

BELLIN COLLEGE OF NURSING

CATALOG 2005-2007

This catalog provides general information about Bellin College of Nursing (BCON) and it summarizes important information about the College's policies, and requirements for graduation, regulations, and procedures. It is not intended to establish, nor does it establish a contractual relationship with students. Rather, the catalog is published to acquaint students with information which will be helpful to them during their college careers. This catalog is in effect from August 15, 2005 until it is superseded by a new catalog.

From time to time changes in academic requirements, courses offered and general policies occur. Students will be informed of changes via email, and/or the Graduate and Undergraduate Policy and Procedure Manuals. Such changes are made through established procedures which protect the student's interest and welfare and the College's integrity.

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ACADEMIC YEAR CALENDAR

Required courses in the program are scheduled in the fall and spring semesters except for students in the Accelerated Option and the Sophomore Transfer Option who take summer session nursing courses. Some students choose to take liberal education courses during summer sessions.

	2005-2006	2006-2007
Fall Semester		
Graduate Term I begins	Aug 28	Aug 27
Accelerated Transfer Orientation	Aug. 29 & 30	Aug. 28 & 29
Freshman Orientation	Aug.30	Aug. 29
Classes begin	Aug. 31	Aug. 31
Graduate Term I ends	Oct. 21	Oct. 20
Graduate Term II begins	Oct. 23	Oct. 22
Thanksgiving recess begins	Nov. 24	Nov. 23
Classes resume	Nov. 28	Nov. 27
Graduate Term II ends	Dec. 16	Dec. 15
Semester ends	Dec. 16	Dec. 15
Spring Semester		
Graduate Term I begins	Jan. 15	Jan. 14
Classes begin	Jan. 17	Jan. 16
Graduate Term I ends	Mar. 10	Mar. 9
Graduate Term II begins	Mar. 12	Mar. 11
Spring recess	Mar. 18	Mar. 10
Classes resume	Mar. 27	Mar. 19
Semester ends	May 11	May 10
Graduate Term II ends	May 12	May 11
Commencement	May 13	May 12
SUMMER SESSION		
Undergraduate course	TBA	TBA
Graduate Term begins & ends	TBA	TBA

These dates are subject to change. Please contact the College of Nursing office for the most recent calendar. Summer session dates are announced annually in the spring.

MESSAGE FROM THE PRESIDENT



Welcome to Bellin College of Nursing,

I am pleased to be able to share with you information about Bellin College of Nursing, a College that is specialized in the education of nurses, offering both a Bachelor of Science and Master of Science degree in Nursing. Nursing is a challenging and exciting profession that touches many lives. Our goal is to prepare quality nursing professionals who will excel in this challenge. Our program has a legacy of rigor and high quality. At Bellin College of Nursing, our work, interactions and decision-making are based on the values of excellence, integrity, community, and caring. In the nursing courses at the College, students are involved with faculty and staff whose primary mission is to provide the best nursing education and student services possible.

This catalog is designed to assist you in becoming more familiar with the College and its curriculum, services and activities. Additional information is available on our web page, www.bcon.edu. Please feel free to call or visit our campus and talk with someone personally. I am pleased that you are looking at Bellin College of Nursing for preparing yourself for a career in nursing, either at the baccalaureate or master's level.

Best wishes!

A handwritten signature in cursive script that reads "V. Jane Muhl". The ink is dark and the signature is fluid and legible.

V. Jane Muhl, Ph.D., R.N.
President/CEO
Professor 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.

BACCALAUREATE PROGRAM OUTCOMES

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

1. skill in the area of critical thinking.
2. a philosophy that encompasses commitment to learning, futuristic planning and the development of the profession and global society.
3. the synthesis of liberal education and nursing knowledge to provide the basis for professional practice.
4. effective communication.
5. the integration of the professional roles in the care of individuals, families and groups.
6. the application of wellness principles in the promotion of personal, professional, and client wellness.
7. caring behaviors in nursing practice.

BELLIN COLLEGE OF NURSING

Founded:

1909 as Deaconess Sanitarium Training School offering a Diploma in Nursing; 1912 incorporated as Wisconsin Deaconess Training School; reincorporated in 1925 as Bellin Memorial Hospital School of Nursing; reincorporated in 1984 as Bellin College of Nursing. The BSN program was established in 1984 and the first MSN students were admitted in fall 2004.

Type of College:

Independent, accredited, coeducational, baccalaureate and masters degree granting institution.

Degree Conferred:

Bachelor of Science in Nursing (B.S.N.)

Master of Science in Nursing (M.S.N)

Location:

Green Bay, Wisconsin, population 100,146; 115 miles north of Milwaukee.

Accreditations:

- ! The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800)621-7440. Baccalaureate and Masters 2004-2014.
- ! Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791, Baccalaureate accreditation 10/03-12/08, Masters accreditation - application in process, site visit scheduled for spring 2006
- ! National League for Nursing Accreditation Commission (NLNAC), 61 Broadway, New York, NY 10006, (800) 669-1656. Baccalaureate accreditation Spring 1997 - December 2005.
- ! Wisconsin Board of Nursing - Approved since 1984

Enrollment:

250 full and part-time students – undergraduate students

40 - graduate students

Geographic distribution and Demographics of Students:

Approximately 99% of Bellin students are from Wisconsin. The undergraduate student body ranges in age from 18 to 47 years old with 18% over the age of 25. Graduate student age range is 25 to 57 with mean age being 41 years old. 7% of the undergraduate students are males and 6% of the graduate students are male students.

Faculty:

17 full-time; 3 part-time.

Student Faculty Ratio:

Approximately 13:1 overall.

Calendar:

Semesters (Fall semester, September-January; Spring semester, February-May; Summer Session, June-August).

Library:

More than 7000 volumes, of which 1000 are nursing volumes.

Affiliation:

Collegiate: for completion of liberal education courses the majority of students utilize the University of Wisconsin-Green Bay. Transfer agreements exist with Lakeland College, Silver Lake College and College of the Menominee Nation.

Clinical: Bellin Hospital, Bellin Psychiatric Center, St. Mary's Hospital, St. Vincent Hospital, Aurora BayCare Medical Center. Additionally, 30 public health, community and home care agencies as well as clinics, childcare centers, older adult independent living centers, nursing homes and industrial health programs within a four-county region.

Membership:

North Central Association; National League for Nursing, Council of Baccalaureate and Higher Degree Programs; American Association of Colleges of Nursing; Wisconsin Association of Collegiate Schools of Nursing; National Association of College Admission Counselors; American Association of Collegiate Registrars and Admission Officers; National Association of Student Financial Aid Administrators.

Board of Trustees:

Eleven Active Members; all from Wisconsin.

Publications:

Catalog; Informational brochures; Counselor's Manual; Graduate and Undergraduate Student Policy & Procedure Manuals, College Information Resource, Financial Aid Award Information Policy Guide and Instructions.

Resource Information:

Information resource for tuition, fees and length of program is available from the National League for Nursing Accreditation Commission (NLNAC), 61 Broadway, New York, NY 10006, (800) 669-1656.

HISTORY

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

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

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

Starting in the early 1980's the faculty and administration at Bellin College of Nursing examined the changes in the profession and the educational trends in nursing. Based on this examination, a decision was made in 1983 to phase out the three-year diploma nursing education program and implement a four-year baccalaureate nursing education program (BSN). In 1984, the College reincorporated as Bellin College of Nursing. This major transition represented the commitment of Bellin College's faculty and staff to continue the preparation of quality professional nurses. In fall 1997, the Accelerated Transfer Option was begun to accelerate the nursing component of the curriculum for advanced transfer students, and in summer 2001 the Sophomore Transfer Option was added as another portal of entry to the nursing program.

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

Permission was received from HLC in 2004 for the College to offer the Master of Science in Nursing in leadership with two specialty tracks, nursing education and nursing administration. The first students enrolled in fall 2004, taking courses in a compressed scheduling format with online and traditional classroom options.

Bellin College is located near downtown Green Bay within the medical corridor of Bellin and St. Vincent Hospitals. The College is a separately incorporated, not for profit, entity of Bellin Health System, Inc., a multi-faceted health care organization.

Green Bay, Wisconsin's oldest European settlement is located at the mouth of the Fox River which empties into the waters of Green Bay. Green Bay is Wisconsin's third largest city and has many recreational and cultural opportunities available.

As a student at Bellin College of Nursing, you will become part of this rich heritage. We have always been committed to the tradition of preparing nurses who are confident and competent in their professional practice. We want to assist you in discovering the richness of nursing and the potential that lies within you.

UNDERGRADUATE

Admission

Application

ADMISSION

Director of Admissions
Penny Croghan, B.S., M.A. Ph.D.

Assistant Director of Admissions
Lezlie Meehl, B.S.

Admissions Assistant
Teri Handrick

Admissions Secretary:
Sarah Broeren

Volunteer
Mary Van Handel

Nondiscriminatory Policy

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.

Educational Qualifications

To qualify for admission to Bellin College of Nursing a student should be a graduate of a recognized high school or its equivalent. The following high school courses are required. Coursework should be in a college-bound curriculum. Demonstration of successful completion of college coursework can be used to meet some of the educational qualification.

English - 4 years (one of which may be speech)

Social Science - 3 years (for example: History, Psychology, Sociology)

Mathematics - 3 years (one must be Algebra, and two advanced maths)

Biology - 1 year

Chemistry - 1 year

Advanced Science - 1 year (for example: Anatomy and Physiology, Physics, Advanced Biology, Advanced Chemistry)

Elective academic credits are recommended in: advanced algebra, advanced science, English composition, computer concepts and foreign language.

DEFICITS in any of the above requirements will be considered on an individual basis.

Applicants are required to submit American College Test (ACT) scores for admission/placement purposes.

Applicants with a high school grade point average of 3.25 or greater on a 4.0 scale and a composite ACT score of 23 or above will be given priority acceptance.

Applicants with a high school grade point average of 2.9 to 3.24 or a composite score of 21 or 22 will be considered on an individual basis.

An applicant who has been out of school for several years is encouraged to seek academic advising from Bellin College of Nursing.

Personal Qualifications

The successful applicant demonstrates motivation, initiative, self-direction, responsibility, integrity, maturity, effective communications, an interest in people and leadership potential. These qualifications are established by references and a personal interview.

Health Qualifications

Each applicant is required to have a physical examination after acceptance to the program. The physical and mental health of the applicant must be deemed adequate for meeting the program outcomes of the degree.

Drug Screen

All newly admitted students will have a drug screen drawn during their orientation to the college. Students whose drug screens note the use of illegal drugs will need to have a drug screen cleared of drugs prior to their first clinical experience or be subject to dismissal from the program. Drug screens of students will also be done when the classroom or clinical conduct of a student warrants it, see page 40, Fitness for Class and Clinical Policy.

Minimum Technical Criteria

In compliance with the Americans with Disability Act, Bellin College of Nursing does not discriminate on the basis of disability in the administration of its educational policies, admission policies, student aid and other college administered programs nor in the employment of its faculty and staff. The skills listed below are essential requirements for this program. Students in the program and those who complete the program will be expected to demonstrate the ability to satisfy these criteria with or without the help of compensatory techniques, assistive devices or other reasonable accommodations. We invite any potential student to meet with the Vice President to discuss any potential issues with meeting these requirements.

Ability to make decision based upon:

- depth perception (3 dimensional)
- visual acuity
- color perception

Ability to Monitor:

- body sounds
- mechanical devices

Sensation:

- touch, palpation
- temperature

Manual Dexterity (wrists, hands, fingers, arms):

- grasping
- pulling
- pushing
- carrying
- twisting (rotating)
- pinching
- cutting

Communication Abilities:

- assertiveness
- sensitiveness
- effectively consulting and negotiating as part of a team
- delegating
- attending
- clarifying
- coaching
- facilitating
- ability to communicate auditorally/orally

Motor Abilities:

- to position another person
- to support another person
- to provide motion exercise
- to transfer to/ambulate with walker, cane, crutches, bed, chair
- to perform CPR; resuscitation

Ability to measure:

- body (height, weight, etc.)
- vital signs
- intake and output
- outcomes, results (lab tests)
- evaluate psychological status
- using a variety of monitoring techniques

Ability to obtain samples (specimens)

Ability to use sterile techniques and universal precautions

Ability to operate and maintain equipment (ex. computer, electronic monitor)

Admission Procedure

Bellin College of Nursing's admission procedure is to act on completed applications as they are received. Applicants who meet educational, personal and health qualifications will be admitted until the targeted class number has been reached.

G.E.D. Applicant Policy

The College will consider for admission students who have completed the tests for the GED based on the following criteria.

- Review of high school work completed.
- A combined GED test score of at least 265 with no individual test score below the 50th percentile.
- An ACT composite score of at least 23.
- Admission into an approved college or university for the completion of liberal education requirements.
- Review of 3 references.
- A personal interview with an Enrollment Management Committee member.

INFORMATION FOR TRANSFER STUDENTS

Persons with prior coursework may apply for admission into the Bellin College program. They are required to complete the College application in the same way as any other applicant. Only courses with a grade of 'C' or higher are accepted for transfer credit. There are three different transfer options available to students.

Accelerated Transfer Option:

Students with prior liberal education credits may be eligible for this fast-track program. Students with 65 of Bellin's required liberal education credits are able to complete the program in approximately 21 months or four semesters plus a summer session. The 65 credits includes the 46 credits in liberal education courses plus 19 credits in elective courses in the following areas: general, social science, humanities, and upper division. Students with 46 of the Bellin required credits (must include all freshmen & sophomore required liberal education credits) are eligible for an accelerated option and will require an individual academic plan. Students need to have at least a 2.7 GPA in the required liberal education courses.

Sophomore Transfer Option:

Students who have completed all of the freshman required liberal education courses, (29 credits) and have a 2.7 GPA are eligible for the sophomore option. Students are able to complete the program in three years and a summer session.

Regular Transfer Option:

Students who do not meet the criteria for either the Accelerated Transfer Option or the Sophomore Transfer Option are eligible to enter the four year traditional track program. Should the student complete the necessary requirements while enrolled in the four year program, they may submit a request to internally transfer to the Accelerated Transfer Option. Requests to internally transfer to the Accelerated Transfer Option are reviewed by the Enrollment Management Committee.

Credit Evaluation

Evaluation of prior coursework in liberal education and in nursing is carried out by Bellin College of Nursing. An overall GPA of 2.7 (is required) in liberal education courses accepted for transfer credit. Transfer applicants with less than a 2.7 in Bellin required courses are reviewed at a special Enrollment Management Committee meeting.

Transfer students will receive an official Bellin College of Nursing credit evaluation to determine what courses and credits can be accepted to fulfill Bellin College of Nursing requirements. The accreditation status of the previous institution or institutions attended and the quality of a student's achievement are factors for determining course and credit transferability.

Credit evaluation will be started after all official transcripts have been received at Bellin College of Nursing. If a student is enrolled at another college when accepted at Bellin College of Nursing, a tentative evaluation will be completed; the final official evaluation will be completed upon receipt of the student's final transcripts showing final grades received from the last term. Students completing further liberal education courses at the University of Wisconsin-Green Bay (UWGB), must submit the UWGB credit evaluation prior to completion of an official Bellin College of Nursing evaluation.

In order to be credited as transferable coursework, the course must be successfully completed with a C or better grade at an accredited college or university. A student who has taken college coursework five or more years prior to admission may be required to update knowledge of course content by repeating or auditing the course. In some instances a challenge examination may be possible. A student who transfers into the nursing program must complete a minimum of 30 credits in nursing at Bellin College of Nursing. Twenty of these credits must be in the upper division.

College credit courses taken at a technical college are acceptable within the following guidelines:

- Not more than 25 credits may be taken prior to Bellin College enrollment.
- No more than 9 credits may be taken during Bellin College enrollment.
- Any course listed on the Transfer Information System (TIS) identified as equivalent for Bellin College of Nursing required liberal education courses may be taken, courses not listed on TIS must be reviewed for equivalency by the Bellin College of Nursing Registrar.

Repeat Policy: Incoming transfer students are able to repeat no more than one science course and one required liberal education or elective course one time only prior to acceptance and admission to Bellin College of Nursing. If the student completed a two course sequence (i.e. Anatomy and Physiology I & II) to meet a BCON single course requirement (i.e. Anatomy and Physiology), then repeating both courses would count as one repeated science course.

