

# 2019-2020 Nursing Guide

*Handbook and Catalog*



*Bellin College*



Welcome from the President



Welcome to Bellin College! Since 1909, we have been educating students for healthcare professions. The college provides a rich and stimulating environment that promotes learning, leadership and community service. As a future healthcare provider, you will have an impact on individuals, families, groups, communities, and populations. You will learn and grow beyond your expectations. The College values of Excellence, Integrity, Community, and Caring are seen in all of our work and interactions with our students, board members, alumni, friends and the community. Personally, I have been a part of the College for more than 29 years and truly enjoy all that Bellin College has to offer.

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

The Bellin College Guide, Handbook and Catalog will acquaint you with many aspects of Bellin College. In the following pages, you will see descriptions of services and related policies and procedures that will affect you while you are enrolled in our programs. I encourage you to review the guide and become familiar with its contents. This is an excellent resource for you with valuable information located in one place.

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

Positively,

*Dr. Connie J. Boerst*

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

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**January 2020** if discrepancies exist between official Bellin College Nursing Guide Handbook & Catalog, printed materials, and electronic information, the most current digital copy of the Guide available on the college website shall have precedence unless other sources specifically state that they are the official source in lieu of the digital copy of the Guide.

The Bellin College Nursing Guide Handbook & Catalog is not intended to create or represent a contractual relationship between the college and any student. The Bellin College Nursing Guide Handbook & Catalog, in conjunction with other official college documents such as Financial Aid Policies and Procedures, is intended to provide a student reference for rules, regulations, policies and procedures governing student behavior and the college's expectations of its students. The college reserves the right to change the requirements published in this Guide at any time. The college reserves the right to change the program of study as needed to fulfill state approval and national certification requirements.

Students are responsible to become familiar with information in all of the listed college documents and adhere to the policies contained in these documents. Bellin College reserves the right to make changes in its policies and procedures as conditions warrant.

# The Bellin College Nursing Guide Handbook & Catalog 2019-2020

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## ► Introduction to Bellin College

### **Mission Statement**

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

### **Values**

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

### **Vision**

Bellin College will be the best health science college in the state of Wisconsin.

### **College Purposes**

- To provide excellent educational programs which are responsive to the community.
- To create an intellectually stimulating environment for students, faculty and staff.
- To contribute to the community's well-being through faculty, staff and student services.
- To stimulate a climate of quality improvement.

### **Philosophy of Teaching and Learning**

Bellin College faculty are facilitators, role model and resources in the learning process. We provide an environment that supports a diverse student population. We pursue excellence in education by teaching students critical thinking skills with a commitment toward the college values of Excellence, Integrity, Community and Caring.

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

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

### **Undergraduate Nursing Program Goals**

- To prepare professional nurses to meet the needs of a global society.
- To provide a foundation for graduate education.

## **Undergraduate Nursing Program Outcomes**

At the completion of the program, the graduate will:

- Demonstrate clinical judgment in professional nursing practice.
- Possess a philosophy that encompasses the values and attributes of professional nursing.
- Synthesize general education and nursing knowledge into professional practice.
- Use effective communication in the provision of nursing care.
- Achieve quality health care outcomes by integrating the professional nursing roles into practice in various healthcare settings.
- Incorporate the principles of health promotion, disease and injury prevention illness and injury management; and a population-focused approach into nursing practice.

