

**STUDENT HANDBOOK**  
**Graduate Program**  
**2008-2009**

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

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

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



# STUDENT HANDBOOK

GRADUATE PROGRAM  
2008-2009

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Dear Bellin College of Nursing Students,

Welcome to the 2008-2009 school year. This year promises to be an exciting one as each day brings us closer to our new Bellin College of Nursing campus and our 100th year anniversary. The work on our new building has begun, and our work at the College continues as we strive to offer you a positive experience in completing your MSN degree.



Consider the Student Handbook and College Catalog a valuable resource, designed to provide you with all of the information you'll need as you progress toward your goal of becoming a Bellin College of Nursing graduate.

Have a great year. Please stop by my office at any time to keep me informed of your experiences at Bellin College and so that I can share some healthy "chocolates" with you.

A handwritten signature in black ink that reads "V. Jane Muhl".

V. Jane Muhl, Ph.D., R.N.  
President and CEO  
Professor of Nursing

## ► Introduction to Bellin College of Nursing (BCON)

### Mission Statement

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

### Purpose

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

### Values

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

### Bellin College Nursing Philosophy

We, the faculty, believe that professional nursing is an interactive, caring process based on knowledge attained from nursing research, nursing theory, the arts, sciences, and the humanities. With the changing directions of health care and advancements in technology, professional nurses assume leadership roles in health promotion, health protection and disease prevention. Nurses are responsible for the delivery of effective, high-quality client care in collaboration with other health care professionals.

BCON faculty are facilitators and resources in the learning process. Faculty are committed to advancing the art and science of nursing through the integration of research and service into nursing education. We provide an environment that supports a diverse student population, and we pursue excellence in education by assisting students to develop critical thinking skills, professional nursing values and a commitment to excellence.

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

Graduates of BCON are prepared to function in leadership roles and to affect political, ethical, and economic issues. As nurse leaders, they serve as role models for professional nursing practice, community service, and life-long learning. Our graduates are prepared to address the health care needs of a diverse, global society and its individuals, and are committed to advancing the professional practice of nursing.



## Graduate Program Outcomes

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

1. integration of the advanced nursing roles of teacher, advocate, clinician, consultant, collaborator, researcher, and manager of systems into advanced role specialization.
2. synthesis of theories and advanced knowledge from nursing and related disciplines into advanced role specialization
3. leadership within multi-disciplinary systems that promotes improved processes and outcomes.
4. integration of research and other scholarly activities into advanced role specialization.
5. analysis of nursing leadership responsibilities in shaping policy, responding to inter-cultural and global communities, and promoting the health of population groups.

## Academic Year Calendar 2008-2009

Event	MSN
<b>FALL SEMESTER 2008</b>	
MSN - Registration Deadline - Term I	Aug 11
BCON - Faculty Return	Aug 18
BSN - Orientation - SNC (Freshmen)	
SNC - Classes Begin	
BSN - Orientation - Freshman Transfer & Sophomore Transfer	
<b>Labor Day (College Closed)</b>	<b>Sep 1</b>
BSN - Orientation - Junior/Senior	
BSN - Classes Begin - Traditional Four Year	
BSN - Classes Begin - Accelerated 21-Month	
BSN - Classes Begin - Accelerated 15-Month - Term I - Block IV	
MSN - Classes Begin - Term I	Sep 2
UWGB - Classes Begin	
BSN - Tuition Due - Accelerated 15-Month - Term I - Block IV	
MSN - Tuition Due - Term I	Sep 9
BSN - Tuition Due - Traditional Four Year	
BSN - Tuition Due - Sophomore Transfer	
BSN - Tuition Due - Accelerated 21-Month	
SNC - No Classes (Long weekend)	
MSN - Registration Deadline - Term II	Oct 6
BSN - Classes End - Accelerated 15-Month - Term I - Block IV	
MSN - Classes End - Term I	Oct 24
BSN - Classes Begin - Accelerated 15-Month - Term II - Block V	
MSN - Classes Begin - Term II	Oct 27
BSN - Tuition Due - Accelerated 15-Month Term II - Block V	
MSN - Tuition Due - Term II	Nov 3
SNC - No Classes	
<b>Thanksgiving Break (College Closed)</b>	<b>Nov 27-28</b>
SNC - Classes End	
SNC - Finals	
UWGB - Classes End	
BSN - Classes End	
BSN - Classes End - Accelerated 21-Month	
BSN - Finals	
UWGB - Finals	
Graduation	Dec 19
BCON - Last Faculty Work Day for Fall Semester	Dec 19
BSN - Classes End - Accelerated 15-Month - Term II - Block V	Dec 19
MSN - Classes End - Term II	Dec 19
MSN - Registration Deadline - Term III	Dec 29
<b>Christmas Break Begins (College Closed)</b>	<b>Dec 24-25</b>
<b>SPRING SEMESTER 2009</b>	
BCON - Faculty Return	Jan 5
BSN - Accelerated 15-Month Orientation	
BSN - Classes Begin	
BSN - Classes Begin - Accelerated 21-Month	
BSN - Classes Begin - Accelerated 15-Month - Term III - Block I	
BSN - Classes Begin - Accelerated 15-Month - Term III - Block VI	
MSN - Classes Begin - Term III	Jan 19
SNC - Classes Begin	
UWGB - Classes Begin	
BSN - Tuition Due - Accelerated 15-Month - Term III - Block I	
BSN - Tuition Due - Accelerated 15-Month - Term III - Block VI	
MSN - Tuition Due - Term III	Jan 30
BSN - Tuition Due - Traditional Four Year	
BSN - Tuition Due - Sophomore	
BSN - Tuition Due - Accelerated 21-Month	
MSN - Registration Deadline - Term IV	Feb 23
BSN - Classes End - Accelerated 15-Month - Term III - Block I	
BSN - Classes End - Accelerated 15-Month - Term III - Block VI	
MSN - Classes End - Term III	Mar 13

<b>Spring Break (BCON - SNC - UWGB)</b>	Mar 16-20
SNC - Classes Resume	
BSN - UWGB Classes Resume	
BSN - Classes Resume	
BSN - Classes Begin - Accelerated 15-Month - Term IV - Block II	
BSN - Classes Begin - Accelerated 15-Month - Term IV - Block VII	
MSN - Classes Begin - Term IV	Mar 23
BSN - Tuition Due - Accelerated 15-Month - Term IV - Block II	
BSN - Tuition Due - Accelerated 15-Month - Term IV - Block VIII	
MSN - Tuition Due - Term IV	Mar 30
Easter	Apr 12
SNC - Easter break	
SNC - Classes End	
UWGB - Classes End	
BSN - Classes End	
Commencement Practice 10:30 am	May 8
<b>COMMENCEMENT - BCON</b>	<b>May 10</b>
MSN - Registration Deadline - Term V	May 11
BSN - Finals	May 11-12
SNC - Finals	
UWGB - Finals	
BSN - Senior Assessment Afternoon (Traditional and 21 Month Accel)	
BSN - Senior Assessment Afternoon (15 Month Accel)	
BSN - Classes End - Accelerated 15-Month - Term IV - Block II	
BSN - Classes End - Accelerated 15-Month - Term IV - Block VII	
MSN - Classes End - Term IV	May 15
<b>Memorial Day (College Closed)</b>	<b>May 25</b>
BSN - Orientation - Sophomore Transfer	
BCON - Faculty Last Day Academic Year	May 29
<b>SUMMER SESSION 2009</b>	
BSN - Classes Begin - Accelerated 15-Month Term V - Block III	
BSN - Orientation - BSN Traditional Four Year Fresh @ UWGB (R&R)	
BSN - Classes Begin - NUR-103 Online - Sophomore Transfer	
MSN - Classes Begin - Term V	Jun 1
BSN - Tuition Due - Accelerated 15-Month - Term V - Block III	
MSN - Tuition Due - Term V	Jun 8
BSN - Tuition Due - Sophomore Transfer	
BSN - Classes End - NUR-103 Online - Sophomore Transfer	
BSN - Classes Begin - NUR-104 Online - Sophomore Transfer	
<b>4th of July (College Closed)</b>	<b>Jul 4</b>
BSN - Classes End - NUR-104 Online - Sophomore Transfer	
BSN - NUR-104 Lab - Sophomore Transfer	
BSN - NUR-104 Clinical - Sophomore Transfer	
BSN - Classes End - Accelerated 15-Month - Term V - Block III	
MSN - Classes End - Term V	Jul 24
<b>FALL 2009</b>	
Faculty Return	Aug 18

## Calendar - Drop/Add Dates

	Program/Course/Term	Term Dates	Status	Drop/Add By Dates	Tuition Refund
Summer 2008	NUR-306A 21-Month Accelerated	06/02/08 – 07/25/08	Drop/Add	Through 06/03/08	100%
			WD	06/04/08 – 07/03/08	Calculated
			WF	07/04/08 - 07/25/08	None
	NUR-103 Sophomore Transfer	06/02/08 – 06/20/08	Drop/Add	Through 06/03/08	100%
			WD	06/04/08 – 06/12/08	Calculated
			WF	06/13/08 – 06/20/08	None
	NUR-104 Sophomore Transfer	06/23/08 – 07/25/08	Drop/Add	Through 06/24/08	100%
			WD	06/25/08 – 07/11/08	Calculated
			WF	07/14/08 - 07/25/08	None
MSN-Term V BSN 15-Month Accelerated Term V - Block III	06/02/08 - 07/25/08	Drop/Add	Through 06/03/08	100%	
		WD	06/04/08 – 07/03/08	Calculated	
		WF	07/04/08 - 07/25/08	None	
Fall 2008	BSN Classes Traditional, Sophomore Transfer 21-Month Accelerated	09/02/08 - 12/19/08	Drop/Add	Through 09/09/08	100%
			WD	09/10/08 - 11/05/08	Calculated
			WF	11/06/08 - 12/19/08	None
	MSN-Term I BSN 15-Month Accelerated Term I - Block IV	09/02/08 - 10/24/08	Drop/Add	Through 09/03/08	100%
			WD	09/04/08 – 10/03/08	Calculated
			WF	10/04/08 - 10/24/08	None
	MSN-Term II BSN 15-Month Accelerated Term II - Block V	10/27/08 - 12/19/08	Drop/Add	Through 10/28/08	100%
			WD	10/29/08 – 11/26/08	Calculated
			WF	12/01/08 - 12/19/08	None
Spring 2009	BSN Classes Traditional, Sophomore Transfer 21-Month Accelerated	01/19/09 - 05/15/09	Drop/Add	Through 01/26/09	100%
			WD	01/27/09 - 03/27/09	Calculated
			WF	03/30/09 - 05/15/09	None
	MSN-Term III BSN 15-Month Accelerated Term III - Blocks I and VI	01/19/09 - 03/13/09	Drop/Add	Through 01/20/09	100%
			WD	01/21/09 - 02/19/09	Calculated
			WF	02/20/09 - 03/13/09	None
	MSN-Term IV BSN 15-Month Accelerated Term IV - Blocks II and VII	03/23/09 - 05/15/09	Drop/Add	Through 03/24/09	100%
			WD	03/25/09 - 04/23/09	Calculated
			WF	04/24/09 - 05/15/09	None
Summer 2009	NUR-103 Sophomore Transfer	06/01/09 - 06/19/09	Drop/Add	Through 06/02/09	100%
			WD	06/03/09 – 06/11/09	Calculated
			WF	06/12/09 – 06/19/09	None
	NUR-104 Sophomore Transfer	06/22/09 - 07/24/09	Drop/Add	Through 06/23/09	100%
			WD	06/24/09 - 07/10/2009	Calculated
			WF	07/13/09 - 07/24/09	None
	MSN-Term V BSN 15-Month Accelerated Term V - Block III	06/01/09 - 07/24/09	Drop/Add	Through 06/02/09	100%
			WD	06/03/09 – 07/02/09	Calculated
			WF	07/03/09 – 07/24/09	None

**Drop/Add Date:** Courses may be added without penalty; student is responsible for any associated tuition and fees charges. Dropped courses will not appear on a BCON transcript.

**WD Date:** Withdrawal from all courses or Dropped course after Drop/Add date through the 60% point of the term/semester. Course will be reflected on the BCON transcript as W (withdrawal). For non-semester-length courses, the WD date will be calculated ba

**WF Date:** Withdrawal from all courses or Dropped course after the WD date. Course will be reflected on the BCON transcript as WF (withdrawal failure).

**Calculated Refund:** Tuition charges retained by BCON for dropped or withdrawn courses will be based upon the percentage of the term/semester/course completed. No reduction of tuition charges will be made for drops/withdrawals made after the 60% point of

Unless otherwise noted, WD and WF dates are based upon calendar days. Students should keep in mind that drops/withdrawals can only be processed on business days (M-F, 8:00 a.m. to 4:30 p.m.) and will be official on the date received for processing by the

## Ready Resources for Graduate Students

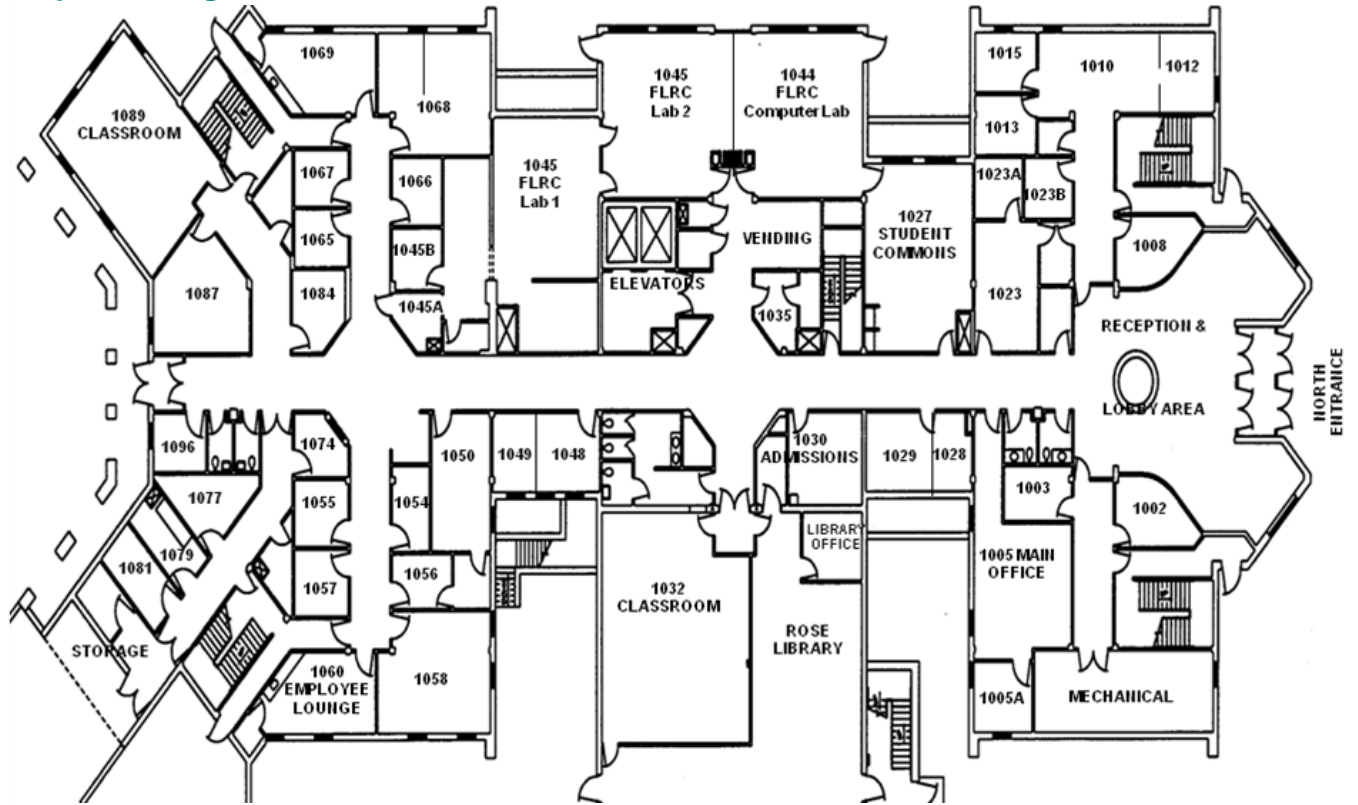
<b>CONCERN (ALPHA LIST BY CONCERN)</b>	<b>CONTACT</b>	<b>PHONE NUMBER</b>	<b>OFFICE LOCATION</b>
Academic Advising	Vera Dauffenbach Director of the Graduate Program	(920) 433-3409	1015
Academic Issues	Vera Dauffenbach Director of the Graduate Program	(920) 433-3409	1015
	Connie Boerst Vice President of Academic Affairs	(920) 433-7958	1012
Counseling	Bellin Health Employee Assistance Program (EAP)	(920) 433-7483	N/A
Course Issues <ul style="list-style-type: none"> <li>• Academic Policies</li> <li>• Course Evaluations</li> <li>• Course Learning Resources</li> <li>• Grade Appeal</li> <li>• Grades</li> <li>• Monitor VA Attendance</li> </ul>	Course Faculty	See College Directory	See College Directory
Financial Aid	Lena Goodman Director of Financial Aid	(920) 433-5801	1028
Financial Payments	Becky Mancl Bursar	(920) 433-7865	1023A
Health Assessments/ Health Concerns	Bellin Health Employee Health Services	(920) 433-3587	EHS Office (basement Medical Arts building)
Practicum Issues	Assigned Practicum Faculty or Vera Dauffenbach Director of the Graduate Program	See College Directory  (920) 433-3409	See College Directory  1015
Student Services <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Events (i.e. graduation)</li> <li>• Fundraising</li> <li>• Health</li> <li>• Organization</li> <li>• Parking</li> </ul>	Jo Woelfel Vice President of Operations	(920) 433-3465	1005A
Technology	Colin Pomeroy Director of Technology	(920) 433-7830	1087
Transcripts	Vicky Schauland Registrar	(920) 433-5806	1002

