Graduate Program MSN

Student Handbook
2009-2010

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

STUDENT HANDBOOK
GRADUATE PROGRAM
2009-2010

TABLE OF CONTENTS

Graduate Program Requirements & Overview   39

Tuition – 2009-2010   45

Academic Policies and Resourses   59

Academic Policies – Student Health   71

Student Due Process   74

Bellin College

Dear Bellin College Students,

Welcome to the 2009-2010 school year. This year promises to be an exciting one as we get settled in our new Bellin College campus and celebrate our 100th year anniversary. The dream of having our own free-standing campus where we offer you a positive experience in completing your MSN degree is now a reality. 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 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.

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

V. Jane Muhl

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President and CEO
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▶Introduction to Bellin College

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

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

School of 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.

Bellin College 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 Bellin College 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.

American Nurses Association Code of Ethics for Nurses

(Approved July 2001)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
   - Respect for human dignity
   - Relationships to patients
   - The nature of health problems
   - The right to self-determination
   - Relationships with colleagues and others

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
   - Primacy of patient's interests
   - Conflict of interest for nurses
   - Collaboration
   - Professional boundaries

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
   - Privacy
   - Confidentiality
   - Protection of participants in research
   - Standards and review mechanisms
   - Acting on questionable practice

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
   - Acceptance of accountability and responsibility
   - Accountability for nursing judgment and action
   - Responsibility for nursing judgment and action
   - Delegation of nursing activities

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
   - Moral self-respect
   - Professional growth and maintenance of competence
   - Wholeness of character
   - Preservation of integrity

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
   - Influence of the environment on moral virtues and values
   - Influence of the environment on ethical obligations
   - Responsibility for the healthcare environment

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
   - Advancing the profession through active involvement in nursing and healthcare policy
   - Advancing the profession by developing, maintaining, and implementing professional standards in clinical, administrative, and educational practice
   - Advancing the profession through knowledge development, dissemination, and application to practice

8. The nurse collaborates with other health professionals and the public in promoting community, national. And international efforts to meet health needs.
   - Health needs and concerns
   - Responsibilities to the public

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.
   - Assertion of values
   - The profession carries out its collective responsibility through professional associations
   - Intra-professional integrity
   - Social reform

Academic (Semester/Block) Timelines

	MSN
Timeline	Terms of (8) Week Blocks
Calendar Months	Term I: Aug/Sep-Oct Term II: Oct-Dec Term III: Jan-March Term IV: March-May Term V: June-July

Academic Calendar

This calendar highlights the MSN program dates. For the full Bellin College Academic Calendar see the College website.

Semester	Bellin College 2009-2010 Academic Year	Graduate MSN
Summer 09	SUMMER SESSION 2009	
Summer 09	Memorial Day Holiday (Bellin College Closed)	May 25
Summer 09	BC- Last Faculty Work Day for 2008-09 Academic Year	May 29
Summer 09	MSN - Classes Begin - Term V	Jun 1
Summer 09	MSN - Tuition Due - Term V	Jun 8
Summer 09	MSN - Classes End - Term V	Jul 24
Summer 09	Scheduled Move to New BC Campus (725 South Webster closes 7/24 @ 4:30pm)	Jul 27- Jul 31
Fall 09	FALL SEMESTER 2009	

Fall 09	MSN - Registration Deadline - Term I	Aug 10
Fall 09	BC - Faculty Return	Aug 17
Fall 09	MSN - Classes Begin - Term I	Aug 31
Fall 09	**Labor Day Holiday (Bellin College Closed)**	**Sep 7**
Fall 09	Dedication of New Bellin College Campus (10:00 AM) (No classes scheduled)	Sep 10
Fall 09	Bellin College Campus Open House for Public (10:00-2:00)	Sep 12
Fall 09	MSN - Tuition Due - Term I	Sep 18
Fall 09	MSN - Registration Deadline - Term II	Oct 5
Fall 09	MSN - Classes End - Term I	Oct 23
Fall 09	MSN - Classes Begin - Term II	Oct 26
Fall 09	MSN - Tuition Due - Term II	Nov 2
Fall 09	**Thanksgiving Holiday (Bellin College Closed)** **(Classes end 11/25 4:30pm)**	**Nov 26-27**
Fall 09	MSN - Classes End - Term II	Dec 18
Fall 09	Graduation (Commencement Ceremony May 9)	Dec 18
Fall 09	**Christmas Holiday (Bellin College Closed)**	**Dec 24-25**
Fall 09	MSN - Registration Deadline - Term III	Dec 28
Fall 09	**New Years Holiday (Bellin College Closed)**	**Dec 31-Jan 1**
Spring 10	**SPRING SEMESTER 2010**	
Spring 10	BC- Faculty Return	Jan 4
Spring 10	MSN - Classes Begin - Term III	Jan 18
Spring 10	SNC - UWGB Classes Begin	
Spring 10	MSN - Tuition Due - Term III	Jan 29
Spring 10	MSN - Registration Deadline - Term IV	Mar 1
Spring 10	MSN - Classes End - Term III	Mar 12
Spring 10	**Spring Break (BC - SNC - UWGB) (Classes end 3/12 4:30 pm)**	**Mar 15-19**
Spring 10	MSN - Classes Begin - Term IV	Mar 22
Spring 10	MSN - Tuition Due - Term IV	Mar 29
Spring 10	Easter	Apr 4
Spring 10	BC - Commencement Practice 10:30 am	May 7
Spring 10	**BC - COMMENCEMENT**	**May 9**
Spring 10	MSN - Registration Deadline - Term V	May 11
Spring 10	MSN - Classes End - Term IV	May 14
Spring 10	BSN - Orientation - Sophomore Transfer	
Spring 10	BC - Faculty Last Day Academic Year	May 27
Spring 10	**Memorial Day Holiday (Bellin College Closed)**	**May 31**
Summer 10	**SUMMER SESSION 2010**	
Summer 10	MSN - Classes Begin - Term V	Jun 1
Summer 10	MSN - Tuition Due - Term V	Jun 8
Summer 10	MSN - Classes End - Term V	Jul 23
Fall 11	**FALL 2011**	
Fall 11	Faculty Return	Aug 18

Add/Drop Dates Calendar

	Program/Course/Term	Term Dates	Status	Drop/Add By Dates	Tuition Refund
Summer 2009	MSN-Term V	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
Fall 2009	MSN-Term I	08/31/09 - 10/23/09	Drop/Add	Through 09/01/09	100%
			WD	09/02/09 – 10/01/09	Calculated
			WF	10/02/09 - 10/23/09	None
	MSN-Term II	10/26/09 - 12/18/09	Drop/Add	Through 10/27/09	100%
			WD	10/28/09 – 11/25/09	Calculated
			WF	11/30/09 - 12/18/09	None
Spring 2010	MSN-Term III	01/18/10 - 03/12/10	Drop/Add	Through 01/19/10	100%
			WD	01/20/10 - 02/18/10	Calculated
			WF	02/19/10 - 03/12/10	None
	MSN-Term IV	03/22/10 - 05/14/10	Drop/Add	Through 03/23/10	100%
			WD	03/24/10 - 04/22/10	Calculated
			WF	04/23/10 - 05/14/10	None
Summer 2010	MSN-Term V	06/01/10 - 07/23/10	Drop/Add	Through 06/02/10	100%
			WD	06/03/10 – 07/02/10	Calculated
			WF	07/05/10 – 07/23/10	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 BC 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 BC transcript as W (withdrawal). For non-semester-length courses, the WD date will be calculated based upon the 60% point of that course.

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

Calculated Refund: Tuition charges retained by Bellin College 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 the term/semester.