APPLICATION PROCEDURE

Each applicant to Bellin College of Nursing completes an application and returns it along with a \$30 non-refundable application fee. Online applications are also acceptable and are processed upon receipt of the \$30 non-refundable application fee. In addition, the applicant is responsible for obtaining an application and returning it to the college/university where the required liberal education coursework will be taken. Most students elect to take their liberal education coursework at the University of Wisconsin-Green Bay. In order to be accepted into the College of Nursing program the applicant must be eligible for enrollment at a college/university where liberal education courses are available and which meet Bellin College of Nursing's curriculum requirements.

The application packet may be requested by phone, letter, or email at www.bcon.edu and consists of:

1. Application/Instructions for Admission
2. Set of Three Reference Release forms
 - 1) Academic;
 - 1) Employer;
 - 1) Other

Condensed instructions for completing the application for Bellin College of Nursing follows:

A. 1. Application For Admission

This form requests information concerning the applicant's educational background, family, etc. Each question should be thoughtfully answered.

The bottom of the last page of the application contains a question—Have you ever been convicted of any offense or are you subject to a pending charge? (Excluding minor traffic violations)

If the answer to the above question is yes, the potential applicant should contact the Vice President for further direction before submission of an application to the College of Nursing. The reason for further direction relates to similar questions on the Application for Licensure as a Professional Nurse by Examination form 739 8/95 CH.441 Wis. Stats. If the Applicant has been convicted of a crime, he/she may not be eligible to write the National Council Licensure examination as a graduate. That eligibility is determined by the Wisconsin State Board of Nursing.

2. Health Exam

Prior to orientation to the college, a health exam must be on file at the college.

3. References

The applicant is required to obtain references from three persons who can provide information regarding the applicant's personal qualifications. If an applicant is or has been employed, a reference from the employer is required. No references from family or extended family members are acceptable unless the family member is the applicant's employer.

B. Transcript

One official copy of the applicant's high school transcript and one official copy of any post-secondary transcripts are required.

C. A.C.T.

The American College Tests are to be taken and the results sent to Bellin College of Nursing. Bellin's code number is 4563. It is strongly recommended that applicants take this test on or before the first available testing date in the fall prior to the planned admission year.

D. Personal Interview

A personal interview with a member of the Enrollment Management Committee is scheduled once the completed application is on file.

E. Criminal Background Checks

A criminal background check will be completed on all applicants. This background check is completed to remain in compliance with the Wisconsin Caregiver Background Check and Investigation Legislation. Applicants who have been convicted of specific crimes/offenses that would bar them from clinical experiences as a student or employment and/or licensure as a caregiver will not be allowed to enroll in the College.

EARLY DECISION

Applicants that meet all required admission criteria are notified of acceptance upon completion of the application process. Applicants who do not meet all of the required criteria are reviewed individually by members of the Enrollment Management Committee.

The Bellin College application procedure is considered complete when the following are on file in the Bellin College Admission Office:

1. Completed Bellin College of Nursing application with \$30.00 non-refundable application fee.
2. One official copy of high school transcript.
3. One official copy of all post-high school transcripts.
4. Three references.
5. A.C.T. results.
6. Personal interview.

Following notification of acceptance by the College of Nursing, an applicant has three weeks to declare an intent to enroll by submitting a non-refundable deposit which is applied towards Bellin College of Nursing's tuition for the first semester. Also, verification of acceptance by the college/university for general coursework needs to be submitted at this time.

HOUSING

Applicants seeking housing on the University of Wisconsin-Green Bay campus should complete the housing application process as soon as information is received.

UNDERGRADUATE PROGRAM

Curriculum
Requirements

Curriculum Plans

Liberal Education
at Other Campuses

CURRICULUM REQUIREMENTS

ACADEMIC PLAN OPTIONS

Traditional Option - A four year plan of study for those with few or no prior college credits.

Sophomore Transfer Option - A three year and summer session plan of study for those with a minimum of 29 prior liberal education credits.

Accelerated Transfer Option - A two year, or less, plan of study for those with prior liberal education credits and/or prior degree.

Each is described further below.

Course/Credit Requirements

The Bachelor of Science in Nursing (B.S.N.) degree requires a minimum of 129 credits for graduation, sixty-five in liberal education and sixty-four in nursing.

COURSE/CREDIT REQUIREMENTS

	CREDITS
Nursing	64
Program Specific Courses	
Principles of Biology	4
General Chemistry	5
Anatomy and Physiology	5
Microbiology	4
Sociology/Anthropology Requirement	3
Human Development (Intro)	3
Psychology (Intro)	3
Statistics Requirement	4
Human Diversity Requirement	3
Communication Requirements (Speech & Writing)	6
Ethics/Philosophy Requirement	3
Business Requirement	3
Upper Division (300/400) Elective Course	3
Humanities Electives	6
Social Science Elective	3
General Electives	<u>7</u>
TOTALS	129

All of the required liberal education coursework may be taken through the University of Wisconsin-Green Bay.

Students who elect to take liberal education coursework at a college or university other than the University of Wisconsin-Green Bay should contact the College of Nursing for guidance. Examples of courses that will transfer from selected colleges and universities are found on pages ???

Entering students who have not taken the ACT battery of tests within the past three years may need to take examinations for placement in English composition. If scores indicate a student is not prepared to enter a required writing option course, the prerequisite coursework must be completed prior to entering the sophomore year of nursing courses.

Students must also achieve a satisfactory score on the Wisconsin Math Placement Test or take appropriate math courses prior to the sophomore year.

Transfer students who have taken a three-credit college writing course and a three-credit college algebra course and earned a grade of C or better may be exempt from the entrance examinations.

Completion of a Minor

Students wishing to complete a minor in addition to the nursing major should meet with their Academic Advisor to determine required coursework. Requirements for the minor are based on current University of Wisconsin-Green Bay courses for the appropriate minor. Students will complete 18 credits toward their chosen minor, this must include 9 upper level credits of unduplicated coursework.

TRADITIONAL OPTION

Four Academic Years

Academic Plan

Freshman Year

SEMESTER I			SEMESTER II		
Biology 202	Principles of Biology I	4 cr		Elective (general)	3 cr
Chem 108	General Chemistry	5 cr	Hum Bio 204	Anatomy and Physiology	5 cr
Psych 102	Intro to Psychology	3 cr	Hum Dev 210	Intro Human Development	3 cr
Social 202	Sociology/Anthropology Requirements *	3 cr		Writing Requirement *	3 cr
688-103	Professional Foundations	1 cr	688-104	Fundamentals of Nursing Care I	2 cr
16 cr			16 cr		

Sophomore Year

SEMESTER I			SEMESTER II		
Biology 302	Microbiology	4 cr	Comm Sci 205	Human Diversity Requirement*	3 cr
Comm Proc 133	Speech	3 cr	688-204	Statistics * +	4 cr
688-200	Nutrition for Nursing **	1 cr	688-205	Pathophysiology II	2 cr
688-203	Pathophysiology I	2 cr	688-208	Pharmacology	3 cr
688-202	Health Assessment	3 cr		Nursing Care Practicum	2 cr
688-207	Fundamentals of Nursing Care II	3 cr		Elective General	4 cr
16 cr			18 cr		

Junior Year

SEMESTER I			SEMESTER II		
	Elective (Social Science)	3 cr		Business Requirement	3 cr
	Ethics/Philosophy Requirement*	3 cr		Elective (Humanity)	3 cr
688-302	Nursing Care of Adults I	5.5 cr	688-303	Nursing Care of Adults II	5 cr
688-305	Maternity/Women's Health Care	4 cr	688-306	Community Health Nursing: Family Focused Care	3 cr
		15.5 cr	688-307	Intro to Nursing Research	2 cr
16 cr			16 cr		

Senior Year
SEMESTER I

SEMESTER I			SEMESTER II		
	Elective (Humanity)	3 cr		Upper Division Elective ***	3 cr
688-Exx	Nursing Elective **	1 cr	688-403	Professional Practice Issues	2 cr
688-400	Pediatric Nursing	3 cr	688-404	Gerontological Nursing Care	3 cr
688-401	Nursing Leadership/Management	4 cr	688-405	Psychosocial Nursing	3 cr
688-402	Advanced Concepts	4.5 cr	688-406	Community Health Nursing: Population Focused Care	5 cr
15.5 cr			16 cr		

This curriculum is subject to change. Freshman/Sophomore nursing courses are offered sequentially as listed. Most Junior and Senior nursing courses are offered both semesters. Laboratory components of a course are included in the letter grade. (Courses with the number 688 are Bellin nursing courses; all other course numbers reflect liberal education course numbers and credits at University of Wisconsin-Green Bay courses).

* Refer to liberal education courses with options in the College Catalog.

** A one-credit nursing elective must be taken in the program. A second 1 credit nursing elective must be taken if transfer credit has been granted for a non-nursing nutrition course. Selection of nursing electives will vary from semester to semester. Consult with faculty advisor for more specific information.

*** Any 300 or 400 level course (exclusive of nursing) will meet this 3 credit Upper Division Elective requirement.

+ A 3-4 credit statistics course is required. Those students taking a 3 credit statistics course will need to take one additional general elective credit to fulfill the total number of credits required for graduation.

Abbreviation: cls = classroom; cln = clinical

Nursing credits	64
Liberal education credits	<u>65</u>
Total required credits	129

ACCELERATED TRANSFER OPTION
 Four Semesters and A Summer Session
 Academic Plan

A minimum of 62 credits in Bellin required liberal education courses is pre-requisite to enrollment in this option. Students who have at least 46 credits will be considered for enrollment but will require a more individualized academic plan.

SEMESTER 1 - 17 CREDITS

688-103	Professional Foundations	1 cr
688-104	Fundamentals of Nursing Care I	2 cr
688-200	Nutrition for Nursing	1 cr
688-202	Health Assessment	3 cr
688-203	Pathophysiology I	2 cr
688-204	Pathophysiology II	2 cr
688-205	Pharmacology	3 cr
688-207	Fundamentals of Nursing Care II	3 cr

SEMESTER 2 - Total 16.5 CREDITS

Upper division general elective***	3 cr
688-208 Nursing Care Practicum	2 cr
688-302 Nursing Care of Adults I	5.5 cr
688-305 Maternity and Women's Health Care	4 cr
688-307 Introduction to Nursing Research:	2 cr

SUMMER - TOTAL 3 CREDITS

688-306	Community Health Nursing: Family Focused Care	3 cr
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SEMESTER 3 - TOTAL 16 CREDITS

688-303	Nursing Care of Adults II	5 cr
688-404	Gerontological Nursing Care	3 cr
688-405	Psychosocial Nursing	3 cr
688-406	Community Health Nursing: Population Focused Care:	5 cr

SEMESTER 4 - TOTAL 14.5 CREDITS

688-Exx Nursing Elective**	1 cr
688-400 Pediatric Nursing	3 cr
688-401 Nursing Leadership & Management	4 cr
688-402 Advanced Concepts of Nursing Care of Adults	4.5 cr
688-403 Professional Practice Issues	2 cr

Nursing credits	64
Liberal education credits	65
Total required credits	129

This curriculum is subject to change.

GENERAL EDUCATION AT OTHER CAMPUSES

Transfer information: The College of Nursing should be contacted for the most recent information. The following courses, at the time of the catalog printing, transferred to satisfy general education course work in the following identified areas:

Note: Additional transfer information for other UW Campuses can be viewed for transfer to UWGB via the web site at <http://tis.uwsa.edu/cgi-bin/tis/crs wiz.cgi>

Bellin Requirements		Courses at UW Colleges Campuses		
4 cr	Biology		ZOO 101	Animal Biology 5 cr
		or	BIO 151	Introductory Biology 5 cr
		or	BIO 152	Introductory Biology 5 cr
		or	BOT 130	General Botany
5 cr	Chemistry		CHE 125	General Chemistry 5 cr
3 cr	Psychology		PSY 201	Introductory Psychology 4 cr
		or	PSY 202	Introductory Psychology 3 cr
		or	PSY 330	Social Psychology 3 cr
3 cr	Sociology/Anthropology Requirement		ANT 104	Cultural Anthropology 3 cr
			ANT 200	Cultural Anthropology 3 cr
			ANT 204	Anthropology 3cr
		or	SOC 101	Introduction to Sociology 3 cr
5 cr	Anatomy and Physiology		Z00 234	Human Anatomy 3 cr
		AND	PHS 235	Human Physiology 5 cr
			PHS 202	Human Anatomy & Physiology 4 cr
		AND	PHS 203	Human Anatomy & Physiology 4 cr
		or	PHS 230	Human Anatomy & Physiology 5cr
3 cr	Intro to Human Development		PSY 250	Life Span Development Psychology 3 cr
		or	PSY 360	Psychology of Childhood And Adolescence 3 cr
		AND	PSY 362	Psychology of Adulthood & Aging
3 cr	Writing Requirement		ENG 102	Composition II 3 cr
4 cr	Microbiology		BAC 101	General Survey of Microbiology 5 cr
3 cr	Speech		COM 103	Intro to Public Speaking 3 cr

3 cr	Human Diversity Requirement Option:		ANT 204	Cultures of the World 3 cr
		or	ANT 250	Women in Cross-Cultural Perspective 3 cr
	Most courses listed as either Ethnic Studies or Other Culture will meet this requirement	or	ANT 314	Indians of North America 3 cr
		or	ANT 325	Peoples & Cultures: 3 cr
		or	ANT 353	Indians of the Western Great Lakes 3 cr
		or	ENG 278	Multicultural Literature in Amer. 3 cr.
		or	HIS 101	US History to Civil War (ES) 3 cr
		or	HIS 102	US History after Civil War (ES) 3 cr
		or	SOC 134	American Minority Groups 3 cr
		or	SOC 138	Sociological Perspectives on Gender 3 cr
		or	PSY 208	Psychology of Gender 3 cr
4 cr	Statistics Requirement		MAT 117	Elementary Statistics 3 cr
		or	PSY 210	Statistical Methods in Psychology 3 cr
		or	MAT 240	Statistical Analysis 3 cr
3 cr	Business Requirement		BUS 101	Introduction to Business 3 cr
		or	BUS 230	Intro to Management Information Systems 3 cr
		or	ECO 203	Economics - Macro 3 cr.
		or	ECO 204	Economics - Micro 3 cr.
3 cr	Ethics/Philosophy Requirement		PHI 101	Introduction to Philosophy 3 cr
		or	PHI 102	Social and Political Philosophy 3 cr
		or	PHI 103	Belief, Knowledge and Truth 3 cr
		or	PHI 203	American Indian Philosophies 3 cr
		or	PHI 210	Thinking Critically 3 cr
		or	PHI 211	Elementary Logic 3 cr
		or	PHI 230	The Biological Revolution: Directing Our Destiny 3 cr
		or	PHI 241	Ethics 3 cr
		or	PHI 248	Biomedical Ethics 3 cr

Bellin Requirements

**Courses at Lakeland College -
Sheboygan Campus/Green Bay Campus**

4 cr	Biology		BI0 111	Life Sciences I 4 cr
5 cr	General Chemistry		CHM 131	Chemical Principles I 4 cr