## Directory of Staff/Faculty *(note: For adjunct faculty, call the General Number for information)*

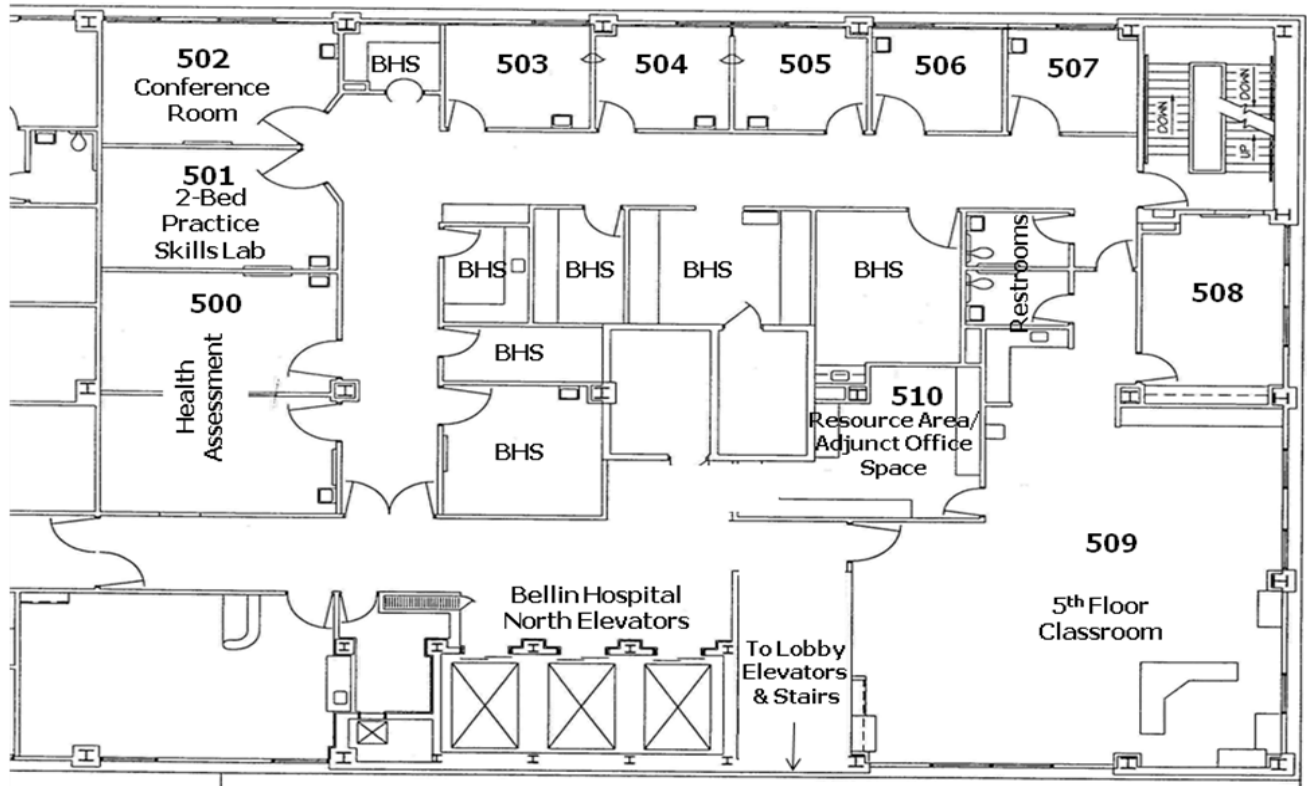
<b>GENERAL NUMBERS</b>				
<b>Phone:</b>	(920) 433-3560	<b>Toll Free Number:</b>	(800) 236-8707	<b>Fax:</b> (920) 433-7416
<b>ADMINISTRATION</b>				
Jane Muhl	President	<a href="mailto:jane.muhl@bcon.edu">jane.muhl@bcon.edu</a>	433-7871	Rm. 1068A
Bonnie Wertepny	Administrative Assistant	<a href="mailto:bonnie.wertepny@bcon.edu">bonnie.wertepny@bcon.edu</a>	433-5809	Rm. 1068B
<b>BUSINESS &amp; FINANCE OFFICE</b>				
Joseph Keebaugh	Vice-President of Business and Finance	<a href="mailto:joe.keebaugh@bcon.edu">joe.keebaugh@bcon.edu</a>	433-7521	Rm. 1023B
Becky Mancl	Bursar	<a href="mailto:becky.mancl@bcon.edu">becky.mancl@bcon.edu</a>	433-7865	Rm. 1023A
Cindy Huber	Secretary	<a href="mailto:cindy.huber@bcon.edu">cindy.huber@bcon.edu</a>	433-5810	Rm. 1023
<b>DEVELOPMENT &amp; PUBLIC RELATIONS</b>				
Dale Wheelock	Director of Grants	<a href="mailto:dale.wheelock@bcon.edu">dale.wheelock@bcon.edu</a>	433-7803	Rm. 1067
Penelope Croghan	Director of Recruitment	<a href="mailto:penny.croghan@bcon.edu">penny.croghan@bcon.edu</a>	433-5805	Rm. 1066
Cristy Borchardt	Administrative Assistant	<a href="mailto:cristy.borchardt@bcon.edu">cristy.borchardt@bcon.edu</a>	433-7904	Rm. 1069
Becky Gabriel	Project Secretary	<a href="mailto:becky.gabriel@bcon.edu">becky.gabriel@bcon.edu</a>	433-7813	Rm. 1069
<b>STUDENT SERVICES</b>				
Jo Woelfel	Vice-President/Student Services	<a href="mailto:joann.woelfel@bcon.edu">joann.woelfel@bcon.edu</a>	433-3465	Rm. 1005A
Carol Burt	Secretary	<a href="mailto:carol.burt@bcon.edu">carol.burt@bcon.edu</a>	433-5804	Rm. 1005
Becky Gabriel	Project Secretary	<a href="mailto:becky.gabriel@bcon.edu">becky.gabriel@bcon.edu</a>	433-7813	Rm. 1069
<b>ADMISSIONS</b>				
Katie Klaus	Director of Admissions	<a href="mailto:katie.klaus@bcon.edu">katie.klaus@bcon.edu</a>	433-7825	Rm. 1030
Kathy Altergott	Admissions Counselor	<a href="mailto:kathy.altergott@bcon.edu">kathy.altergott@bcon.edu</a>	433-7833	Rm. 1029
Lynn Lazzari	Administrative Assistant	<a href="mailto:lynn.lazzari@bcon.edu">lynn.lazzari@bcon.edu</a>	433-5803	Rm. 1005
<b>FINANCIAL AID</b>				
Lena Goodman	Director of Financial Aid	<a href="mailto:lena.goodman@bcon.edu">lena.goodman@bcon.edu</a>	433-5801	Rm. 1028
Katie Buchan	Financial Aid Counselor	<a href="mailto:katie.buchan@bcon.edu">katie.buchan@bcon.edu</a>	433-5812	Rm. 1023
<b>REGISTRAR</b>				
Vicky Schauland	Registrar	<a href="mailto:vicky.schauland@bcon.edu">vicky.schauland@bcon.edu</a>	433-5806	Rm. 1002
Barb Wake	Secretary	<a href="mailto:barb.wake@bcon.edu">barb.wake@bcon.edu</a>	431-5642	Rm. 1002
<b>INFORMATION TECHNOLOGY</b>				
Colin Pomeroy	Director of Technology	<a href="mailto:colin.pomeroy@bcon.edu">colin.pomeroy@bcon.edu</a>	433-7830	Rm. 1087
Scott Blumreich	Information Technology Specialist	<a href="mailto:scott.blumreich@bcon.edu">scott.blumreich@bcon.edu</a>	433-7893	Rm. 1087

ACADEMICS				
Connie Boerst	Associate Professor Vice-President of Academic Affairs	<a href="mailto:connie.boerst@bcon.edu">connie.boerst@bcon.edu</a>	433-7958	Rm. 1012
Vera Dauffenbach	Associate Professor Graduate Program Director	<a href="mailto:vera.dauffenbach@bcon.edu">vera.dauffenbach@bcon.edu</a>	433-3409	Rm. 1015
Nancy Burruss	Associate Professor Undergraduate Program Director	<a href="mailto:nancy.burruss@bcon.edu">nancy.burruss@bcon.edu</a>	433-7897	Rm. 1013
Lori Ashmann	Administrative Assistant	<a href="mailto:lori.ashmann@bcon.edu">lori.ashmann@bcon.edu</a>	433-7838	Rm. 1010
Nancy McCulley	Administrative Assistant	<a href="mailto:nancy.mcculley@bcon.edu">nancy.mcculley@bcon.edu</a>	433-7843	Rm. 1010
Geri Lewis-Nytes	Secretary	<a href="mailto:geri.lewis-nytes@bcon.edu">geri.lewis-nytes@bcon.edu</a>	433-7804	Rm. 1010
Kathie DeMuth	Instructor	<a href="mailto:kathie.demuth@bcon.edu">kathie.demuth@bcon.edu</a>	433-7414	Rm. 503
Lisa Dworak	Instructor	<a href="mailto:Lisa.dworak@bcon.edu">Lisa.dworak@bcon.edu</a>	433-7849	Rm. 1077
Linda Dwyer	Assistant Professor	<a href="mailto:linda.dwyer@bcon.edu">linda.dwyer@bcon.edu</a>	433-7595	Rm. 1079
Sherri Hanrahan	Instructor	<a href="mailto:sherri.hanrahan@bcon.edu">sherri.hanrahan@bcon.edu</a>	433-7851	Rm. 1079
Jill Harr	Assistant Professor	<a href="mailto:jill.harr@bcon.edu">jill.harr@bcon.edu</a>	433-3778	Rm. 1055
Malina Herber	Instructor	<a href="mailto:malina.herber@bcon.edu">malina.herber@bcon.edu</a>	433-7818	Rm. 1084
Lori Kulju	Instructor	<a href="mailto:lori.kulju@bcon.edu">lori.kulju@bcon.edu</a>	433-7867	Rm. 504
Judi Leisk	Faculty Learning Resource Center Assistant	<a href="mailto:judi.leisk@bcon.edu">judi.leisk@bcon.edu</a>	433-6093	Rm. 1045
Debra Metzler	Assistant Professor	<a href="mailto:debbie.metzler@bcon.edu">debbie.metzler@bcon.edu</a>	433-7894	Rm. 1096
Heidi Monroe	Instructor	<a href="mailto:heidi.monroe@bcon.edu">heidi.monroe@bcon.edu</a>	433-7806	Rm. 1074
Carol Morris	Assistant Professor/Academic Advisor	<a href="mailto:carol.morris@bcon.edu">carol.morris@bcon.edu</a>	433-7847	Rm. 1008
Lynn Murphy	Assistant Professor	<a href="mailto:lynn.murphy@bcon.edu">lynn.murphy@bcon.edu</a>	433-3674	Rm. 1081
Brianna Neuser	Instructor	<a href="mailto:brianna.neuser@bcon.edu">brianna.neuser@bcon.edu</a>	433-7832	Rm. 1057
Sarah Pettus	Assistant Professor	<a href="mailto:sarah.pettus@bcon.edu">sarah.pettus@bcon.edu</a>	433-7852	Rm. 508
Ellen Reifschneider	Assistant Professor	<a href="mailto:ellen.reifschneider@bcon.edu">ellen.reifschneider@bcon.edu</a>	433-7415	Rm. 505
Mary Rolloff	Assistant Professor	<a href="mailto:mary.rolloff@bcon.edu">mary.rolloff@bcon.edu</a>	433-3461	Rm. 508
Susan Rymer	Instructor	<a href="mailto:susan.rymer@bcon.edu">susan.rymer@bcon.edu</a>	433-7820	Rm. 1054
JoAnn Swanson	Assistant Professor	<a href="mailto:joann.swanson@bcon.edu">joann.swanson@bcon.edu</a>	433-3628	Rm. 507
Karen Van Beek	Instructor	<a href="mailto:Karen.vanbeek@bcon.edu">Karen.vanbeek@bcon.edu</a>	433-7866	Rm. 1077
Kathleen Zellner	Associate Professor	<a href="mailto:kathy.zellner@bcon.edu">kathy.zellner@bcon.edu</a>	433-7408	Rm. 1048

## Map of College – 1<sup>st</sup> Floor



## Map of College – 5th Floor Bellin Hospital





## ► Campus Information

### Alumni

All graduates of BCON are eligible for membership in the Alumni Association. For more information regarding the Alumni Association contact the BCON Development Department.

### Audiovisual Viewing Room

A room for viewing videotapes or for individual or group study is located in Room 1049 and houses the College videotape library. Tapes are cataloged by category and arranged on the shelves in this order.

Tapes are **not** to be checked out and **must be viewed at the College** unless permission is obtained from the LRC Faculty Assistant. The blue binder in this room lists all of the College's AV holdings and gives categories for ease in locating tapes on the shelves when viewing tapes, please use the headsets when others are using the room.

### Bellin Health Fitness Center

Bellin students are eligible for membership at Bellin Health Connection. Students receive membership at a pro-rated cost. If the student utilizes the facility at least 12 times during the month her/his cost for membership will be reimbursed. The membership permits the student to use the facility for exercise, and circuit weight training and aerobics. Educational wellness programs are also available at cost. These programs include stress reduction, weight reduction, yoga, and running. Students register and pay for the membership at the Health Connection, located at 215 North Webster Avenue.

### Bulletin Boards

Students assume the responsibility for reading notices on the bulletin boards. The Financial Aid and Employment and Housing bulletin boards are outside of the College Office. Announcements are also posted in the Student Lounge.

### Computer Lab

The networked computers in Room 1044 are for student use only. These computers have CD ROM and sound capabilities and operate in Windows XP format. All computers have Internet access, Word, Outlook, Excel and Power Point. The computers also provide access to a number of educational programs for nursing (programs available via desktop folder called "educational programs"). Headsets must be used whenever possible to avoid disturbing others. At times the computer lab will be closed for special testing or class. These times will be posted in advance.

Students are expected to understand and comply with the College policies regarding use of the Internet and e-mail. (See: IT Acceptable Use and Email policies) Failure to comply with these policies may result in consequences up to and including dismissal from the program.

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

### Copy Machine(s)

There is a copy machine in the computer lab. This machine may also be used as a printer from the computers in the computer lab. Copies are free of charge. It is expected that this machine is for student use and copies are to be related to course/college materials.

Students may use the copy machine in the Rose Library. Photocopies of library related resources are free. (Ex: journal articles, sections from books, reserve articles, and search print-outs.) All other copies (non library related material) are 10 cents per copy.

The copy machine in the Student Services Office is for College faculty and staff use only.

## Emergency Student Contact

Contacting students: Students should inform their families that calls of an urgent or emergency nature should be directed to the BCON Student Services Office at (920-433-3560). Office personnel will attempt to locate the student as soon as possible.

Emergency contact numbers: It is important that student emergency contact information remain up to date. Any changes are to be provided to the Student Services Office, via the Change of Address Form available on the BCON website or from the Student Service Office.

## Emergency Codes

Bellin Health System and BCON use “emergency codes” to announce emergency situations. There are Emergency Kardex instructions posted throughout the college with further explanations of procedures. Codes to become familiar with include:

- Code Windy (Watch or Warning) = tornado awareness
- Code Red = fire or smoke
- Code Gray = someone enters Bellin Health property with a visible or implied weapon with the intent or threat to cause harm

## Fire/Evacuation

Note that some BCON courses/activities occur in buildings that provide services to Bellin Hospital patients. If a Code Red (Fire) is alerted while on the 5<sup>th</sup> floor of the hospital, students are to follow the directions of faculty and staff and may be required to assist.