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

Directory of Staff/Faculty

General Numbers

Phone: (920) 433-6699   Toll Free Number: (800) 236-8707   Fax: (920) 433-1922

(For adjunct faculty call the General Number for assistance)

Administration		Email	Phone (920)	Office #
Jane Muhl	President	jane.muhl@bellincollege.edu	433-6666	244
Bonnie Wertepny	Administrative Assistant	bonnie.wertepny@bellincollege.edu	433-6665	241
Business and Finance Office				
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Becky Mancl	Bursar	becky.mancl@bellincollege.edu	433-6640	106-D
Cindy Huber	Secretary	cindy.huber@bellincollege.edu	433-6633	111
Development and Public Relations				
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Penny Croghan	Director of Recruitment	penny.croghan@bellincollege.edu	433-6656	239-D
Becky Gabriel	Project Secretary	becky.gabriel@bellincollege.edu	433-6634	111
Student Services				
Jo Woelfel	VP Student Services	jo.woelfel@bellincollege.edu	433-6632	111-A
Carol Burtt	College Secretary	carol.burtt@bellincollege.edu	433-6641	106
Becky Gabriel	Project Secretary	becky.gabriel@bellincollege.edu	433-6634	111
Admissions				
Katie Klaus	Director of Admissions	katie.klaus@bellincollege.edu	433-6651	101-C
Kathy Altergott	Admissions Counselor	kathy.altergott@bellincollege.edu	433-6653	101-A
Lynn Lazzari	Administrative Assistant	lynn.lazzari@bellincollege.edu	433-6650	101
Financial Aid				
Lena Goodman	Director of Financial Aid	lena.goodman@bellincollege.edu	433-6638	106-E
Registrar				
Vicky Schauland	Registrar	vicky.schauland@bellincollege.edu	433-6635	106-A
Barb Wake	Assistant	barb.wake@bellincollege.edu	433-6636	106-B
Information Technology				
Colin Pomeroy	Director of Technology	colin.pomeroy@bellincollege.edu	433-6621	106-M
Scott Blumreich	IT Specialist	scott.blumreich@bellincollege.edu	433-6620	106-L
Librarian				
Cindy Reinl	Librarian	cindy.reinl@bellincollege.edu	433-6660	200-D
Building and Grounds Technician				
Pat Boex	Building & Grounds Technician	pat.boex@bellincollege.edu	433-6661	L-20
Academics				
Connie Boerst	VP Academic Affairs/Associate Professor of Nursing	connie.boerst@bellincollege.edu	433-6622	109-B
Vera Dauffenbach	MSN Program Director/Associate Professor of Nursing	vera.dauffenbach@bellincollege.edu	433-6624	109-D
Nancy Burruss	BSN Program Director/Associate Professor of Nursing	nancy.burruss@bellincollege.edu	433-6623	109-C
Randy Griswold	BSRS Program Director/Instructor of Radiologic Sciences	randy.griswold@bellincollege.edu	433-6626	109-F
Lori Ashman	Administrative Assistant to VP	lori.ashman@bellincollege.edu	433-6629	109
Geri Lewis-Nytes	Secretary to Academic Advisor	geri.lewis.nytes@bellincollege.edu	433-6627	109
Nancy McCulley	Administrative Assistant to MSN/BSRS Directors	nancy.mccully@bellincollege.edu	433-6628	109
Carol Morris	Academic Advisor/Assistant Professor of Nursing	carol.morris@bellincollege.edu	433-6625	109-E

FACULTY				
Connie Buttrick	Instructor of Nursing	connie.buttrick@bellincollege.edu	433-6687	211
Kathie DeMuth	Instructor of Nursing	kathiedemuth@bellincollege.edu	433-6671	231
Lisa Dworak	Instructor of Nursing	lisa.dworak@bellincollege.edu	433-6680	222
Linda Dwyer	Assistant Professor of Nursing	linda.dwyer@bellincollege.edu	433-6682	211
Sherri Hanrahan	Instructor of Nursing	sherri.hanrahan@bellincollege.edu	433-6672	230
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Malina Herber	Instructor of Nursing	malina.herber@bellincollege.edu	433-6675	225
Lori Kulju	Instructor of Nursing	lori.kulju@bellincollege.edu	433-6670	236
Judi Leisk	Health Science Resource Center Faculty Assistant	judi.leisk@bellincolleg.edu	433-6690	L-12-B
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Heidi Monroe	Instructor of Nursing	heidi.monroe@bellincollege.edu	433-6674	226
Jason Mott	Instructor of Nursing	jason.mott@bellincollege.edu	433-6685	215
Lynn Murphy	Assistant Professor of Nursing	lynn.murphy@bellincollege.edu	433-6681	223
Brianna Neuser	Instructor of Nursing	brianna.neuser@bellincollege.edu	433-6676	213
Cindy Parker	Instructor of Nursing	cindy.parker@bellincollege.edu	433-6686	209
Sarah Pettus	Assistant Professor of Nursing	sarah.pettus@bellincollege.edu	433-6668	235
Ellen Reifschneider	Assistant Professor of Nursing	ellen.reifschneider@bellincollege.edu	433-6684	232
Mary Rolloff	Assistant Professor of Nursing	mary.rolloff@bellincollege.edu	433-6669	234
Sue Rymer	Instructor of Nursing	sue.rymer@bellincollege.edu	433-6673	227
JoAnn Swanson	Assistant Professor of Nursing	joann.swanson@bellincollege.edu	433-6678	216
Karen Van Beek	Health Sciences Resource Center Coordinator(HSRC)/ Instructor of Nursing	karen.vanbeek@belllincollege.edu	433-6667	237
Kathy Zellner	Director of College Assessment Program (CAP)/ Associate Professor of Nursing	kathy.zellner@bellincollege.edu	433-6644	106-I

▶Campus Information

Quick Reference of Map of College

First Level
Academic Affairs
Admissions
BC Express Cafe' and Vending Area
Business and Finance
Classrooms
Conference Rooms
Reflection Room
Reception Desk (Volunteer and Security station)
Student Activities Areas/ Student Lounge
Student Mailboxes
Student Services (Main College Office, Registrar, Financial Aid, Bursar)
Technology
Vice President of Academic Affairs
Vice President of Business and Finance
Vice President of Student Services

Second Level
Computer Resource Room
Development, Public Relations and Alumni Offices
Faculty Offices
Library (including group study rooms)
Presidential Suite
Testing Rooms
Vice President Development and Public Relations
Wellness Center

Lower Level
Adjunct Faculty Offices
Health Assessment Labs
Learning Resource Faculty Assistant
Practice Lab
Radiology Labs
Simulation Lab
Skills Labs
Student Lounge

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

College Map

1st Floor

FIRST LEVEL

Bellin College
ShopKo Campus

Second Floor

SECOND LEVEL

Bellin College
ShopKo Campus

President's Office
Executive Board Room
Presidential Suite
Conference Room
Marketing & Alumni Dept.
Elevator
Restrooms
Testing Rooms
Library
Employee Lounge
Faculty Offices
Computer Resource Room
Conference Room
Faculty Offices
Faculty Offices
Wellness Center

Lower Level

Lower Level floor plan — Bellin College ShopKo Campus. Labeled areas include: Un-occupied space, Elevator, Restrooms, Radiology Labs, Skills Labs, Simulation Lab, Practice Lab, Adjunct Faculty Office, Health Assessment Labs.

Parking at Bellin College

Employee
Parking Lot
(student overflow
parking if front lot is full)
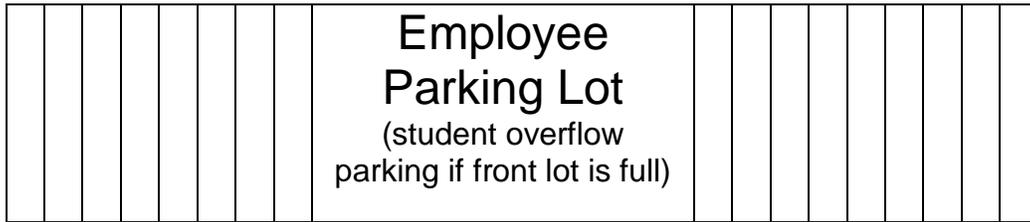
Back doors accessible via Student ID badges

Bellin College

Visitor Parking

Students Use Main Entrance

Student
Parking Lot
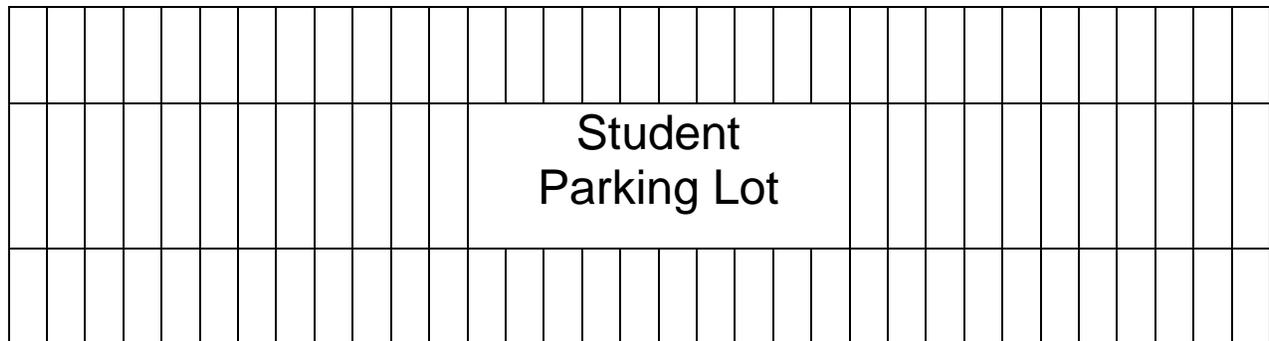
Eaton Road

Student Access to Campus

General Guidelines:
-Students enter via the Main Entrance Door on the First Floor or the Back Doors via their ID badges.