		AND	CHM132	Chemical Principles II 4 cr
3 cr	Psychology		PSY 200	General Psychology 3 cr
		or	SOCP 220	Social Psychology 3 cr
3 cr	Sociology/Anthropology Requirement		SOC100	Introduction to Sociology 3 cr
		or	ANT 221	Cultural Anthropology 3 cr
3 cr	Writing Requirement		GEN 112	Persuasive Writing 3 cr
3 cr	Human Growth & Development		EDUP 330	Human Growth & Development 3 cr
5 cr	Anatomy and Physiology		BIO 211	Human Anatomy & Physiology I 4 cr
		AND	BIO 212	Human Anatomy & Physiology II 4 cr
4 cr	Microbiology		BIO 330	General Microbiology 4 cr
3 cr	Speech Requirement		GEN 111	Fundamentals of Public Speaking 3cr
3 cr	Human Diversity Requirement		HIS211	History of Asia 3 cr
		or	REL 232	Eastern Religious Traditions 3 cr
		or	HIS 232	History of Africa 3 cr
		or	HIS 242	History of South America 3 cr
		Or	H/SP 361	The Modern Middle East 3 cr
		or	H/SP/HI 372	U.S. Ethnic History 3 cr
		or	HIS 381	East Asia Since 1800 3 cr
		or	HISP 392	Modern Southern Africa 3 cr
		or	SOC 210	Majority/Minority Relations 3 cr
		or	SOC 312	Sociology of Gender 3 cr
4 cr	Statistics Requirement		MAT 220	Probability & Statistics 3 cr
3 cr	Business		ECN 220	Principles of Macroeconomics 3 cr
		or	ECN 230	Principles of Microeconomics 3 cr
		or	BUS 380	Business Information Processing 3 cr
3 cr	Ethics/Philosophy Requirement		PHI 110	Logic 3 cr
		or	PHI 221	Introduction to Philosophy 3 cr
		or	PHI 232	Ethics 3 cr
6 cr	Humanities Elective		GEN 130	CORE I: Knowing the Self 3 cr

		or	GEN 134	Humanities I 3 cr
		or	GEN 135	Humanities II 3 cr
Bellin Requirements		Courses at College of Menominee Nation		
4 cr	Biology		BIO 202	Principles of Biology 4 cr
		or	B10 225	Introduction to Animal Biology 5 cr
5 cr	Chemistry		CHM 105	Chemistry 5 cr
3 cr	Psychology		PSY 100	Introduction to Psychology 3 cr
3 cr	Soc/Anthro Requirement		SOC 100	Introduction to Sociology 3 cr
5 cr	Anatomy & Physiology		BIO 204	Anatomy & Physiology 5 cr
3 cr	Intro to Human Development		HUD 210	Intro to Human Development 3 cr
3 cr	Writing Requirement		ENG 102	College English & Research 3 cr
4 cr	Microbiology		BIO 207	Microbiology 4 cr.
3 cr	Speech		COM 100	Introduction to Oral Communication 3 cr
3 cr	Human Diversity Requirement		ANT 200	Introduction to Native American Cultures 3 cr
		or	HIS 121	Survey of American Indian History 3 cr
		or	HUD 242	Cross Cultural Human Development 3 cr
4 cr	Statistics Requirement		MAT 206	Introductory Statistics 4 cr
3 cr	Business Requirement		MAN 100	Introduction to Business 3 cr
		or	ECN 102	Macroeconomics 3 cr
		or	ECN 203	Microeconomics 3 cr
3 cr	Ethics/Philosophy Requirement		PHL 206	Contemporary Moral Problems 3 cr
		or	PHL 207	Environmental Ethics 3 cr
Bellin Requirements		Courses at Silver Lake College		
4 cr	Biology		BIO 104	General Biology 4 cr
5 cr	Chemistry		CHM 101	General Chemistry I
		AND	CHM 102	General Chemistry II
3 cr	Psychology		PSY 101	Introduction to Psychology 3 cr
3 cr	Sociology/Anthropology Requirement		SOC 101	Introduction to Sociology 3 cr.
		or	ANT 101	Introduction to Anthropology 3 cr

5 cr	Anatomy and Physiology		BIO 210	Anatomy and Physiology 4 cr
3 cr	Intro to Human Development		PSY 274	Life Span Development 3 cr
3 cr	Writing Requirement		ENG 201	Advanced Composition 3 cr
		or	ENG 112	Composition
4 cr	Microbiology		BIO 204	General Microbiology 4 cr
3 cr	Speech		ENG 104	Public Speaking 2 cr
3 cr	Human Diversity Requirement		HIS 273	World Religions Eastern & Western 3 cr
		or	HIS 301	Latin American Civilization 3 cr
		or	EDU 164	Multi-culturalism and the Liberal Arts 2 cr
		or	PSY 300	Psychology of Gender 3 cr
		or	SOC 373	Cultural Diversity in the USA 3 cr
4 cr	Statistics Requirement		MTH 271	Probability and Statistics 3 cr
3 cr	Business Requirement		BUS 101	Introduction to Business 3 cr
		or	ECN 201	Macro-Economics 3 cr
		or	ECN 202	Micro-Economics 3 cr
3 cr	Philosophy Requirement		PHL 110	Critical Thinking 3 cr
		or	PHY 201	Philosophy of Human Conduct 3 cr
		or	PHY 202	Philosophy of the Human Person 3 cr
<i>Bellin Requirements</i>		<i>Courses at St. Norbert College</i>		
4 cr	Biology		BL 111	Zoology 4 cr
		or	BL 120	General Biology 4 cr
		or	BL 120	Biological Science I 4 cr
5 cr	Chemistry		CH105	General Chemistry I 4cr
		and	CH107	General Chemistry II 4cr
3 cr	Psychology		PS 100	General Psychology 4 cr
		or	PS101	Intro to Psychology 4 cr
		or	PS 321	Social Psychology 4 cr
3 cr	Sociology/Anthropology Requirement		SC 111	Cultural Anthropology 4 cr
			SC 100	Introduction to Sociology 4 cr
3 cr	Intro to Human Development		DS 220	Life Span Human Development 4cr

		or	PS 295	Developmental Psychology 4 cr
3 cr	Writing Requirement		ENG 304	Adv. Critical Writing 4cr
4 cr	Microbiology		BL 350	Microbiology 4 cr
3 cr	Speech		CO 322	Business of Professional Speaking 4 cr
3 cr	Human Diversity Requirement	or	GS 111	Cultural Anthropology 4 cr
		or	HS/GS 116	History of United States 4 cr
		or	HS 118	African History 4 cr
		or	GS 122	Modern East Asia 4 cr
		or	GS 316	The Americans 4 cr
		or	SC 260	Gender & Culture 4 cr
		or	SC 312	Native American Ethology 4 cr
		or	SC 314	Native Peoples of South America 4 cr
4 cr	Statistics Requirement		DS 224	Basic Statistics 4 cr
3 cr	Business Requirement	or	BA 100	Introduction to Business 4 cr
		or	BA 140	Business Information Systems 4 cr
		or	EC 101	Principles of Economics I 4 cr
		or	EC 201	Principles of Macro Economics 4 cr
		or	EC 102	Principles of Economics II 4 cr
		or	EC 202	Principles of Micro Economics 4 cr
3 cr	Philosophy/Ethics Requirement		PL 100	Introduction to Philosophy 4 cr
		or	PL 120	Philosophy of Human Nature 4 cr
		or	PL 210	Logic 4 cr
		or	PL 207	Greek Philosophy 4 cr
		or	PL 300	Modern Philosophy 4 cr
		or	PL 315	Ethics 4 cr

Curriculum Requirement Waivers

Students who enter Bellin College of Nursing with prior course work or life experiences which appear to fulfill a required course in the typical curriculum plan may seek a waiver for the course. It is the student's responsibility to provide supporting evidence which may include but is not limited to, syllabi, course outlines, resume, and/or curriculum vitae.

Undergraduate Courses

Nursing

Liberal Education

Military Science Program (ROTC)

NURSING COURSES

Nursing courses are taught by the faculty of Bellin College of Nursing. Nursing courses have classroom, clinical and/or laboratory components which provide the student with the knowledge needed in the nursing major and practice time to develop clinical skills. Clinical experiences take place in hospitals, nursing homes, clinics, community health agencies, client homes and other settings which will help the student meet specific course outcomes.

NURSING COURSES

688-103: Professional Foundations

1 Credit

Introduces students to concepts basic to nursing practice. Issues and processes related to the professional roles are explored. Self-awareness of personal wellness and the concept of professional wellness are introduced. Students explore individual philosophical beliefs about nursing. This knowledge enables students to begin the socialization process into professional nursing. P: None.

688-104: Fundamentals of Nursing Care I

2 Credits (1.5 classroom, .2 lab, .3 clinical)

Provides students with a foundation for the care provider role. Basic skills are introduced through lab and clinical experiences utilizing problem-solving strategies and the nursing process. Students develop therapeutic communication skills with sensitivity to the cultural needs of clients. P: 688-103 or consent of faculty.

688-200: Nutrition for Nursing

1 Credit

This course provides the fundamentals and basic principles of nutrition. Topics include an overview of the major nutrients' functions, requirements and metabolism, energy balance and weight control. The focus of this course will be the application of basic nutrition to promote health and wellness across the lifespan. This course provides the foundation for future nutrition topics within the nursing curriculum.

688-202: Health Assessment

3 Credits (2.5 classroom, 0.5 lab)

Provides students with a systematic method of assessing and communicating adaptive and ineffective behaviors of individuals across the lifespan. Health assessment includes physical and psychosocial parameters, cultural influences and developmental considerations. Students practice interview techniques, health history taking, and physical examination skills using selected assessment tools in a lab setting. This is foundational knowledge for making nursing practice decisions. P: Sophomore standing in nursing, Anatomy and Physiology, Intro. to Human Development.

688-203: Pathophysiology I

2 Credits

Introduces students to the physiologic and biologic manifestations of disease and how the body adapts to these changes. This course expands student knowledge of anatomy and physiology as it relates to alterations in protection, elimination and neurologic function. This course provides a foundation for critical thinking and decision-making in the care provider role. P: Sophomore standing in nursing, Biology, General Chemistry, Anatomy and Physiology; Microbiology prerequisite or concurrent.

688-204: Pathophysiology II

2 Credits

This course will introduce the physiologic and biologic manifestations of disease and how the body adapts to these changes. Student knowledge of anatomy and physiology will be expanded as it relates to alterations in fluid and electrolytes, renal function, oxygenation and endocrine function. This course will provide a foundation for critical thinking and decision-making in the care provider. P: Sophomore standing in nursing; Biology, General Chemistry, Anatomy and Physiology, prerequisite or concurrent.

688-205: Pharmacology
3 Credits

Enables students to develop a foundation of pharmacotherapeutics, principles of pharmacology, drug calculations, drug classifications and related nursing implications. This course prepares the student to apply this knowledge when providing client care across the lifespan. P: General Chemistry, Biology, Anatomy and Physiology, Microbiology, Intro. to Human Development, and 688-200. May be concurrent with 688-202, 204, 207 and 208; or consent of faculty.

688-207: Fundamentals of Nursing
Care II
3 Credits (2 classroom, .5 lab, .5 clinical)

In this course, fundamental skills are expanded. Underlying therapeutic principles and knowledge of common health alterations are used by students when performing skills in lab and clinical settings. Students are introduced to the nursing process through the framework of Roy's Adaptation Model. P: 688-103, 104, Anatomy & Physiology; Microbiology prerequisite or concurrent.

688-208: Nursing Care Practicum
2 Credits (.25 lab, 1.75 clinical)

This course enables students to further develop the care provider role. Students apply the basic principles of pharmacology, pathophysiology, nutrition and health assessment. It provides students with the opportunity to learn and practice the advanced nursing skills in lab and clinical settings. Clinical experiences focus on the provision of care in promoting adaptation of adult clients. P: 688-200, 202, 203, 204, 205 and 207 prerequisite or concurrent.

688-302: Nursing Care of Adults I
5.5 Credits (3.5 classroom, 2 clinical)

Provides students with the theoretical basis for the nursing care of young, middle and older adults and their families, with alterations in health status. Students enhance critical thinking and problem-solving skills as they develop in the roles of the nurse. Students develop competence in providing care to clients with alterations in protection, endocrine function, nutrition/elimination and activity-rest. P: All previously required support courses; junior standing in nursing or consent of faculty.

688-303: Nursing Care of Adults II
5 Credits (3 classroom, 2 clinical)

Provides students with the theoretical basis for the nursing care of young, middle and older adults and their families, with alterations in health status. Students enhance critical thinking and problem-solving skills as they develop in the roles of the nurse. Students develop competence in providing care to clients with alterations in oxygenation, fluid and electrolytes, urinary elimination and neurological function. P: All previously required support courses; junior standing in nursing or consent of faculty.

688-305: Maternity and Women's
Health Care
4 Credits (3 classroom, 1 clinical)

Students develop an understanding of maternity and women's health while caring for diverse clients in selected health care settings. Emphasis is placed on advocacy, caring and individual/family education. This course prepares students to respond to the needs of women and their families. P: All previously required support courses; junior standing in nursing or consent of faculty.

688-306: Community Health Nursing: Family Focused Care
3 Credits (2 classroom, 1 clinical)

In the home and community setting, students develop interpersonal skills in working with families across the lifespan as they deal with a variety of challenges to health. Students develop an awareness of healthy family functioning and the influence physiological, psychosocial, and family forces have on nursing practice. P: All previously required support courses; junior standing in nursing or consent of faculty.

688-307: Introduction to Nursing Research
2 Credits

Introduces students to the research process. The history of nursing research, research methodologies and the utilization of research findings for decision-making in nursing practice are explored. This course prepares students to become knowledgeable consumers of research by learning to develop and critique research studies. P: All previously required support courses; junior standing in nursing or consent of faculty. Statistics prerequisite or concurrent.

688-400: Pediatric Nursing
3 Credits (2 classroom, 1 clinical)

Provides basic information and experiences in family centered nursing care of children. The nurse's role in health promotion, disease prevention; health teaching and care provision are explored in selected health care settings. This course prepares students to respond to the needs of children and their families. P: All previously required support courses, senior standing in nursing or consent of faculty.

688-401: Nursing Leadership and Management
4 Credits (2 classroom, 2 clinical)

Examines the leadership styles and management principles utilized in nursing practice. Students integrate these concepts as providers and coordinators of client care. Opportunities are given in the clinical setting to promote change and to ensure quality health care. Students explore management and leadership trends and their implications for health care delivery systems of the future. P: All previously required support courses; Business course prior or concurrent; senior standing in nursing or consent of faculty.

688-402: Advanced Concepts in Nursing Care of Adults
4.5 Credits (3 classroom, 1.5 clinical)

Enables students to develop critical thinking and problem-solving skills in the management of acutely ill adults and their families in complex health care situations. Through the nursing process, students promote quality of life and dying with dignity. Students analyze research findings that impact nursing practice and client outcomes. During clinical experiences, students also develop mechanisms to enhance their personal coping strategies in a high stress environment. P: All previously required support courses; senior standing in nursing or consent of faculty.

688-403: Professional Practice Issues
2 Credits

Assists students to critically examine emerging trends and issues related to nursing roles and responsibilities. Using a seminar format, students will lead discussions exploring topics that prepare them for professional nursing roles in a dynamic health care field. P: Senior standing in nursing.

688-404: Gerontological Nursing Care
3 Credits (2 classroom, 1 clinical)

Enables students to develop an understanding of the unique health-related needs of older adults. Students will explore psychosocial issues influencing the older adult's adaptation to societal, environmental and physiological changes. A focus of the course will be upon assessment of the older adult's functional status and participation in selecting and designing programs related to findings. Clinical experiences will include a variety of care settings in the community and in nursing homes. P: All previously required support courses; senior standing in nursing or consent of faculty.

688-405: Psychosocial Nursing
3 Credits (2 classroom, 1 clinical)

Emphasizes the process of psychosocial adaptation in clients with acute and chronic mental disorders. A variety of experiences in the mental health care setting strengthens the student's knowledge and therapeutic communication skills. The applicability of course content to all practice settings is emphasized. Students participate in self-growth activities to promote their own psychosocial adaptation. P: All previously required support courses; senior standing in nursing or consent of faculty.

688-406: Community Health Nursing: Population Focused Care
5 Credits (3 classroom, 2 clinical)

Prepares students in a generalist role for entry-level practice in community health nursing. Health promotion strategies at each level of prevention are carried out in selected settings including: primary care, public health, tribal health, school health, occupational health, and correctional health. Students' knowledge about and experience with diverse groups and the communities will promote professional practice responsive to an ever-changing global environment. P: All previously required support courses; senior standing in nursing or consent of faculty.

688-190, 290, 390, 490: Independent Study
1-4 Credit

Independent study courses are offered on an individual basis for: (1) a transfer student who needs to fulfill a residency requirement, (2) meeting curriculum requirements of a course(s) when courses evaluated for transfer nearly match the program courses at a given level but there are some identified knowledge/experience deficits, (3) regularly enrolled students who wish to develop nursing knowledge beyond the identified curriculum. The course is planned, with a faculty member(s), with clearly

identified outcomes and methods of assessment developed in writing and submitted for approval. Students who are interested in an independent study will indicate their interest during the academic advising conference.

Nursing Electives

The nursing electives offered each academic year will vary. Information related to electives is available from the academic advisor.