### **Evacuation of the 5<sup>th</sup> Floor Area:**

#### **In case of fire:**

#### Rescue

- Remove patients in immediate danger

#### Announce

- Delegate someone to immediately pull the fire alarm pull box (located near exits)
- First person available who is not removing people should dial 3722 and inform operator “Code Red (wing, floor, and specific location)”

#### Confine the Fire

- Close all doors in the area to protect people from smoke
- Close doors and seal with wet blankets or towels
- Turn off oxygen (Respiratory Care responds to all Code Reds and is primarily responsible for main valves)

#### Extinguish/Evacuate

- If safe to do, use fire extinguisher to fight the fire (Remember PASS below)
  1. **P**ull the pin
  2. **A**im at the base of the fire
  3. **S**queeze the handle
  4. **S**weep from side-to-side

- Smother the fire with blankets, sheets, etc.
- Get out of the room/area if fire is out of control
- Place waste basket by the door to indicate that the room is cleared

### Types of Evacuation

1. Horizontal Evacuation  
People in rooms near the fire are evacuated horizontally to a corridor away from the fire beyond the nearest fire doors (smoke compartment)
2. Vertical Evacuation  
People are evacuated vertically to areas designated by the supervisor of Fire Department. Use enclosed stairwells away from the fire during vertical evacuation

### Evacuation of the 725 S. Webster College Area:

- Upon announcement of a Code Red, students should immediately evacuate the building
- The last person out of a room should place a waste basket by the door to indicate that the room is cleared

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

When weather conditions in Green Bay warrant, the College will cancel classes, labs, and clinicals. Students should call **920-433-7805** to obtain current information on the cancellation of classes, labs, and clinical. Information about the closing will typically be available by 6:00 a.m. for day nursing classes, labs, and clinical, and 1:00 p.m. for evening nursing classes, labs, and clinicals. When the College is totally closed (all course and extracurricular activities have been canceled) due to weather, it will be announced on local radio stations:

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

The following TV stations will announce:

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

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

Examples that might warrant the closing, cancellations or a delayed opening include: Ice storms, wind chill temperatures 40 degrees below zero degrees, and blowing and drifting snow making roads impassable.

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

If the college closes for reasons other than weather, check the information line (920) 433-7805.

### **Library (Health Sciences)**

The Meredith B. and John M. Rose Library houses a collection of books, journals, newspapers, and audio-visual materials covering medicine, nursing, and other health-related subjects. Computers with access to the Internet, online catalogs, and databases are also available. Access to some library resources is available under "Rose Library Services" in Moodle. The library is staffed by a professional librarian.

The library offers the following services:

### Reference Services

The library provides ready reference services. The librarian will also do literature searches for BCON faculty and staff.

### Interlibrary Loan (ILL)

Faculty, students and staff at BCON can request interlibrary loan services. The library staff can obtain many of the books, journals, and government documents not in the library collection from other libraries. For non-medical materials the library belongs to and can borrow from Northeast Wisconsin Intertype Libraries (NEWIL). While there is no limit to requests, it is important that people be prudent with requests due to the escalating Interlibrary Loan costs.

### Library Instruction

New students receive an orientation packet via e-mail.

### Library Hours

Monday, Tuesday, Wednesday, Thursday.....8:00 am – 8:30 pm  
Friday.....8:00 am – 4:30 pm  
Saturday.....11:00 am – 3:00 pm  
Sunday.....Closed

Library hours are subject to change.

### Photocopying

Photocopies of library related resources are free. (Ex: journal articles, sections from books, reserve articles, and search print-outs.) All other copies (non library related material) are 10 cents per copy.

### Mail

Individual student "mailboxes" are located in the Student Lounge in the designated file cabinet. Students are responsible for checking their mailboxes regularly. Contents of the mailboxes are private. An on-site public mailbox is located at the North entrance of the College.

### Meals

Students may purchase food in the Bellin Hospital cafeteria at the employee rate. The Bellin Hospital Tree Top Cafe is open daily:

- Breakfast 6:30 a.m. - 8:30 a.m.
- Lunch 11:00 a.m. - 1:30 p.m.
- Dinner 4:30 p.m. - 6:30 p.m.

### Parking – General Information/Map

BCON students, faculty, staff and administration may park in any/all Bellin Health Employee parking lots. These do **NOT** include the patient lots, such as in front of the College.

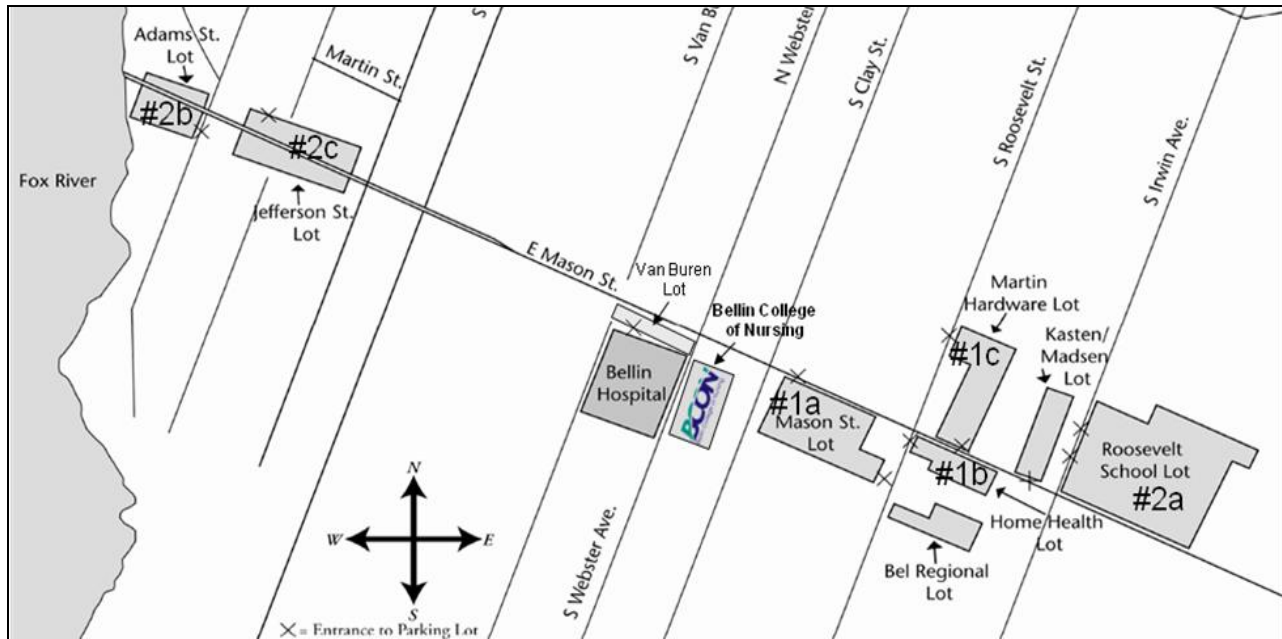
See the following map of the Employee Lots, some are Walking Lots and some are Shuttled Lots.

The Numbers below correspond to the Parking Lot locations on the map. The X's on the map indicate the entrance to the lot.

1. The **Walking Lots**: are the
  - a. Mason St. Lot (typically full by 6:40 a.m.)
  - b. The Home Health Lot (typically full by 7:00 a.m.)
  - c. The Martin Hardware Lot (typically full by mid morning)

2. The **Shuttled Lots** have a bus that runs every 15 minutes from the lot to the Hospital, unloading on the Van Buren side of the hospital, beginning at 6:00 am.
  - a. Roosevelt School Lot
  - b. Adams St.
  - c. Jefferson St.

Lots fill up fast, so be sure to allow extra time to make it to class, clinical or orientation on time. Parking is on a first-come-first-serve basis. For further assistance, please contact The Student Services Office at (920) 433-3560.



## Parking – Vandalism to Vehicle Policy

### Purpose

To provide equitable compensation to Bellin employees and associates for vandalism damage to their vehicle when parked in an authorized employee parking lot according to the policy.

### Policy

It is the policy of Bellin Health to reimburse employees and associates for expenses not to exceed \$250.00 resulting from vandalism damage. Payment for each incident shall not exceed the cost of the damage, or the amount of the insurance deductible, whichever is less. Vehicles must have been intentionally damaged while parked in an authorized employee parking lot (see map above).

Bellin Health does not cover expenses from incidental damage to vehicles or theft from vehicles. The Security Team Facilitator will investigate each claim and determine if the damage was caused intentionally or unintentionally. Damage occurring from day to day routine driving will not be covered. This damage may include dents, dings, small scratches, etc.

Lot users will take steps to protect their vehicles from being targeted, such as locking their vehicle and concealing valuables in their vehicle.

### Definitions

Vandalism: Intentional or malicious destruction or damage of another's property. Incidental Damage: Damage that occurred by chance or without intention.

### Procedure

To have vandalism claim investigated:

1. Do not touch the damage or remove the vehicle from the location where it was damaged. Removing the vehicle or touching the damage may destroy important evidence that will be used in the investigation process.
2. Immediately notify the Bellin Health Security Team (ext. 7917) of the incident. The Security Team will investigate the incident by completing a Security Incident Report, gathering witness statements, notifying the Green Bay Police Department, and photographing the damage.
3. The Security Team Facilitator will review the Security Reports, photographs, Police Reports, and witness statements to determine if the damage was caused intentionally or unintentionally. The Security Team Facilitator will take his/her findings to the Support Care Center Leader for review. The Support Care Center Leader will make the final decision if a claim will be approved or denied.
4. The following must be brought to the Bellin Health Security Office within two weeks of the incident:
  - a. Two estimates of repair from two different licensed auto repair shops
  - b. Vehicle owner's insurance policy declarations page (deductible)

## 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 2007-08 Security Report showed zero arrests or violations or criminal incidents on campus. For non-emergencies call the Security Office at x 7917. For emergencies call x 3722, or dial 9-911.

## Student Lounge/Snack Area

A Student Lounge area is located in the College. The lounge is furnished with tables and chairs for writing, eating, and studying. There are also several overstuffed chairs, a TV, microwave, and radio with CD player. The students' mailboxes are also located here.

A vending area located across from the elevators is equipped with a water and ice machine, soda machine, a sandwich/fruit machine, ice cream machine, coffee and snack machines. Two microwave ovens and a refrigerator are also provided for those who wish to carry a lunch. Students may, of course, also eat their lunches in the Bellin Hospital Tree Top Cafeteria or St. Vincent Cafeteria. There are no formal rules for use of these rooms but students are expected to clean up after themselves.

The Student Lounge is open from 7:00 a.m. to 8:30 p.m., Monday through Thursday and 7:00 a.m. to 4:30 p.m., Friday.

## Smoke Free/Tobacco Free Campus

BCON is a smoke and tobacco free campus. All areas of the College are designated as non-smoking/non-tobacco areas. Additionally, smoking or the use of any tobacco products is prohibited on all properties owned, operated or leased by Bellin Health System, including the buildings, parking lots, grounds, vehicles and sidewalks lateral to the hospital.

This policy is consistent with the Bellin Health System Mission and Vision to engage individuals in their lifelong journey towards optimal health.

## ► Student Services and Policies

### Accommodations Request for Disabled Students

Consistent with federal law, it is the policy of BCON to provide reasonable accommodations to students with documented physical and learning disabilities. If a student anticipates requiring any auxiliary aides or services, s/he should contact the Vice President of Student Services prior to the beginning of the academic year/semester to discuss her/his needs and arrange for the provision of services.

### Change of Address Information

It is important to maintain up-to-date and accurate student information. Students are required to submit changes, in writing, to the Student Services Office via the Change of Address Form. This form is available in the Student Services Office or via the BCON website. This form is used for:

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

### College Logo

The Bellin College of Nursing logo is the property of BCON. Anyone wishing to use the BCON logo (see samples below) must obtain written permission from the Development and Public Relations Department.

This logo may not be altered or embellished. The words "Bellin College of Nursing", "BCON", may be used. This policy also applies to all items that may be offered for sale through BCON student organizations.



and



### Commencement/Graduation

Commencement occurs at the conclusion of the spring semester. Students who complete program requirements in December and May are invited to participate in the spring ceremony. The spring commencement date is established via the academic calendar.

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

A Master of Science in Nursing degree is awarded from Bellin College of Nursing to students who have:

1. completed at least 38 credit hours
2. achieved a cumulative GPA of 3.0 or higher
3. completed all courses with a grade of C or higher
4. successful completion of the Leadership Integration Project
5. participated in the Student Assessment requirements

An "Intent to Graduate Form" must be completed by all graduation candidates prior to graduation. Upon receipt of the intent form, the Registrar's office performs a degree audit to verify that all requirements have been met to graduate. The due date will be communicated, but students can begin submitting this

form during the first semester of their final year. Forms can be accessed via the college website or from the Student Services Office.

Graduation dates are established as the last day of the semester or summer session which is the final examination date. There are three graduation dates: December, May and July.

Diplomas are issued approximately one month following the commencement ceremony.

## **Death in the Family**

Students must notify course facilitators of a death in the family. Upon notification to, and arrangements made with the course facilitators, a student will be allowed a maximum of three days leave of absence for a death in the immediate family. Immediate family consists of father, mother, spouse, brother, sister, child, step-parent, step-child, or significant other. Up to two days leave of absence may be taken for father-in-law, mother-in-law, grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law or son-in-law. Attendance at any other funeral will need to be discussed with the course facilitators.

## **Drug and Alcohol Policy**

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

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

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

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

Resources available for alcohol and drug abuse problems include, but are not limited to, the Bellin Health Office, the assistance program at the Bellin Psychiatric Center, resources affiliated through colleges that students are co-enrolled and/or other community resources.

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

## **FERPA: Family Educational Rights and Privacy Act**

BCON complies with the Family Education Rights & Privacy Act (FERPA). Once enrolled, all students have a right to inspect and review most of their educational records maintained about them by BCON under the Family Rights of Privacy Act of 1974 (FERPA). Records accumulated prior to enrollment (admission records) are not covered under FERPA. Under most circumstances, no personally



identifiable data regarding grades or professional appraisal will be released to a third party without the written consent of the student. Students may challenge information in their records which they believe to be inaccurate, misleading, or inappropriate.

The College implements all provisions of (FERPA) as amended. For purposes of general records accountability, a file system has been established for all student records under the control and supervision of the Registrar of BCON.

Exceptions for record release under FERPA include the following:

- Release of directory information
- Instances when state or federal agencies request information essential to fulfill legal requirements for accreditation
- Requests from agencies or organizations from which students have received financial aid
- Requests in accordance with a lawful subpoena or court order
- Requests from College officials with legitimate educational interests

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

BCON has defined the following as directory information:

- Name,
- Addresses,
- E-mail Address,
- Telephone numbers,
- Date of Birth,
- Confidential recommendations to which the student has in her/his records prior to January 1, 1975,
- Dates of Attendance year in college and enrollment status (e.g. FT, PT, ),
- Academic honors,
- Previous institutions attended,
- Participation in officially recognized activities, and
- Photograph.

Students wishing to keep confidential some or all of the “directory information” must complete a form available in the Student Services Office. Students must be aware that placing a FERPA “Hold” on all records includes limiting the College’s ability to provide reference requests.

Students can request 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 of Student Services.

Student may not have access to: 1) personal records of College of Nursing personnel; 2) employment records; 3) medical, psychiatric or similar records used solely for treatment purposes and available only to recognized professionals in connection with such treatment, although students would be able to have such records inspected by a doctor or appropriate professional of their choice; 4) financial records of their parents used for financial aid purposes; 5) confidential letters and statements of recommendations placed in their records prior to January 1, 1975; and 6) confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admissions, or award purposes. 7) records accumulated prior to enrollment (admission records).

## FERPA- Procedure for Review of Records

1. Students wishing to review their files should submit a written request to the Registrar identifying the records they wish to inspect. Although FERPA allows the College to act on the request within 45 days of the day they receive a request for access, Bellin College will usually be able to make arrangements for access within 10 working days. The Registrar will notify the student of the time and place where the records may be inspected.
2. A College official (Registrar or Vice President of Student Services) will be present when the record is reviewed.
3. The student will be required to sign a waiver of responsibility of the College for further confidentiality if copies of any information are made and given to the student.
4. There is a charge of \$1.00 per side for copying of any information in the record.

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

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

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

## Fitness for Class, Lab and Clinical

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

1. When a student/faculty member/College employee suspects that a student may be unfit for class/lab/clinical, she/he should report her/his observations to the person supervising the student. Observed behaviors must be documented by supervising person and witnesses prior to leaving class/lab/clinical that day.
2. Any student suspected of not being fit for duty, based on personal observation of appearance, behavior, speech, or breath odor will be requested to undergo a drug and alcohol test by their faculty member or appropriate Administrative member of the College at the time of the observed behavior.
3. The student will be removed from class, lab or clinical.
4. A voluntary signature will be obtained on a consent and release form prior to any specimen collection. Refusal to sign the consent to release information form and/or to undergo a drug and alcohol test, when there is reasonable cause for testing, will result in presumed positive test results and an immediate suspension from class or clinical pending further disciplinary action. (Further disciplinary action may include possible dismissal from the College, independent and regardless of the results of any subsequent drug and alcohol test.)
5. Transportation home of the student involved in a reasonable cause circumstance, whether tested or not, will be arranged by the faculty member or appropriate Administrator to prevent the student from attempting to operate her/his own vehicle while under the possible influence of drugs and/or alcohol. These efforts may include contacting law enforcement officials if necessary.