## **American Nurses Association Code of Ethics for Nurses (2015)**

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
  - Respect for human dignity.
  - Relationships with patients.
  - The nature of health.
  - 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, community or population.
  - Primacy of patient's interests.
  - Conflict of interest for nurses.
  - Collaboration.
  - Professional boundaries.
3. The nurse promotes, advocates for and protects the rights, health and safety of the patient.
  - Protection of the rights of privacy and confidentiality.
  - Protection of human participants in research.
  - Performance standards and review mechanisms.
  - Professional responsibility in promoting a culture of safety.
  - Protection of patient health and safety by acting on questionable practice.
  - Patient protection and impaired practice.
4. The nurse has the authority, accountability and responsibility for nursing practice; and makes decisions and takes action consistent with the obligation to promote health and provide optimal care.
  - Authority, accountability and responsibility.
  - Accountability for nursing judgments, decisions and actions.
  - Responsibility for nursing judgments, decisions and actions.
  - Assignment and delegation of nursing activities or tasks.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth.
  - Duties to self and others.
  - Promotion of personal health, safety and well-being.
  - Preservation of wholeness of character.
  - Preservation of integrity.
  - Maintenance of competence and continuation of professional growth.
  - Continuation of personal growth.

6. The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare.
  - The environment and moral virtue.
  - The environment and ethical obligation.
  - Responsibility for the healthcare environment.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
  - Contributions through research and scholarly inquiry.
  - Contributions through developing, maintaining and implementing professional practice standards.
  - Contributions through nursing and health policy development.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.
  - Health is a universal right.
  - Collaboration for health, human rights and health diplomacy.
  - Obligation to advance health and human rights and reduce disparities.
  - Collaboration for human rights in complex, extreme or extraordinary practice settings.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.
  - Articulation and assertion of values.
  - Integrity of the profession.
  - Integrating social justice.
  - Social justice in nursing and health policy.

### **Graduate Nursing Program Goals**

- Prepare graduates to excel in advanced roles.
- Provide a foundation for doctoral study.

### **Graduate Nursing Program Outcomes**

At the conclusion of the program, the graduate is able to:

- Demonstrate accountability for professional practice and behaviors that use critical and reflective thinking in education and healthcare settings.
- Demonstrate leadership knowledge, skills and attitudes in education and healthcare settings.
- Synthesize, critique, evaluate and use theory from nursing and related disciplines to guide advanced nursing roles.
- Use information technology and evidence-based practice for implementation and evaluation of strategies for quality and safety.
- Analyze ethical, legal and societal factors that influence populations and health outcomes.
- Collaborate and consult with intra- and inter-professional teams to improve outcomes.
- Exhibit competency in advanced nursing practice role across diverse populations in a variety of settings.

### **Faculty and Staff Directory**

Please see the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu) for the full directory of faculty and staff. Click on About Bellin College, then Directory.

## Board of Trustees Directory

Please see the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu) for the full listing of the Board. Click on About Bellin College, then Governance.

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## ► College Information

### Bellin College Nursing Guide Handbook & Catalog Effective Dates

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

### Abbreviations

References to Bellin College may be listed as BC or the college throughout this document. In addition, abbreviations for Bachelor of Science in Nursing (BSN), and Master of Nursing (MSN) are included throughout the Bellin College Nursing Guide Handbook & Catalog.

### Type of College

Bellin College is an independent, accredited, coeducational, baccalaureate and master's degree granting institution.

### Degrees Conferred

- **Bachelor of Science in Nursing (BSN)**  
BSN graduates are eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN™).
  
- **Master of Science in Nursing (MSN)**
  - Educator
  - Family Nurse Practitioner
  - **Certificate:** Family Nurse Practitioner Post-Graduate

### Accreditation

The College is accredited by the following agencies:

- **The Higher Learning Commission (HLC)**  
30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504  
Phone: (800) 621-7440, [www.hlcommission.org](http://www.hlcommission.org)
  - Bachelor of Science in Nursing
  - Master of Science in Nursing
  - Bachelor of Science in Radiologic Sciences
  - Bachelor of Science in Diagnostic Medical Sonography
  - Approved for Distance Education Courses and Programs
  
- **Commission on Collegiate Nursing Education (CCNE)**  
655 K Street NW, Suite 750, Washington, DC 20001  
Phone: (202) 887-6791, [cneaccreditation.org](http://cneaccreditation.org)
  - Bachelor of Science in Nursing
  - Master of Science in Nursing