688-E21: Spirituality and Nursing Care 1 Credit

This course identifies the relationship between nursing and spirituality. The self-concept mode of Roy's Adaptation model identifies the psychological, spiritual and social well-being. Nursing's awareness of the spiritual dimensions of holistic nursing care will be emphasized. P: Completion of freshman nursing courses with required support courses or consent of faculty.

688-E23: Transcultural Nursing: Hispanic Population **1 Credit**

Transcultural nursing is a course that facilitates understanding of the impact a person's culture has on their health beliefs and wellness lifestyles. Students develop a deeper awareness of self and others which supports the development of cultural awareness and sensitivity.

688-E28: Integrative Therapies **1 Credit**

This course provides an opportunity for students to explore wellness, preventative nursing care and natural health alternatives. Topics covered will include historical influences on contemporary practices, contemporary public perception and trends in integrative therapies, therapeutic interventions used in holistic nursing practice throughout the life span, nutritional therapies for the prevention and treatment of diseases and other methodologies being used to improve health status.

688-E31: Basic Electrocardiogram Interpretation and Related Nursing Implications (1 classroom, 0.5 clinical [optional])

This course introduces the student to basic ECG interpretation. Knowledge from previous nursing courses and the sciences assist the student to use critical thinking in application of the nursing process to clients having cardiac dysrhythmias. The student has the opportunity to practice cardiac rhythm interpretation using ECG strips and calipers. P: 688-204 and 688-205 or consent of faculty.

688-E35: Nursing Informatics **1 Credit**

This course will assist the student in acquiring knowledge relative to the use of information technologies in the practice of professional nursing. Computer applications currently used in nursing practice will be explored as well as needs identified for future applications. The student will locate and evaluate information from electronic sources for professional growth or client education. The use of technology for communication in healthcare will be explored with consideration for legal and ethical issues.

688-E37: Genetics in Nursing Practice **1 Credit**

The Genetics in Nursing Practice course will facilitate students' understanding of the impact the Human Genome Project has had on health care. Students will expand their understanding of genetic family history assessment, the indications for genetic testing and the role of genetic counseling services and explore the range of genetic approaches to treatment. In addition, this course will address the legal, ethical, cultural, and psychosocial issues as integral to nursing care.

688-E41: Advanced Cardiac Course **1 Credit**

This course enables students to develop the theoretical basis for the management of acute cardiac clients and their families. Students will enhance their knowledge of valvular heart disease, aortic and ventricular aneurysms, aortic dissection, acute coronary syndrome, cardiac trauma and pericardial disease. In addition to the pathophysiology, each clinical condition will be addressed through the nursing process. The latest medical and surgical treatment options currently used or under investigation will be addressed.

LIBERAL EDUCATION COURSES

Following are descriptions of liberal education courses in the curriculum. These particular course descriptions are from the University of Wisconsin-Green Bay. Courses taken at other colleges and universities must include essentially the same content in order to provide the necessary supporting theory for nursing courses. These courses are approved by the Registrar.

BIOLOGY 202: Principles of Biology I 4 cr.

Study of biological principles, focusing on cellular structure and function, metabolism, genetics, evolution and development.

BIOLOGY 302: Principles of Microbiology 4 cr.

Microorganisms and their activities; their form, structure, reproduction, physiology, metabolism and identification; their distribution in nature and their relationship to each other and other living things.

CHEM 108: General Chemistry 5 cr.

Survey of basic concepts of matter: its measurement, properties and states; atomic structure and chemical bonding; solutions; acid-base theories; introduction to organic chemistry and biochemistry.

HUM BIO 204: Anatomy and Physiology 5 cr.

This lecture and laboratory course examines the fundamental structure and function of tissues, organs and systems of the human body.

HUM DEV 210: Introduction to Human Development 3 cr.

Human development from conception through death; physical development, social and emotional development, personality development, the development of language, intellectual development and creativity and the process of human learning.

PSYCH 102: Introduction to Psychology
3 cr.

Understanding of behavior from psychophysiological, cognitive, social and clinical perspectives; important issues, methods and findings in the study of psychological processes.

HUMAN DIVERSITY REQUIREMENT (3 cr.)

A number of courses in a variety of departments meet this requirement. Listed are only a few options. Courses listed as Ethnic Studies or Other Culture at the University of Wisconsin Green Bay will meet this requirement. Contact the College Admission Department or Registrar for a complete list.

HUM DEV 336: Gender Across the Lifespan 3 cr.

An interdisciplinary analysis of changes in biological, social, and identity development of males and females throughout the lifespan.

HUM DEV 342: Cross-Cultural Human Development 3 cr.

Cultural differences in perception, cognition, language and thought, child development, child-rearing and personality; relationships between various aspects of culture and psychological functioning with non-Western cultures and American ethnic subcultures.

HUM DEV 346: Culture, Development
and Health 3 cr.

The course will focus on different cultural groups in the U.S. providing a brief multicultural history with an overview of the major religious worldviews before examining how development and approaches to health and well-being vary across cultures.

COMMUNICATION REQUIREMENTS
(6 cr.: 3 speech, 3 writing)

COMN PRO 102: *Introduction to Mass Communication* 3 cr

Survey of the interplay between American society and mass media, both print and broadcast; commercial, cultural, and political functions of the media; popular taste; the pseudo-environment of symbols; the concept of a free and responsible press.

ENG COMP 105: *Expository Writing* 3 cr.

College-level writing skills and principles of logical reasoning, effective organization and development of ideas. Emphasis on research skills and on academic reading and writing.

COMM PRO 133: *Fundamentals of Public Address* 3 cr.

Examination of the principles of oral message preparation and presentation. Students will prepare and present actual public communications.

COMN PRO: 166: *Fundamentals of Interpersonal Communications* 3 cr.

Principles of personal interaction as a basis of communication: role of communication in interpersonal relationships; role of identity and self-concept in communication behavior; significance of information reception and evaluation in the effectiveness of communication.

COMN PRO 200: *Communication Processes: An Introduction* 3 cr.

Overview of a variety of communication processes: what they share, how they differ, their uses for communication, for art, and for individual growth, their effect on the social fabric, includes practical experience as well as a theoretical framework.

COMN PRO 201: *Human Information Processing* 3 cr.

The study of human cognition from an information processing perspective. Examines the processes of sensation, perception, memory, thinking, language, and problem solving with special attention to their roles in communications.

ENG COMP 228: *Writing About Education* 3 cr.

A writing course designed to engage students in the issues raised by the field of education so that each student may continue to improve his or her writing ability and oral skills.

COMN PRO 280: *Business and Professional Communication Skills* 3 cr.

Business and Professional Communication Skills provides the student with the information and practice to develop communication skills in business writing, employment interviewing, and business speaking to inform and persuade.

COMN PRO 282: *Principles of Public Relations / Corporate Communications* 3 cr.

An overview of topics, issues, concepts, and practices of public relations / corporate communications; individual and group case work.

COMN PRO 333: *Persuasion and Argumentation* 3 cr.

Awareness, appreciation, understanding, and skill in contemporary forms and methods of oral persuasion and argumentation.

COMN PRO 335: *Organizational Communication* 3 cr.

Communication in the modern organization: communication variables in the context of organizational theory; development of a systems perspective regarding functions, structures and levels of communication in the organization; use of evaluation tools and training strategies.

COMN PRO 337: *Small Group Communication* 3 cr.

The role communication plays in small group processes; focuses on development of the special communication skills needed in the small group setting.

BUSINESS REQUIREMENT (3 cr.)

BUS ADM 202: Business 3 cr.

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

BUS ADM 350: Introduction to Management Information Systems 3 cr.

This course is designed to acquaint students with the role information systems play in organizations. It will cover topics such as strategic role of information systems, managerial decision making, information systems technology (hardware and software), ethical issues, the Internet, designing information systems, quality control and controlling data resources. Students participate in lecture and hands-on, Internet-based exercises.

ECON 202: Macro-Economic Analysis 3 cr.

Introduction to the behavior of our economy in the aggregate, focusing upon the process by which the economy achieves a certain level of output and employment.

ECON 203: Micro-Economic Analysis 3 cr.

The decision-making processes of individuals and business firms associated with the determination of what products will be produced, how they will be produced and what prices specific goods and services will command.

ECON 301: Economic and Social Security 3 cr.

The income distribution system in the U.S. economy and the various institutions and programs developed to modify the system to provide an income to all citizens.

STATISTICS REQUIREMENT (4cr.)

COMM SCI 205: Social Science Statistics 4 cr.

Application of statistics to problems of the social sciences and of statistical techniques in problem definitions; hypothesis construction; and data collection, processing and evaluation.

MATH 260: Introductory Statistics 4 cr.

Descriptive and inferential statistics; frequency distributions; graphical techniques, measure of central tendency and of dispersion; probability regression correlation, analysis of count data, analysis of variance.

SOCIOLOGY/ANTHROPOLOGY REQUIREMENT (3 cr.)

ANTHRO 100: Varieties of World Culture 3 cr.

The variety of ways of life that exist in the world and the concepts of culture, cultural relativity, and ethnocentrism. Representative case studies of tribal and peasant societies are considered.

SOCIAL 202: Introduction to Sociology 3 cr.

Major sociological concepts and ideas and their application to contemporary problems of societies.

ETHICS/PHILOSOPHY REQUIREMENT (3 cr.)

HUM BIO 205: Biotechnology and Human Values 3 cr.

Examination of technological developments in biology and medicine, including genetic, behavioral and organism modification and the moral and ethical concerns raised by such technologies.

PHILOS 101: Introduction to Philosophy 3 cr.

Basic ideas and problems of philosophy: various disciplines and schools of philosophy; important philosophical issues and their relevance to the present.

PHILOS 102: Problems in Ethics 3 cr.

Ethical problems which are significant to an individual in the contemporary world, including traditional issues and current issues in such areas as law, medicine, public policy, business and education.

PHILOS 105: Introduction to Social and Political Philosophy 3 cr.

Basic concepts in social and political theory, including the ideas of natural law and right, social and political justice, duty, obligation and freedom.

PHILOS 111: Elementary Logic 3 cr.

Recognizing and judging the validity of various types of reasoning, especially those which are employed in non-technical contexts.

PHILOS 208: Science and Human Values 3 cr.

Implications of the social and natural science for human values; study of the history of the distinction between fact and value in segments of human life such as politics, law and medical technology.

PHILOS 212: Philosophy, Religion, and Science 3 cr.

This course considers the relationship between science and religious beliefs, explores the value of knowledge, and asks if science needs a moral vision. After considering these theoretical questions, it then examines issues like religion and evolution, religion and natural laws, the mind-body relationship, genetic engineering, cloning, and euthanasia.

PHILOS 213: Ancient Philosophy 3 cr.

The origins and early development of Western philosophy in the context of Classical Greek culture. Introduction to the thought of Plato, Aristotle and selected pre-modern thinkers; clarification of enduring issues in the Western philosophical tradition.

PHILOS 214: Modern Philosophy 3 cr.

Major thinkers and movements representative of philosophical thought from the 17th century to the present.

PHILOS 324: Contemporary Philosophy 3 cr.

Current philosophical movements in Europe and America, such as phenomenology, existentialism, analytic philosophy, intuitionism, pragmatism and Marxism.

WAIVER OF LIBERAL EDUCATION COURSE REQUIREMENTS

Provides matriculated students with an option to satisfy program requirements based on documented coursework and/or prior experience. All liberal education courses may be submitted for waiver request. Students who waive courses are accountable for achieving total credits required for graduation. Coursework taken at other institutions may be applied as general elective credits.

Military Science Program Reserve Officer Training Corp (ROTC) Program

Students interested in the Military Science Program should contact the Military Science faculty (920-424-3417) for additional information.

Military science is concerned primarily with developing leadership competence for success in civilian and military occupations. Student who want to develop these skill pursue studies in military science in addition to the nursing major. Federal law and regulations permits College of Nursing graduates participating in the program to be commissioned as nurse officers pending successful completion of the NCLEX exam.

Students register for these courses at UW-Green Bay and the classes are taught at St. Norbert College. The military science courses (MILS) consist of a core curriculum of military skills and professional knowledge integrated in both basic and advanced courses. These courses support the College/University goals by emphasizing personal depth and developing qualities necessary for leadership in civilian occupations as well as providing college-trained officers for the U.S. Army, Army Reserve and Army National Guard.

A total of 20 credits are taken by students enrolled in the ROTC program in the area of MILS. Additionally the ROTC student is required to take a 3 credit course of United States History. Below is an outline of the courses by titles and how they support the general education course requirements of the nursing program.

Based on the courses outlined below the student, upon completion of the ROTC program, Bellin College of Nursing student's will have completed the following general education credits; 7cr. general electives; 3cr. social science elective; 6cr. humanities electives, 3cr. upper division electives; and the 3 cr. Business course requirement.

Credits	Course Title	Areas of Emphasis / Course Objectives	BCON Course Requirement Met
2	MILS 101 Leadership & Military Science I	Fundamentals of military skills. Customs and Traditions of the Military, and History of ROTC. Leadership Laboratory.	General Elective
2	MILS 102 Leadership & Military Science II	Orientation and career opportunities. Instruction of military management system, organization and development in Land Navigation. Leadership Laboratory	General Elective
2	MILS 201 Basic Leadership and Management I	Military skills, first aid, communications, leadership skills group dynamics and decision making. Leadership Laboratory	General Elective / Business
2	MILS 202 Basic Leadership and Management II	Fundamentals of map reading; tactical training; military drill and ceremonies. Leadership Laboratory.	Social Science / Political Science Elective
3	MILS 301 Advanced Leadership and Management I	Principles and techniques of leadership and management. Factors effecting behaviors. Intro to basics of military justice and supply management. Leadership Laboratory.	Social Science / Political Science Elective
3	MILS 302 Advanced Leadership and Management II	Leadership in principles of command and control, leadership techniques and communications systems.	Business / Upper Division Requirement.
3	MILS 401 Applied Leadership and Management I	Organization and introduction staff management, staff planning, decision making. Introduction and study of ethics and military profession. Leadership Laboratory.	Business / Humanities
3	MILS 402 Applied Leadership and Management II	Military law and administration, organization leadership; military protocol. Social environment to exercise military tactical training and social courtesies. Leadership Laboratory.	Upper Division Requirement
3	History 403	Political and Social History of the Modern U.S.	Humanities Elective

GRADUATE PROGRAM

APPLICATION PROCEDURE

CURRICULUM
PLAN

POLICIES & REQUIREMENTS

APPLICATION PROCEDURE

Complete a Bellin College of Nursing Graduate application and return it along with the \$50.00 application fee. The application packet may be requested by phone, letter, or email at www.bcon.edu. The application may be filled out online.

The Bellin College of Nursing Graduate application packet includes the following

- ! Graduate Admission Application with instructions (Application Procedure)
- ! Set of three Master of Science in Nursing Reference Forms

I. A. APPLICATION FOR GRADUATE ADMISSIONS INSTRUCTIONS

Racial/Ethnic Heritage: Although this information is optional, you are encouraged to complete this section, which will be treated confidentially along with any application information provided. Make sure the application is filled out completely and signed.

B. REFERENCE/RELEASE FORM

Complete page 1 of each of the three (3) Reference forms. Complete whether the reference will be confidential or non-confidential and date and sign. The applicant should then print their name (last, first) and **forward to the persons indicated as references on the application**. References should be able to provide information about personal qualifications as well as leadership qualities and an appraisal of the applicant's potential for success in graduate studies. Professional and academic references are required.

II. APPLICANT GOAL STATEMENT AND RESUME/CURRICULUM VITAE

The applicant will be required to provide information that will assist in determining the potential for success in the graduate nursing program, including area of clinical interest, program track sought (educator or administrator), reasons for desiring a master's degree in nursing, and your goals and plans for a professional career. It should be 2-3 pages long. Care should be taken in the preparation of the goal statement and resume as they are considered representative of the applicant's writing ability and are evaluated as part of the total application.

Additionally, attach a resume or curriculum vitae of professional work, including the following information:

- Employment as a registered nurse (employer, dates, position/title)
- Current licenses and certifications
- Memberships in professional organizations (date and positions held)
- Scholarly endeavors such as:
 - Research activities (projects, funding source, dates, your role)
 - Presentations (title, date, organization, location)
 - Publications (title, date, journal, or book title, publisher)
- Honors awarded for scholarship and professional recognition (title, date, sponsor)
- Community service activities (dates, organizations, activities)

III. PERSONAL INTERVIEW

A personal interview is required prior to acceptance. When all application materials have been received (please refer to number 1 through 5 below) an interview will be scheduled. The appointment will be scheduled with the Director of the Graduate Program. Interviews are conducted by phone or in person on weekdays between the hours of 9:00 and 3:30 p.m. and take approximately one hour.