6. Any faculty member or other person who has reasonable cause to suspect that a student is under the influence of drugs and/or alcohol will submit a written statement of all observations made.
7. When a student's drug/alcohol screening is positive and an Assistance Program referral is made, the student's return to school will be based on the following:
  - a. Evidence of ongoing compliance with the recommended treatment plan as outlined by Assistance Program.
  - b. Signed return to school contract, as coordinated by the appropriate Administrator which may include:
    1. Additional drug and/or alcohol testing prior to return to class or clinical,
    2. Additional drug and/or alcohol tests, without notice, at anytime, within 24-months from the date.
  - c. The student returned to school with successful completion of the Assistance Program.

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

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

## Harassment

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:

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

Students of BCON who believe they are objects of such conduct should contact the Vice President of Student Services or another member of the College's Administration.

Discipline for sexual harassment may include, reprimand (verbal or written), law enforcement involvement and/or up to and including dismissal from the College, depending upon the severity of the harassment.

## Information Technology – Standard College Technology Requirements

Office 2007 is the standard Office Suite for Bellin College of Nursing. The College requires that all students acquire accessibility to one of the following two options when completing and accessing assignments off-campus. Office 2007 is available on all campus computers. Students are required to submit assignments to faculty using Microsoft Office 2007.

### Option 1: Office 2007 Compatibility Pack

When using a previously released version of Office, installation of the Office 2007 Compatibility Pack is necessary. *Office 2007 Compatibility Pack* allows users with older versions to view the current Office 2007 format. It is a free download from Microsoft and can be accessed with the following link.

<http://office.microsoft.com/enus/products/HA101686761033.aspx>.

This is one way to help ensure that you can exchange documents between different Microsoft Office releases.

### Option 2: Office 2007 Purchase

Office 2007 is available for purchase to all students for only \$10 through Information Technology Services.

## Information Technology – Acceptable Use Policy

### Introduction

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

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

### Scope

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

### Policy

Access to BCON technology resources is a privilege granted to guests, contractors, faculty, staff, and students. This privilege is predicated on the user's acceptance of and adherence to all College Information Technology & Services policies. The College reserves the right to limit, restrict, or extend access to technology resources. Access to technology resources will be documented on the *Network Access Request Form* for all guests, faculty, staff and work study students. This form is not required for students except for work study students requiring access to an administrative system. See the *Network Access Policy* for additional information. The BCON technology resources are a private system. As such, the information stored on its computers and servers are the property of the College with the exception of material expressly developed by users for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on College systems under their use accept full responsibility for maintaining compliance with copyright laws. The use of technology resources for personal purposes is allowed as long as the use (a) is minimal and of short duration, (b) does not interfere with the user's duties and responsibilities or that of others, (c) does not violate any College policies and local, state, or federal laws, (d) does not interfere with the primary purposes of the system, and (e) does not adversely affect technology resources.

#### 1. User Responsibilities

User responsibilities and expectations include but are not limited to:

- **All student work is to be submitted using Microsoft-Office 2007 format.**
- Abide by applicable laws, College policies, contracts and licenses
- Use only those technology resources and data for which you have authorization and only in the manner and to the extent authorized
- Maintain all electronic files, including e-mail, in accordance with the College Records Retention policy (*not applicable to students*)
- Respect the copyright and intellectual property rights of others, including the legal use of copyrighted material
- Use technology resources only for their intended purpose
- Protect the access and integrity of technology resources
- Maintain privacy and security by keeping all passwords confidential
- Respect the privacy and personal rights of others
- Delete old and unused e-mail and files on a regular basis
- Maintain the accuracy of personal e-mail distribution lists
- Develop adequate proficiency in the tools and technologies appropriate to his/her needs

#### 2. Inappropriate Network Usage

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

- Misuse, abuse or otherwise cause damage to technology resources
- Employ the use of software or hardware designed to disrupt or circumvent the security of any technology resource

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

### 3. Administrative Systems

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs the rights and responsibilities the privacy of student record information. All employees of BCON are required to abide by the regulations of FERPA and College policies regarding access to and use of student, College financials, and College alumni development information. Directors and other supervisory personnel are responsible for ensuring employees follow FERPA and College policies and procedures. The College houses its administrative data on its servers. Various software packages include programs managing admissions, registration, student records, financial aid, billing, accounts payable, general ledger, and alumni development. Employees having access to administrative system data must understand and accept the responsibility of working with confidential data. In addition to FERPA, the following apply to all employees with an administrative system account:

- Access to administrative systems is granted through the use of individual system accounts consisting of a username (userid) and password/PIN. These accounts are for the employee's use only and should not be shared with anyone
- Each employee is fully responsible for any data input, data retrieval, or other system action initiated on an administrative system via his/her account
- Administrative system accounts are for educational/work-related activities only; as such there are measures in place that block websites/content not related to educational/work
- Employees will not discuss or share any confidential data with any other person except as is needed to carry out his/her job responsibilities
- All access to electronic data and documents will be secured. Log off the system, secure documents in lockable drawers, cabinets, or behind locked doors when leaving your work area. Use your computer's password protected screen saver to minimize unauthorized disclosure of confidential information
- needed to carry out his/her job responsibilities
- All access to electronic data and documents will be secured. Log off the system, secure documents in lockable drawers, cabinets, or behind locked doors when leaving your work area. Use your computer's password protected screen saver to minimize unauthorized disclosure of confidential information - This could be taken out. We now force screen savers after 30 minutes of idle time.

### 4. Enforcement Procedures

The College retains the right, without restriction, to monitor, authorize, control, or stop the use of any technology resource found on its computers or networks. Violations of any College policy will be

referred to the appropriate Administrator for action through the established disciplinary processes of the College. The results of such referral may include but is not limited to:

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

## Information Technology – Electronic Mail Policy

### Introduction

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

### Scope

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

### Policy

The College Microsoft Exchange e-mail system is the only recognized e-mail system used to communicate between faculty, staff and students. This is necessary to ensure the delivery and receipt of official communications.

1. Account Creation - Reference the *Network Access Policy* for guidance on network account creation and management.
2. Acceptable Use - Reference the *Acceptable Use Policy* for guidance on acceptable use, inappropriate use, and user responsibilities. Users must exercise caution when forwarding messages, either internally or externally. Sensitive information such as: social security numbers, addresses, age, gender etc. must not be forwarded to any party outside of the College without the prior approval of an appropriate authority. Automatic forwarding of messages by faculty or staff to a non-BCON e-mail address is prohibited due to the possibility of protected information being inadvertently sent to a public server.
3. User Responsibility - Users are expected to read e-mail on a regular basis and manage their accounts appropriately. E-mail messages regarding College matters sent from an administrative office, faculty, or staff member is considered to be an official notice.

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

4. Privacy - The College will make every attempt to keep e-mail messages secure; however, privacy is not guaranteed and users should have no general expectation of privacy in e-mail messages sent through the College system. Users must be aware that e-mail can, depending on the technology, be forwarded, intercepted, printed, and stored by others. E-mail that is not encrypted can be viewed by people other than the intended recipient, while in transit or on mail servers. Because messages can be stored in backups, e-mail actually may be retrievable when a traditional paper letter would have been discarded or destroyed.
5. E-mail Etiquette - When using e-mail as an official means of communication, users should apply the same professionalism, discretion and standards that they would use in written business

communication. Furthermore, users should not communicate anything via e-mail they would not be prepared to say publicly. The following practices should be followed when using e-mail:

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

6. System Monitoring - The College collects statistical data about its e-mail systems consistent with generally-accepted business practices. The College monitors the use of e-mail to ensure the ongoing availability, reliability, and security of the system. The College may employ, at any time, tools to analyze statistical information to detect unauthorized usage, denial of service attacks, capacity planning and network problems. Under certain circumstances, it may be necessary for the IT staff or other appropriate College officials to access e-mail files to maintain the system, to investigate security or abuse incidents, or violations of this or other College policies. Such access will be on an as-needed basis and any e-mail accessed will only be disclosed to those individuals with a need-to-know or as required by law.
7. Mailbox Size Limits - Due to finite resources, the College has the right to restrict the amount of user space on the e-mail server as necessary and to revise the size restrictions as necessary with appropriate Administrative Council approval and advance notice.
  - Administrative Officers – 1 GB
  - Staff and Faculty – 500 MB
  - Students – 100 MB
8. Records Retention
  - a. Individuals are responsible for saving e-mail messages as they deem appropriate. Messages are automatically purged from folders as follows in order to save storage space:
    - 1) Inbox - 180 days
    - 2) Sent - 90 days
    - 3) Trash - 15 days
    - 4) Junk - 15 days
  - b. Users are highly encouraged to utilize a .pst file to store messages beyond the time periods above. E-mail messages requiring retention in accordance with the College Records Retention policy should be printed and filed by the user as appropriate.
9. E-Mail Size Limits - A 10 megabyte size restriction for all e-mail is enforced whether being sent or received. This is necessary to preserve network bandwidth and mailbox storage resources.
10. E-Mail Signature - E-mail signatures indicating name, job title, address, contact info, and other particulars are strongly recommended for all e-mail messages whether sent to internal or external receivers.
11. Data Backup - The e-mail system is NOT backed up on a regular basis due resource capabilities. This capability may be available in the future.
12. Organizational Accounts - Shared organizational accounts can be created for those offices requiring shared access to a central mailbox to better support customer communications.

13. Supported Mail Clients - Microsoft Outlook and Outlook Web Access (through Internet Explorer) are the officially supported methods for accessing e-mail. Use of an alternate method, such as the Outlook Express or OWA via Firefox or other Internet browser is not supported by the College.
14. Junk Mail & Virus Protection - The College employs the following products to prevent junk e-mail (aka, spam mail) and virus-infected e-mail from user inboxes:
  - Lightspeed – used to block known junk e-mail sources by domain or address and also scan incoming messages to identify and quarantine virus-infected messages
  - Lightspeed – used to scan mailboxes on the server to identify and quarantine virus-infected messages
  - Microsoft System Manager – a second tool used to block known junk e-mail sources
  - Lightspeed Antivirus – installed on each campus computer and server to identify and quarantine any virus-infected file
  - Microsoft Intelligent Message Filter – used to filter junk e-mail from user inboxes
  - Microsoft Outlook Junk E-Mail – a user tool to identify and block junk e-mail from your Inbox by sender or by applying a filter. Reference *Microsoft Office Outlook Help* for information on using the Junk E-Mail tool

It is impossible to guarantee protection against junk and virus-infected e-mail. Users are encouraged to use the MS Outlook junk e-mail tool to filter spam messages from their inbox. You may also forward nuisance messages to the spam mailbox ([spam@bcon.edu](mailto:spam@bcon.edu)) and we will block the domain through Lightspeed and Microsoft System Manager. Users should use proper care and actions to prevent the spread of viruses. Virus-infected e-mail often appears to be sent from a friend or coworker and will contain an attachment. This attachment is the virus carrier and, by opening the attachment, the virus code is executed. Attachments should be opened only when you are sure of the sender and message. Contact the Helpdesk ([helpdesk@bcon.edu](mailto:helpdesk@bcon.edu)) if any doubt exists.

### Information Technology – Email Account Access Post Graduation

Senior nursing students who graduate in December or May of the academic year will have access to their BCON email account through August 15, 2009.

### Reference Request

Students needing a reference from BCON personnel must provide the following information in writing by letter, or via a release form. If composing a request via letter, it must include:

- date of request
- date reference is required to be returned
- name of institution, mailing address, and contact person, if applicable
- indicate if reference is to be submitted to an institution or to the student
- criteria for the reference, e.g. job description, if applicable
- self-addressed stamped envelope attached, if applicable
- special instructions, if any
- indicate if reference is to be marked confidential
- include this sentence in the request letter: “By completing this form/sending this letter, I give BCON personnel permission to provide this reference”

Forms are available in the Student Lounge Reference Drawer. Note: any student with a “Hold” placed on their records cannot receive a reference.



## Student Behavior

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

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

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

Therefore, the student has the following responsibilities:

### Responsibilities Related to Persons

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

### Responsibilities Related to Property

Students shall:

1. Never forge, alter, or misuse college documents, records and/or other college or hospital records.
2. Never steal or damage property belonging to the College, the hospital, community, or an individual.
3. Only use College or clinical facilities as authorized and appropriate.

### Responsibilities Related to Operation of the College

Students shall:

1. Be honest in all activities relating to the education program.
2. Never obstruct or disrupt teaching activities, administrative functions, or other College or clinical activities.
3. Always uphold the rules, regulations and College policies, as printed in the student handbook.
4. Always comply with the directions of College personnel acting in the performance of their responsibilities.
5. Always uphold rules of any college or university or any medical, hospital or community facility associated with the College.

### Responsibilities Related to Welfare, Health & Safety

Students shall:

1. Never use, possess, or distribute narcotics, hallucinogens, mind or body altering drugs, controlled substances or dangerous drugs except as expressly permitted by law.
2. Never consume, possess, distribute or be under the influence of alcoholic beverages in violation of Wisconsin State Law or College policy.
3. Never misuse fire and fire emergency equipment such as, alarms, extinguisher, hoses, etc.
4. Never possess or use firearms, explosives, dangerous weapons or other articles/substances potentially injurious to persons or property.

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

## Student Bill of Rights

The following Student Bill of Rights used at BCON is based on the National Student Nurses Association (NSNA) Student Bill of Rights.

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

## Student Pregnancy

Pregnancy is a state of health that may render the expectant mother susceptible to environmental conditions.

It is the responsibility of the student who thinks or knows she is pregnant to inform her Academic Advisor and complete required paperwork. In addition, potential implications to the academic plan will be discussed. Course faculty must be informed so that reasonable steps are taken to plan client care assignments that will help protect the student's health and the pregnancy.

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

## Voting

As a United States citizen, the faculty encourages students to participate in the political process. Students who are 18 or older on Election Day and a resident of their election district or ward for 10 or more days prior to an election being held, are eligible to vote in the State of Wisconsin.

In the City of Green Bay, voters must be registered. This can be done in person at City Hall at 100 North Jefferson Street or by requesting forms from the City Clerk's Office at the same address. Those that miss the normal registration deadline may go to the polls on Election Day with proof of residence and request to be registered.

If the current address is not the student's permanent address, he/she may wish to vote in his/her home district by absentee ballot. Information and ballots can be obtained from the clerk in the student's home election district.

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## ► Tuition – 2008-2009

### 2008-2009 Tuition

Tuition costs per credit are \$615.00. Textbook costs are not included in the tuition and fees charges. Please see the Textbook and Supply List on the website.

### Out-of-State Tuition

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

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## ► Fees – 2008-2009

### Application and Reservation Fees

Charges prior to enrollment at BCON:

- BCON Admission Application Fee \$ 50 (non-refundable)
- Reservation Fee (applied to first semester's tuition and BCON) \$100

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

*\*\* All costs listed are for planning purposes only and are subject to change.*

### Audit Fee

Students who wish to enroll in a nursing course or courses without receiving credit may audit any nursing course. The tuition charge for auditing a course is one-third the regular per-credit charge for that course. (i.e. a student auditing a 4-credit course in the fall of 2008 (per credit charge of \$615) would pay \$819.92 [ $\$615 \times 33.33\% \times 4$  credits]).

### Student Fees

Charges throughout enrollment at BCON:

- Technology fee \$ 75 (per term)
- Student Services fee \$ 25 (per term)
- Practicum fee \$ 35 (per credit)
- Assessment fee \$ 35 (first & last terms)

## Graduation Fee

In the semester prior to graduation the student will be charged a \$200 graduation fee. This fee helps to defray the costs related to: 1) the diploma, caps & gowns, announcements and programs, speaker, room, musicians, and reception, 2) class picture-sitting fee, 3) photo of graduate receiving diploma, 4) Processing - closing out final records, electronic and storage and future references.

Additionally, there are a number of variable costs that are not covered by the fee.

- Optional: Class Picture Packages
  - Package of portraits: \$39 - \$120
  - Class composite: \$14

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## ► Payment Policies and Procedures

### Billing Statements

The BCON Bursar will mail tuition and fees billing statements to all students approximately two weeks prior to the start of each term. BCON statements will indicate charges for BCON tuition and fees. Payment in full must be made by the due date specified on the bill. Failure to do so will result in a \$25.00 late fee and students will be unable to register for additional courses until satisfactory payment arrangements have been made.

### Payment Methods

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

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

If a student fails to make payment by the tuition due date, the student may be institutionally withdrawn from the BCON program. If a student has not made adequate payment arrangements they will not be allowed to register for additional courses and a "Hold" will be placed on all records. The student will be notified of the withdrawal via certified letter.