-The College is open to the public from 8:00 am – 4:30 pm. (M-F). The Main Entrance door will be open during regular business hours.

-Your Student ID Badge will allow for access before and after regular business hours. (See below).

-Students are expected to leave the building by 8:30 pm (M-Th), by 4:30 pm on Fridays and before 2:30 on Saturdays.

-Hours are subject to change, in particular during holidays and summer months.

Student Access to Building

- Students can use the main entrance or the back entrances.
- The main entrance will be unlocked from 7:45 am – 4:30 pm (M-F)
- ID badge access before 7:45 am and after 4:30 pm

	Card Access	Hours of Operation
Monday	7:00 am – 8:00 pm	Students must leave building by 8:30 pm
Tuesday	7:00 am – 8:00 pm	Students must leave building by 8:30 pm
Wednesday	7:00 am – 8:00 pm	Students must leave building by 8:30 pm
Thursday	7:00 am – 8:00 pm	Students must leave building by 8:30 pm
Friday	7:00 am – 4:30 pm	Students must leave building by 4:30 pm
Saturday	11:00 am – 2:30 pm	Students must leave building by 2:30 pm
Sunday	Closed	

College Resources

Library

	Card Access	Hours of Operation
Monday	None	7:30 am – 8:30 pm
Tuesday	None	7:30 am – 8:30 pm
Wednesday	None	7:30 am – 8:30 pm
Thursday	None	7:30 am – 8:30 pm
Friday	None	7:30 am – 4:30 pm
Saturday	None	11:00 am – 2:30 pm
Sunday	Closed	Closed

Computer Resource Center
- Printing available during Library hours

	Card Access	Hours of Operation
Monday	7:00 am – 7:45 am 4:30 pm – 8:00 pm	7:00 am – 8:30 pm
Tuesday	7:00 am – 7:45 am 4:30 pm – 8:00 pm	7:00 am – 8:30 pm
Wednesday	7:00 am – 7:45 am 4:30 pm – 8:00 pm	7:00 am – 8:30 pm
Thursday	7:00 am – 7:45 am 4:30 pm – 8:00 pm	7:00 am – 8:30 pm
Friday	7:00 am – 4:30 pm	7:00 am – 4:30 pm
Saturday	11:00 am – 2:30 pm	11:00 am – 2:30 pm
Sunday	Closed	Closed

Health Sciences Resource Center: Practice Lab
- Extended hours announced as needed

	Card Access	Hours of Operation
Monday	None	8:00 am – 7:00 pm
Tuesday	None	8:00 am – 7:00 pm
Wednesday	None	8:00 am – 7:00 pm
Thursday	None	8:00 am – 7:00 pm
Friday	None	8:00 am – 4:30 pm
Saturday	None	11:00 am – 2:00 pm
Sunday	Closed	Closed

Wellness Center Hours of Operation
- The Wellness Center door will always need card ID badge/swipe card access

	Card Access	Hours of Operation
Monday	7:00 am – 8:00 pm	7:00 am – 8:30 pm
Tuesday	7:00 am – 8:00 pm	7:00 am – 8:30 pm
Wednesday	7:00 am – 8:00 pm	7:00 am – 8:30 pm
Thursday	7:00 am – 8:00 pm	7:00 am – 8:30 pm
Friday	7:00 am – 4:30 pm	7:00 am – 4:30 pm
Saturday	11:00 am – 2:30 pm	11:00 am – 2:30 pm
Sunday	Closed	Closed

Student Services/Administration-Academics/Development & PR/Presidential Suite and Faculty Office Areas
- **Doors to these areas will be open during regular business hours of 8:00 am – 4:30 pm Monday-Friday.**

- **Students will not have access via ID swipe cards before or after regular business hours.**

Bellin College Wellness Center
The Bellin College campus has a Wellness Center accessible to students and college employees. The use of the exercise equipment and facilities are available at designated times. Showers and lockers are available. There is no membership costs associated with the use of the Bellin College Wellness Center.

Participants are asked to bring their own towels, soaps etc.

The Wellness Center is located on the 2nd floor of the college. Hours are subject to change during holiday and summer months.

Bellin Health Fitness Centers
Bellin College students are eligible for membership at the Bellin Health Fitness Centers.   Students receive membership at a prorated monthly cost of $25 single and $40 family (family members include any legally married couple and any dependent children 14-25 years old).

Locations:
    Bellevue Wellness Center (3263 Eaton Road, Bellevue)
    Bond Community Center (1201 Park Avenue, Oconto)
    Cornerstone Community Center (1640 Fernando Drive, De Pere)
    Fitness Center West (1630 Commanche Ave, Green Bay)

Beyond the wide variety of exercise facilities, membership includes free participation in group fitness classes.   Specialty classes and group personal training programs are available at a prorated rate. Each location has unique features and a variety of fitness programs. Childcare during most class times at the Bond Community Center, Bellevue and Westside Locations is available. Students register and pay for their membership at the Bellin Health Fitness Centers.

Bulletin Boards

Students assume the responsibility for reading notices on the bulletin boards. The Student Activity area has a bulletin board that displays information relating to student life. Items associated to such as housing, financial aid, veteran's affairs, NCLEX, Employee Assistance, Student Senate, BSNA, etc are posted.   Students are also encouraged to utilize the Bellin College website for information regarding scholarships, updates and similar items of interest.

Copy Machine

Students have access to free printing (non-color) while on the Bellin College campus.   The student copy machine is located in the library. It is expected that this machine is for student use and copies are to be related to course/college materials.

Printing can be generated from the computer stations in the library or from the Computer Resource Center.

Wireless Internet

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

Emergency Student Contact

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

Emergency contact numbers: It is important that student emergency contact information remain up to date. Students can update the emergency contact information via SONIS Web.

Emergency Procedures/Campus Safety

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

The College is equipped with emergency phones and call buttons.   The parking lots are equipped with emergency phones. The phones can be identified by their blue lights. These phones access 911 Emergency responses. The emergency call buttons are located in the campus Wellness Center. Activation will access 911 Emergency responses.

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

Students are encouraged to monitor the college website and email if an emergency were to occur.

Campus Safety:
Campus safety is a shared responsibility between the College and its campus community members. The College has security personnel on campus when students have access to the building.   During the regular business hours (8:00 – 4:30 M-F) contact the Student Service Office for assistance.   During non-business hours the security personnel will be patrolling the campus, and will have a station at the reception desk in the atrium.

Yearly, the College publishes and makes available the required Campus Crime and Security information. The 2008-09 Security Report showed zero arrests or violations or criminal incidents on campus.

Inclement Weather/Class Cancellations

If the hours of operation of the college are altered (cancelation of classes, labs, and/or clinicals) details will be communicated via the College Information Line, website and/or local radio and televisions stations.

Information Line: **(920-433-1933)** Information about any closings will typically be available as early as 5:00 a.m. for day classes, labs, and clinical, and typically by 1:00 p.m. for evening classes, labs, and clinicals.

Website: Check the home page for any cancellations.

Radio/Television Stations: When the College is totally closed (all course and extracurricular activities have been canceled) due to weather, it will be announced on the local media stations:

Radio Stations	TV Stations
WIXX 101.1-FM	WBAY Channel 2
WNCY 100.3-FM	WFRV Channel 5
WTAQ 1360-AM	WLUK Channel 11
WDUZ 1400-AM	WGBA Channel 26

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

**Students are responsible for using personal judgment regarding their safety and travel to the college during inclement weather.

If the College closes for reasons other than weather, check the information line (920-433-1933) or website.

Food Service

There is food service available at the college campus. The "BC Express" is the café' available that provides food choices such as sandwiches, soups, salads, snacks, breakfast items, etc. The hours of operation are posted at the College. Access to vending machines, microwaves, and refrigerators are always available.

Student Activity Area/ Student Lounges

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

The Student Activity area/ student lounge is open from 7:00 a.m. to 8:30 p.m., Monday through Thursday and 7:00 a.m. to 4:30 p.m., Friday.

Library

The Library houses a collection of books, journals, newspapers, and audio-visual materials covering medicine, nursing, radiologic technology, 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 "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 Bellin College faculty and staff.

Interlibrary Loan (ILL)
Faculty, students and staff at Bellin College 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. 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 and each of the incoming classes tour and receive an orientation to the library during their Bellin College orientation. The orientation covers such things as the basic library policies and procedures, student use and instruction on instruction on literature searching using online databases.

Photocopying/Printing
Photocopying of library related resources is free (ex. journal articles, sections from books, reserve articles, and search print-outs).

Group Study Rooms
The library has three study rooms that may be reserved by students. These rooms are intended for group study or audiovisual viewing by two or more students. The rooms may be reserved in one hour blocks, not to exceed two consecutive hours, by contacting the library at 920-433-6659 or library@bellincollege.edu. Reservations will be forfeited if a group does not show up within fifteen minutes of scheduled reservation. Remote controls and an audio/video laptop cable are available for check-out at the circulation desk. Rooms must be kept clean and orderly and users are responsible for their personal property. Groups exhibiting loud or disruptive behavior will be asked to leave. These guidelines are subject to change.