IV. APPLICATION PROCESS

Applications are reviewed on a rolling basis.

1. Completed Bellin College of Nursing Application with \$50.00 application fee.
2. One official copy of all post high school (e.g., college/university) transcripts. **Transcripts must be sent directly by the college/university to be considered official.**
3. Goal Statement
4. Resume or Curriculum Vitae
5. Three completed Reference forms
6. Personal interview
7. Copy of current licensure required prior to enrollment. If license will expire prior to enrollment you must provide an updated license.
8. TOEFL: if taken, Bellin College of Nursing will require an official copy of the score be sent.

** Prior to enrollment in the first Practicum Course, the applicant may be required to submit:

1. Criminal Background Information Disclosure Form
2. Drug Screening results
3. Health records

Requirements for Admission to the MSN

1. Bachelor's degree with a major in nursing from an accredited program
2. Minimum undergraduate grade point average (GPA) of 3.00 on a 4.00 scale
3. Current license to practice as a registered nurse
4. Courses in nursing research and statistics (preferably within the past 5 years) at the baccalaureate level
5. Three letters of reference (professional and academic)
6. Written goal statement
7. Current resume or curriculum vitae
8. Score of at least 550 (paper form) or 213 (computer form) on the Test of English as a Foreign Language if the first language is not English
9. Computer literacy
10. Personal interview

BELLIN COLLEGE OF NURSING
 Sample Curriculum Plan
 Master of Science in Nursing
 Administrator and Educator Tracks

<u>Year One</u>			
<u>Semester I</u>		<u>Semester II</u>	
688-610	Theories of Nursing and Leadership....3 cr.	688-622	Professional Role Development..... 2 cr.
688-634	Health Systems Policy and	688-646	Health, Politics and the World 3 cr.
	Organization3 cr.	688-675	Graduate Seminar..... 1 cr.
688-660	Research for Advanced Nursing	688-799	Leadership Integration Project 1 cr.
	Practice3 cr.		Elective..... 3 cr.
Total:		Total:	
9 cr.		10 cr.	

<u>Year Two: Administrator</u>		<u>Year Two: Educator</u>	
<u>Semester I</u>		<u>Semester I</u>	
688-710	Administrative Leadership2 cr.	688-720	Theories of Education 2 cr.
688-712	Organizational Development.....3 cr.	688-722	Curriculum and Instruction 3 cr.
688-714	Resource Management3 cr.	688-724	Assessment and Evaluation..... 3 cr.
688-799	Leadership Integration Project.....1 cr.	688-799	Leadership Integration Project 1 cr.
Total:		Total:	
9 cr.		9 cr.	

<u>Year Two: Administrator</u>		<u>Year Two: Educator</u>	
<u>Semester II</u>		<u>Semester II</u>	
688-716	Administrator Practicum I3 cr.	688-726	Educator Practicum I..... 3 cr.
688-718	Administrator Practicum II.....3 cr.	688-727	Educator Practicum II 3 cr.
688-799	Leadership Integration Project.....1 cr.	688-799	Leadership Integration Project 1 cr.
	Elective3 cr.		Elective..... 3 cr.
Total:		Total:	
10 cr.		10 cr.	

Total Program: 38 cr.	
	Core Courses
	15 cr.
	Specialty Courses
	8 cr.
	Practicum
	6 cr.
	Electives
	6 cr.
	Leadership Integration Project
	3 cr.

Prerequisites:

- Core courses are pre-requisite to specialty courses in designated track.
- Research for Advanced Nursing Practice is pre-requisite to Leadership Integration Project.
- Specialty courses are pre-requisite or concurrent with practica.
- Elective courses can be nursing courses, interdisciplinary courses, or additional specialty practica per individual program plan.

MSN – COURSE DESCRIPTIONS

Administrative Leadership 688-710: 2 cr.

Students examine management issues in the context of administrative leadership. The impact of legal and regulatory issues on organizational and practice policies is emphasized. The role of the nurse leader in strategic and contingency planning as well as crisis management within health care systems is the foundation of this course.

Organizational Development 688-712: 3cr.

The role of organizational structure, mission and vision as the framework for strategic planning, quality initiatives, and standards of care is explored. The opportunity to synthesize concepts related to organizational models, standards of practice, information management, program evaluation, and market development is provided. The development, implementation and evaluation of program and marketing plans are emphasized. Quality indicator development, data collection, and public reporting are addressed in concert with accreditation and credentialing aspects of organizational management.

Resource Management 688-714: 3cr.

The focus of this course is on resource management in the support of organizational goals. Issues of economy and efficiency are discussed in relationship to organization systems including information exchange, fiscal accountability, and human resource development. Principles of management and current business trends are discussed in the context of health care delivery and outcomes.

Administrator Practicum I 688-716: 3cr.

The focus of this course is the application of nursing, leadership, and management theory in health care and other practice settings where Advanced Practice Nurses have an administrative role. The student will participate in developing and implementing programs, processes, and services appropriate to their selected setting. Development of a Leadership Portfolio will be initiated in this Practicum. A seminar component will allow the student to reflect and synthesize practicum experiences.

Administrator Practicum II 688-718 3cr.

The focus of this course is the application of nursing, leadership, and management theory in health care and other practice settings where Advanced Practice Nurses have an administrative role. The student will participate in evaluating programs, processes and services appropriate to their selected setting. The Leadership Portfolio initiated in Practicum I will be enhanced and finalized in this Practicum. A seminar component will challenge the student to reflect and synthesize practicum experiences.

Theories of Education 688-720: 2cr.

Students examine a variety of theories of education. Major learning theories, including cognitive, humanistic, and developmental perspectives are applied to diverse groups. The interaction of cognition, emotion, and motivation are explored as the student develops a personal theory of learning.

Curriculum & Instruction 688-722: 3cr.

This course focuses on the principles and processes of curriculum, course development and instructional methodologies. Emphasis is placed on cultural competence and learner-centered environments as students develop and implement curriculum and instruction to diverse learners.

Assessment and Evaluation 688 -724: 3 cr.

The role of the educator in the documentation of learning outcomes is the core of this course. The assessment and evaluation of student learning and of program effectiveness will be discussed in relationship to established outcomes. Learning experiences will include test item development, competency assessment, as well as innovative strategies to evaluate the overall curriculum or educational program.

Educator Practicum I 688-726: 3 cr.

The focus of this course is the application of nursing, leadership and educational theory in educational settings with individuals and groups of learners. The student will participate in developing and delivering curriculum and the evaluation of teaching strategies. Development of a teaching portfolio will be initiated. A seminar component will allow the student to reflect and synthesize practicum experiences.

Educator Practicum II 688-728: 3 cr.

The focus of this course is the application of nursing, leadership and educational theory in educational settings that focus on individuals and groups of learners. The student will participate in curriculum delivery and evaluation strategies. The teaching portfolio initiated in Practicum I will be enhanced to demonstrate the scholarship of teaching. A seminar component will challenge the student to reflect and synthesize practicum experiences.

Theories of Education 688-720 (2cr.)

Students examine a variety of theories of education. Major learning theories, including cognitive, humanistic, and developmental perspectives are applied to diverse groups. The interaction of cognition, emotion, and motivation are explored as the student develops a personal theory of learning.

688-580 Advanced Pathophysiology

This course is designed to present an orientation to disease as disordered physiology. It is intended to enable advanced practice nurses to understand how and why the symptoms and signs of various conditions appear. In approaching disease as disordered physiology, this course analyzes the mechanism(s) of production of the symptoms and signs of different disease syndromes. In doing so, it recognizes the student's and practitioner's need to understand the mechanism(s) underlying the disease and its clinical manifestations so that rational therapies can be devised. Thus, appropriate screening and diagnostic laboratory evaluative methods will also be included.

Electives Policy

- The course(s) needs to support the individual's academic and career goals. For example, if a student is pursuing the educator track, it may make sense to take a course that expands knowledge of teaching strategies or curriculum construction. Similarly, an individual in the administrator track may want to take a course in budget development or team-building strategies. Each student designs their own program of study with their academic advisor. The student will discuss the academic plan and the selection of electives with the faculty advisor.
- A student may take one of the nursing courses from the track opposite of the one enrolled as their elective. For example, a student enrolled in the administrator track may select a nursing course from their educator track.
- The course must be at a graduate level with a course number at the 500 level or above.
- Be sure to check pre-requisites to ensure eligibility in the course. A call to the course faculty member will allow a waiver of pre-requisites when the student explains their special status and career goals. While this is not always true, it is common practice for graduate students.

Multiple Campus Access

- The student may take the elective on any campus that offers a course that fits the academic plan goals. Students typically register as special students on the guest campus. Verify elective courses with an academic advisor prior to registering for them.

Graduation Requirements

An application for graduation is obtained on-line and should be completed at registration for the final semester of enrollment.

A Master of Science in Nursing degree is awarded from Bellin College of Nursing at the commencement ceremony conducted each year in the month of May to students who have met the following criteria:

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.

Health Requirement

Students must provide evidence of meeting the health requirements for the agency in which they complete the practicum in the semester prior to entering the Nursing Practicum courses:

Administrator Track: Administrator Practicum I -- 688 – 716
Administrator Practicum II – 688 - 718
Educator Track: Educator Practicum I -- 688- 726
Educator Practicum II -- 688- 728

Background Check

Students must have a background check completed by the Criminal Justice Department of Wisconsin or an equivalent agency if residence is outside of Wisconsin in the semester prior to entering the Nursing Practicum courses:

Administrator Track: Administrator Practicum I -- 688 – 716
Administrator Practicum II -- 688- 718
Educator Track: Educator Practicum I -- 688- 726
Educator Practicum II -- 688- 728

FINANCIAL AID

GRADUATE AND UNDERGRADUATE

FINANCIAL AID

Financial Aid Director

Lena C. Goodman, B.S.

Philosophy

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

General Information

Bellin College of Nursing freshman and sophomore students who take their liberal education courses at the University of Wisconsin-Green Bay apply for and (if eligible) receive financial aid through the University. If liberal education courses are taken at an institution other than UWGB, the student must discuss his/her financial aid options with the Bellin Financial Aid Office. During the junior and senior years at Bellin, students may apply for and (if eligible) receive financial aid through the Bellin College of Nursing financial aid office.

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. Enrollment in a minimum of six credits is required in order to be considered for most financial aid programs.

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

Financial Aid Application and Processing Information

In order to be considered for financial aid, a student must file a Free Application for Federal Student Aid (FAFSA). This form is required by both institutions. FAFSA forms are available from high school counselors, public libraries, and college financial aid offices. A FAFSA may be completed on-line at www.fafsa.ed.gov. It is important for the student to remember that financial aid applications must be filed each year. Students should meet priority filing dates as established by the institution(s). A FAFSA should be completed as soon after January 1st as possible (for the enrollment period beginning the following fall— e.g. for the 2006-2007 academic year, a FAFSA should be filed as soon after January 1, 2006, as possible).

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

$$\begin{array}{r} \text{Cost of Education for the Academic year} \\ - \text{Expected Family Contribution} \\ \hline \text{Financial Need} \end{array}$$

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

- US citizenship or eligible non-citizen
- high school graduate or possess a GED
- maintain academic progress
- enroll at least half-time
- register with Selective Service (if required to do so)
- not be in default on previous student loans nor owe a refund on a federal education grant

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

Academic Progress

Students attending Bellin College of Nursing should be aware of the satisfactory progress standards which must be met by students who desire to receive financial aid.

Bellin College of Nursing's academic progress policy is in compliance with the U.S. Department of Education's regulations as published in the October 6, 1983, Federal register, part 668.16. The College's academic progress policy applies to all Bellin College of Nursing aid recipients enrolled on or after January 1, 1984. Refer to the Bellin College of Nursing Student Handbook for the full policy.

TUITION AND FEES PAYMENT PROCEDURE

Bellin College of Nursing and University of Wisconsin-Green Bay tuition and fees (including housing charges) are paid twice per academic year, at the beginning of each semester. Students should refer to the Bellin Academic Calendar, which is revised annually, for exact registration dates. All students must report to the Bellin Financial Aid Office during this time to confirm registration and make payment. Failure to do so will result in a late fee.

Most students will pay tuition and fee charges in full at the time registration is confirmed. An installment plan is available for eligible students.

Tuition and Fees - Other College/University Providing Liberal Education Courses

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

REFUND POLICY

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

The U.S. Department of Education requires that any refunds resulting from a withdrawal prior to the end of an enrollment period be calculated based upon the percentage of the enrollment period completed.

This policy applies to all students regardless of whether or not federal aid is received.

Tuition Charges Refunded

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

Students who receive no financial assistance from any of the programs listed below under RETURN OF UNEARNED AID, will receive a direct refund of tuition and fees paid, as applicable per this policy.

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

Under no circumstances will Bellin College of Nursing refund the following fees:

1. Application Fee
2. Matriculation Fee
3. Late Registration Fee
4. Penalty Fees
5. Tuition Discounts or Rebates

The following is an estimated scale of the percentage of tuition and fees refunded based upon federal regulations. NOTE: actual percentages may differ since the actual percentage is based upon “days” completed not “weeks”; actual percentages will be individually calculated based upon days attended:

Withdrawal during the _____ week of an	Percentage of Tuition and Fees	enrollment period Refunded
One Week		93%
Two Weeks		87%
Three Weeks		80%
Four Weeks		73%
Five Weeks		67%
Six Weeks		60%
Seven Weeks		53%
Eight Weeks		47%
Nine Weeks		41%
Ten Weeks		No Refund

Accelerated Option Students & Graduate Students

Because of the format of the first semester of the accelerated option, and the graduate program, this policy will be applied on a course-by-course basis. There will be no refund for courses completed; tuition for courses not yet begun at the time of withdrawal, if applicable, will be refunded 100%. Tuition for courses still in progress at the time of withdrawal will be refunded based upon the percentage of the course completed. After the first semester, Accelerated Option students will follow the regular refund policy and graduate students will continue with this policy.

Return of Unearned Aid

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

Bellin College of Nursing will return (within 30 days of the College’s determination that the student withdrew) unearned aid on behalf of the student up to the amount of refunded tuition and fees charges paid by the student or on the student’s behalf. Any additional aid returns become the responsibility of the student. Under federal regulations, any student who fails to return federal funds as required, will remain ineligible for further federal financial aid until the total amount of funds has been returned or the student enters into an agreement with Bellin College of Nursing or the U.S. Department of Education Secretary to repay the unearned aid.

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

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

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

Notification to Student

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

STUDENT'S RESPONSIBILITY FOR RETURN OF AID

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

MAINTAINING ELIGIBILITY FOR FINANCIAL ASSISTANCE

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

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

- A. repays the overpayment (unearned aid) in full to the institution within 45 days of the date the College sends the notification to the student that a return of federal aid is required or;
- B. enters into a satisfactory repayment agreement with the College or;
- C. signs a repayment agreement with the Secretary of the U.S. Department of Education which will include terms that permit the student to repay the overpayment while maintaining eligibility for federal aid.

Bellin College of Nursing will refer collection matters to the Secretary of the U.S. Department of Education if the student does not repay to the College the full amount of the overpayment or enter into a satisfactory repayment agreement with the College or the Secretary of the U.S. Department of Education in accordance with Section 668.22 (h) (4) (i) of the Higher Education Act within 45 days from the date the College sent the student a notification of the overpayment. Overpayment collection accounts will be referred to the U.S. Department of Education at any time the student fails to meet the terms of the repayment agreement with the College or fails to enter into a repayment agreement with the Secretary. Students whose overpayment collection accounts have been referred to the Secretary will be considered ineligible for federal financial aid until the student and the Secretary enter into a repayment agreement.

Repayment Agreement with Bellin College of Nursing

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

The College will require monthly payments of at least \$50.00. The full amount of the overpayment must be repaid within two years of the date the College determined that the student withdrew. If at any time the student fails to meet these terms, Bellin College of Nursing will assign collection of the overpayment to the Secretary of the U.S. Department of Education at which time the student will become ineligible for further federal financial aid.