The student may appeal this decision; however, the appeal must be made within one week (five class days) of the receipt date of the certified letter. To appeal, the student must make a written request to the Vice President of Business and Finance for reinstatement. Satisfactory payment arrangements must be agreed upon before the student will be allowed to return to BCON classes. Tuition and fees charges will, at this time, be based upon the tuition and fee schedule for term charges plus the applicable late fee(s) and deferred payment fee.

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

### Late Fees

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

In the event of extremely unusual circumstances, a waiver of the \$25.00 late fee may be granted. Examples of such circumstances may include, but are not limited to: death in the student's immediate family, illness, inclement weather conditions which pose a danger to travelers, or other emergencies. Students will be required to call the BCON Bursar to notify of circumstances and request an extension of the reporting date. When the student calls, and if an extension is granted, a new payment due date will

be established; if the student fails to make payment on or before the new deadline date, the \$25.00 late fee will be charged and the student will be subject to the institutional withdrawal policy.

Students who require an extension of time for payment may request an extension by contacting the Bursar before 4:00 pm on the day payment is originally due. Extensions may be granted for unusual circumstances. When granted, extensions will be for a specified length of time (generally one week). If the payment is not made by the extended due date, the student will be charged a \$25.00 late fee and the student will be subject to the institutional withdrawal policy.

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

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

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

1. notify the student, in writing, of the returned NSF check via certified mail,
2. assess the student a \$25 NSF penalty fee,
3. require the student/parent to submit payment in full by the date designated in the certified letter; failure to make this payment by this date will result in a late payment fee and may be subjected to the institutional withdrawal policy and
4. require the student/parent to make all current and future payments to BCON by cashier's check or certified check/money order. Personal checks from any party will not be accepted.

If payment arrangements are not met, the services of a collection agency will be utilized. This may result in a notation on the student's credit record. All records will remain on "Hold" until the situation is fully resolved.

### **Tax Benefits**

If you pay for college and pay taxes in the same year, you may qualify for federal and state education tax benefits.

BCON does not provide individual tax advice. Information may be obtained through a tax professional or you can request information via the following websites:

IRS Publication 970. This IRS publication provides a comprehensive explanation of the federal education tax benefits available to you. Such programs may include Hope Credit, Lifetime Learning Credit and/or Student Loan Interest Deduction. You can access this publication online ([www.irs.gov](http://www.irs.gov)) or order it for delivery by mail.

FinAid.org. This financial aid website provides information on federal education tax benefits (see the "Other Types of Aid" section of the website).

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## **► Financial Aid Policies and Procedures**

### **Application Deadline (Priority Date)**

For maximum aid consideration, a student should complete and file a *Free Application for Federal Student Aid (FAFSA)* no later than March 1 (for the enrollment period beginning the following fall)--e.g. for the 2008-2009 academic year, the *FAFSA* should be filed between January 1, 2008 and March 1, 2008. Applications will be accepted after this date, however, the student should be aware that some forms of financial aid are limited and filing late may result in the loss of aid. A *FAFSA* may be completed on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## How Aid Eligibility is Determined

The amount of aid offered to a student is determined by the *FAFSA*. Every student who wishes to be considered for financial assistance must complete and file a *FAFSA* every year.

\*The *FAFSA* is processed by the US Department of Education resulting in what is known as an “expected family contribution” (the amount of financial resources a student and family should be able to contribute toward the costs of education over the course of that academic year). The expected family contribution (EFC) is subtracted from the estimated costs of attending college during that academic year. The result is called “financial need”. Most federal, state, and institutional financial aid programs are need-based, meaning that the total amount of aid awarded to the student cannot exceed the student’s financial need (excluding Unsubsidized Federal Stafford Loans, Federal PLUS Loans, and Private Education Loans).

FAFSA college code: BCON = 006639

NOTE: Graduate students are not eligible for federal or state grant programs. Graduate students may borrow federal student loans.

## Required Documentation

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

## Agency Forms

Students receiving funds from outside agencies, such as a tribal organization, Social Services, or the Department of Vocational Rehabilitation may be required to submit a form to the financial aid office. These forms are available through the awarding agencies and are required to verify the student’s eligibility for financial assistance. NOTE: Not all agencies have separate forms which must be completed; it is best to check with a representative of the awarding agency to determine if a form is required. It is the student’s/agency’s responsibility to submit the form to the financial aid office in a timely manner.

## Financial Aid and Enrollment Status

Some forms of financial assistance are based upon enrollment status and may require adjustment for those students who are enrolled part-time (less than 6 credits per term). Students who will be enrolled part-time should consult the Director of Financial Aid to determine what affect, if any, this will have on their financial aid packages. A Graduate student must be enrolled at least half-time (3 credits per term) in order to defer student loan payments or borrow a federal student loan for that enrollment term.

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

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

### General Guidelines

- SAP will be checked by the Director of Financial Aid at the end of each BCON enrollment term.

- A student may be placed on *financial aid* probation but not on *academic* probation or visa versa.
- It is the student's responsibility to ensure that the Bellin College of Nursing Registrar receives an official transcript for all transfer courses at the end of each enrollment term. If an official transcript is not received within four weeks of the last day of the course, the course will be counted as attempted but not earned credits. A student may be restricted from attending BCON classes if a transcript from other colleges has not been submitted to the BCON registrar.

### **Financial Aid Probation**

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

### **Financial Aid Suspension**

A student who fails to meet SAP standards at the end of the financial aid probationary enrollment term, will be placed on *financial aid suspension*. The student will not be eligible to receive federal, state, or institutional financial aid until all SAP requirements are met. The student will be sent a letter from the Director of Financial Aid informing her/him of the suspension status within five business days of the date it is determined that the student did not meet SAP standards.

### **Graduate Students Only**

Graduate students who first enrolled at BCON prior to Term 1, Fall 2006 who have transferred general education courses into the BCON MSN program by August 15, 2007 will be subject to satisfactory academic progress standards with enrollment periods beginning on or after August 15, 2007. Students who began BCON enrollment on or after August 1, 2006 are subject to this policy as of enrollment periods beginning on or after January 1, 2007.

### **Completion Rate**

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

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

- Withdrawals, incompletes, and failures are considered attempted but not earned.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned credits.
- Audited courses are not considered credits attempted or earned.
- Transfer credits used to meet BCON degree requirements are included in the number of attempted credits. Courses accepted for transfer into BCON at the time of admission to the program will be counted as attempted and earned credits. General education courses attempted while enrolled at BCON will also be included in the completion rate calculation.

### **Cumulative Nursing GPA**

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

**Graduate Students:** All Graduate students will be expected to maintain a minimum cumulative nursing GPA of 3.0 in order to meet satisfactory academic progress standards.

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

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

### **Maximum Time Frame for Program Completion**

A student will not be eligible to receive federal, state, or institutional financial aid once she/he has attempted more than 150% of the normal credits required for her/his degree program. Transfer credits attempted and used to meet BCON degree requirements will be included in the maximum time frame calculation.

**Graduate Students:** The BCON Master of Science Degree Program requires 38 total credits for graduation. Therefore, a student may be allowed to receive financial aid provided the student has cumulative total attempted credits of below 57. A student will not receive aid for an enrollment term in which the attempted credits reach or exceed this threshold.

### **Appeal Procedure**

#### **Incomplete Grades:**

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

#### **Financial Aid Suspension:**

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

### **Private Scholarship Applications**

The BCON financial aid office receives application information from various private scholarship sponsors throughout the academic year. BCON encourages all students to apply for as many private scholarships as possible each year. When an application or other information regarding a private scholarship is received by the BCON financial aid office, the Director of Financial Aid will notify students of the available scholarship opportunity via 1) campus e-mail account, 2) posting on the scholarship bulletin board located in the northeast wing of the college near the Registrar and Student Services Office, 3) posting to the bulletin board feature of [www.bcon.edu](http://www.bcon.edu), and/or 4) listing in the student newsletter distributed to all MSN students. All applicable information will be included in each posting including eligibility criteria, how and where to obtain an application form and application deadlines. If paper applications are available, a supply will be posted on the scholarship bulletin board for students to pick up during regular BCON office hours.



## Loretta Wells Nursing Scholarship Trust

The Loretta A Wells Nursing Scholarship Trust was established by its namesake as a means to help Brown County, WI nursing students achieve their educational and career goals of becoming a professional nurse. Applications will be made available by mid-spring semester; awards will be distributed the following fall and spring semesters (next academic year). All students who meet the following criteria are eligible to apply: 1) Brown County resident; 2) plan to enroll the following academic year (beginning in the fall semester) as a BCON junior, senior, or graduate student. Award amounts vary based upon annual earnings of the Trust and the number of applicants; the total annual dollar value of all awards ranges between \$65,000 and \$80,000.

**All students who meet the eligibility requirements for this scholarship are *required* to apply or forfeit consideration for any other need-based BCON Patron Scholarships for the applicable academic year—no exceptions.** Why is it required? **Every eligible student who completes and submits the application by the established due date will receive an award.** Many years ago, the BCON Board of Trustees established this policy to encourage students to apply as well as to demonstrate good stewardship of our donors' scholarship funds by rewarding those students who take the initiative to help themselves. The BCON financial aid office will use the primary address of record to determine those students who will be required to apply for this scholarship. The BCON financial aid office will notify all eligible students when applications are made available. Notification will be made via the student newsletter, e-mail, and on-line and/or on-campus bulletin boards. The application deadline and any special application instructions will also be posted.

NOTE: Juniors, seniors and Graduate students who are *not* eligible to apply for the Loretta Wells Nursing Scholarship and who have a demonstrated financial need will be considered for BCON Patron Scholarships.

## Scholarship Reception and Thank You Acknowledgement Requirement

Students who receive scholarships from BCON are required to send an acknowledgement to the donors in the form of a thank you note or letter. These thank you letters must be turned in to the Development Office Assistant by early October.

Scholarship recipients are also required to attend a Scholarship reception scheduled in October. Students who fail to submit a thank you letter and/or attend the banquet will not receive the scholarship the following semester.

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## ► Graduate Program Requirements

### Graduate Program Admissions

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.

The application packet may be downloaded from our website, [www.bcon.edu](http://www.bcon.edu) or obtained by telephone, letter, or email to [MSN-Admissions@bcon.edu](mailto:MSN-Admissions@bcon.edu). Graduate applications are reviewed on a rolling basis. The Bellin College of Nursing Graduate application packet includes the following:

- Graduate Admission Application with instructions (Application Procedure)
- Set of three Graduate Reference/Release Forms

### Graduate Admission Requirements

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

- Bachelor's degree with a major in nursing from an accredited program
- Minimum undergraduate grade point average (GPA) of 3.0 on a 4.0 scale
- Current license to practice as a registered nurse
- Courses in nursing research and statistics (preferably within the past 5 years) at the baccalaureate level
- Score of at least 550 (paper form) or 213 (computer form) on the Test of English as a Foreign Language (TOEFL) if the first language is not English
- Computer literacy, including word processing, email and internet access

It is highly recommended that potential students:

1. have prior clinical experience (minimum of one year)
2. have taken a health assessment course as part of their bachelor's program.

## Technology Requirements

**All graduate work must be submitted using Microsoft Office.** Microsoft Office Enterprise 2007 software CD's are available for a fee of \$10. As a current student of BCON, you have the RIGHT TO USE the software. You do NOT own the license; that remains the property of the BCON -- you simply are eligible to use the license while you are affiliated with the College. However, if you are a student and graduate during the Campus Agreement Subscription term, the Software license will convert to a perpetual license (meaning you own the Software) as verified in your Student License Confirmation, which may be obtained from BCON at that time. The Student License Confirmation is proof of Software ownership. The Media Kit is available in the IT Office which is located in Room 1087.

See Information Technology - Standard College Technology Requirements (page 20)

## Selection Process

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

## Academic Advising

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

## Special Student Status

Persons holding a Bachelor of Science in Nursing (BSN) degree or higher who wish to enroll in courses but who do not want to pursue a degree may enroll as special students for no more than six credits. Special students pay full tuition and related fees. Graduate credit will be awarded upon successful completion of the course.

## Residency Requirement

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

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

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

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

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

## Credit Equivalence

Courses are reported in credits according to the following values:

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

## Course Delivery

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

## Graduate Electives Policy

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

## Transfer Credit

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

## Course Equivalency/Transfer

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

Transfer students will receive a copy of the Credit Evaluation identifying the courses and credits that fulfill BCON requirements.

A Credit Evaluation will be completed after all official transcripts from transferring institutions have been received. If a student is enrolled at another college when accepted at BCON, a tentative Credit Evaluation may be completed.

### Elective Independent Study Guidelines

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

Independent study guidelines:

- Independent study activities are relevant to the educational needs of the learner and to the health care needs of the consumer.
- Course outcomes act as a basis for determining content, learning experiences, and evaluation of learning.
- Learning experiences and teaching methods are appropriate to the course outcomes.
- Time allotted for each activity is sufficient for the learner to meet the course outcomes.
- Provision is made for evaluation of learning.
- The student may accumulate up to 3 credits for this study. The time frame for the implementation for the study would range from 45-60 hrs/credit.
- The student will write a proposal which will include:
  - Study area
  - Purpose
  - Outcomes
  - Learning activities
  - Evaluation plan
- Fee will be based on the current academic fee schedule.

### Procedure

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

The Director of the Graduate Program will discuss potential focus areas with the student. The study area will be briefly outlined in writing on an Independent Study Form (forms can be downloaded from [www.bcon.edu/current\\_students](http://www.bcon.edu/current_students)). The advisor will sign the form and identify for the student the faculty member(s) with expertise matching the focus of the independent study.

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

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

After the completion of the form, copies will be provided to the student, faculty preceptor, Registrar and Director of the Graduate Program.

- The project will be submitted on or before agreed upon due date. Grading of the project will be based upon an evaluation plan agreed upon in proposal.
- The faculty preceptor will submit the final grade to the Registrar.

## Suggested Guidelines for Independent Study Proposal

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

- Study Area: What topic or area do you plan to study?
- Purpose: Why are you interested in this topic? In what way will this project help you to increase or maintain your professional competence?
- Outcomes: What are your outcomes for undertaking this study? What do you expect to be able to do as a result of this study program?
- Learning Activities: What do you plan to do in order to meet your course outcomes? What learning activities and resources do you anticipate using to complete this project? Resources may include literature, personal interviews, study groups, in-service programs, research projects, courses, conferences, workshops, television programs and other media.
- Hours: How many hours do you estimate that it will take you to complete this independent project?
- Evaluation Plan: What is the plan to evaluate the achievement of the outcomes? What documentation do you plan to submit as verification that you achieved the outcomes? Available options include written evaluations by one or more persons with expertise in the area of study, an annotated bibliography, a report of a research study, an article prepared for publication, and written peer review.

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

## Continued Registration for Leadership Integration Project (LIP) Credits

### Policy:

The Leadership Integration Project (LIP) provides the graduate student with an opportunity to demonstrate his or her integration of coursework to an advanced nursing role and nursing scholarship. Students register for each of three LIP courses separately (NUR 797, 798, and 799). Each of these courses has criteria for successful completion of the course. **Students are advised to register for any one of the LIP courses only when they have a very clear conception of their topic/project.** Some students may benefit from taking an Independent Study credit to work with an advisor in preparation for beginning their LIP.

Students have the term in which they register to complete any individual LIP course. If unable to complete the course at the end of this term, the student is responsible for reporting this to their advisor, and the advisor will issue an "incomplete" note to the registrar. The credit must be completed within an additional 8 weeks. If the credit is not completed then, the student must notify the Director of the Graduate Program to request a "special extension for exceptional circumstances". The Director of the Graduate Program will confer with the student's Project advisor, and may either deny or grant a final extension of 4 additional weeks. At the end of that period, the grade will be recorded as "pass" if completed in a satisfactory way, or, if not completed, the grade will be reported to the registrar as a "fail" grade. At this point, the student must re-register for the course, and successfully complete it for the substitution of a grade of "pass" to be computed into their total GPA. **Note:** The initial "fail" grade remains on the permanent transcript (per academic regulations), but it is not included in the total GPA.

### Process:

1. After consulting with the faculty advisor, the student registers for the first LIP course (NUR 797).
2. The student provides regular progress reports to the faculty advisor. If at the end of two consecutive terms, the student satisfactorily meets the requirement of the LIP credit, a grade of "Pass" is forwarded to the Registrar.
3. If at the end of the term the student has not met the criteria for successful completion of the course, the student requests an incomplete from their advisor, and the grade will be forwarded as "incomplete" to the Registrar.
4. The student has 8 weeks from the end of the previous term to complete the course. If completed, a "pass" grade is forwarded to the Registrar. If not completed, the student must notify

the Director of the Graduate Program to request a “special extension for exceptional circumstances”.\*

5. Students may register for subsequent LIP courses after each successful grade of “pass”.

\*Special Extension for Exceptional Circumstances: If the Director of the Graduate Program determines that there have been exceptional circumstances that have prevented the student from completing the course, a final extension of 4 weeks beyond the previous deadline will be granted. At the end of that period, the grade will be recorded as either “pass” or “fail”.