Laptops
The library has 2 laptops that will be available for check-out. The laptops may only be used in the library.

Library Hours (hours are subject to change)
(Additional library hours will be available until 8:00 pm on the nights that MSN classes are held at Bellin College).
Monday, Tuesday, Wednesday, Thursday……….7:30 am – 8:30 pm
Friday………………………………………………7:30 am – 4:30 pm
Saturday……………………………………………11:00 am – 2:30 pm
Sunday………………………………………………Closed

Computer Lab

The networked computers in the Computer Lab 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.

Smoke Free/Tobacco Free Campus

Bellin College is a smoke and tobacco free campus. All areas of the College are designated as non-smoking/non-tobacco areas. 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 Bellin College to provide appropriate, necessary, reasonable and affordable 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 to discuss the required documentation and her/his needs and arrange for the provision of services.

Change of Demographic Information

It is an important student responsibility to maintain up-to-date and accurate demographic information. Changes can be submitted electronically via the student information system (SONIS). The following demographic changes should be reported as soon as changes occur.
1. Change of address (local and/or permanent)
2. Change in telephone number
3. Name change (requires official documentation to be submitted to the Student Service Office)
4. Emergency contact

College Logo

The Bellin College logos are the property of Bellin College. Anyone wishing to use the Bellin College logos (see samples) must obtain written permission from the Development/Public Relations Office.

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

Bellin College	Bellin College School of Nursing	Bellin College School of Radiologic Sciences
Bellin College Shopko Campus	Bellin College A Better Education … A Better Future Shopko Campus	
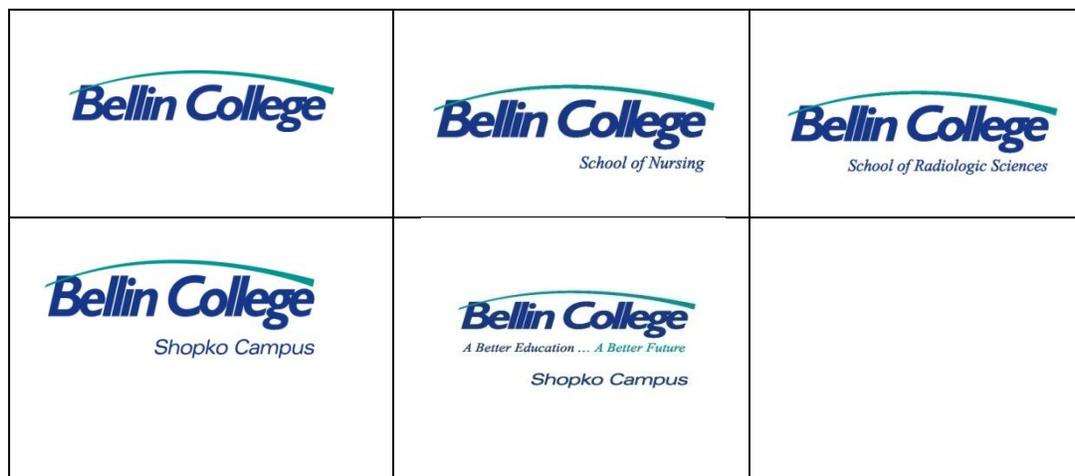
Commencement/Graduation

The commencement ceremony occurs at the conclusion of the spring semester. Students who complete program requirements in October, 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.

An "Intent to Graduate Form" must be completed by all Seniors 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 Senior 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. There are four graduation dates: October, December, May and July.

Diplomas are issued approximately one month following the commencement ceremony.

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. Bellin College 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 acceptance and every four years throughout enrollment in the program. Those who have been convicted or have charges pending of specific crimes/offenses that would bar them from clinical experiences as a student or employment and/or licensure as a caregiver will not be admitted to the College.

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.

Child Care

Encompass Early Education and Care Inc offers a discounted rate for childcare. Information regarding rates and availability can be obtained by calling 920-436-7540.
Address: 2589 South Webster Ave, Green Bay.

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 Bellin College in order that the College may carry out its mission and comply with the Drug-Free Workplace Act of 1988.

The College does not oversee the personal lives of College 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 Bellin College building, on the campus grounds or in other settings in which the faculty, staff, or students may be carrying on the business of the College. Any exceptions to the College policy of not serving alcoholic beverages at College-sponsored events must be approved through the President's Office. Consumption of alcohol at such events must be in moderation.

Violations of federal and Wisconsin laws regarding drugs will be considered violations of College regulations and the American Nurses' Association Code for Nurses. As a nursing student enrolling in the BSN program, a violation of drug and alcohol use must be reported to the Board of Nursing with application of State Licensure. It is the Board of Nursing discretion to determine eligibility for state licensure. Bellin College 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. Licensed 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 Employee 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 provides 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. This information is available via the College website and through printed material.

FERPA: Family Educational Rights and Privacy Act

Bellin College 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 Bellin College under the Family Rights of Privacy Act of 1974 (as amended). Records accumulated prior to enrollment (admission records) are not covered under FERPA.   Under most circumstances, no personally identifiable data regarding grades or professional appraisal will be released to a third party without the written consent of the student. Students may challenge information in their records which they believe to be inaccurate, misleading, or inappropriate.

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

Exceptions for record release under FERPA include the following:
- Release of directory information
- 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.

Bellin College 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. Within our Student Data System (SONIS) students are able to select the transparency of the specific information visible to other students.

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

Student may not have access to: 1) personal records of College 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).

Disclosure to parents:
When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent.   For example:
- Schools may disclose education records to parents if the student is a dependent for income tax purposes
- Schools may inform parents if a health or safety emergency involves their son or daughter
- Schools may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance

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

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 business 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 Bellin College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
    Family Policy Compliance Office
    U.S. Department of Education
    600 Independence Avenue, SW
    Washington, DC 20202-4605

Fitness for Class/Practicum

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

1. When a student/faculty member/College employee suspects that a student may be unfit for class/practicum, s/he should report their observations to the person supervising the student. Observed behaviors must be documented by supervising person and witnesses prior to leaving class/practicum setting 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 or practicum experience.
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 practicum 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 Employee 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 the Employee 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 Employee 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 Bellin College students will be protected. Test results and/or the identities of any student participating in a rehabilitation program will not be revealed by Bellin College to anyone outside this policy without the express written consent of the student.

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 Bellin College 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 – Student Technology Requirements
Office 2007 is the standard Office Suite for Bellin College. 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.
The compatibility pack is one way to help ensure exchange of 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. Computers must meet minimum requirements set by Microsoft for Office 2007 to function correctly.

The College provides technology resources for the primary purpose of supporting the academic, administrative, business and communications.

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.

"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 Bellin College 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 Bellin College technology resources is a privilege granted to guests, contractors, faculty, staff, and students. This privilege is predicated on the user's acceptance of and adherence to all College Information Technology & 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 Bellin College technology resources are a private system. As such, the information stored on its computers and servers are the property of the College with the exception of material expressly developed by users for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on College systems under their use accept full responsibility for maintaining compliance with copyright laws. The use of technology resources for personal purposes is allowed as long as the 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-Word 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 Bellin College 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 regarding the privacy of student record information. All employees of Bellin College 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.
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.

Senior students who graduate in December, or May will have access to their Bellin College email account through August 15.

Scope

This policy applies to all users of Bellin College 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- Bellin College 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 following 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
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:

- Inbox - 180 days
- Sent - 90 days
- Trash - 15 days
- Junk - 15 days

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@ bellincollege.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@bellincollege.edu) if any doubt exists.

Social Networks
Facebook, MySpace, and other social networking websites are great innovations which users utilize to express themselves and create opportunities to form or maintain friendships at a distance. Due to the nature of this forum, it allows users to make choices about their identity and how they represent themselves to the public at large. Students are reminded that pictures and information posted on the internet via programs such as MySpace and Facebook are public information, and permission must be granted for use of the Bellin College logos.

Pictures or information from these sources that describe or document behavior that are brought to the attention of the College and which reasonably suggest that behavior violating College policy or code of conduct has taken place, on campus or at a College sponsored function off-campus, is subject to further investigation and verification by the College. Any College policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

Reference Request
Students needing a reference from Bellin College 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 Bellin College personnel permission to provide this reference"

Forms are available in the Student Service Office. Note: any student with a "Hold" placed on their records can not 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, and/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's values as an educational institution.

Therefore, the student has the following responsibilities:

Responsibilities Related to Persons
    Students shall:
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 health care provider. 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/healthcare agency records.
2. Never steal or damage property belonging to the College, the hospitals, 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.
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, emergency phones or call buttons, extinguisher, hoses, etc.
4. Never possess or use firearms, explosives, dangerous weapons or other articles/substances potentially injurious to persons or property.
5. Never use smoking/tobacco on Bellin College property, and adhere to such policies of clinical agencies.