- **Joint Review Committee on Education in Radiologic Technology (JRCERT)**  
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182  
Phone: (312) 704-5300, [www.jrcert.org](http://www.jrcert.org)
  - Bachelor of Science in Radiologic Sciences
- **Wisconsin Board of Nursing, Wisconsin Department of Safety and Professional Services**  
1400 East Washington Avenue, Madison, WI 53703  
Phone: (608) 266-2112, <http://dsps.wi.gov>
- **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**  
25400 US Highway 19 North, Suite 158, Clearwater, FL 33763  
Phone: (727) 210-2350, <https://www.caahep.org>
- **American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE)**  
1111 North Fairfax St., Alexandria, VA 22314-1488  
Phone: (703) 684-2782, <https://www.abptrfe.org>
- **American Academy of Orthopaedic Manual Physical Therapists (AAOMPT)**  
8550 United Plaza Boulevard, Suite 1001, Baton Rouge, LA 70809  
Phone: (225) 360-3124, <https://www.aaompt.org>
- **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**  
25400 US Highway 19 North, Suite 158, Clearwater, FL 33763  
Phone: (727) 210-2350, [www.caahep.org](http://www.caahep.org)
- **Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)**  
6021 University Boulevard, Suite 500, Ellicott City, MD 21043  
Phone: (443) 973-3251, [www.jrcdms.org](http://www.jrcdms.org)

## Memberships

- Administrators of Nursing Education of Wisconsin (ANEW)
- American Association of Colleges of Nursing (AACN)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Health Sciences Education Consortium (AHSEC)
- National Association of College Admissions Counselors
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- National League for Nursing Accrediting Commission, Inc. (NLNAC)
- North Central Association of Colleges and Schools
- SARA (State Authorization Reciprocity Agreement) Distance Learning
- Wisconsin Association of Collegiate Registrars and Admission Officers (WACRAO)
- Wisconsin Association of Independent Colleges and Universities (WAICU)

## Affiliations

### Clinical/Practicum

A vast array of clinical sites are in place, including hospitals, community health centers, geriatric facilities, maternity, critical care, home health, medical, pediatrics, psychiatric, acute care and long-term care facilities, educational institutions, public health agencies, community agencies, child care centers and industrial health programs.

## Our History

Bellin College has a long, rich history and a distinguished reputation as an excellent educational institution. In 1909, the college began as a diploma school when it enrolled three students. The name was the Deaconess Sanitarium Training School for Nurses. Many changes occurred over time and the commitment to providing an excellent education for healthcare providers continues. While the first students practiced in a small building that accommodated only 17 patients, the current students have many varied experiences in four large hospitals and more than 85 clinical agencies, including nursing homes, home health and a variety of community settings.

In 1925, the name of the hospital was changed from Deaconess to Bellin Memorial Training School in honor of its founder, Dr. Julius Bellin. In 1942, the school became known as Bellin Memorial Hospital School of Nursing. Over time, the school would take on many title changes, but Bellin would always be a component of the name. A new nurse's residence was built and annexed as the north wing of the hospital. More classrooms were added, and clinical experiences were expanded. The first graduates of the Cadet Nurses Corp graduated in 1944. Accreditation by the State of Wisconsin occurred in the 1930's and by the National League for Nursing in 1953.

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

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

A comprehensive needs assessment in 2002 confirmed the need for a graduate nursing program in Northeast Wisconsin. The Higher Learning Commission (HLC) conducted an accreditation review of the college in 2004 and granted permission for the college to begin offering a Master of Science in nursing degree with specialty tracks in administration and education. The first graduate students were admitted in August 2004. The Commission for Collegiate Nursing Education (CCNE) accredited the baccalaureate program in 2003. A CCNE visit was completed in 2008, with accreditation received for an additional 10 years. The nursing program is also approved by the Wisconsin State Board of Nursing. The first class of MSN graduates received their degrees in 2007. January of 2008 marked the first cohort of students entering the 15-Month option, where students complete all of their general education courses and receive their nursing degree in 15 months.