Post-withdrawal Disbursements of Aid

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

The College will offer any amount of post-withdrawal disbursement to the student (or parent, if a PLUS loan) within 30 days of the date the College determined the student withdrew. A written notification will be sent to the student (or parent) which will identify the type and amount of aid included in the post withdrawal disbursement, explain that all or any portion of the disbursement may be accepted or declined, inform the student (or parent) that no post-withdrawal disbursement will be made to the student or parent if no response is received within 14 days of the date the notification was mailed to the student (parent), and the procedures for receiving the accepted post-withdrawal disbursement. The College will disburse the requested post-withdrawal disbursement within 90 days of the date of the institution's determination that the student withdrew. Post-withdrawal disbursements will first be made from available grant funds; any remaining disbursement will be made from loan funds.

Withdrawal Date Determination

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

- 1) the date, as determined by the College, that the student began the withdrawal process prescribed by College policy;
- 2) the date, as determined by the College, that the student otherwise provided official notification to the institution or its representative, in writing or orally, of her/his intent to withdraw;
- 3) the mid-point of the enrollment period, if the student ceases attendance without providing official notification to the College of her/his intent to withdraw (unless the College can document the student's last date of attendance at an academically-related activity);
- 4) the date the College determines is associated with the circumstance, if the student failed to provide official notification of the intent to withdraw due to illness, accident, or grievous personal loss, or other such circumstance beyond the student's control.

An "academically-related activity" includes, but is not limited to, an exam, a tutorial, computer assisted instruction, academic counseling, academic advisement, turning in a course assignment or attendance of class or clinical meetings.

COSTS FOR THE ACADEMIC YEAR

*Tuition and fees are subject to change. Please see page insert with the most current tuition and fees.

Accelerated Option Tuition

Students who transfer into Bellin College of Nursing with at least 46 credits of required liberal education courses completed, may elect to complete the degree requirements in two full academic years. The tuition cost for this option is based upon a per-credit charge for the number of nursing credits enrolled in a given semester.

Sophomore Transfer Option Tuition

Students who choose to take the freshmen courses during the summer will incur the full-year flat-rate tuition charge in effect for the preceding academic year based upon the official Tuition and Fees Schedule. However, it is understood that most students would not be able to finance the total tuition charge in one payment, therefore, students will be allowed to spread the costs over their entire enrollment at Bellin College of Nursing. Students will be required to pay the per-credit equivalent tuition of the nursing courses plus all applicable fees in the summer with payment due prior to the start of the first course. The balance of the full-year flat-rate tuition charge will be divided equally over the remaining expected enrollment terms and added to each term's tuition charges. Students may choose to spread the cost of the summer payment plus all applicable fees over three monthly payments; a \$10.00 installment fee will be added to their total charges. Note: All students must pay the summer portion of the tuition and fees charges in full prior to enrollment in the fall semester nursing courses.

Tuition for Challenged Courses

Students who believe they have the prior knowledge to successfully complete a nursing course without participating in the day-to-day activities of that course may elect to challenge the course. Students earn full credit for challenged courses successfully completed. Since students are expected to complete course requirements with little to no classroom responsibilities, the tuition charged is one-half the regular per-credit charge for that course.

Audit Tuition

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.

Out-of-State Tuition

While Bellin does not charge out-of-state tuition for nursing courses, out-of-state tuition may be charged at the college/university providing the liberal education courses. The University of Wisconsin-Green Bay does charge out-of-state tuition.

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. Students taking any Bellin College of Nursing on-line course will be charged an On-Line Fee equivalent to \$50 for the first credit plus \$25 for each additional credit per enrollment period.

SOURCES OF FINANCIAL AID

Below is a list of federal, state and Bellin College of Nursing funded financial aid programs. Source and amount awarded is based upon the student's financial need and other eligibility requirements, if applicable.

Grants

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

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

Loans

Loans must be repaid, with interest. Loans are need-based unless otherwise noted. The maximum amount available is given below (actual amount awarded will depend upon financial need and other eligibility requirements).

Federal Stafford Loan (both need-and non-need-based)*	<u>Annual Amount</u>
Freshmen	\$2625
Sophomores	\$3500
Juniors	\$5500
Seniors	\$5500
Graduate	\$8500
PLUS Loan (parent or guardian of dependent students)	Cost less other aid
Federal Perkins (awarded to freshmen and sophomores only)	Varies
Wisconsin Nursing Student Loan (need-based)	\$3000

Other

Federal College Work Study (need-based)	Varies
BCON Merit Scholarship (non-need-based)**	\$1000-2500
Fergus Scholarship (non-need-based)***	\$2500
Outside Aid (may be need or non-need based)****	Varies

* Independent students may qualify for additional loan amounts. The federal government pays the interest on a subsidized loan while the student is enrolled at least half-time and for a six-month grace period after leaving school. Interest accruing on an unsubsidized loan must be paid by the student while enrolled and during the grace period. Principle payments may be deferred until the grace period has expired (both loans).

** Determined at the time of admission to the BCON program based upon academic credentials.

*** Requirements set by donor - must be BCON merit scholar - application required.

**** Determined by the organization/agency providing the funds – eligibility requirements set by donor – application required.

Endowed and Current Scholarships

The College administers a scholarship program through endowments and annual gifts made by individuals, businesses, or other local organizations/groups. These funds are need-based and are generally awarded to juniors, seniors, and accelerated program students. Students who have filed the FAFSA are automatically considered. Below is a list of those available for the 2005-2006 academic year. Award amounts vary.

Endowed:

Anonymous Donor
Eleanore (Honey) & Emery Ansoerge
Ansoerge Family
Francis Ariens
Leon H. Ariens
Dr. Stephen Drake Austin Memorial
Patricia & Frederick E. Baer
Gerri Bellin Memorial
Bellin Health System Auxiliary
Bleser Family Foundation
Dr. Alvin H. Brusky
Bush Family Memorial
Richard & Joyce Bush
Jim & Gerry Christoph
Joseph M. & Jeanette B. Conway
Memorial
Vince & Gerry Devroy
Robert & Ramona Etter
Emil & Gail Fischer
Bernice "Mac" Fleck
Green Bay Packers Foundation
Ferdinand Phillip Haegers Memorial
Haise Family Memorial
The Honorable Donald J. Hanaway
Memorial
Dr. Loren & Marian Hart
Elizabeth B. Hendrickson
Lucyanna & Dr. Oliver Hitch
Dr. Harold & Fran Hoops
Marie M. Janssen Memorial
Dolores Chaney Killins
Sally & Bernie Killoran
Harold & Laura Halloin Knospe
Lawrence Knutson
Ben Kramer & Alydia Braskamp
Memorial
Charles & Marcia Larsen
Thomas & Lillian Lutsey
Christina J. Maloney LPN
Mary Lou Manger Memorial
Joyce A. McCollum
Margaret M. McKanna Memorial
Robert T. & Betty Rose Meyer
Robert & Beverly Nelson
Nishioka Family
Dr. Louis D. Philipp Family
Joyce Prust Memorial
E. Maude Reidenbach Memorial
Dr. B.L. & Barbara Richardson
Meredith B. & John M. Rose
Rosemann Family
John L. & Naomi S. Ross
Carol Schmidt Memorial
Esther Randolph Soeter Memorial
John & Mabel Stiles
Audrey Thorpe Memorial
Joseph & Sarah Van Drisse
Antoinette "Toni" Motiff Vannes
Byron L. Walter Family

Harriet Bower Warnemuende
Virginia Zehren Memorial
Paul Ziemer Memorial

External:

Groendahl Nursing Scholarship
Loretta Wells
Jean Vaessen Memorial

Current:

Anonymous Donor
Frederick W. & Virginia Baer
Dayne & Beverly Barthels Memorial
Bellin Alumni Association
Bellin Health System Auxiliary
Bellin Run
Dr Thomas & Lou Beno
Brebner Family
Thomas & Kathaleen Buening
Eleanor & George Burridge
Beatrice Solander Carlson, RN
Walter R. Cloud Foundation, Inc.
Alice O. Conlon
Edward Cornette Memorial
WI Daniell Memorial
Laura Dauffenbach Memorial
Russell "Jim" DeMary Memorial
Bob Emmel Memorial
Carol Felhofer
Nancy Felhofer Memorial
Drs. Bruce & Diane Fenster
Dr. Andrew Fergus Memorial
Kayleen & Larry Ferguson
Dr. Alan & Cindy Finesilver
First United Methodist Church,
Green Bay
First United Methodist Women,
Green Bay
Green Bay HeartCare of Marinette
Elmer & Eleanor Halcsik Memorial
Charles Hanaway Memorial
Dr. Earl & Catherine Harrington
Eleanore J. Hempel Memorial
Philip & Betsy Hendrickson
Dr. Wm. David & Mary Jones
Francis M.L. & Diane Junio
Sally & Bernie Killoran
Dr. & Mrs. Michael Kincheloe
Wally & Joyce Klunk
Harold Knutson Memorial
Lawrence Knutson Memorial
Mr. & Mrs. William Konstanski
Robert & Jane Laird
Steven C. Larsen Memorial
Brian LaViolette Memorial
Eugene Leicht Memorial
Deb & Chuck Lidbury
Barry & Cheryl Martzahl
Janie McCray, RN, PhD
Norman & Shirlyn Miller
Drs Gowdar & Geetha Murthy
Robert & Beverly Nelson
Dave & Aleen Nusbaum Memorial
Diana Pastorel Memorial
Alvin & Marian Pavlik
Ruth Peacock
Lillian Elizabeth Peterson Memorial

Dr. Phillip & Anna Philbrook
Hugh Roberts Memorial
Abner & Jane Sapiro
Elizabeth Schaub
Violet A. Schmidt Memorial
Ora Simpson Memorial
Dr. Donald & Janet Sipes
John & Ruth Somerville
Dr. Stephen Somerville
Nancy & Stuart Stiles
Dr. Kevin & Cindy Wienkers
Dr. Jim & Ginny Winston
Louise Winston & Helen Moore
Memorial
Yvonne Woldt Zavoshy
Mrs. Margaret Zutz

External:

Bay Care Clinic
Erica Lutze Common Knowledge

Student Services

Academic Policies

College Policies

STUDENT SERVICES

Academic Advising

An assigned advisor provides academic advising to students to assist them in planning a program consistent with their own personal goals and the College requirements. This process begins prior to enrollment. Students and advisors meet each semester to update the student's academic plan.

Educational Facilities and Resources

Bellin College of Nursing administrative offices, classrooms and the Fuld Learning Resource Center are located in the 725 Webster Medical Building and on 5th floor at Bellin Health Services. As a member of the Fuld Foundation Family, the College has received grants in excess of \$360,000 for audiovisual equipment, computers and software, mannequins, and other simulation equipment. The Fuld Learning Resource Center includes two skills practice laboratories, a computer room, an assessment room, a viewing room, and a practice area.

Students utilize the Rose Health Sciences Library located on the 1st floor of the College building. The library is open seven days a week during fall and spring semesters. It offers a quiet, pleasant atmosphere for studying along with access to current nursing literature and audiovisual materials. Library holdings include 7000 volumes, books, journals, newspapers, and 3050 videos.

Students also have access to the UWGB Library Learning Center. The Library has a total of 280,000 books and bound periodicals, and maintains current subscriptions to 1400 scholarly journals, magazines and newspapers.

Students taking liberal education coursework at the University of Wisconsin-Green Bay can enjoy a beautiful 700 acre campus. The University has over 5000 students from Wisconsin, nearly every state and 46 foreign countries. Students enrolled in courses on this campus have access to available educational, developmental and recreational services.

Fitness Center

Bellin students are eligible for membership at Bellin's Health Connection. Students receive membership at a pro-rated cost. This membership permits the student to use the facility for exercise and circuit weight training. Educational wellness programs are also available at cost. These programs include stress reduction, aerobics, weight reduction, yoga and running.

Food Service

Students utilize cafeteria services available at the Bellin Hospital Center or St. Vincent Hospital where they will receive the same discount as employees. Food vending machines are available in the College of Nursing building. Students may utilize the food services available on the campus where they are taking liberal education courses.

Guidance and Counseling Services

Professional, personal, financial and academic counseling is provided by the staff of Bellin College of Nursing and the assistance program of Bellin Psychiatric Center. The counseling and guidance services consists of orientation to the College of Nursing, financial aid counseling, academic advising, performance counseling and personal counseling. All College of Nursing faculty members and staff are available to assist students in whatever way they can.

Students are also encouraged to avail themselves to the Assistance Program at Bellin Psychiatric Center. The program is designed to help the individual with any issues before they affect the person's health, family life, or performance level. There is no cost for initial assessment and short-term counseling.

Students taking liberal education courses at University of Wisconsin-Green Bay (UWGB) are able to utilize the services of the UWGB Student Development Center. The Student Development Center is an educational resource center designed to help students realize their potential for bringing about creative change in themselves. The center strives to be responsive to the needs of all students. The primary objective of the Student Development Center is to help facilitate emotional growth and development. A staff of qualified resource persons is available for counseling, human relations development, vocational advising and testing.

Health Services

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.

Upon acceptance into the College, the student's pre-entrance physical will be reviewed by the health nurse. If further assessment is necessary or a health problem exists, a physical may be done by the staff physician. The health nurse will monitor this process and provide follow-up on these individuals. At the beginning of the student's sophomore, junior and senior year, the health nurse will do a health screen.

The student assumes responsibility for all health costs that are not a part of the routine health services. Such costs might include health problems present prior to admission to the college, long-term illness, surgical treatment, prescription medications, dental and eye care and illness or injury incurred while the student is off campus. All students are required to be enrolled in a health insurance plan. Costs of hospitalization or physician care beyond those covered by insurance are the responsibility of the student and the student's family.

Bellin students who are enrolled in liberal education courses on the University of Wisconsin-Green Bay campus may utilize the services of the University of Wisconsin-Green Bay Health Office for treatment of minor illnesses and injuries.

Health Records

Upon written request of the graduate, Bellin College of Nursing will forward health information to prospective employers or educational institutions. There is a \$2.00 fee per request for this service which should be directed to the College of Nursing office.

Licensing Examination

A graduate of the program is eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX), under the jurisdiction of the respective Board of Nursing in the state in which the graduate intends to become licensed.

Persistence Rates

Bellin College of Nursing is a specialized school; therefore, students who decide to change majors must withdraw from the College. This makes it difficult to compare Bellin College of Nursing's persistence statistics with educational institutions who have multiple majors.

These persistence rates reflect transfer students and students without prior college experience who initially enrolled in the four year program option only.

Class of 2004	71% graduated in 4 years or less and 63% in 5 years or less
Class of 2003	60% graduated in 4 years or less
Class of 2002	82% graduated in 4 years or less and 91% in 5 years or less
Class of 2001	57% graduated in 4 years or less and 59% in 5 years or less
Class of 2000	60% graduated in 4 years or less, 70% in 5 years or less

Job Placement

Class of 2004.....	75% by time of graduation 100% by 4 month of those responding
Class of 2003.....	83% had jobs by graduation
Class of 2002.....	97.4% had jobs by graduation
Class of 2001.....	95% had jobs by graduation
Class of 2000.....	85% had jobs by graduation, 92% within 2 months, 6 % not reported
Class of 1999.....	93% had jobs by graduation
Class of 1998.....	71% had jobs by graduation, 89% within 2 months, 11% not reported
Class of 1997.....	62% had jobs by graduation, 90% within 3 months 100% within 5 1/2 months
Class of 1996.....	62% had jobs within 3 weeks, 98% within 3 months
Class of 1995.....	90% had jobs within 3 months
Class of 1994.....	70% had jobs within 2 months, 98% within 6 months

- Class of 1993..... 100% had jobs within 3 months
- Class of 1992..... 100% had jobs within 2 months
- Class of 1988-91 100% had jobs by graduation

When information regarding job opportunities is received by the College, the student is notified via a student memo, a notice is posted on the job opportunities bulletin board at the College, or a note placed in the monthly student newsletter.

Living Arrangements (Housing)

Students are responsible for obtaining their own housing when attending Bellin College. They may elect to live at home if commuting distances permit or live off campus in a rented apartment or house. Students who choose to live off campus in private housing can usually find suitable accommodations at reasonable rates close to the Bellin campus. The College posts available housing notices.