Students NOT in compliance with these responsibilities are subject to disciplinary action including: disciplinary probation, 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

Students have a right to engage in a sustained and independent search for truth, utilizing good judgment.
1. 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.
2. 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.
3. Students are free to take reasoned exception to the data or views offered in any course of study, reserving judgment about matters of opinion.
4. Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation.
5. 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.
6. Students have a right to a responsible voice in the determination of the curriculum.
7. 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.
8. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
9. Students have a right to invite and hear any person of their own choosing within the College's acceptable realm.
10. The student body has a right to participate in the formulation and application of institutional policy affecting academic and student affairs.
11. 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.
12. Students have the right to belong or refuse to belong to any organization of their choice.
13. Students have a right to a voice in the establishment of the dress code.
14. Students have a right to periodically review grading systems with faculty for clarification and better student-faculty understanding.
15. Students have a right to provide input into the evaluations of nursing courses and faculty.
16. Students have the right to participate in an educational environment at Bellin College 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 the Academic Department and complete required paperwork. In addition, potential implications to the academic plan will be discussed. The appropriate Program Director will inform course faculty so that reasonable steps are taken to plan client care assignments that will help protect the student's health and the pregnancy.

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

►Graduate Program Requirements & Overview

Graduate Program Admissions

It is the policy of Bellin College 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 or obtained by telephone, letter, or email to MSN-Admissions@bellincollege.edu. Graduate applications are reviewed on a rolling basis.

The Bellin College 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 Bellin College, you have the right to use the software. You do not own the license; that remains the property of the Bellin College -- 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 Bellin College at that time. The Student License Confirmation is proof of Software ownership. The Media Kit is available in the Information Technology Office.

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.

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.

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

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

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

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

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.

Graduate Residency Credits
A student who transfers into the School of Nursing must complete a minimum of 29 credits in nursing in residence at Bellin College.

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 Graduate Program Director. If granted, the course credits are applied toward the graduation requirements. Transfer student will receive a copy of the Credit Evaluation identifying the courses and credits that fulfill Bellin College requirements.

Transfer Credits

A maximum of 9 credit hours of 15 quarter hours of graduate academic credit may be transferred from a comparable regionally accredited academic institution. The credit must be in courses similar in content and rigor to Bellin College 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.

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.

Elective Independent Study Guidelines

Independent study (self-directed learning) can provide a viable alternative to a nursing elective at Bellin College. 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 available from the Academic Office). 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.

Policy Regarding External Independent or Correspondence Study Courses

Students may register for independent study courses from other colleges and universities to fulfill Bellin College curriculum requirements provided they are credit and content equivalent to the Bellin College required course. For the purposes of financial aid and records management the course will be transcripted on the semester of initial registration.   Students must complete the course within the confines of the semester in which they have registered for it, unless the course is not a prerequisite course for future courses. There muse 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 Bellin College residency requirement of a minimum of 29 credits.

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.

Leadership Integration Project

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".

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 heath 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 to 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, rat 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:
- MSN Program Director
- 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 Bellin College Graduate Program.

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 experiences, etc.

III. **Program Outcomes Summary Sheet**
   The Program Outcomes are noted in Appendix A of the Student Portfolio and Outcomes Packet which is available through the Graduate Academic Office. For each Program Outcome, the Portfolio should contain a summery sheet and at least 2 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 summery 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 improvements 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 Masers 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.
6. It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

▶Tuition – 2009-2010

2009-2010 Tuition

Tuition cost per MSN credit is $650.00.   Textbook costs are not included in the tuition and fees charges. See the website for details regarding textbooks and supplies.

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

▶Fees – 2009-2010

Application and Reservation Fees
Charges prior to enrollment at Bellin College:

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

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

Audit Fee
Students who wish to enroll in a Bellin College course or courses without receiving credit may audit any course pending availability. The tuition charge for auditing a course is one-third the regular per-credit charge for that course. (For example: a student auditing a 4-credit course in the fall of 2009 (per credit charge of $650) would pay $866.58 [$650 x 33.33% x 4 credits]).

Student Fees
Charges throughout enrollment at Bellin College:

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

Graduation Fee
In the semester prior to graduation the student will be charged a $225 graduation fee. This fee is related to: the diploma, caps, gowns and hood rental, announcements and programs, speaker, room, musicians, and reception, photo of graduate receiving diploma, processing - closing out final records, electronic and storage and future references.

▶Payment Policies and Procedures

Billing Statements
The Bellin College Bursar will mail tuition and fees billing statements to all students approximately two weeks prior to the start of each semester/block. Payment in full or partial payment with the selection of the installment payment plan must be made by the due date specified on the bill. Failure to do so will result in a $25.00 late fee and class attendance restrictions will be placed on the student 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 Bellin College 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 or initiate the installment payment plan by the tuition due date, the student may be institutionally withdrawn from the Bellin College program. If a student has not made adequate payment arrangements they will not be allowed to attend any classes and a "Hold" will be placed on all records. The student will be notified of the withdrawal via certified letter.

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

Institutional withdrawal decisions will be made in a fair and equitable manner by the Vice President of Business and Finance in conjunction with the Registrar, Bursar, Director of Financial Aid, and other applicable Bellin College 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 extremely unusual circumstances may include: death in the student's immediate family, illness, inclement weather conditions which pose a danger to travelers, or other emergencies. Note: students will be required to call the Bellin College 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 an installment 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 Bellin College charges are paid (e.g. tuition and fees) via a personal check from the student or the student's parent(s) and the check is returned because there are not adequate funds on deposit in that account to cover the amount of the check, Bellin College will:

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 Bellin College by cashier's check or certified check/money order. Personal checks from any party will not be accepted.

If payment arrangements are not met, 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.

Bellin College 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) or order it for delivery by mail.

FinAid.org.   This financial aid website provides information on federal education tax benefits (see the Financial Aid section of the College website for further suggestions).

▶Financial Aid Policies and Procedures

Financial Aid Philosophy

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

Sources of Financial Aid

The list below outlines the Federal, State and Bellin College funded financial aid programs. Source and amount awarded is based upon the student's financial need and other eligibility requirements, if applicable.

Grants:
MSN students do not qualify for federal or state grant programs.

Loans:
Loans must be repaid, with interest. Loans are need-based unless otherwise noted. The actual amount awarded will depend upon financial need and other eligibility requirements.

Outside Aid:
Outside aid is determined by the organization/agency providing the funds.   The eligibility requirements are set by the donor. An application is required, the aid may be need or no-need based, and the amount awarded varies.

Endowed and Current Scholarships:
The College administers a scholarship program through endowments and annual gifts made by individuals, businesses, or other local organizations/groups. A small amount of funds are available each year to award to MSN students based upon financial need. Students who have files the FAFSA are automatically considered for scholarships.

Full-Time/Part-Time Status (Academic Load)

Full-time enrollment………must be registered for 6 or more credits in an eight-week term
Half-time enrollment…………………………………………………….3 to 5 credits in a term
Less-than-half-time enrollment…………………………….……..1 to 2 credits in a term

To be eligible for a federal student loan or to defer repayment of a federal student loan, an MSN student must be enrolled at least half-time in a given term. Credits can be counted only in the term in which the course is registered.

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 leave must follow the Academic Leave Policy.

Admitted students must register for a nursing course within the first year of acceptance or reapply for admission.

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 this aid. The preferred method for filing a FASFA is online at www.fafsa.ed.gov; a pdf version may be downloaded and printed for those who with to file a paper form.

Students in their Junior and Senior years who wish to be considered for any Bellin College need-based scholarships must complete a FASFA by May 31; awards will be made on a funds-available basis to students filing between March 1 and May 31. Students filing after May 31 will not be considered for need-based Bellin College patron scholarships for the upcoming academic year. If funds should become available by the spring semester, applicants will be reviewed in order of receipt of official FAFSA results.

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 codes: Bellin College = 006639

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

Federal Stafford Loan Annual Loan Limits 2009-10			
MSN Students			
	Maximum Subsidized Loan Amount	Maximum Additional Unsubsidized Loan	Total Maximum Stafford Loan (subsidized, unsubsidized or combination of both)
Graduate (MSN)	**$8,500**	**$12,000**	**$20,500**

Required Documentation

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

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 enrolment 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 tem) in order to defer student loan payments or borrow a federal student loan for that enrollment term.