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

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

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

## **Assessment of Student Academic Achievement – Graduate Student Portfolio**

### Introduction

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

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

### Portfolio Artifacts

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

### Student Responsibilities

#### Program Progression:

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

### Academic Portfolio Review

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

### Resources

- Director of the Graduate Program
- Graduate Faculty

## Guidelines for Graduate Student Portfolios

### I. Introduction

The Introduction to the Portfolio should be a 1-2 page general description of the student's overall change and growth during tenure in the BCON Graduate Program. This description should reflect on both personal and professional growth and is an opportunity for the student to demonstrate insight about his/her development throughout the educational process.

### II. Artifacts

There must be at least 2 artifacts that demonstrate the student's achievement of each of the Program Outcomes. These artifacts should demonstrate a variety of experiences/accomplishments, and could be items created in classes, group or volunteer work, clinical experience, life experience, etc.

### III. Program Outcomes Summary Sheets

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

The summary sheet for each Program Outcome has three sections. They are:

- 1) A description of the student's baseline knowledge at the beginning of the program
- 2) A description of how the student has developed across the educational process
- 3) What continuing learning and improvement needs the student identifies for him/herself as he/she launches into the role specialization of Nurse Educator or Nurse Administrator.

### IV. Organization

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

## Satisfactory Progression

Progression within the program is demonstrated by:

1. maintenance of an academic cumulative grade point average (GPA) of at least a 3.0 (B) during enrollment in the program
2. no course in which a grade below a C (2.0) is earned will be accepted as fulfilling a requirement for the graduate degree, although this grade will be averaged into the GPA
3. satisfactory performance in the practicum components of the program
4. adherence to requirements related to RN licensure, liability insurance, CPR certification, etc.
5. adherence to reasonable standards of professional conduct in all activities in the academic, clinical, and service settings
6. completion of all internal and external assessment requirements.

## Program Completion

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

## Graduation Requirements

Graduate students must successfully complete all coursework no later than eight years after initial entrance into the program or after completion of the first graduate-level course. A Masters of Science in Nursing degree is awarded to students who have:

1. completed at least 38 credit hours
2. achieved a cumulative GPA of 3.0 or higher
3. completed all courses with a grade of C or higher
4. successful completion of the Leadership Integration Project
5. participated in the Student Assessment requirements

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## ▶ Registrar Policies and Procedures

### Credit for Prior Learning

Credit for prior learning is restricted to credit awarded by an institution of higher education either affiliated with a recognized U.S. accrediting association or approved by an appropriate national ministry of education.

### Credit Evaluation

A Credit Evaluation of prior graduate coursework is completed by BCON.

Only courses from an accredited institution with a grade of “B” or better are acceptable for transfer. For example: grades of “B-”, “B/C”, “C-”, “C/D”, “D”, “F” or “W-F” (Withdrawal-Fail) are not accepted.

Courses five years or older may not be accepted.

Pass/fail grades will not be accepted for BCON required courses.

### Course Add Procedure

A course “add” is defined as enrolling in a class after the first day of the start of the course.

Students planning to add course(s) must follow the process outlined below:

1. Consult the Director of the Graduate Program to determine the impact on their program of study.
2. An Add Form must be completed and returned to the Registrar. Add dates will be computed from the date that the official form is received by the Registrar. This is the date for determination of implications of grade and tuition adjustment.

\*\*\*check dates of the academic calendar (page 4) to identify final dates to add courses and the ramifications that adding courses has on applicable grades/transcripts/tuition and applicable refunds.

### Course Drop Procedure

A “drop” is defined as canceling credits.

Students planning to drop courses must follow the process outlined below:

1. Consult the Director of the Graduate Program to determine the impact on their program of study and ability to progress.



2. A Drop Form must be completed and returned to the Registrar. Drop dates will be computed from the date that the official form is received by the Registrar. This is the date for determination of implications of grade, tuition, adjustment and/or possible refund.

\*\*\*check dates of the academic calendar (page 4) to identify final dates to drop courses and the ramifications that dropping courses has on applicable grades/transcripts/tuition and refunds.

## Repeating a Course

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

## Academic Withdrawal/Dismissal

- **Withdrawal from a Course:**  
The student is required to inform the Director of the Graduate Program, in writing, of their intention to withdraw from a graduate level class. Students will be allowed only two voluntary class withdrawals while in the Program. The grade W, indicating withdrawal, or WF, indicating withdraw/failing will be conferred for that class. This grade will not be used in GPA calculations.
- **Withdrawal from the Program:**  
The student is allowed two voluntary program withdrawals while enrolled in the Graduate Program. A student who wishes to discontinue the program should request an Official Academic Withdrawal Form from the Director of the Graduate Program. An exit interview with the Director of the Graduate Program to discuss implications of the withdrawal is required.

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

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

## Withdrawal from College Procedure

A "withdrawal" from college is defined as canceling all credits for the term/semester. Students not planning to return the following term/semester must also file a withdrawal.

Students withdrawing from BCON are to follow the process outlined below:

1. An appointment with the Director of the Graduate Program is mandatory if there is the intent to withdraw.
2. Complete the Withdrawal Form and submit to Registrar. Withdrawal dates will be computed from the date that the official form is received by the Registrar. This is the date for determination of implications of grade, tuition, adjustment and/or possible refund.
3. If financial aid is provided, the student must contact the BCON Director of Financial Aid immediately to make an appointment. A financial aid exit interview per federal guidelines must be completed. Failure to meet with the Director of Financial Aid within one week will result in a "Hold" placed on all BCON records.
4. If applicable, the student must request the college /university where taking liberal education courses to forward an official transcript to BCON Registrar. BCON transcripts can not be completed until this transcript is on file.

5. Until the process has been completed in full, a “Hold” is placed on all BCON records.

\*\*\*check dates of the academic calendar (page 4) to identify final dates to withdrawal from courses and the ramifications that withdrawal from courses has on applicable grades/transcripts/tuition and applicable refunds.

### **Termination from the College** *(same as page 62)*

The following situations result in an automatic dismissal from BCON:

1. Failure to provide accurate information on the admission application/during admission process.
2. Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.
3. Failure to resolve unsatisfactory academic progress while on probation.
4. Failure to complete the degree during the specific time frame (8 years for MSN).
5. Receipt of an incomplete in more than two grading periods.
6. Failure to fulfill or resolve academic or disciplinary probation requirements via breach of contract.
7. 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.

Note: Any student who is terminated from the program for academic and/or disciplinary reasons and has their appeal of termination denied, may not reapply for admission to the program.

### **Readmission – Reentry Students**

Students once enrolled at BCON in the graduate degree program, who wish to resume graduate study after an absence of a semester or more, are considered reentry students. Reentry students must complete the current admission requirements (previously submitted admission documents are not valid for readmission purposes). Students who are terminated from the program are not eligible to reapply for admission.

If a student withdraws, the procedure for readmission is as follows:

1. Submit a letter stating reasons for seeking readmission.
2. Confer with the Director of the Graduate Program.
3. Submit application requirements.

The Director of the Graduate Program/Admissions Committee reviews these materials. If readmission is approved, the date of readmission is determined by availability of classroom and practicum resources. All fees and academic requirements apply that are in place at the time of readmission. Course work older than five years will be reviewed for applicability for program requirements.

### **Course Grade Reports**

BCON grade reports will be mailed by the Registrar at the end each term and summer session to the student's primary address of record. This occurs approximately 3 weeks after the last day of semester/term finals.

### **Transcripts**

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

BCON required course(s) that have been completed prior to entrance at the College and any accepted transfer credit(s) are recorded on the BCON transcript as “(TR) transfer credit”. Liberal education courses taken at other institutions of higher learning after enrollment accepted for program requirements are also recorded on the BCON transcript as “transfer course”. These courses are not included in the grade point

average (GPA) calculation. However, liberal education grades taken after enrollment to fulfill program requirements will be part of consideration for satisfactory academic progress.

## Transcript Request

A Transcript Request Form is to be used when students request their official and/or unofficial transcripts. The forms are located in the Student Services Office or via the BCON website. Completed forms and the transcript fee(s) should be returned to the Student Services Office. Transcripts are completed and mailed within 1-4 working days.

Note: Nursing grades are posted within three weeks after a term ends. However, liberal education courses will not be posted until later, depending upon receipt of official transcripts from other institutions as submitted by the student.

Official transcripts bear the College seal and signature of the Registrar, and are sent directly to other educational institutions or employing agencies. Official transcripts which are released directly to the student are in a sealed envelope with the Registrar's signature across the seal. There is a \$5 fee for each requested official transcript.

Unofficial transcripts do not have the College seal or the registrar's signature and are stamped for student use only. There is a \$1 fee for each unofficial transcript requested.

TRANSCRIPTS ARE NOT RELEASED FOR PERSONS WITH A "HOLD" ON THEIR RECORDS. A Hold is placed on all students' records in instances such as when there are delinquent accounts or to students that have withdrawn who have not completed the withdrawal process according to established policies.

## Incompletes

No more than two incompletes in nursing or elective 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 Graduate Program.

Nursing Courses: It is the responsibility of the student to request an incomplete and make arrangements with the appropriate course facilitator/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 a grade of "F".

Elective Courses: Students may complete requirements at a liberal education institution. Students must comply with liberal education institution(s) policies regarding "incomplete" grades. Prerequisites not met for subsequent courses will not allow the student to progress in the curriculum.

## Grading Policy

The following grading system is used to determine course achievement:

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

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

The grade calculation process will be consistent across the graduate curriculum. Within each course, individual projects/exams/assignments will be recorded without rounding (for example, 92.37 will be recorded as 92). The final composite course grade will not be rounded (for example, a 92.8 will receive an AB).

#### Grades without Associated Grade Points

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

### Grade Point Average

Grade point average (GPA) is a quantitative measure of academic achievement and is computed on the basis of credits earned and grades achieved. Nursing course grades taken at BCON are used to compute the GPA each semester. Grade point averages are computed by multiplying credits by grade value and dividing the sum of course grades by the sum of credits. Grade point averages are computed at the end of each term or summer session for all courses taken at BCON during that period. The GPA is on a four-point scale. Transfer credits are not utilized in the computation of the BCON grade point average.

### Late Assignments and Exams

The student must inform the faculty person that her/his work will be late and why. Special reasons for late work will be reviewed on an individual basis. When the reason given by the student is considered inappropriate, the following grade deduction will apply:

- 1 - 7 days late - Down 8 points (one letter grade - proportionate to their earned grade)
- 8 - 14 days late - Down 16 points (two letter grades - proportionate to their earned grade)
- 15 days or more - Grade of Zero

## Grade Appeal Policy

On occasion a student may identify a need to have a grade reviewed for computational or interpretive error. No grades will be reviewed after seven calendar days unless it can be demonstrated that a grade was incorrectly recorded or that it was impossible for the student to initiate review during the designated time period.

### Procedure:

1. The student is expected to contact the course instructor within seven calendar days of the grade return.
2. The faculty member will review with the student how the grade was determined based on written criteria in the course outline.
3. If the issue is not resolved, the student is to contact the Director of the Graduate Program within four calendar days. The student must present in writing the reasons s/he believes the grade should be changed.
4. The Director of the Graduate Program will request from the involved faculty member a written explanation of the grade. This explanation must be submitted within two business days.
5. The Director of the Graduate Program's decision on the grade appeal is final.

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## ► Academic Policies – Student Health

### Health Services

Health services to BCON students are provided by Bellin Employee Health Services (EHS).

1. **Health Screening:** Upon acceptance into the College, the EHS nurse will review student's pre-entrance medical evaluation. When necessary, the student will be contacted by the Employee Health nurse and referred to a physician.
2. **Short Term and Emergency Care:** If ill, the student should inform the appropriate course faculty. Students may seek consultation with an EHS nurse by contacting the EHS Office at 433-3587.

The student must report physician care and prescription medications that affect the ability to perform to the Director of the Graduate Program for clearance to participate in coursework including lab and clinical experiences. Students must also report any contagious diseases, or suspicion of such. Specific follow up will be conducted where there are exposure concerns.

Any student injured in class should report the injury to her/his faculty member who will facilitate referral to EHS, if appropriate. First aid will be provided at no charge by EHS, however, if further medical care is warranted, the student will be referred to her/his physician or Emergency Department and the cost for care will be billed to her/his health insurance.

Students injured when performing clinical duties will follow appropriate policy and procedures as designated by the clinical agency. The student will also report the injury to course faculty and complete the BCON incident report form. EHS should be notified as soon as possible.

A significant exposure must be reported immediately to the faculty member, EHS or the SWAT/Supervisor when EHS is closed. If the injury occurs at Bellin Hospital, the student reports to EHS, or in their absence, reports to the SWAT/Supervisor.

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

## Reporting Illnesses

For their own safety and the patient's safety, students should immediately report all illnesses to the faculty member. If necessary, care can be facilitated under the direction of the EHS nurse.

Students on clinical assignment have an obligation to avoid the transmission of illness to their patients. Accordingly, the following conditions require evaluation by the EHS nurse and/or faculty member before reporting to the clinical areas:

<ul style="list-style-type: none"> <li>Weeping, draining, blistering skin lesions, ex. cold sores</li> </ul>	<ul style="list-style-type: none"> <li>Coughing</li> </ul>	<ul style="list-style-type: none"> <li>Rashes accompanied by fever or are spreading or are generalized</li> </ul>
<ul style="list-style-type: none"> <li>Diarrhea</li> </ul>	<ul style="list-style-type: none"> <li>Sore throat</li> </ul>	

Also:

<ul style="list-style-type: none"> <li>Measles (Rubeolla)</li> </ul>	<ul style="list-style-type: none"> <li>Shigellosis</li> </ul>	<ul style="list-style-type: none"> <li>Herpes Zoster (Shingles)</li> </ul>
<ul style="list-style-type: none"> <li>Chicken Pox (Varicella)</li> </ul>	<ul style="list-style-type: none"> <li>Salmonellosis</li> </ul>	<ul style="list-style-type: none"> <li>Rubella (German Measles)</li> </ul>
<ul style="list-style-type: none"> <li>Mumps</li> </ul>	<ul style="list-style-type: none"> <li>Cholera</li> </ul>	<ul style="list-style-type: none"> <li>Scabies</li> </ul>
<ul style="list-style-type: none"> <li>Strep Infection</li> </ul>	<ul style="list-style-type: none"> <li>Lice</li> </ul>	<ul style="list-style-type: none"> <li>Infectious Conjunctivitis (Pink eye)</li> </ul>
<ul style="list-style-type: none"> <li>Hepatitis A</li> </ul>	<ul style="list-style-type: none"> <li>Meningitis</li> </ul>	<ul style="list-style-type: none"> <li>Pertussis (Whooping Cough)</li> </ul>
<ul style="list-style-type: none"> <li>TB</li> </ul>	<ul style="list-style-type: none"> <li>Yersiniosis</li> </ul>	<ul style="list-style-type: none"> <li>Campylobacteriosis</li> </ul>
<ul style="list-style-type: none"> <li>Hepatitis B</li> </ul>	<ul style="list-style-type: none"> <li>Herpes on hands</li> </ul>	
<ul style="list-style-type: none"> <li>Giardiasis</li> </ul>	<ul style="list-style-type: none"> <li>Impetigo</li> </ul>	

The student should report illness as follows:

Prior to Clinical/Laboratory Experience

-Telephone faculty member and/or assigned clinical unit prior to scheduled clinical time.

During a Scheduled Theory Class or Clinical Laboratory Practice:

-Report illness to faculty member.

A student who has been absent for a significant health problem may be required to submit a physician's statement indicating the student is able to resume classroom, lab, and/or clinical practice activities.

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

### Influenza (Flu) Vaccine

Flu vaccine is strongly recommended for students. The vaccine is offered at no charge through the EHS office beginning in the fall of each year, depending upon availability.

### Tuberculosis Testing

TB tests may be obtained through the Bellin Health Office. This is offered free of charge.

### Human Immunodeficiency Virus (HIV) Testing

Confidential voluntary testing for antibodies to HIV, indicating exposure to the AIDS virus is available through the Center Project.

Baseline HIV tests are recommended as part of the follow up for significant needle stick exposure and/or other significant blood or body fluid exposures. Source patient testing is performed on all significant exposures. The student should report the exposure immediately to the clinical instructor who will then direct her/him to contact Bellin's EHS (3587) or the SWAT/supervisor for follow-up if the incident occurred at Bellin Hospital. When possible, exposures/injuries experienced at affiliating hospitals should be

followed up at the facility where they occurred following their procedures. All hospitals are required to have this procedure in place (OSHA & CDC).

## Health Office

Bellin Employee Health Service Office	
Mailing Address:	P.O. Box 23400
	Green Bay, WI 54305-3400
Phone:	(920) 433-3587
Fax:	(920) 433-7997 (Please be sure your name and "Student" is written on every page.)
Location:	Basement of the Medical Arts Building, 704 S. Webster Avenue – across the street from BCON.

