisfactory payment arrangements must be made before the student will be allowed to attend Bellin College of Nursing classes. Tuition and fees charges will, at this time, be based upon the tuition and fee schedule for semester charges plus the applicable late fee(s) and deferred payment fee.

Institutional withdrawal decisions will be made in a fair and equitable manner by the Vice President in conjunction with the Registrar, Bursar and Director of Financial Aid.

Late Fees:
Students who fail to report to the Bursar during Tuition "Week" will be charged a $25 late registration fee.

Students who fail to make a specified installment payment by the due date will be charged a $10 late fee.

Exceptions:
It is understood that situations may arise which may prevent a student from reporting to the Bursar during Tuition "Week". In the event of extremely unusual circumstances, a waiver of the $25.00 late fee may be granted. Examples of extremely unusual circumstances may include (but are not limited to): death in the student's immediate family, illness, inclement weather conditions which pose a danger to travelers, or other emergencies. Note: students will be required to call the Bellin College of Nursing bursar (433-7521) to notify the bursar of circumstances and request an extension of the reporting date. When the student calls, if an extension is granted, a new reporting date will be established; if the student fails to report on or before the new deadline date, the $25.00 late registration fee will be charged and the student will be subject to the institutional withdrawal policy. Students who fail to notify the bursar of unusual circumstances prior to the end of the specified Tuition "Week" will be charged the $25.00 late registration fee and will be subject to the institutional withdrawal policy.

Students who require an extension of time for an installment payment may request an extension by contacting the registrar/bursar before 4:00 pm on the day payment is originally due. Extensions may be granted for unusual circumstances. When granted, extensions will be for a specified length of time (generally one week--due by the following Friday). If the payment is not made by the extended due date, the student will be charged a $10.00 late fee and the student will be subject to the institutional withdrawal policy.

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

Faculty Notification Procedure:
When a student is not allowed to attend Bellin College of Nursing classes until satisfactory payment arrangements have been made, the Bursar or Registrar will notify the appropriate faculty via a Notification of Restricted Attendance form. If the class is scheduled to meet within 24 hours, the faculty will also be called (voice mail message will be left if faculty is not available). A copy of the notification form will be distributed to the Vice President, Financial Aid Office, Registrar, the student's academic advisor, and the student.

In addition to the student's failure to make adequate payment arrangements, a student may be restricted from attending BCON classes if a general education course transcript (other than UWGB) has not been submitted to the BCON registrar. Notification procedure is the same as

above. In order to once again attend BCON classes, the student must provide documentation of course grade to the registrar. An official grade transcript will be required, however, because it is understood that these requests can take some time to be fulfilled, a copy of the student's official grade report will be sufficient to allow the student back into class, however, the official transcript must have been requested.

Purpose:
The purpose of initiating these strengthened guidelines is to limit the College's loss of tuition and fees revenue. It is also hoped that these policies and possible consequences will strengthen the student's understanding of his/her payment responsibilities. Another anticipated benefit of these policies will be that the staff responsible for collection of tuition and fees (and other College resources) will not be "tied" up trying to collect from those students who have made no good faith effort to make payment.

Payment Methods:
Payment(s) to Bellin College of Nursing may be made via cash, personal check, certified check, or money order. Credit card payments are not accepted.

NSF Checks (Non-Sufficient Funds) Policy:
If any BCON charges are paid (e.g.. tuition and fees) via a personal check from the student or the student's parent(s) and the check is returned because there are not adequate funds on deposit in that account to cover the amount of the check, BCON will:

1. notify the student, in writing, of the returned NSF check via certified mail with a copy to the Vice President;

2. assess the student a $25 NSF penalty fee;

3. require the student/parent to submit payment in full by the date designated in the certified letter; failure to make this payment by this date will result in a late payment fee;

4. require the student/parent to make all current and future payments to BCON by cashier's check or certified check/money order. Personal checks from any party will not be accepted.

Students who do not pay their account by the date designated in the certified letter will be terminated from the BCON program. Academic transcripts will be withheld and collection efforts will be made.

PRIVATE SCHOLARSHIP APPLICATIONS

Students applying for financial assistance are responsible for seeking outside financial aid sources by applying for scholarships/grants for which they may be eligible. Financial aid bulletin boards are located near the financial aid office at both BCON and UWGB. Private scholarship opportunities are posted as they are received by the financial aid office(s). The BCON financial aid director may also route scholarship applications to individuals who meet specific criteria, e.g.. Brown County residents. Scholarship notices are also posted in the BCON student newsletter. It is expected the student will follow through on completion of the application or contact the financial aid director regarding why the application cannot be completed. Failure to apply for a scholarship(s) as directed by the financial aid director may

have adverse effects on the student's receipt of institutional funds. An example of this expectation is that all Brown County residents are required to apply for the Loretta Wells Nursing Scholarship for their junior and senior years. Failure to do so may result in the loss of institutional Patron scholarships for that award year. This policy was adopted by the Bellin College Board of Trustees under the premise that the student should first demonstrate a willingness to help herself/himself before the College will contribute support.

REQUIRED DOCUMENTATION

The financial aid office may require that the student submit certain financial documents in order to verify the information contained on the *FAFSA*. Students should be aware that they may be asked to provide copies of their (and their parents', if a dependent student) federal income tax returns or a signed statement of exempt filing status, written explanation of reported assets/debts, and written documentation of child care, medical expenses (not covered by insurance), or other unusual expenses. If this information is requested, the student must comply; failure to comply will result in the loss of all financial assistance for that academic year.