Satisfactory Academic Progress for Financial Aid Recipients

Federal regulations require that each college establish and consistently apply both a qualitative and quantitative method of measuring a student's progress toward degree/program completion. Students are required to meet such standards in order to maintain continued eligibility for federal, state, and institutional aid programs. These standards measure a student's performance in the following three areas: completion rate, cumulative nursing GPA, and maximum time allowed. The following is the SAP policy applied to all students enrolled at and receiving financial aid from Bellin College effective for all enrollment terms beginning on or after January 1, 2007.   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 Bellin College enrollment term (semester, term, or block).
- A student may be placed on *financial aid* probation while not on *academic* probation or visa versa.
- It is the student's responsibility to ensure that the Bellin College Registrar receives an official transcript for all transfer courses at the end of each enrollment term. The only exception to this is courses taken at the UWGB, SNC or SLC, as they send the transcripts. 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.

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 Bellin College prior to Term 1, Fall 2006 who have transferred general education courses into Bellin College 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 Bellin College 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 Bellin College degree requirements are included in the number of attempted credits. Courses accepted for transfer into Bellin College at the time of admission to the program will be counted as attempted and earned credits. General education courses attempted while enrolled at Bellin College will also be included in the completion rate calculation.

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

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

Maximum Time Frame for Program Completion:
A student will not be eligible to receive federal, state, or institutional financial aid once she/he has attempted more than 150% of the normal credits required for her/his degree program. Transfer credits

attempted and used to meet Bellin College degree requirements will be included in the maximum time frame calculation.

A student will not receive aid for an enrollment term in which the attempted credits reach or exceed the maximum number of attempted credits as shown below.

Program/Option	Maximum Number of Attempted Credits
MSN	57

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.   Note: 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 Bellin College financial aid office receives application information from various private scholarship sponsors throughout the academic year. Bellin College 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 Bellin College financial aid office, the Director of Financial Aid will notify students of the available scholarship opportunity via 1) campus e-mail account, 2) posting to the financial aid announcements page of www. bellincollege.edu, and/or 3) listing in the monthly student newsletter distributed to all currently enrolled students. All applicable information will be included in each posting including eligibility criteria, how and where to obtain an application form and application deadlines. Applications and other materials will be made available in pdf format; it will be the student's responsibility to print and complete the application.

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 late-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) as a Bellin College junior, senior, or underline 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 $45,000 and $65,000.

All students who meet the eligibility requirements for this scholarship are _required_ to apply or forfeit consideration for any other need-based Bellin College 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 Bellin College 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 Bellin College financial aid office will use the primary address of record to determine those students who will be required to apply for this scholarship. The Bellin College financial aid office will notify all eligible students when applications are made available. Notification will be made via the monthly student newsletter, e-mail, and on-line and/or on-campus announcements. 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 Bellin College Need-Based Scholarships.

Scholarship Reception and Thank You Acknowledgement Requirement

Students who receive scholarships from Bellin College 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.

▶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 US accrediting association or approved by an appropriate national ministry of education.

Credit Evaluation

A credit evaluation of prior graduate coursework is completed by Bellin College.

Only courses from an accredited institution with a "B" or better are acceptable for transfer. For example: grades of "B-", "B", "B/C", "C", "C-", "C/D", "D", "F" or "WF" (withdrawal-fail) are not accepted.

Courses five years or older may not be accepted.

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

Course Add Procedure

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

Students planning to add course(s) must follow the process outlined below:
1. Consult the Academic Advisor to determine the impact on the program of study.

2. An Add Form must be completed by the student and Academic Advisor 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.

3. Students adding liberal education courses taken at other institutions must comply with that college or university's procedure for add/drop, but must also inform their Bellin College Academic Advisor of the change.

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

Course Drop Procedure
A "drop" is defined as canceling some, but not all credits.

Students planning to drop courses must follow the process outlined below:
1. Consult the Academic Advisor to determine the impact on their program of study and ability to progress in the curriculum plan.

2. A Drop Form must be completed by the student and Academic Advisor 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.

3. Students dropping liberal education courses taken at other institutions must comply with that college or university's procedure for add/drop, but must also inform their Bellin College Academic Advisor of the change.

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

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 Graduate Program Director, 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 College:
The student who wishes to discontinue the program should request an Official Academic Withdrawal Form from the Graduate Program Director. An exit interview with the Graduate Program Director to discuss implications of the withdrawal is required.

A financial aid exit interview is required for students receiving financial aid.   Any student receiving veteran benefits will need to meet with the Registrar.

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 Graduate Program Director.

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 after completion of courses in the current term/semester.

Withdrawing students must confer with the Graduate Program Director to assure that all necessary procedures and paperwork are completed to meet institutional, state and federal requirements. This will include contact with the Bursar and with the Director of Financial Aid if receiving financial aid. The student must complete a financial aid exit interview per federal guidelines. Failure to meet with the Director of Financial Aid within 5 business days will result in a "Hold" placed on all Bellin College records.

Veterans who are withdrawing from Bellin College must see the Registrar for advisement regarding veteran's benefits.

If applicable, the student must request the college /university where taking liberal education courses to forward an official transcript to Bellin College Registrar. Bellin College transcripts can not be completed until this transcript is on file.

If applicable, students who are also withdrawing from liberal education courses need to notify that institution, and complete the appropriate paperwork. Note that separate refund policies are in effect at each institution.

Until the withdrawal process has been completed in full, a "Hold" is placed on all Bellin College records.

***Check dates of the academic calendar 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

The following situations result in an automatic dismissal from BCON:
- Failure to provide accurate information on the admission application/during admission process.
- Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.
- Failure to resolve unsatisfactory academic progress while on probation.
- Failure to complete the degree during the specific time frame (8 years for MSN).
- Receipt of an incomplete in more than two grading periods.
- Failure to fulfill or resolve academic or disciplinary probation requirements via breech of contract.
- 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 – Re-entry 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
Bellin College grade reports will be available through SONIS at the end each semester/term. This occurs approximately 3 weeks after the last day of the semester/term.

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

Bellin College required course(s) that have been completed prior to entrance at the College and any accepted transfer credit(s) are recorded on the Bellin College 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 Bellin College transcript as "transfer course". These courses are not included with the grade point average (GPA). 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 Bellin College website. Completed forms and the transcript fee(s) should be submitted to the Student Services Office. Transcripts are completed and mailed within 1-4 business days. Payment must be received before transcripts are released.

Note: Nursing grades are posted approximately three weeks after the last day of semester/term. However, liberal education courses may not be posted until later, depending upon receipt of official transcripts from other institutions as submitted by the college or student.

Official transcripts bear the College seal and signature of the Registrar.   Typically, they 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. Unofficial transcripts are also available through the student information system (SONIS) at no charge.

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 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 Graduate Program Director.

Nursing: 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 must 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
Bellin College Minimum Progression Requirement	A	4 points	93-100
	AB	3.5 points	90-92
	B	3 points	85-89
	BC	2.5 points	82-84
	C	2.0 points	77-81
	D	1 point	70-76
	F	0 points	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 Bellin College.

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.

Late Assignments and Exams Policy

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

Veterans

Students who are veterans may receive credit for military experience. Applicants must submit an official transcript (AARTS, SMART, CCAF) or DD 214. In granting credit, Bellin College follows the American Council on Education (the ACE Guide) recommendations and College policies. After admission to Bellin College, prior military credits are evaluated by the Registrar. The Registrar is the VA representative for Bellin College students.

It is the applicant's/student's responsibility to understand their eligibility for federal and state veteran's benefits and adhere to program requirements.

Refer to the Department of Veterans Affairs website for further clarification on eligibility for the following programs at http://www.gibill.va.gov/

- Chap. 30 Montgomery GI Bill - Active Duty (MGIB-AD) Servicepersons and Veterans)

- Chap. 33 Post 9/11 GI Bill – Individuals with at least 90 days of aggregate service on or after 9/11/2001

- Chap. 35 Montgomery GI Bill - Survivors' and Dependents' Educational Assistance Program (DEA)

- Chap. 1606 Montgomery GI Bill - Selected Reserve (MGIB-SR)

- Chap. 1607 Montgomery GI Bill - Reserve Educational Assistance Program (REAP)

- VA Tutoring Program

- National Testing Fee Reimbursement

- Chap. 31 Montgomery GI Bill - More information at <u>Vocational Rehabilitation Program</u>

Additional Information:
- For more information on Federal Veteran's Benefits visit <u>http://www.va.gov/.</u>

- Contact your local County VA Representatives for additional resources.

- All Chap. 30 and Chap. 1606 benefit recipients must do a monthly verification on their enrollments. This is extremely important as the VA will not release your check until this is accomplished. Beginning on the last day of September, either call 1-877-823-2378 or go to <u>https://www.gibill.va.gov/wave/default.cfm</u>. The VA will not allow you to verify your enrollment until the last day of the month (you are verifying for the month that is just ending). However, you may verify after that date at any time.

- Reserve Tuition Assistance. See your unit for further assistance.