The Health Office is open during the following times: (depending upon staff availability):

Monday through Friday	6:30 a.m. - 4:30p.m. (Closed holidays)
	Appointments are recommended except in urgent situations.

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

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

The following are available to all students at no charge per protocol.

- a. Rapid strep throat culture. Arranged through EHS at 433- 3587.
- b. A screening mammogram can be ordered free of charge, once each 12 months, for all students after presenting a written order from their physician. Students should call Central Scheduling at ext. 7272 to arrange appointment and should indicate that they are a BCON student. (If not indicated, the student will be responsible for the cost.) If additional testing is done, those charges will be billed to the student's insurance provider.

## Health Records

- Each student has a confidential cumulative health record on file in the EHS Office.
- The cumulative health record of each student is kept by the EHS for 30 years following graduation or withdrawal. Older records are electronically imaged.
- Upon written request of the student, EHS will forward health information to the student, prospective employers or educational institutions. All requests should be directed to the EHS Office. Please allow up to 14 working days to process.

## Health Insurance

The College assumes no responsibility for the medical expenses incurred by any student with the exception of those services routinely provided through the health service (as cited in this handbook). Cost of health care beyond that covered by insurance are the responsibility of the student and her/his family.

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## ► Academic Policies and Procedures

### Practicum Readiness Policy

#### Health Policies/Criminal Background Check

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

### Criminal Background Information Reporting

Criminal Background Checks of all students and personnel are required. This is in compliance with the Wisconsin Caregiver Background Check and Investigation Legislation. BCON reserves the right to deny admission or to terminate enrollment of any student because of his or her criminal history. The background check is completed prior to enrolling in practicum coursework.

An enrolled student is responsible to report any criminal charges to the Vice President of Student Services. The Vice President will review the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Background Check law and a student's continued enrollment at the College.

### Confidentiality of Protected Health Information

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

- physical and mental health
- provision of health care to the client
- payment for the client's health care

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

#### References

- Federal Registrar 65, no. 250. (December 28, 2000). Standards for the Privacy of Individually Identifiable Health Information, Final Rule. 45 CFR Parts 160 through 164. Available at <http://aspe.hhs.gov/admn>
- State of Wisconsin Department of Regulation and Licensing, Board of Nursing (1998). Confidentiality of patient health care records (Chapter 146.82), in Wisconsin Statutes and Administrative Code Relating to the Practice of Nursing. Madison, Wisconsin: Author.
- Wisconsin Nurses Association (2005). Client privacy standards. Retrieved May 2, 2005 from the World Wide Web: [www.wisconsinnurses.org](http://www.wisconsinnurses.org).



## Dress Code Policy

### Purpose

All BCON students must display appropriate appearance and demeanor to maintain the quality and excellence associated with BCON's tradition and to maintain a professional image. It is the student's responsibility to understand and adhere to dress codes specific to each clinical/practicum setting.

### Policy/Procedure

#### 1. Classroom:

- a. Classes on the BCON campus may be attended in street clothes or uniforms as outlined by clinical/practicum sites.
  
- b. Students are not allowed to wear hats during exams.

#### 2. Clinical Sites:

All students must adhere to the dress code policy and procedures as outlined by the clinical sites.

##### a. Commonly Unacceptable attire includes:

- midriff tops
- low-cut shirts
- t-shirts with inappropriate words or pictures
- denim, spandex, metallic, leather, suede, sheer or clinging fabrics
- sweatshirts or pants
- shorts
- capri pants
- open-toed footwear
- high heels

##### b. It is common for clinical/practicum sites to have specific guidelines regarding

- uniforms
- ID badges
- hair
- hose/socks
- shoes
- jewelry
- finger nails
- hygiene
- tattoos

## Writing Resources – APA Style Sheet for Documentation in Nursing

The following guidelines are intended to assist the student in preparation of typed papers for submission in nursing courses at BCON. This is not meant to replace the APA Publication Manual 5<sup>th</sup> ed. (2001), but rather to assist students with key information in its application.

The American Psychological Association style (APA) is the common method of documentation in nursing. APA style uses parenthetical citation within the text to identify source material and uses a reference list at the end of the work to give detailed information about sources cited in the paper. The APA style also provides other basic guidelines about preparing papers for submission. Some of those are outlined below and all are detailed in the most recent APA Publication Manual 5<sup>th</sup> ed. (2001).

The APA manual has a web site: [www.apastyle.org](http://www.apastyle.org) that gives examples of how to cite sources. This includes electronic references, tips of the week, and a section on frequently asked questions.

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

**TITLE PAGE:** A title page with the following elements must be attached to each paper: title of the paper, student's name, university or college name, course name (2<sup>nd</sup> line in APA program), date (3<sup>rd</sup> line in APA program). A running head (brief title) should be typed at the upper left margin in all upper case letters. The running head should not exceed 50 characters. See attached example of a properly prepared title page.

**BODY OF TEXT:** The title of the paper should be centered at the beginning of the paper on page 2. The text follows.

**REFERENCES WITHIN TEXT:** When summarizing material in the text of the paper, put the author(s) last name and the date of the publication in parentheses, like this; (Brown, 2006). If quoting exact words, use quotes around the text and list the page number in addition to the author's last name and the publication date, (Smith, 2006, p. 83). Additional examples of citations within text can be found in the APA Publication Manual.

**REFERENCE LIST:** Start the reference list on a new page and type References centered at the top of the page. All references cited in the text must be in the reference list, and all sources in the reference list must be cited in the paper. All references should be alphabetized, typed, double spaced, and entries should have a hanging indent. The first line of the reference is flush to the margin and any remaining lines of the same reference are typed with 1 tab indent. Capitalize only the first word of the title and subtitle, if any, and any proper nouns. Italicize the title, do not underline it. When using the APA computer program, select the manuscript style, not student style when preparing references to achieve this. Examples are attached that demonstrate journal, book, and internet references as they should be typed. An extensive list of specific examples is found in the APA Publication Manual.

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

Running head: WRITING PAPERS

Writing Papers (Title of paper)

Student Name

University Name

Course Name and number

Date of paper

Writing Papers (Title of the paper repeats itself here and is centered)

Begin your paper here. The APA program will automatically format the page and will number pages appropriately. The program will place the title of the paper at the top of the page as you can see. When summarizing material from a reference within the text of the paper, include the author's last name and the date of the publication in parentheses (Brown, 2006).

If the writer of the paper is quoting exact words from the text or reference, list the page number in addition to the author's last name and publication. Example: Power can be defined as, "The capability of acting or producing some sort of an effect, usually associated with the ability to influence the allocation of scarce resources" (Huber, 1996, p. 382). Another way to cite this is: Huber (1996) defines power as "the capability of acting or producing some sort of an effect, usually associated with the ability to influence the allocation of scarce resources" (p. 382).

Remember with any paper written to include an introduction help the reader better understand the purpose of the paper and an conclusion to summarize the main points of the paper. Review the beginning chapters of the APA manual for grammar, sentence structure, and general knowledge for writing successfully. The next page provides examples of different types of references and how to cite this in the reference list.

## References

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

*Web*. Retrieved September 15, 1998 from the World Wide Web: <http://www.apa.org/journals/webref.html>

Ball, B. & Abner, L. (2006). *Building with rocks* (2<sup>nd</sup> ed.). Bedrock: Zippy Publishers.

Rubble, B. & Flintstone, F. (2006). The Flintstone years remembered. *Cartoon Digest*, 9 (3), 25-30.

- The above references are examples of how to type references from the Internet, a book, and a journal.
- Aggregated databases.  
Cite as you would a printed source, followed by a retrieval statement that includes date of access and the name of the database. Start it with the word, Retrieved and end with the word, database. E.g.: Retrieved Month day, year, from Database Name database. See the following examples:

Journal article.

Jennings, B. (2004). Lessons learned in the trenches: The experiences of an urban middle Principal. *Educational Leadership*, 54,12. Retrieved May 9, 2004, from Wilson Web Education Full Text database.

Cookson, C., Hargreaves, D., & Parker, G. (1999, March 21). Mad cow disease linked to Humans. *Financial Times*, 1. Retrieved April 17, 2002, from Health Reference Center Academic database.

"We were just happy freaks, man." Garcia in his own words. (2003). *Rolling Stone*, 16, Retrieved May 16, 2004, from Expanded Academic ASAP database.

- Encyclopedia.  
Cockrum, E.L. (2002). Galapagos Islands. *Encyclopedia Americana*. Retrieved January 6, 2003, from Encyclopedia American Online database.
- Remember [www.apastyle.org](http://www.apastyle.org) gives examples of how to cite and type references.
- References Pages for Use Within the APA Manual 5<sup>th</sup> Edition
  - Quotation of sources, p. 117-8
  - Works with multiple authors, p. 208
  - Personal communications, p. 214
  - Journal articles, p. 240
  - Sample paper, p. 306

## Writing Resources – Internet/Website Evaluation Guideline

This guideline is designed to serve as a resource during the evaluation of Internet/Website Resources.

### 1. Authorship/Authority:

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

### 2. Timeliness/Continuity:

- When was the site created?
- Last time the site was updated?
- Are all links up-to-date?

### 3. Purpose/Relevance:

- What is the purpose of the site? (Educate, sell a product, information, support group.)
- What does the site address tell you about the type of site?
  - .gov (government)
  - .edu (education)
  - .org (nonprofit organization)
  - .com (business)
  - .net (network address)
- Who is the target audience? (Specific professionals, patients, particular age group, specific patient population)
- Is disclaimer present on the home page? (e.g. statement that the site is informational or statement that the site is not a substitute for professional medical care)

### 4. Content:

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

### 5. Structure, access and navigation:

- Is the site easy to navigate/logically organized?
- Does it include site map, site index, and about site's purpose?
- Does the site download quickly?
- Do graphics on the page serve a purpose?
- Is it a secured site?
- Do the links work?
- Is it easily printed or is there a print version available?

### 6. Quality of writing:

- At what age or education level is the site written?
- Are there misspelling or typographical errors?

## 7. Ownership:

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

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

## References:

- Brooks, B. (2001). Using the internet for patient education. *Orthopaedic Nursing*, September-October 2001, 20(5), 69-74.
- Cader, R., Campbell, S., & Watson, D. (2003). Criteria used by nurses to evaluate practice-related information on the world wide web. *CIN*, March-April 2003, 97-102.
- Grissian, E. Thinking critically about world web resources. Retrieved May 16, 2004 from the World Wide Web: <http://www.library.ucla.edu/libraries/college/help/critical>
- Jacobsen, T. & Cohen, L. (1997). Teaching students to evaluate internet sites. *The Teaching Professor*, August 1997.
- McGonigle, D. (1998). *How to evaluate web sites*. Retrieved March 3, 2004 from the World Wide Web: [http://eaa-knowledge.com/ohni/ni/602/web\\_site\\_evaluation.htm](http://eaa-knowledge.com/ohni/ni/602/web_site_evaluation.htm).
- Nicoll, L. (2001). Quick and effective web site evaluation. *Lippincott's case management*, September/October 2001, 220-221. Wilkes, L. (2002). Evaluating health web sites for research and practice. *JSPN*, 7(1), 38-41.

## Writing Resources – Copyright Policy

BCON respects and recognizes intellectual property rights. This policy sets forth the rights and responsibilities of BCON administration, faculty, and staff regarding copyrighted works in accordance with the copyright law, balancing the rights of the creator and user.

Copyright protects “original works of authorship fixed in a tangible medium of expression.” It provides the copyright owner with the rights to make copies, derivative works, distribute, display, and perform works publicly.

### Ramifications of Copyright Infringement

Penalties for copyright infringement are very harsh: the court can award up to \$150,000 for each separate act of willful infringement. Willful infringement means that you knew you were infringing and you did it anyway. Ignorance of the law, though, is no excuse. If you don't know that you are infringing, you still will be liable for damages - only the amount of the award will be affected. Then there are [attorneys' fees](#)...

There is one special provision of the law that allows a court to refuse to award any damages at all if it so chooses, even if the copying at issue was not a fair use. It is called [the good faith fair use defense](#) [17 USC 504(c)(2)]. It only applies if the person who copied material **reasonably** believed that what he or she did was a fair use - as would likely be the case if you followed this Policy! If you qualify for this defense, it makes you a very poor prospect for a lawsuit. On the other hand, if you disregard sound advice about fair use, a court would be free to award the highest level of damages available. This makes someone who ignores policies a handsome target for a lawsuit (Harper, G., n.d.).

### Determining if an item is copyrighted

Since March 1, 1989, a copyright notice is no longer required for copyright protection. Because of this, it should be assumed that most works are copyright protected. Works published prior to March 1, 1989, generally require a copyright notice to be protected. The Copyright Office Circular 22 (<http://www.copyright.gov/circs/circ22.pdf>) explains how to determine the copyright status of a work.

### Duration of Copyright

The copyright term has been extended many times. The Copyright Office Circular 15A (<http://www.copyright.gov/circs/circ15a.pdf>) discusses the provisions of the law that deal with length of copyright protection.

## Determining if you are infringing on someone's copyright

The three questions listed below can help you determine whether or not you are infringing on someone's copyright:

1. Is the work protected?

**Anyone may freely use the following as copyright does not protect:**

- Works that lack [originality](#)
  - logical, comprehensive compilations (e.g. phone book)
  - unoriginal reprints of public domain works
- Works in the [public domain](#) (e.g. copyright expired)
- Freeware (not shareware, but really, expressly, available free of restrictions-ware -- this may be protected by law, but the author has chosen to make it available without any restrictions)
- [US Government works](#)
- Facts
- [Ideas, processes, methods, and systems described in copyrighted works](#)

2. If the work is protected, do you wish to exercise one of the owner's exclusive rights?

- Make a copy (reproduce)
- Use a work as the basis for a new work (create a derivative work)
- Electronically distribute or publish copies (distribute a work)
- Publicly perform music, prose, poetry, a drama, or play a video or audio tape or a CD-ROM, etc. (publicly perform a work)
- Publicly display an image on a computer screen or otherwise (publicly display a work)

3. Is your use exempt or excused from liability for infringement?

If an exemption does not excuse infringement and eliminate the need to ask permission or pay fees to exercise the owner's rights, you need permission.

- Fair use
- Library's special rights
- Educational performances and displays
- Even if all or part of a work is not protected by copyright law, it may be protected by other laws. For example, you may need to consider rights of privacy and publicity, ask permission to use a trade or service mark, or get a license to practice a patented process or system, but discussion of these rights and interests is beyond the scope of this Policy statement.

## Fair Use

The purpose of the copyright law is to protect the rights of the creator. Section 107 of the copyright law; however, allows a user to exercise an exclusive right in certain circumstances without prior authorization of the copyright holder and without paying a royalty or permission fee. This section is also the defense in an infringement suit.

To determine if a use of a work in a particular case is fair use, the following four factors are used:

**FACTOR 1:** What is the character of the use?

- |               |                                  |              |
|---------------|----------------------------------|--------------|
| • Nonprofit   | • Criticism                      | • Commercial |
| • Educational | • Commentary                     |              |
| • Personal    | • News reporting                 |              |
|               | • Parody                         |              |
|               | • Otherwise "transformative" use |              |

Uses on the left tend to tip the balance in favor of fair use. The use on the right tends to tip the balance in favor of the copyright owner - in favor of seeking permission. The uses in the middle, if they apply, are very beneficial: they add weight to the tipping force of uses on the left; they subtract weight from the tipping force of a use on the right.

Imagine that you could assign a numerical weight to each use. A nonprofit educational use *other than the middle uses*, for example, making a copy of a journal article for a university class, might weigh 5 in favor of fair use. But a nonprofit educational use that is also criticism, for example, the inclusion by a faculty member of a quote from another's work in a scholarly critique, would weigh even more in favor of fair use: about 6 or 7. That's because the uses in the middle are "core" fair uses; the ones most dearly protected.



Even if they are for-profit, the core fair uses weigh in favor of fair use: that's why they subtract from the weight against fair use of a commercial use. A commercial duplication of an article from a journal might weigh 5 against fair use. But a commercial commentary or quotation would barely tip the scale, if at all. This is not to suggest that fair use can be precisely quantitatively analyzed. Numbers are just a tool to illustrate how the facts interact and affect each other. Actually, numbers wouldn't make the analysis any easier: copyright owners and users would have just as much trouble agreeing on weights as we have agreeing on any other judgment about fair use.

**FACTOR 2:** What is the nature of the work to be used?

- Fact
- Published
- A mixture of fact and imaginative
- Imaginative
- Unpublished

Again, uses on the left tip the balance in favor of fair use. Uses on the right tip the balance in favor of seeking permission. But here, uses in the middle tend to have little effect on the balance. Which way is your balance tipping after assessing the first two factors?

**FACTOR 3:** How much of the work will you use?

- Small amount
- More than a small amount

This factor has its own peculiarities. The general rule holds true (uses on the left tip the balance in favor of fair use; uses on the right tip the balance in favor of asking for permission), but if the first factor weighed in favor of fair use, you can use more of a work than if it weighed in favor of seeking permission. **A nonprofit use of a whole work will weigh somewhat against fair use.** A commercial use of a whole work would weigh significantly against fair use.