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

The Radiologic Sciences program had a long-standing history at Bellin Hospital. The Bellin School of Radiologic Technology was inaugurated in 1957, founded by Dr. Lyle Edelblute to alleviate the critical

technologist shortage that existed in the field of X-ray technology. Two students were admitted to the class in 1957. The program was a two-year certificate. The bachelor's program offered a four-year program of study that provided graduates with additional knowledge and skill in leadership plus two of three specialties: CAT scan, MRI, and/or women's imaging, which included mammography and DEXA (bone densitometry). The first class graduated in 2013.

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

In 2014, Bellin College partnered with Bellin Health, to help their ADN nurses earn a BSN. The health system goal was to have 80% of their nurses BSN prepared by 2020, the college collaborated to create a RN to BSN program. The first class graduated in 2017. The curriculum is unique and supports the needs of the working RN.

In 2014, additional unfinished space in the Health Sciences Resource Center (HSRC) was completed to enhance the Center to include simulation spaces for labor and delivery, the operating room, critical care, as well as primary care exam rooms to meet the changing needs of simulation and inter-professional education.

In 2016, the Board of Trustees granted approval to begin offering a Bachelor of Science degree in Diagnostic Medical Sonography (BSDMS). The Higher Learning Commission granted permission for the college to start this program. It is a three-year program, with students attending year-round to earn their degree. The first class was admitted in fall of 2016. Additional space was completed in the HSRC area to accommodate a lab and two high-end technology classrooms.

All programs are growing, and new initiatives are being. In 2016, the first nursing assistant program was offered to a local high school to create more opportunities for students interested in the healthcare field. Hands on Healthcare is also helping Bellin College attract students, through this program high school student have the opportunity to spend a day at the college. Learning about the different options in healthcare. Students rotate through stations and gain knowledge through hands-on experiences. In fall of 2017, this program expanded to include a mobile Hands on Healthcare ambulance, bringing this experience to local schools.

In 2017, The Board of Trustees approved the exploration of offering a Doctor of Science in Physical Therapy. This program is being developed to help secure the educational faculty needed for physical therapy education.

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



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## ► Campus Information

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

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

#### **First Level**

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

#### **Second Level**

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

#### **Lower Level**

- Advance Practice/Procedure Room
- Bed Simulation Labs - Three
- Birthing Suite
- CT/MRI Simulator Classroom
- Debriefing Room
- Diagnostic Medical Sonography Lab
- Four Exam Rooms
- Health Assessment Labs
- Health Science Resource Center Coordinators
- Health Science Resource Center Director/Simulation Coordinator
- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- Medication Rooms
- Practice Lab
- Radiology Labs
- Simulation Control Rooms
- Skills Lab
- Staff Offices
- Student Lounge
- Surgical Suite

- Health Sciences Resource Center  
Technology Specialist
- High Tech Classrooms -Two

### **Parking**

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

### **Metro Bus Line**

The Green Bay City Metro bus line #15 Aqua Line stops at end of our driveway. Service hours for the bus are: Monday through Friday, 6 a.m. to 9:49 p.m. and Saturday, 8 a.m. to 6:49 p.m.

This bus travels to East Town Mall, Edison Middle School, BioLife East, YMCA East, Bellin Family Wellness & Medical Center, Bellin College, Prevea, Aurora Hospital and Walmart.

All students are responsible for transportation to and from the Bellin College campus and clinical experiences. On campus parking is available free of charge. While attending clinical, students must adhere to the parking regulations specific to the clinical locations.