- Student Veterans are also encouraged to refer to the Bellin College Website for pertinent information.   (Current Students/Student Services/Registrar/VA Information)

►Academic Policies and Resourses

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. Bellin College 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.

Dress Code Policy
Purpose
All Bellin College students must display appropriate appearance and demeanor to maintain the quality and excellence associated with Bellin College'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 Bellin College campus may be attended in street clothes or uniforms as outlined by practicum sites.

    b. Students are not allowed to wear hats during exams.

2. Practicum 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 practicum sites to have specific guidelines regarding:
        - uniforms
        - ID badges
        - hair
        - hose/socks/shoes
        - jewelry
        - finger nails
        - hygiene
        - tattoos

Students are expected to attend and be on time for all orientations, classroom, examinations, practicum activities. Any student who does not attend a class maintains responsibility for all announcements, directions, handouts, examination reviews, and content explored. There may be individual courses that require class attendance as a condition of meeting course outcomes. (Refer to course syllabi.) Student attendance records are maintained for the purpose of work references and some financial aid programs.

Attendance for practicum is mandatory in order for the student to achieve course outcomes. Progress and continuation in the course may be at risk, in the event of an absence and will be considered individually by the faculty. A student who is absent from a skills laboratory or clinical experience may be required to withdraw from the lab/clinical and related theory course if the student is not able to meet the expected course outcomes.

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 Bellin College. This is not meant to replace the APA Publication Manual 6th ed. (2010), 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 6th ed. (2010).

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

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 12 pt font size.

TITLE PAGE: A title page with the following elements must be attached to each paper: title of the paper, student's name, college name, course name (2nd line in APA program), date (3rd 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 organizational structure of the text may include the use of headings to effectively outline ideas and highlight important sections. See Section 3.02.

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). See Section 6.03 and 6.11. 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. See Section 2.11. 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 the course faculty whether an abstract is necessary.

Writing Papers (Title of paper)

Student Name

Bellin College

Course Number and Name

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 to include an introduction when writing a paper to help the reader better understand the purpose of the paper and a 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.

Evaluation Guidelines: Internet & Website Resources in Assignments

Students should carefully evaluate the sources of information or data that are presented on the Internet or Websites prior to selecting them as references for an assignment. The following guidelines may assist the student in evaluating those sources.

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).

Writing Resources – Copyright Policy
Bellin College respects and recognizes intellectual property rights. This policy sets forth the rights and responsibilities of Bellin College 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
- Educational
- Personal

- Criticism
- Commentary
- News reporting
- Parody
- Otherwise "transformative" use

- Commercial

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 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

Crews, K. (2006). *Copyright Law for Librarians and Educators: Creative Strategies and Practical Solutions* (2nd ed.). Chicago: American Library Association.

Russell, C. (Ed.). (2004). *Complete Copyright: An Everyday Guide for Librarians*. Chicago: American Library Association.

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United States Copyright Office. (1998). *Circular 21 Reproductions of Copyrighted Works by Educators and Librarians.* Retrieved on March 28, 2007 from http://www.copyright.gov/circs/circ21.pdf

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 Bellin College curriculum must obtain verbal approval prior to the lecture and/or conference from the specific teaching faculty member.

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

In the event the faculty member approves the audio/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.

▶Academic Policies – Student Health

Health Services
Health services to Bellin College students are provided by Bellin Employee Health Services (EHS). The following are available to all students at no charge per protocol.

Health Screening:
The EHS nurse will review student's immunization/medical evaluation before participation in practicum experiences. When necessary, the student will be contacted by the EHS nurse and referred to a physician.

Short Term and Emergency Care:
If ill, the student should inform the appropriate course faculty. Students may seek consultation with an EHS nurse by calling 920-433-3587.

The student must report physician care and prescription medications that affect the ability to perform to the Graduate Program Director for clearance to participate in coursework including practicum 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 Bellin College 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 the EHS is closed. If the injury occurs at Bellin Hospital, the student reports to EHS, or in their absence, reports to the SWAT/Supervisor.

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

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

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 the EHS 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).

Rapid strep throat culture:
This test is available to Bellin College students via EHS.

Mammogram:
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. 920-7272 to arrange appointment and should indicate that they are a Bellin College 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.

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

• Weeping, draining, blistering skin lesions, ex. cold sores	• Coughing	• Rashes accompanied by fever or are spreading or are generalized
• Diarrhea	• Sore throat	

Also:

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

<u>The student should report illness as follows</u>:
Prior to Practicum Experience
-Telephone faculty member and/or assigned placement.

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 practicum experience a student's performance is evaluated by the teaching team according to the course outcomes. Requirements for making-up practicum 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.

Bellin Health Employee 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:	Second floor of 725 S. Webster Avenue, Green Bay, WI .

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 EHS 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.

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 Fee

A health service charge is included in the fees paid to the College each semester.

Health Care/Hospitalization Insurance

Health care/hospitalization insurance coverage is highly recommended for all Bellin College students.

Students assume responsibility for all health costs that are not a part of the routine student health services. Such costs might include health problems present prior to admission to the College, long-term illness, surgical treatment, prescription medications, dental and eye care, illness or injury.

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

Malpractice Insurance

Malpractice insurance is not required as a student. The College recommends that students evaluate the malpractice issue and obtain coverage prior to their first practicum experience if they choose. The College liability only covers students during College-sponsored activities. Malpractice insurance coverage is available through NSNA (BSN students) or local and national insurance agencies.

▶Student Due Process

Student Grievance Procedure

A grievance is a student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. A student has a right to express grievance without prejudice, penalty, or reprisal. The College believes in resolving issues at the lowest level possible.

To provide students with a direction to voice their concerns, a four-step grievance procedure has been established. If resolution is obtained in any given step, that resolution is considered final. The steps need to be completed sequentially within the timeframes outlined in each step.

Step 1:
The student speaks to the applicable College personnel about their concern within 24 hours of the incident.
  a. The issue is resolved.
  b. The issue is unresolved and proceeds to step 2.

Step 2:
The student documents their grievance and the steps that have been taken to resolve the situation using a Student Grievance Form (available in Student Services Office). The Student Grievance Form is submitted to the applicable College personnel with a copy submitted to the appropriate Program Director within 2 business days of the initial discussion. The College personnel has 3 business days from receipt of form to respond in writing to the student. A copy of the response should be provided to the appropriate Program Director.
  a. The issue is resolved.
  b. The issue is not resolved and proceeds to step 3.

Step 3:
The student meets with the appropriate Program Director. Program Director investigates the incident and may ask for additional information or clarification from any or all involved. The Program Director responds in writing within 3 business days to the student, with a copy provided to the applicable College personnel.
  a. The issue is resolved.
  b. The issue is not resolved and proceeds to step 4.

Step 4:
The student meets with the Vice President of Student Services within 3 business days of receipt of response from Program Director. The Vice President of Student Services meets with the Student Grievance Ad Hoc Committee within 3 business days of meeting with the student. This committee is chaired by the Vice President of Student Services and members include: Vice President of Academic Affairs, appropriate Program Director, a staff member, a student representative chosen from the Student Senate. The Student Grievance Ad Hoc Committee has 7 business days to make a recommendation based on review of information provided and applicable College policies, procedures and regulations to the Vice President of Student Services. The student, and applicable College personnel will be given the opportunity to meet with the committee. The committee may ask for further information or clarification from any or all involved. The decision of the Vice President of Student Services is final.

Probation(s)

A student may be placed on academic or disciplinary probation. Probation is typically a period of not less than one year in that the student is expected to fulfill standards of academic achievement, performance, and/or 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, Performance Notification Form which provides written evidence of present status, required remedial action, expected outcomes, and consequences. Performance Notification Forms are issued by the appropriate administrator. The Performance Notification Form 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 who does not meet the terms of probation is subject to the same policies relating to termination as any other enrolled student.

A student who withdraws from the College while in academic probation status will re-enter 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 accordance with College policies or values.   Disciplinary probation may result as a consequence imposed for non-academic misconduct.

During the period of disciplinary probation, a student will be required to demonstrate evidence of remedial action and expected performance 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 dismissal from the College. A student on disciplinary probation who does not achieve satisfactorily is covered by the same policies relating to dismissal 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 Performance Notification Form which provides written evidence of present status, required remedial action, expected outcomes, and consequences.

Academic and Non-Academic Misconduct- Overview

Commitment to the College values of integrity and excellence is essential to the learning process and the responsibility of all students and faculty members. Bellin College has the responsibility to promote academic honesty, provide an environment conducive to student success, and to develop processes to deal effectively with instances of misconduct.   Students are responsible to familiarize themselves with the College policies and to conduct themselves in a manner that reflects the information provided in the handbooks, catalog and college resources. Students should report suspicious incidences of academic or non-academic misconduct to the applicable College personnel.