For example, a nonprofit educational institution may copy an entire article from a journal for students in a class as a fair use; but a commercial copy shop would need permission for the same copying. Similarly, commercial publishers have stringent limitations on the length of quotations, while a student writing a paper for a class assignment could reasonably expect to include lengthier quotes.

Which way does your balance tip after assessing the first three factors? The answer to this question will be important in the analysis of the fourth factor!

**FACTOR 4:** If this kind of use were widespread, what effect would it have on the market for the original or for permissions?

- After evaluation of the first three factors, the proposed use is tipping towards fair use
- Original is out of print or otherwise unavailable
- No ready market for permission
- Copyright owner is unidentifiable
- Competes with (takes away sales from) the original
- Avoids payment for permission (royalties) in an established permissions market

### **Guidelines for Classroom Copying of Books and Periodicals**

The purpose of the following guidelines is to state the *minimum* standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying may not be permitted under these guidelines [but] may be permissible under revised guidelines. Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

#### ***I. Single Copying for Teachers***

A single copy may be made of any of the following or any part thereof by or for any faculty or staff member at his or her individual request:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

## **II. Multiple Copies for Classroom Use:**

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the faculty giving the course for classroom use or discussion, *provided that*:

- A. The copying meets the following tests of brevity and spontaneity as defined below; *and*,
- B. Meets the cumulative effect test as defined below; *and*,
- C. Each copy includes a notice of copyright

### *Definitions*

#### *Brevity*

- (i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- (ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

- (iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- (iv) "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

#### *Spontaneity*

- (i) The copying is at the instance and inspiration of the individual teacher, and
- (ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

#### *Cumulative Effect*

- (i) The copying of the material is for only one course in the school in which the copies are made.
- (ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- (iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

## **III. PROHIBITIONS AS TO I AND II ABOVE**

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying may not be used to create or to replace or substitute for anthologies, compilations or collective works. A prohibited replacement or substitution occurs regardless of whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
  - 1. substitute for the purchase of books, publisher's reprints or periodicals;
  - 2. be directed by higher authority; or
  - 3. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge may be made to the student beyond the actual cost of the photocopying.

[The aforementioned guidelines on classroom copying are an adaptation of the actual copying guidelines agreed to by the Association of American Publishers and The Author's League of America with minor editorial changes.]

### **Fair Use Rules of Thumb**

The following Rules of Thumb may provide additional guidance for certain situations. It is best to interpret them conservatively.

### **Rules of Thumb for Digitizing and Using Images for Educational Purposes**

1. Is the image you wish to digitize readily available online or for sale or license at a fair price?

- If YES: [then] ...to, purchase or license the image. Do not digitize it unless you are in the process of negotiating a license. If you have a "contract pending," digitize and use the image in accordance with these Rules of Thumb until the license is finalized and you have received the licensed digital image.

- If NO: [then] Digitize and use the image in accordance with the following limitations:

Limit access to all images except small, low resolution "thumbnails" to students enrolled in the class and administrative staff as needed. [Terminate access at the end of the class term.](#)

Faculty members also may use images at peer conferences.

Students may download, transmit and print out images for personal study and for use in the preparation of academic course assignments and other requirements for degrees, may publicly display images in works prepared for course assignments etc., and may keep works containing images in their portfolios.

2. Periodically review digital availability. If a previously unavailable image becomes available online or for sale or license at a fair price, point to or acquire it.

### **Rules of Thumb for Digitizing and Using Others' Works in Multimedia Materials for Educational Purposes**

The CONFU [Fair Use Guidelines for Educational Multimedia](#) suggest that fair use requires adherence to specific numerical portion limits, that copies of the multimedia work that includes the works of others should be strictly controlled, and that fair use "expires" after 2 years. Our Rules of Thumb acknowledge that these are important considerations, but the [Guidelines](#) numbers do not describe the outer limits of fair use. Despite their tightly controlled approach, the [Guidelines](#) can provide helpful guidance and we recommend that you read them.

Please keep in mind that the rights described here are rights to *create* unique works, but *not to make multiple copies and give them out (distribute them)*.

1. Students, faculty and staff may

- incorporate others' works into a multimedia work
- display and perform a multimedia work in connection with or creation of:
  - class assignments
  - curriculum materials
  - remote instruction
  - examinations
  - student portfolios
  - professional symposia.

2. Be conservative. Use only small amounts of other's works.

3. Don't make any unnecessary copies of the multimedia work.

### **Rules of Thumb for Research Copies**

Limit research copies to:

- single articles from a journal issue
- several charts, graphs, illustrations
- other similarly small parts of a work.

## **Guidelines for Media**

### **Use of Prerecorded Videotapes / CD Rom / DVD (Media)**

1. Media labeled "For Home Use Only" may not be used for public performance.
2. Media may not be used if the person responsible has any reason to believe that the product was unlawfully made.

### **Duplication of Media**

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

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

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

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

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

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

Recorded programs may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

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

## **References**

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United States Copyright Office. (2004). *Circular 15a Duration of Copyright: Provisions of the Law Dealing with the Length of Copyright Protection*. Retrieved on March 28, 2007 from <http://www.copyright.gov/circs/circ15a.pdf>

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United States Copyright Office. (2006). *Circular 22 How to Investigate the Copyright Status of a Work*. Retrieved on March 28, 2007 from <http://www.copyright.gov/circs/circ22.pdf>

The majority of this policy is adapted with permission from:

Harper, G. *Copyright Crash Course*. Austin, TX: University of Texas System. Retrieved on March 29, 2007 from <http://www.utsystem.edu/ogc/Intellectualproperty/cprtindx.htm#top>

## Writing Resources – Audio/Video Taping of Faculty Lectures/Conferences

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

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

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

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## ► Academic Due Process

### Academic Dishonesty

Definition of Academic Dishonesty:

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

Academic dishonesty includes but is not limited to:

- cheating on an examination
- revealing or receiving examination content
- plagiarism
- stealing examinations or course materials or knowingly using such stolen materials
- falsifying any record or other data

Observation of Academic Dishonesty:

Student Observation:

If a student suspects that a classmate is cheating:

- The student is to report the alleged dishonest student(s) to the faculty member in charge immediately or within 24 hours of the alleged incident. Written documentation may be requested.
- The faculty member will report the allegation to the course facilitator.

Faculty Observation:

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

Course Facilitator:

The course facilitator, upon notification of alleged academic dishonesty, shall promptly notify the Vice President of Student Services. The course facilitator will notify the student(s) in writing of:

- The facts, on which the belief is based, and the date, time and place for a conference on the matter.
- The written notification, including a copy of the Policy on Academic Dishonesty, shall be delivered to the student(s) in person or by certified mail to her/his school address as filed with the Registrar.

### Conference with the Student

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

### Discipline

The Vice President of Student Services shall impose one or a combination of the following penalties in accordance with the severity of the academic dishonesty.

- A reduction in the grade for the assignment or examination in question to a lower passing grade, failure, or to a zero, and/or require performance of additional work or some combination thereof.
- A written reprimand.
- Disciplinary probation, suspension or dismissal at the end of the current semester.

### Decision

- Notification of Decision: Within ten business (10) days from the conference, or if the student fails to appear at the conference, the appropriate program director shall notify the student in writing of the decision and of any disciplinary penalty. Written notification will be given to the student in person, or sent by certified mail to her/his school address as filed with the Registrar. If it is the decision that the student did engage in academic dishonesty, the letter shall include a full explanation of the facts on which the conclusions were based. A copy of this letter shall be placed in the student's official file. The Director of the Graduate Program will share the letter with others within the College on a need to know basis.
- Notification of Right to Request a Hearing.
- The letter shall include a statement that the student has a right to request a hearing before the Student Grievance Sub-Committee. A copy of the Student Appeals Procedure and the appropriate forms shall accompany the letter.

### Confidentiality

The Vice President of Student Services will observe the proper confidentiality for all persons.

## Probation(s)

A student may be placed on academic or disciplinary probation. Probation is a period of not less than one year in that the student is expected to fulfill standards of academic achievement, performance, and behavior commensurate with College policy. Students being placed on probation are notified in writing of their probationary status and will be required to sign a formal written contract which provides written evidence of present status, required remedial action, expected outcomes, and consequences. Contracts are issued by the appropriate administrator. The contract is sent to the Registrar and becomes part of the student's official file.

The following results in an automatic probation:

1. Failure to maintain a 3.0 grade point average each term and summer term
2. Failure to attain a C or better in a nursing course
3. Failure to attain a C or better in an elective
4. Receipt of an unsatisfactory final practicum evaluation
5. Failure to resolve behaviors identified under disciplinary problems

A student on probation who does not achieve satisfactorily is covered by the same policies relating to termination as any other enrolled student.

A student who withdraws from the College while in academic probation status will reenter on probation until a satisfactory grade for the failed course is achieved.

## Academic Probation

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

## Disciplinary Probation

A student may be placed on disciplinary probation for behaviors that are not in accord with College policies.

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

1. Unethical professional conduct as defined in the American Nurses Association (ANA) Code for Nurses and the State Board of Nursing Rules of Conduct.
2. Illegal administration, supply, use, or procurement of drugs other than in the course of legitimate practice or as otherwise prohibited by law.
3. Persistent negative responses toward constructive criticism by the faculty or others concerned with the student's progress and development.
4. 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. Satisfactory achievement during that period of time returns the student to good standing. Failure to fulfill expected outcomes may result in termination from the program. A student on disciplinary probation who does not achieve satisfactorily is covered by the same policies relating to termination as any other enrolled student.

A student placed on disciplinary probation will be required to meet with the Vice President of Student Services and sign a written contract which provides written evidence of present status, required remedial action, expected outcomes, and consequences.

## Termination from the College *(same as page 41)*

The following situations result in an automatic dismissal from BCON:

1. Failure to provide accurate information on the admission application/during admission process.
2. Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.
3. Failure to resolve unsatisfactory academic progress while on probation.
4. Failure to complete the degree during the specific time frame (8 years for MSN).
5. Receipt of an incomplete in more than two grading periods.
6. Failure to fulfill or resolve academic or disciplinary probation requirements via breach of contract.
7. 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.

Note: Any student who is terminated from the program for academic and/or disciplinary reasons and has their appeal of termination denied, may not reapply for admission to the program.

## Appeal of Termination

Any student dismissed from the College has the right to appeal. A student may appeal for readmission to the College one time only.

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

1. be submitted to and received by the Director of the Graduate 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.

### **Readmission after Termination Policy**

Any student who is terminated from the program for academic and/or disciplinary reasons and has their appeal of termination denied, may not reapply for admission to the program.

### **Grievance Procedure**

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

#### **Procedure**

If a student feels that her/his guaranteed rights have been infringed upon,:

1. the student may present a letter to the Vice President of Student Services within seven (7) days of the alleged incident. Failure to meet this deadline will result in waiver of appeal rights unless the student is excused by the committee due to incapacitation.
2. the student may request a faculty member not involved in the situation to assist with the process. This person may be present at the hearing.
3. a committee shall meet and review the appeal within seven working days after the student's written appeal is submitted.
4. the aggrieved shall be notified in writing of the hearing time and place at least three working days in advance.
5. all committee members, the aggrieved student, and involved parties must consent to an emergency causing delay of the hearing.
6. all written documentation, evidence, etc., will be made available to all committee members at least 24 hours before any hearing.
7. the student is responsible to present her/his case at the hearing, e.g., questioning any witnesses, presenting documentation. The committee has the right to obtain any further documentation or call additional witnesses. The committee may question any witnesses in exploration of the situation. Attendance will be limited to those directly involved, committee members, witnesses, and the faculty assisting the student.
8. faculty members who are directly involved in the grievance will have the right to present facts and question the aggrieved student at the hearing.
9. decisions by the committee will be determined by closed ballot, majority ruling and reported to the student within 24 hours.



10. the committee will make one final decision on all matters coming to the attention of the committee and if the aggrieved student is dissatisfied with that decision, he/she may appeal to the President of the College of Nursing.
11. documentation of all meetings and notifications shall be recorded and distributed to the aggrieved student, to the President of the College of Nursing and to the Vice President of Student Services.
12. a written report of the grievance and committee decision shall be placed in the student's file, but will not become a part of the student's transcript or recommendations in the student's future.

### **Exceptions**

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

### **Structure**

The Vice President of Student Services shall chair the committee and any hearing.

1. The committee shall be appointed by the Vice President of Student Services and shall be made up of members as follows:
  - 2 faculty members
  - 3 student representatives (Student Senate representative)
  - 1 other, non-faculty, non-student
  - Vice President of Student Services
2. Each member is entitled to one vote.
3. Any committee member, student or faculty directly involved in the situation that precipitated the appeal shall be replaced by the Vice President of Student Services. Students shall always replace students and faculty shall always replace faculty on the committee.

### **Functions of persons participating in a grievance committee**

1. To keep all matters coming to the committee held confidential.
2. To withhold subjective feelings, prejudice or unauthorized comments from the committee structure or functioning.
3. To review grievances presented to the committee following designated procedural guidelines and collect data regarding a grievance petition.
4. To conduct hearings regarding a grievance.
5. To make one final committee decision regarding a grievance and submit that decision in writing to the aggrieved student, student's file and the Vice President of Academic Affairs.
6. The committee reserves the right to decline involvement in any situation it feels is outside its jurisdiction.

## **Complaint Policy and Procedure**

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

### **Student Complaint Resolution Procedure**

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

- Step 1 - Within 7 business days of the alleged incident the student *will* confer with the faculty or staff member against whom the complaint exists. If resolution cannot be reached through discussion, the student within 7 business days of the meeting will complete the Complaint Form (available in the Student Services Office).

- Step II - The Complaint Form will be forwarded to the appropriate administrator. Within 10 business days, the student, faculty/staff member and immediate supervisor will meet to discuss a resolution. If a resolution is reached, a written copy of the resolution must be attached to the Complaint Form and submitted to the Vice President of Student Services within seven business days.
- Step III - If the student feels that the complaint is unresolved after the Step II meeting, the student may appeal in writing, within seven (7) business days, to the Vice President of Student Services. At this time, the Vice President of Student Services will call for a meeting of the Campus Complaint Committee. The Committee shall be formed and meet within seven business days of the request.

In the case of a complaint against a faculty member, the Committee shall consist of the Vice President of Student Services, Director of the Graduate Program, two (2) faculty members, and two (2) Student Senate representatives.

In the case of a grievance against an administrator, a staff member or another student, the committee shall consist of the Vice President of Student Services, appropriate departmental Vice President, two staff members, and two Student Senate representatives.

No person shall serve on the committee if there is an indication of a potential conflict of interest.

During the hearing, opportunity will be given for all parties to the complaint to make statements, answer questions, and present witnesses. The Committee may confer with other individuals at its discretion. Each party to the complaint may bring an advisor to provide support and guidance. In the event that a party brings an advisor to the hearing, such person will have no official standing at the hearing and will be welcome to speak only to the party they are advising. Such person will not be allowed to speak to the committee.

Within ten (10) days of its formation, the Campus Complaint Committee shall determine findings of fact and resolution of the complaint. The resolution may include denial of the validity of the complaint, or a specific remedy limited to curing the complaint. The Campus Complaint Committee shall make its decision by majority vote. A tie vote shall be broken by the decision of the Chair (Vice President of Student Services). The Committee' decision shall be the final recommendation to the President for disposition of the complaint.

### **Records**

Complaint forms and documentation of their resolution are kept on file in the office of the Vice President of Student Services for a period of seven calendar years.

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## **► 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 general education courses.

Students may also seek to be representatives on College committees.

### **Student Organizations and Fundraising Guidelines**

Student organizations should consult the advisor regarding fund-raising activities. The "Request for Fundraiser" form must then be sent to the Vice President of Student Services for approval.

1. Submit the request form to the Vice President of Student Services two weeks prior to the fundraising activity. The request forms are available in the Student Services Office.
2. The Vice President of Student Services will notify the organization whether the activity is or is not approved.

3. If the fundraiser is a raffle, contact the Vice President of Student Services office for information regarding the required State Raffle License. This should be done well in advance of the intended raffle.
4. When selling in the cafeteria:
  - a. Notify Nutrition Services (Ext. 7898) three weeks prior to the fundraiser to assure that other activities are not scheduled in the cafeteria.
  - b. Notify housekeeping (Ext. 3558) one week in advance if tables are needed in the cafeteria for the sale and tell them when they are needed.
5. Students may not solicit patients or employees on the units.
6. The student organization sponsoring the fundraiser is responsible for publicity and for entering the event on the College activity calendar.

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

The Kappa Pi Chapter at Large is a chapter of Sigma Theta Tau International Honor Society of Nursing. It is a joint chapter sponsored by Bellin College and the University of Wisconsin-Green Bay. Membership is by invitation to graduate and undergraduate students who meet standards of academic excellence and integrity.

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