### **Student Access to Building**

- Students can enter and exit the college via the main entrance or back entrances.
- The college main entrance will be open to students and staff.
- Access with personal ID badge is required from 4:30 p.m. until closing.
- The college main entrance door is open to the public during regular business hours from 7 a.m. to 4:30 p.m. Monday through Friday.
- Student must **always** wear their ID badge. It is required to access the back doors.
- Individual college department hours of operation are 8 a.m. to 4:30 p.m. (Monday through Friday). Students will not have access via their ID before or after regular business hours.
- Hours are subject to change, particularly during holiday and summer months.

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

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

### **Student ID Badge**

The ID Badge is the official identification for all students. Student ID badges must always be worn when on Bellin College property and during Bellin College clinical training. Students must use their ID badges for entry to the campus during campus hours when the doors are automatically locked (weeknights and weekends).

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

### **Undergraduate**

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

## **Graduate**

- MSN students have their badge photo taken during their orientation. If they miss their orientation, they must arrange to have their photo taken by Student Services personnel on campus at another time.  
Graduate students must submit their ID badge request to the Student Services Department Assistant.

## **Replacement ID Badge:**

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

## **Counseling and Support Services**

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

The Student Assistance Program is staffed with master's-prepared counselors 24/7/365, including weekends and holidays. This program is designed to provide life and well-being resources related to personal issues before they affect the student's health, family life or performance level. They can be contacted at: (855)695-2818. For more information visit the Bellin College website under Campus Life or see the dean of student services for more information.

## **Bellin College Wellness Center**

The Bellin College campus has a wellness center accessible to students and college employees. The use of the exercise equipment and facilities are available during college hours. Showers and lockers are available. There is no membership cost associated with the use of the wellness center.

## **Bellin Health Fitness Center**

The Bellin Health Fitness centers offer membership to Bellin students at a pro-rated cost. Students can register and pay for their membership at any location. Membership includes free participation in group fitness classes. Specialty classes and group personal training programs are available at a pro-rated cost.

## **Fitness Center Locations:**

- Fitness Center - Ashwaubenon
- Fitness Center - Bellevue
- Fitness Center - Oconto (Bond Community Center)

## **Housing**

Students who would like assistance with housing should contact the office of student services. Students may make their own housing arrangements.

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

## **Smoke-Free/Tobacco-Free Campus**

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

## **Mailboxes**

Individual student mailboxes are in the student lounge area. Contents of the mailboxes are private and used for college related purposes. It is the students' responsibility to check their mailboxes on a regular basis.

## **Food Service**

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

## **Food and Beverages**

Food and beverages are allowed throughout the building, if the beverage container is covered. Exceptions include the following areas:

- Library, where computers are located.
- Health Sciences Resource Center (HSRC) areas.
  - Covered beverages are allowed in the lab conference room L13, the lab practice room on the counter, and the lab classrooms (health assessment and skills lab) on tables located in the central area. Do not use those tables, however, if they are housing lab supplies.
  - Beverages are not allowed in the simulation rooms or medical imaging rooms.
  - Food is not allowed in any lab training or practice area.

## **Student Lounge**

The student lounge area is located adjacent to the atrium on the first floor of the college. Student mailboxes are located there, along with a conference room and lounge designated for student use. The Student Lounge is open during the hours that the campus is open for student use.

## **Bulletin Boards**

### **Student Lounge**

The Student Lounge area has a bulletin board that displays information relating to student life. Students assume the responsibility for reading notices on the bulletin boards. Students are also encouraged to utilize the Bellin College website for information regarding scholarships, updates, and similar items of interest. Development & Public Relations office and front desk concierge will maintain the mandatory postings, periodic review, and discarding of obsolete information.

### **Glass Enclosed Bulletin Cases**

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

- All posters/flyers must be approved by Marketing and Communications.
- All posters/flyers must be sponsored by a recognized Bellin College student organization or department. The name of the sponsoring organization/department must be clearly printed or displayed on the poster.
- Only posters/flyers promoting a specific college function, program, service or event may be posted on the bulletin cases. Any posters/flyers hung outside of the approved areas will be removed, and the club, department or organization may forfeit their posting privileges and be held responsible for any damage incurred upon removal.
- Posters/flyers may remain up through the day of the event.
- Only one poster per club, organization, event and/or department should be posted at any given time. Additional posters may be allowed if space permits.
- Additional posters may be allowed if space permits.
- Marketing and Communications will provide design assistance, if needed, and reserves the right to reformat or redesign posters to better communicate the message.