Academic and Non-Academic Misconduct – Due Process

Determination of the consequence for acts of misconduct will be done on a case-by-case basis with consideration for similar previous incidents. The College will impose penalties applied to similar or like offenses in a consistent manner. In determining the appropriate penalty, consideration will also be given to the extent of the misconduct, whether the student has been involved in previous cases of misconduct, and other mitigating circumstances. Repeat cases of misconduct will normally result in more severe penalties. The College cooperates with local, state, and federal authorities and such law enforcement authorities will be contacted as appropriate.

Examples of consequences may include (but not limited to) a combination of:
- An oral or written reprimand
- Lowering of grade for assignment/course
- A failing grade for the assignment/course
- Restitution
- Referral to law enforcement authorities
- Disciplinary probation
- Suspension
- Dismissal from College

See: "Dismissal from the College" for situations that will result in automatic dismissal from Bellin College.

Academic Misconduct – Definition

Definition of Academic Misconduct:
Academic misconduct includes the 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. Students are responsible to pursue their studies with integrity and honesty.

Academic misconduct includes but is not limited to:
- Cheating on an examination
- Revealing or receiving examination content
- Plagiarism including insufficiently documenting of sources or using another's work as own
- Stealing examinations or course materials or knowingly using such stolen materials
- Falsifying any record or other data
- Violating course expectations as stated by the faculty member teaching the course
- Giving or receiving improper collaboration or assistance on assignments/exams

Academic Misconduct – Due Process Procedures

If a report of academic misconduct is received or if faculty suspects that misconduct has occurred:

Step 1: Faculty and Student Meeting
Faculty member discusses the situation with the student within 1 business day of the incident.
   a. The faculty may conclude that the suspicion of academic misconduct was unfounded.
   b. It may be concluded that evidence supports a claim of academic misconduct. Proceed to step 2.

Step 2:   Appropriate Program Director Notification
The appropriate Program Director will determine if evidence supports a claim of academic misconduct by investigating the allegation.   The Program Director will meet with the faculty member and the student individually. If student does not choose to meet with the Program Director the process will continue with the information available. The Program Director may request information from other students/parties. The student may request for others to provide information regarding the allegation. Each party will be asked to document the details of the incident in writing.

Within 3 business days of receiving the information from the faculty member:

a. The Program Director may conclude that academic misconduct was unfounded.
b. The Program Director may conclude that there is sufficient evidence to support the claim, and reports the information to the Vice President of Academic Affairs.

Step 3: Academic Misconduct Review Board
The primary purpose of the Academic Misconduct Review Board is to make recommendations of consequences. Furthermore, the committee will:
- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information as needed.
- Request further information from applicable parties if necessary.
- The student is not required to address the committee, but is afforded the right to do so.

This committee is chaired by the Vice President of Academic Affairs. Members consist of the Vice President of Student Services, Appropriate Program Director, and 2 Members At Large (non-student) determined by the Chair. The Vice President of Academic Affairs determines the consequence or outcome, and other members serve as advisory. The Vice President of Academic Affairs will convene the Misconduct Review Board within 7 business days of notification by Program Director.

The student is notified of the meeting and has the right to present/respond/communicate to the allegations. The student is not allowed to have other parties speak to the committee.

The faculty member and/or other parties may be asked to provide further information to the committee.

Applicable documentation becomes part of the student's official file.

Penalties imposed by the Vice President of Academic Affairs are final; with the exception of dismissal from the College. (See step 4)

Step 4: Student's Right to Appeal if Dismissed from the College
If the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Vice President of Student Services. Appeals must be received within 10 business days of termination.

Non-Academic Misconduct – Definition
Definition of Non-Academic Misconduct:
Consideration for others and respect for each person and property is valued within the Bellin College community. The basic behavioral philosophy of the College is that all students, College employees and those associated with the College community must be able to work and study in an environment that is safe, free from harassment, discrimination, intimidation and other disruptions. It is an expectation that all members of the community are entitled to fair treatment, and will conduct themselves appropriately, respectfully and responsibly. Behaviors inconsistent with this premise are considered non-academic misconduct.

Non-Academic Misconduct includes but is not limited to:
- Behaviors that constitute harassment, discrimination and/or intimidation.
- Conduct which constitutes actual or threatened serious danger to the personal safety or health of self or members of the College community.
- Unauthorized use, possession or storage of any weapon or explosive.
- Unlawful possession, use, distribution or sale of any narcotic or drug as defined by the statutes of the State of Wisconsin.
- Possession or consumption of alcoholic beverages in contradiction of state law and/or College policy.
- Forgery, counterfeiting, alterations, or misuse of any College record, logo, document or ID card.
- Attempts or actual stealing, destroying or defacing materials or property belonging to the College or College community.
- Unauthorized entry into or alteration of any Bellin College computer records or the violation of the Informational Technology policies and procedures.

- Failure to comply with the lawful directives of College employees or College security.
- Signing in for someone else.
- Persistent or inappropriate behaviors that interrupt the teaching and/or learning environment/process.
- Conduct that violates the American Nurses Association Code of Ethics for Nurses or the American Registry: Radiologic Technologists Principles of Professional Conduct.
- Violations of policies/procedures as stated in the student handbooks, and College resources.

Non-Academic Misconduct – Due Process Procedures

If a report of academic misconduct is received or if College representative suspects that misconduct has occurred:

Step 1: Program Director and Student Meeting

The appropriate Program Director discusses the situation with the student within 2 business days of the incident.

The Program Director will determine if evidence supports a claim of non-academic misconduct by investigating the incident. The Program Director will meet with the student and others applicable to the incident individually. If the student does not choose to meet with the Program Director the process will continue with the information available. The student may request for others to provide information regarding the allegation. Each party will be asked to document the details of the incident.

Within 3 business days of receiving the information regarding the allegation:
a. The Program Director concludes that non-academic misconduct was unfounded.
b. The Program Director concludes that there is sufficient evidence to support the claim, and reports the information to the Vice President of Student Services within 3 business days. Proceed to step 2.

Step 2: Non-Academic Misconduct Review Board

This committee is chaired by the Vice President of Student Services. Members consist of the Vice President of Academic Affairs, appropriate Program Director, and 2 Members At Large (non-student) determined by the Chair. The Vice President of Student Services determines the consequence or outcome, and other members serve as advisory. The Vice President of Student Services will convene the Misconduct Review Board within 7 business days of notification by Program Director.

The student is notified of the meeting and has the right to present/respond/communicate to the allegations. The student is not allowed to have other parties speak to the committee.

Other parties may be asked to provide further information to the committee.

The purpose of the Non-Academic Misconduct Review Board is to:
- Review documentation and request additional information as needed.
- Assure that due process has been followed throughout all stages of the claim.
- Request further information from applicable parties if necessary.
- The student is not required to address the committee, but is afforded the right to do so.
- Make recommendation of consequence.

Applicable documentation becomes part of the student's official file.

Penalties imposed by the Vice President of Student Services are final; with the exception of dismissal from the College. (See step 3)

Step 3: Student's Right to Appeal if Dismissed from the College

If the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Vice President of Academic Affairs. Appeals must be received within 10 business days of termination.

Dismissal from the College

A student may be dismissed from the College as a result of academic-misconduct, non-academic misconduct, academic performance reasons and/or for behaviors that are not in accordance with College policies or values.

The following situations result in an automatic dismissal from Bellin College:
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 breech 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 Dismissal

Any student dismissed from the College has the right to appeal. A student that has been dismissed from Bellin College may appeal for readmission to the College one time only.
The student shall appeal via writing, and must:
- Be received within 10 days of receipt of notice of dismissal.
- Identify any extenuating circumstances contributing to the dismissal,
- Identify changes that will contribute to success if the appeal is granted; and
  include the contact information including address, telephone number, and e-mail address.

Reason for Dismissal:	Student has the right to appeal to:
Academic Misconduct Review Board	Vice President of Student Services
Non-Academic Misconduct Review Board	Vice President of Academic Affairs
Reasons outlined in "Dismissal from the College"	Appropriate Program Director

The student will receive written notification of the appeal outcome within 10 days of receipt of appeal.

Readmission after Dismissal Policy

Any student who is dismissed from the College program for academic and/or misconduct reasons may reapply to the College one time only. A student that is afforded the opportunity to return to the College is not able to re-apply a second time if they do not complete their program of study after readmission. A person reapplying to the college should consult the Academic Catalog for re-entry procedures.

▶Student Organization

Formal and informal social functions are sponsored throughout the year by students, faculty and service groups of the College.

Kappa Pi of Sigma Theta Tau Nursing Honor Society

The Kappa Pi Chapter at Large of Sigma Theta Tau is an organization that evolved in order to foster an environment in which professional development, scholastic achievement and advancement of nursing is nurtured through research. Honor Society membership is open to seniors with a 3.0 GPA as well as community leaders in nursing and other students in nursing from masters, post-masters and doctoral programs.