Students who are enrolled in liberal education courses at UWGB may reside in the University Residence halls or apartments on the UWGB campus. Because of the large number of liberal education courses required during the first two years of the undergraduate program, the University campus may well be the most convenient location for those students.

Peer Advising

Peer advisors are selected upper class students assigned to facilitate the transition of freshman, and sophomore students to the college experience at BCON. Peer advisors provide information about UWGB & Bellin policies, procedures and activities; provide information on community resources, provide support in easing the transition into the student role; and provide appropriate referral options for academic and personal needs.

Safety

Campus safety is a shared responsibility between the College and its campus community members. Suspicion is the only reason needed to call security. The 2004 Annual Security Report showed zero criminal incidents on campus.

Student Organizations

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

All students are members of the College of Nursing Student Senate. The student body authority for this organization is vested in the Senate. Besides elected Senate officers, each class elects four members to serve as Senate class representatives. The purpose of this organization is to provide a means for students to organize and actively participate in decision-making related to student life. Membership fees are \$20 per year, payable \$10 each semester. The Senate determines how membership fees are utilized. Monies are used to support many of the all-school social activities.

Student representatives are also elected to be on college committees related to curriculum and student services.

All students are encouraged to become members of another Bellin College organization called the Bellin Student Nurses' Association (BSNA). Activities are primarily directed toward professional development, community involvement, participation in state and national conventions and Student Nurses Week. The organization has been recognized at local, state and national levels for their community work related to cancer prevention.

The Ambassador Club is a select group of students who work with the Admission Department, Development Department and the Office of the President in promoting the College.

Sigma Theta Tau

Kappa Pi Chapter-at-Large of Sigma Theta Tau International is a nursing honor society co-sponsored by Bellin College of Nursing and the University of Wisconsin-Green Bay nursing programs. The mission of Sigma Theta Tau International is to improve the health of people worldwide through the development of nurse leaders and nursing knowledge. Seniors in the top 35% of the class with a minimum of a 3.0 GPA are eligible to be candidates for membership. Students in master, post-master and doctoral programs in nursing are also eligible to be candidates for membership as are community nurse leaders.

Transportation/Parking

All students are responsible for transportation to and from the Bellin campus, the liberal education campuses, field trips and clinical experiences. The use of public transportation or car pools is encouraged. City buses operate on a regular schedule in Green Bay. Campus parking is available only for short-term (less than 1 hour) needs. Otherwise, students need to use off campus parking lots and either walk or shuttle to the College.

ACADEMIC POLICIES

Grading System

The following grading system is used to determine achievement in nursing courses.

Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent	Description
A	4.0 points	93-100	Excellent
AB	3.5 points	90-92	Very Good
B	3.0 points	85-89	Good
BC	2.5 points	82-84	Above Average
C	2.0 points	77-81	Average
D	1.0 point	70-76	Below Average
F	0 point	below 70	Failure

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.
N	No Report	Course in progress or no grade report received.
P/F	Pass/Fail	Challenge of nursing courses can be for credit (letter grade) or pass (P) fail (F). A "P" grade means work was completed at "C" or higher level, but is not included in GPA.
S/U	Satisfactory/Unsatisfactory	A grade of satisfactory/unsatisfactory is used in the clinical and/or lab component(s) of a course. No effect on GPA.
TR	Transfer Course	Transfer course taken prior to admission to Bellin.
W	Withdraw	Dropped course prior to week 6 or before 40% of course is completed. No effect on GPA.
WF	Withdraw/Failing	A grade of withdraw/failing (WF) will be recorded on the transcript of students who withdraw from nursing courses and the nursing program after the sixth week of a fifteen week semester or after 40% of the course has been completed.

Credit Equivalence

Bellin College of Nursing courses are reported in credits according to the following values:

Classroom	1 credit = 15 hours per semester (1 hour = 55 minutes class time) Final Exam Days follow the completion of the semester.
Laboratory	1 credit = 45 hours per semester (1 hour = 60 minutes lab time)
Clinical	1 credit = 45 hours per semester (1 hour = 60 minutes clinical time) Nursing labs/clinical are graded satisfactory/unsatisfactory. Some classroom assignments may be completed as part of a lab/clinical experience and are part of the classroom grade.

Grade Point Average

Grade point average (GPA) is a quantitative measure of academic achievement (nursing and liberal education) and is computed on the basis of credits earned and grades achieved. Nursing and all liberal education course grades are used to compute the GPA each semester. Although most students elect to take their liberal education courses at UWGB, they may take their liberal education courses at another college during enrollment at BCON. Students should be aware, however, that BCON does not acknowledge plus or minus grade designations, e.g. a C+ or a C- are recorded as a C (2.0) on the Bellin transcript.

Grade point averages are computed by multiplying credits by grade value and dividing the sum of course grades by the sum of credits. Clinical credits, as well as required courses taken prior to admission to Bellin College of Nursing, are not utilized in the computation of the grade point average. Grade point averages are computed at the end of each semester or summer session for all courses (nursing and liberal education) taken during that period. The GPA is on a 4-point scale.

Achievement

Academic Achievement

Academic achievement standards for continuation in the program are as follows:

- 1) a grade point average of 2.0, or above, is required each semester (or summer session);
and
- 2) a grade of "C", or above, must be attained in each nursing and required liberal education courses;

PASS/FAIL COURSE POLICY

Students on occasion may sign up for a course that is graded as a pass/fail. A letter grade is not issued, but a pass/fail is awarded. The following criteria will be applied for a course that awards a pass/fail:

1. No pass/fail grades will be accepted for Bellin College of Nursing (BCON) required courses, with the exception of a challenge course per the current Bellin College policy.
2. Only two pass/fail courses will be accepted while enrolled at BCON or as transfer courses.
3. Courses taken for pass/fail will not count toward GPA or honors within the Bellin College of Nursing program.

Lab/Clinical Achievement

Safe practice is considered as the minimum criterion for lab/clinical achievement. Lab/clinical achievement is documented on the student transcript as satisfactory (S) or unsatisfactory (U) through faculty evaluation of student performance compared with pre-established outcomes. A student cannot graduate with a terminal clinical unsatisfactory evaluation.

Satisfactory performance in lab is required for progression into clinical.

A student who receives a clinical unsatisfactory may complete the classroom portion of that course. A student who receives a clinical unsatisfactory in one course may complete the other nursing courses that they are enrolled in during the same semester unless there is evidence of unsafe practice.

Curriculum Progression

The student who has met the academic and clinical outcomes for all courses progresses to the next semester.

Participation in Student Academic Achievement Plan

Satisfactory completion of courses, the program outcomes and all components of the Assessment Program are graduation requirements.

Clinical Progress Reports

Faculty will provide feedback to the student regarding their self-appraisal and clinical progress toward course outcomes following each week of clinical. At the end of each clinical rotation, the faculty member will have a final conference addressing the students clinical progression towards meeting course outcomes. A final written clinical assessment will be placed in the student's file.

Student Responsibility for Reporting Grades

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

Course Waiver

Students who enter Bellin College of Nursing with prior course work or life experiences which appear to fulfill a required course in the typical curriculum plan may seek a waiver for a course. It is the students responsibility to provide supporting evidence which may include, but is not limited to syllabi, course outlines, resume/curriculum vitae. If the waiver is accepted, no credit is granted and the student is excused from taking the course. Students who waive courses are accountable for achieving total credits required for graduation. Students should contact the Admission Office or their Academic Advisor for more specific information.

688-104 Fundamentals of Nursing Care I Course Waiver Policy

Students who are actively certified as a certified nursing assistant (CNA) by the registration date the semester prior to the start of the 688-104 course will be exempt from the lab and clinical portion. The student must provide evidence of successful completion of a (CNA) course and complete the Waiver for 688-104 from with the admissions counselor or their academic advisor. Active CNA certification will be verified by the Department of Licensing.

If a student is in the process of taking a CNA course and has not successfully completed the CNA certification by the registration date, they will need to complete the entire 688-104 course.

Course Equivalency/Transfer

Students who enter with prior coursework from a college or university, accredited by an appropriate accrediting association, which appear to fulfill a required course may seek a course equivalency. If granted, the course credits are applied toward the graduation requirements. Students should contact the Admission Office or their Academic Advisor for further information.

Honors Program

Deans List: The Dean's List is announced following the completion of fall semester and spring semester. The Dean's List is composed of students who have earned a grade point average of 3.5 or better, are in good disciplinary standing, and carry at least 9 credits. (Honors above 3.5, High Honors above 3.75, Highest Honors 4.0).

Graduation with Honors: A student may earn the distinction of graduating with honors with the following cumulative grade point average: 3.5 to 3.74 Cum Laude; 3.75-3.89 Magna Cum Laude; 3.9-4.0 Summa Cum Laude.

To be eligible to graduate with honors, a student must earn a minimum of 60 credits of regularly graded coursework from the date of admission at Bellin College of Nursing to the date of graduation. Both nursing and liberal education courses are used in computing the cumulative grade point average.

Grade Appeal

On occasion a student may identify the need to appeal a grade for computation or interpretive error. The student will have seven calendar days from the time the grade was received to have the grade reviewed. An extension to this seven day policy can be accommodated if it can be demonstrated that a grade was incorrectly recorded or that it was impossible for the student to initiate the review during the designated period.

Repeated Courses

Grade Betterment:

Nursing Courses: Students may repeat a nursing course in which they obtained a C or better. Both grades appear on the transcript, but only the last grade received is calculated into the GPA. Financial aid may be obtained for nursing courses that are repeated.

Liberal Education Courses: Students may repeat a liberal education course in which they obtained a C or better following the liberal education institution's policies currently in effect. Repeat courses must be the same course as originally completed. When a repeated course is complete, the original grade and entry on the transcript remain and are designated with the letter R after the course title on the transcript; however, only the last grade received is calculated into the GPA.

Liberal education courses repeated while students are not currently enrolled at BCON appear as transfer courses on the transcript.

Academically Failed:

A student who was dismissed from the program due to academically failing a course, i.e. failed to attain a C or better in a nursing course, required liberal education course, or liberal education elective, and is readmitted through the appeal of termination process, may repeat the academically failed course one time only. Refer to the Appeal of Termination policy.

Academic Difficulty

Nursing Courses: Academic Difficulty Notices are given for the purpose of formally notifying a student of an unsatisfactory performance level. An Academic Difficulty Notice will be given to a student whenever his/her overall performance level is less than a C. This notification may occur any time during a course up to the final exam. A student having difficulty with a nursing course is encouraged to speak to the course facilitator and/or faculty teaching in the course. Additional assistance can also be sought from the student's academic advisor.

Liberal Education Courses: A student experiencing academic difficulty within the liberal education courses are encouraged to contact the liberal education campus for tutoring services and to consult with the course faculty member for assistance. Additional assistance can also be sought from the student's nursing academic advisor.

Incompletes

No more than two incompletes in nursing and/or liberal education courses can be taken in any one semester or grading period. Incompletes in more than two grading periods will result in automatic dismissal. Students with extenuating circumstances may appeal to the Director of the Undergraduate Program.

Nursing Courses: Notice of an incomplete status for a nursing course is given to the student. 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. Within the first fall semester of the accelerated track, each course must be complete in order to progress to subsequent courses.

Liberal Education Courses: It is the policy of Bellin College of Nursing that incompletes in liberal education courses be completed within four weeks of the last day of classes at the liberal education institution. Students must make arrangements with the faculty member at the liberal education institution to complete the required course work.

Probation

Probation is a period in which the student is closely observed by the faculty. A student may be placed on academic, clinical, and/or disciplinary probation. Students being placed on probation are notified in writing of their probationary status. Students receiving any type of probationary status will be required to sign a formal written contract which provides written evidence of present status, required remedial action, expected outcomes, and consequences.

Academic Probation: A student is placed on Academic Probation when his/her appeal to remain in the program is granted. Transfer and re-admit students who evidence prior academic or clinical difficulties are placed on probation for one semester. Satisfactory achievement during that period of time is required. A student who does not achieve satisfactorily is covered by the same policies relating to termination as any other enrolled student.

Clinical Probation: A student, whose clinical practice does not satisfactorily meet the clinical outcomes at any time, as documented by ongoing faculty evaluations, may be placed on clinical probation. The student will be given written directions via a contract for remedial work as determined by the faculty. This work must be completed during a time specified by the faculty member involved.

Situations that would place a student on clinical probation include but are not limited to:

1. Substandard clinical practice as documented by ongoing faculty evaluation
2. Transfer student, if deemed necessary
3. Re-admit student, if deemed necessary

Disciplinary Probation: A student may be placed on disciplinary probation for behaviors that are not in accord with College policies as stated in the College Catalog and the Student Handbook.

Situations that would place a student on disciplinary probation include but are not limited to:

1. Unethical professional conduct as defined in the ANA Code for Nurses and the State Board of Nursing Rules of Conduct.
2. Administering, supplying, or obtaining drugs other than in the course of legitimate practice or as otherwise prohibited by law.
3. Repeated infractions of College policies.
4. Persistent negative responses toward constructive criticism by the faculty or others concerned with the student's progress and development.
5. Academic dishonesty.

During the period of disciplinary probation, a student will be required to demonstrate evidence of remedial action and expected performance to be allowed to remain in the program.

Transfer and readmit students who evidence prior academic or clinical difficulties may be placed on probation for one semester. Satisfactory achievement during that period of time returns the student to satisfactory standing. A student who does not achieve satisfactorily is covered by the same policies relating to termination as any other enrolled student.

A student placed on any type of probationary status will be required to sign a formal written contract which provides written evidence of present status, required remedial action, expected outcomes, and consequences.

Contracts

The mechanism for probation enforcement is a written contract. Contracts will be issued to a student when a faculty member has validated the need for additional work or attention to a performance and/or behavioral need such as but not limited to:

- Late written work
- Lack of assertiveness
- Unprofessional behavior
- Tardiness to lab or clinical
- Need for stress reduction, i.e., testing or clinical
- Lack of preparation for clinical experience

Contracts are issued by the faculty member involved in collaboration with the Director of the Undergraduate Program.

Termination from the Program

The following results in an automatic dismissal from the program:

1. Failure to maintain a 2.0 grade point average each semester and summer session.
2. Failure to attain a C or better in a nursing course.
3. Failure to attain a C or better in required liberal education courses.
4. Failure to attain a C or better in liberal education electives.
5. Receipt of an F or WF in any liberal education course.
6. Receipt of an incomplete in more than two grading periods.
7. Receipt of an unsatisfactory final clinical evaluation.
8. Failure to resolve behaviors identified under disciplinary problems.
9. Failure to fulfill probation requirements via breach of contract.
10. The College reserves the right to terminate any student from the program when that student's health, performance, and/or behavior jeopardize the safety of patients, other students, or College personnel.
11. Failure to provide accurate information on the admission application.

Appeal of Termination

Any student dismissed from the program has the right to appeal and may appeal for readmission to the program one time only. Reasons for dismissal should be discussed with the academic advisor.

To initiate an appeal process to remain in the program, the prior student should write a letter to the Director of the Undergraduate Program. The letter should

1. be submitted to the office of the Director of the Undergraduate Program within two weeks following dismissal, automatic or other, from the program;
2. identify any extenuating circumstances contributing to the termination and changes that will contribute to success if the appeal is granted; and
3. include the prior student's contact information including address, telephone number, and e-mail address.

The appeal is reviewed by an appointed committee, and the student will receive written notification of the appeal outcome from the Director of the Undergraduate Program.

Readmission Policy

Any student who is dismissed from the program and has their appeal denied may reapply for admission to the program one time only. The readmission would be reviewed by the Admissions department.

Residency Requirement

A minimum of thirty credits in nursing, twenty in the upper division, must be earned at Bellin College of Nursing.

Program Completion Requirements

Students have six years after enrollment in the first nursing course to complete the curriculum requirements.

Graduation Requirement

A student who has satisfactorily completed a minimum of 129 credits including 65 in liberal education and 64 in nursing; AND who has completed all Assessment Program requirements will be recommended to receive a Bachelor of Science in Nursing degree.