FORMS

BELLIN COLLEGE OF NURSING
Leadership Integration Project
APPROVAL FORM

3/3/05

Student Name:_____ Student ID#_____

I propose to conduct a Leadership Integration Project in the Graduate Program at Bellin College of Nursing under the following tentative title:

_____

_____

_____

It is my understanding that I shall conduct this proposed Project without any major substantive changes, except with the prior written approval of my supervisory committee named below. I have also read and agree to comply with the time/deadline policy for this project as noted as an exception under the Incomplete Policy located in the Graduate Program Policy section of the Student Handbook.

Approval of this research has been obtained from the appropriate Bellin Health System Institutional Review Board: _____ Yes   _____ No

    If yes, date of approval: _____

    If no, when will approval be obtained?_____

_____
(Student's Signature and Date)

COMMENTS by Supervisory Committee:

APPROVAL
          (Print Name)   (Signature)   (Date)
1. (Chair) _____ _____   _____

2. _____ _____   _____

LIP Credit Completion:

Credit #1 (date)_____Credit #2 (date) _____Credit #3 (date)

To: V. Dauffenbach, Graduate Program Director and Registrar

From: _____ (LIP Faculty Advisor)

Re: _____ (Student)

Date: _____

_____ (student name) contacted me to formally request an extension

for the _____ (first, second or third) LIP credit. He/She understands that s/he/

is eligible for an extension of one term, and was given a deadline for completing this credit

by_____(date for end of extension term).

_____
LIP Faculty Advisor Signature

BELLIN COLLEGE OF NURSING
CHANGE OF DEMOGRAPHIC INFORMATION

Please Complete and Return to the College Office (1005)

Name: _____

Social Security # _____-_____-_____   Class of _____

☐   Address Change   ☐ * Name Change
                                            * If by court order please see Registrar

Effective date of change: _____

Change of Name: _____
(If applicable)

Spouse Name: _____
(If applicable)

Address: _____
City: _____
State: _____   Zip _____

Telephone: _____
E-mail: _____

☐   Change in Who to Notify in Case of Emergency:

Name: _____   Relationship: _____

Address: _____
City: _____
State: _____   Zip _____

Telephone: _____

Student Signature: _____
Today's Date: _____

PREGNANCY POLICY FOR STUDENTS

Pregnancy is a state of health, which may render the expectant mother susceptible to environmental conditions. Therefore, a student is to report to the Academic Advisor as soon as she suspects she is pregnant. It is the responsibility of the student who thinks or knows she is pregnant to inform the faculty so that they may plan client care assignments which will help protect the student's health and the pregnancy. If a pregnancy test has not been completed, the student should have one done by their personal care provider or, if enrolled at UWGB, the student may have it completed at their Health Office for a nominal fee.

Bellin College of Nursing will not assume any responsibility or liability for complications that may occur as a result of the pregnancy.

I, _____have read the above statement and will not hold Bellin College of Nursing responsible/liable for any complications during my prenatal/perinatal period.

Expected Due Date: _____

Signature: _____   Date: _____

Upon completion of the pregnancy form, the Academic Advisor will notify current course facilitators by electronic notification for the semester which the student is currently enrolled.

The Academic Advisor will then forward the pregnancy form to the Vice President for Academic Affairs and Dean of the College for filing.

Student Name: _____

Faculty Name: _____

Faculty preference is a minimum of one-two weeks notice for a reference request. Faculty may deny the request to do a reference if they feel they do not know the student well enough; or if there is not sufficient notice given. Students are required to receive verbal permission from the faculty member before submitting this form.

The following information is required before requesting a faculty reference form/letter. Please complete items 1 thru 7 before requesting faculty permission.

1. Name of institution to which student has granted permission to receive faculty reference:
   _____.

2. _____ ....Date of request

3. _____ .... Date form is to be returned to requesting institution

4. _____ .... Criteria attached (if applicable)

5. _____ ....Self-addressed stamped envelope attached

6. _____ ....Special instructions, if any

7. Nature of reference: _____ Confidential .... _____ Non-confidential

By completing this form, I give the above-named faculty permission to submit this particular reference request.

Student's Signature _____   Date _____

BELLIN COLLEGE OF NURSING   8/98
OFFICE OF THE REGISTRAR   5/04
                                    TRANSCRIPT REQUEST   1/05

725 S. Webster St, P.O. BOX 23400
Green Bay, WI 54305-3400
(920) 433-3560
(920) 433-7416 FAX

I.   SEND TRANSCRIPT TO:

      PRINT full name and address below for mailing. Use
      one form for each addressee.

      _____
      Name

      _____
      Address

      _____
      City   State   Zip

II.   TRANSCRIPT REQUESTED BY:

      _____
      Student's Full Name

      _____
      Street Address

      _____
      City   State   Zip

III. Official   _____
                  Number of copies
                  (sent to 3rd party only)

      Unofficial _____
                  (given directly to student)

      Signature _____

      Date_____

IV.   THE FOLLOWING INFORMATION IS
      NECESSARY TO LOCATE YOUR RECORD:

Name

      _____
      Social Security Number

      _____
      Other Names (e.g. Maiden)

      _____
      Dates of Attendance

      _____
      Daytime Phone Number

V.   CHECK APPROPRIATE BOX:

      ❑   Pick up by student

      ❑   Send immediately **or** include end of semester
          grades

      ❑   Put in student mailbox

      ❑   Other (Please specify) _____

      ┌──┐
      │ FOR OFFICE USE ONLY: │
      │   │
      │ Date Mailed: _____ │
      │   │
      │ Initials: _____ │
      │   │
      │ Filed: _____ │
      │   │
      │ ❑ Paid $_____ fee   │
      └──┘

There is a $2.00 charge per transcript. Please remit fee with request. Checks should be made payable to:
                                    Bellin College of Nursing.

2\cab
h:\GEN\SCRIPT.FMT