Credit Evaluation for Transfer Nursing Credits

1. All nursing credits taken at an NLNAC/CCNE accredited Associate Degree or Baccalaureate Program may be submitted for a credit evaluation. Credit evaluation requests need to be submitted a semester prior to the scheduled curriculum plan.
2. The student must contact her/his academic advisor for direction. The student initiates the credit evaluation request by completing the Appeal for Course Equivalency Form and supplying supportive materials.
3. A minimum of thirty credits in nursing, twenty of which must be in the upper division, must be earned at Bellin College of Nursing. Elapsed time since course completion will be a consideration when granting a credit evaluation request. A credit evaluation granted at Bellin College of Nursing will only apply to the Bellin College of Nursing curriculum.
4. Prerequisites required at Bellin College of Nursing may still apply.
5. Students will be notified of the committee's decision via a letter. A denial of credit may be appealed to the Dean of the Nursing Program.

ACADEMIC ADVISING

An Academic Advisor will provide 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 each semester prior to registration.

Students need to discuss any changes in their academic plan with their academic advisor to ensure that the student will be in compliance with curriculum requirements. BCON Add/Drop forms need to be completed. Students must also follow add/drop guidelines at their general education institution.

FAILURE TO COMPLETE ACADEMIC ADVISING POLICY

Students have a responsibility to complete the academic advising-registration process each semester with the guidance of their BCON assigned academic advisor. Those students who do not schedule, attend, or complete the advising and registration steps as outlined each semester may not be able to obtain or complete their required course work, and therefore may jeopardize their ability to complete their program of studies within the usual length of time.

It is the student's responsibility to contact their advisor and follow through with all advisement/registration requirements.

COLLEGE POLICIES AND PROCEDURES

Attendance Policy

Students are expected to attend all classroom and laboratory activities. Any student who does not attend a class, maintains responsibility for all announcements, directions, hand-outs, examination reviews, content explored and examinations during that time. There may be individual courses that require class attendance as a condition of passing the course. Attendance in clinical is required. Student attendance records are maintained for the purpose of work references and some financial aid programs.

Complaint and Grievance Policies

Students can find a copy of The Student Bill of Rights and the Grievance Procedure in the Student Handbook. Students who feel that their rights have been violated are encouraged to file a grievance. The Complaint Policy and Procedure are also available to the student in the Student Handbook

Fitness for Class and Clinicals

All students are to report to class and clinical free of impairment from the use of alcohol and/or drugs. Students not free of impairment are unfit for class and clinical and will be assessed, screened and disciplined as identified in the Fitness for Class and Clinical Policy found in the Student Handbook.

Full-Time/Part-Time Status

A student enrolled in Bellin College of Nursing must carry at least 12 semester hour credits to be classified as a full-time student. Students enrolled in fewer than 12 semester hour credits are classified as part-time students. To be eligible for financial assistance, a student must be enrolled in a minimum of 6 credits in a given semester. Semester hour credits include liberal education courses taken through University of Wisconsin-Green Bay/other colleges or universities and nursing courses taken through Bellin College of Nursing.

Student Classification by Year in the Undergraduate Nursing Program - Traditional Track

Freshman:

A student enrolled in any of the 100 numbered nursing courses. Upon satisfactory completion of the 100 numbered courses (3 credits) and the required freshman year liberal education courses (29 credits) the student is promoted to sophomore standing.

Total Credits of 32 Entering Sophomore Year
(3 Nursing - 29 Liberal Education)

Sophomore:

A student enrolled in any of the 200 numbered nursing courses. Upon satisfactory completion of the 200 numbered nursing courses (16 credits) and the required sophomore year liberal education courses (18 credits) the student is promoted to junior standing.

Total Credits of 66 Entering Junior Year
(19 Nursing - 47 Liberal Education)

Junior:

A student enrolled in any of the 300 numbered nursing courses. Upon satisfactory completion of the 300 numbered nursing courses (19.5 credits) and the required junior year liberal education courses (12 credits) the student is promoted to senior standing.

Total Credits of 97.5 Entering Senior Year
(38.5 Nursing - 59 Liberal Education)

Senior:

A student enrolled in any of the 400 numbered nursing courses. Upon satisfactory completion of the 400 numbered nursing courses (25.5 credits) and the required senior year liberal education courses (6 credits) the student is eligible for graduation.

Cumulative Credits of 129 Required for Graduation
(64 Nursing - 65 Liberal Education)

Student Classification - Accelerated Transfer Option

Freshman/Sophomore: Semester 1

Upon satisfactory completion of 17 nursing credits in combination with the 46-62 required liberal education transfer credits, the student is promoted to junior year.

Total of 79 credits
(17 Nursing and 46-62 Liberal Education)

Junior: Semester 2

In Semester 2 the student completes 13.5 credits of nursing and 0-3 credits of liberal education

Total of 92.5 credits
(30.5 Nursing and 50-62 Liberal Education)

Junior: Summer

In Summer the accelerated student completes 3 credits of nursing and 0-6 credits of liberal education

Total of 95.5 credits
(33.5 Nursing and 56-62 Liberal Education)

Junior/Senior: Semester 3

In Semester 3 the student completes 16 credits of nursing and 3 credits of liberal education

Total of 111.5 credits
(49.5 Nursing and 59-62 Liberal Education)

Senior: Semester 4

In Semester 4 the student completes 14.5 credits of nursing and 3-6 of liberal education

Total of 129 credits
(64 Nursing and 65 Liberal Education)

Misuse of Drugs and Alcohol

Drunkenness, disorderly conduct, or violation of state or local laws are violations of College regulations and are subject to disciplinary action. The College of Nursing cooperates with civil authorities in the enforcement of local, state and federal laws. Violations of federal and Wisconsin laws regarding drugs will be considered violation of College regulations and the American Nurses' Association Code for Nurses. Illegal possession, misuse, or manufacture of drugs or alcohol by anyone related to the College, at or away from College facilities, is in violation of College regulations. Penalties against persons found in violation of this policy include disciplinary action up to and including termination from the College program or College employment.

A detailed policy is included in the Student Handbook. The resource booklet entitled *Alcohol and Drug Policies and Sanctions* is distributed biannually to students and employees.

Nondiscriminatory Policy

Bellin College does not discriminate on the basis of race, color, creed, national and ethnic origin, religion, age, sex, marital status or handicap in the administration of its educational policy, admission policies, student aid and other college administered programs, nor in the employment of its faculty and staff. Inquiries concerning the application of this policy should contact Teresa Halsik, Vice President at (920) 433-3465.

Nondiscrimination on the Basis of a Handicap

Bellin College does not discriminate on the basis of a handicap in admissions, access, treatment or employment in its programs and activities. Inquiries concerning the application of this statement may be referred to the Office of the Vice President at (920) 433-3465.

Orientation

Students entering the College of Nursing for the first time are required to attend an orientation program. This program includes orientation to the College's policies, procedures, and the outcome assessment program.

Protection of Rights and Privacy of Student Records

Once enrolled, all students (past and present) have access to their school records. The procedure is outlined in the Student Handbook. 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 as amended, and for the purpose 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 the 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) instances when state or federal agencies request information essential to fulfill legal requirements for accreditation; (b) requests from agencies or organizations from which students have received financial aid; (c) requests in accordance with a lawful subpoena or court order; (d) requests from College officials with a legitimate educational need to know.

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) 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 recommendation 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, admission or award purposes.

Re-Admission

A person previously enrolled in Bellin College of Nursing who withdrew from the program may apply for re-admission. Re-admission will depend on 1) vacancies in the class, and 2) predictability of the applicant's ability to succeed in the program.

Sexual Harassment Policy

The College does not tolerate or condone any form of discrimination including sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or unsolicited verbal, written or physical conduct of a sexual nature when:

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

Students or employees of Bellin who believe they are objects of such conduct should contact the Vice President at (920) 433-3465 or another member of the College's Administration. Discipline for sexual harassment may include, for instance, a verbal or written reprimand up to and including dismissal from the College, depending upon the severity of the harassment.

College Policies Regarding Student Behavior

Students are expected to follow general College rules. The student has an obligation to conduct himself/herself in a manner compatible with the College of Nursing's function as an educational institution. 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. A complete list of student responsibilities can be found in the Student Handbook.

Transcripts

All requests for transcripts must be in writing and include student's name, (maiden and/or married while attending), dates of attendance, social security number along with student signature. There is a \$2.00 fee for each transcript request (official or unofficial). Official transcripts bear the College seal and signature of the Registrar, and are generally sent directly to a third party upon the student's request. Official transcripts that are given directly to the student are so noted on the transcript and placed in a sealed envelope stamped with a statement that these transcripts are no longer considered official if the seal is broken.

Unofficial transcripts are available for student use. They do not have the College seal nor the Registrar's signature. Unofficial transcripts are to be requested in writing by the student.

Transcripts are not released to students or graduates with delinquent accounts (including loans) nor to withdrawal students who have not completed the withdrawal process according to established policies.

Withdrawal Procedure

Students withdrawing from the College of Nursing complete a “Notice of Student Withdrawal Form” as outlined in the Student Handbook. Withdrawing students confer with their academic advisor and the Financial Aid Director to assure that all necessary procedures and paperwork are completed to meet institutional, state and federal requirements. Official final transcripts must be sent to BCON Registrar from the College(s) where students are completing liberal education courses. Failure to complete this process may result in the future release of only unofficial BCON transcripts.

Faculty

Administration &
Professional Staff

Bellin College
Board of Trustees

FACULTY

Burruss, Nancy, Assistant Professor of Nursing, B.S.N., University of Illinois College of Nursing; M.S.N., Adelphi University School of Nursing. Certified by American Association of Critical Care Nurses, CCRN. Certified by American Nurses Credentialing Center: Clinical Specialist in Medical-Surgical Nursing.

Dauffenbach, Vera, Associate Professor of Nursing, B.A., Macalester College; M.S.N., Pace University; Ed.D., Western Michigan University.

Finesilver, Cynthia, Assistant Professor of Nursing, B.S.N., Indiana University; M.S.N., Yale University. Certified by American Board of Neuroscience Nursing, Certified Neuroscience Registered Nurse.

Fromm, Carole, Assistant Professor of Nursing, Diploma, Bellin Hospital School of Nursing; B.S.Ed., University of Millersville-PA; B.S.N., University of Wisconsin-Green Bay; M.S.N., University of Wisconsin-Milwaukee.

Harr, Jill, Assistant Professor of Nursing, B.S.N., University of Kentucky; M.S.N., University of Wisconsin-Oshkosh. Certified by American Association of Critical Care Nurses, CCRN.

Herdman, T. Heather, Assistant Professor of Nursing, B.S.N., University of South Carolina – Columbia; M.S.N., Boston College; Post-Master's Certificate, Duke University; Ph.D., Boston College.

Holz, Sarah, Assistant Professor, B.S.N., North Park University, Chicago, Illinois; M.S.N., University of Illinois. Certified by the International Board of Lactation Consultant Examiners, Inc.

Kulju, Lori A., Instructor of Nursing, Diploma, Bellin School of Nursing; B.S.N., University of Wisconsin – Green Bay; M.S.N., Cardinal Stritch University. Certified Occupational Health Nurse Specialist, Certified Spirometry Technician, Certified Audiometric Occupational Hearing Conservation Technician, Certified Breath Alcohol Technician.

Lidbury, Deborah, Associate Professor of Nursing, B.S.N., M.S.N., University of Wisconsin-Oshkosh. Certified by American Nurses Credentialing Center: Clinical Specialist in Community Health Nursing.

Metzler, Debra, Assistant Professor of Nursing, B.S.N., University of Wisconsin-Madison; M.S.N., University of Wisconsin-Oshkosh. Certified by American Nurses Credentialing Center: Medical-Surgical Nursing.

Morris, Carol, Assistant Professor of Nursing, B.S.N., Jacksonville State University, AL; M.S.N., University of Alabama School of Nursing, Birmingham. Nursing Management Certificate, Marquette University.

Murphy, Lynn, Assistant Professor of Nursing, B.S.N., University of Wisconsin-Oshkosh; M.S.N., Marquette University. Certified by the National Board of Pediatric Nurse Practitioners and Nurses, Certified Pediatric Nurse Practitioner.

Rafferty, Carol, Assistant Professor of Nursing, B.S.N., St. Xavier University, M.S.N., University of Wisconsin-Oshkosh.

Reifschneider, Ellen, Assistant Professor of Nursing, Diploma in Nursing, Mary Hitchcock Memorial Hospital; B.S.N., M.S.N., University of Wisconsin-Milwaukee. Ph.D., University of Wisconsin-Milwaukee.

Rolloff, Mary, Instructor of Nursing, B.S.N., University of Wisconsin-Milwaukee; M.S.N., University of Wisconsin-Madison.

Swanson, JoAnn, Assistant Professor of Nursing, B.S.N., M.S.N., University of Wisconsin-Oshkosh; Certified by National Association of Orthopedic Nurses, Certified Orthopedic Nurse. Certified by American Nurses Credentialing Center: Medical-Surgical Nursing.

Vandenhouten, Christine, Associate Professor of Nursing, B.S.N., Marian College; M.S.N., University of Wisconsin-Oshkosh; Certified by the National Certification Board: Perioperative Nursing.

Zellner, Kathleen, Assistant Professor of Nursing, B.S.N., Marian College; M.S.N., Marquette University. Certified by the American Nurses Credentialing Center: Medical-Surgical Nursing.

Professor Emeriti

Boedeker, Sally, Assistant Professor Emeritus, Diploma, Creighton University-St. Joseph Hospital School of Nursing; B.S.N., Duchesne College; M.S.N., University of Wisconsin-Oshkosh.

Hanaway, JoAnn, Assistant Professor Emeritus, B.S., University of Wisconsin-Madison; M.S.N., University of Wisconsin-Oshkosh.

Holmgren, Cynthia, Assistant Professor Emeritus, Diploma, Methodist Hospital School of Nursing; B.S.N., Alverno College; M.S.N., Marquette University.

Sorenson, Susan, Assistant Professor Emeritus, B.S.N., Marquette University, M.S.N., University of Wisconsin-Oshkosh.

Trustem, Ann, Assistant Professor Emeritus, B.S.N., University of Minnesota; M.S.N., University of Wisconsin-Oshkosh.

ADMINISTRATION

Cabinet

V. Jane Muhl, President / CEO

Professor of Nursing

B.S.N. University of Iowa; M.Ed., University of Georgia

M.S.N., South Dakota State University; Ph.D., University of Iowa

Teresa Halcsik, Vice President / Dean of Student Services

Assistant Professor of Nursing; B.S.N., University of Wisconsin-Madison; M.S.Ed., University of Wisconsin-Milwaukee;

M.S.N., Medical College of Wisconsin

Boerst, Connie, Interim Vice President / Dean of Academic Affairs

Associate Professor of Nursing, Diploma, Bellin Hospital School of Nursing; B.S.N., Bellin College of Nursing; M.S.N.,

University of Wisconsin-Oshkosh. Certified by American Nurses Credentialing Center: Medical-Surgical Nursing.

Donna O'Brien, Vice President / Director of Development and Public Relations

B.S., University of Wisconsin-Oshkosh; B.A., Lakeland College

Joe Keebaugh, Vice President / Director of Finance / Bursar

B.A., Boise State University, C.P.A.

Admission Department

Penelope Croghan, Director of Admission,

B.S., University of Wisconsin-LaCrosse; M.A., Northwestern University; Ph.D., Northwestern University

Lezlie Meehl, Assistant Director of Admission

B.S., University of Wisconsin-Stevens Point

Teri Handrick, Admission Assistant

Sarah Broeren, Secretary

Development and Public Relations Department

Donna O'Brien, Vice President / Director of Development and Public Relations

Nancy McCulley, Data Base Secretary

Faculty and Student Support Department

Carol Burt, Secretary

Cindy Huber, Secretary

Financial Aid Department

Lena Goodman, Director of Financial Aid

B.S., Brescia College

Finance / Bursar

Joe Keebaugh, Vice President / Director of Finance / Bursar

Fuld Learning Resource Center

Jill Harr, Fuld Learning Center Facilitator
Lisa Bongle, Fuld Center Assistant

Grants

Dale Wheelock, Director of Grants
B.S., University of Wisconsin-Green Bay; M.S.E., University of Oshkosh

Professional Staff

Bonnie Wertepny, Administrative Assistant
Lori Ashmann, Administrative Assistant

Registrar

Nancy Norman, Registrar
B.A., University of Wisconsin-Green Bay

Technology Support

Matt Bartley, Technology Specialist
B.S., Park University

Staff Emeritus

Mary Ann Ruben, Registrar and Director of Financial Aid Emeritus

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William Wittman, M.D., Family Medical Clinic - Oconto Falls.