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

- Recommended poster/flyer size is 8 ½ “X 11”, and not to exceed 11” X 17”.
- The college reserves the right to dispose of any unauthorized posters/flyers.
- Posters/flyers advertising alcohol related events are not allowed and will not be approved.
- No outside vendors, companies, organizations or agencies may post flyers or posters on the bulletin boards unless they have been approved by the Marketing and Communications office.

## **Digital Signs**

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

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

## **Student Employment**

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

## **Work-Study Employment Guidelines**

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

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

## **Emergency Student Contact**

### **Contacting students**

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

### **Emergency contact numbers**

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

## **Emergency Procedures**

Bellin College is equipped with emergency phones and call buttons. The emergency phones in the parking lots can be identified by their blue lights. The colleges emergency phones call 911 emergency services. There is also an emergency call button located in the campus wellness center. Pressing this button will access 911 emergency services immediately.

The college has a cardiac arrest mobile unit automated external defibrillator (AED) located at the concierge desk in the atrium.

During any type of drill, all students and employees are expected to vacate the building. Students should familiarize themselves with the Bellin College campus emergency evacuation plans posted throughout the building.

Students are encouraged to monitor the college website, their student email, and personal cell phone for information in the event of a campus emergency.

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

- Employees, volunteers, and students injured while on Bellin properties report illness/injury events utilizing a Safety Zone Report.
- The student is responsible to report the event to their faculty.
- If a visitor is injured on the property, please reference the Individual Identified Needing Medical Assistance policy.
- If a student is injured in the HSRC while under the supervision of a HSRC Student Assistant, the Student Assistant should follow the Individual Identified Needing Medical Assistance policy.

### **Campus Safety and Security**

Providing a safe learning environment is important and Bellin College is committed to the safety and security of all students, faculty, staff, and visitors.

Security is provided during regular hours of operation. During the school year, security personnel patrol the campus after regular business hours and have desk in the atrium. The campus is defined as the college building, grounds and parking lots. During regular business hours safety, concerns and/or suspicious activity should be reported to the onsite Bellin Security Officer at (920) 433-4301 or the One Stop Shop Office by calling (920) 433-6699.

When contacting security or the One Stop Shop, students should be prepared to provide the following information:

- Full name
- Location of the incident being reported
- A description of the scene and suspects
- A description of any vehicles involved in the incident, especially a license plate number

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

Bellin College is required to publish campus crime and security information on a yearly basis. The 2018-2019 Security Report showed zero arrests, violations, or criminal incidents on campus.

### **Weapons on Campus**

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

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

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

To ensure a safe learning environment and workplace, Bellin College reserves the right to conduct searches including, but not limited to: searching book bags, purses, briefcases, personal vehicles, jackets

and apparel. Searches may be conducted by Bellin College leadership, leadership appointees, security or local authorities. If the student refuses the search, however, he or she may be dismissed.

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

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

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

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

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

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

#### **Website:**

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

#### **School Messenger:**

When the college is closed due to weather or an emergency, there will be a message sent out from the college via text, phone and/or email. This will be sent via a third-party platform and will explain the situation and reasoning for closing.

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

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

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

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

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

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## ► College and Academic Resources

### **Library Resources/Photocopying and Printing**

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

#### **Hours**

The library is open Monday through Thursday from 7:30 a.m. to 9 p.m. Friday hours are 7:30 a.m. to 8 p.m. Hours are subject to change during the summer session and vacation periods.

#### **Phone:**

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

#### **Research Assistance**

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

#### **Electronic Resources**

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

#### **Borrowing Materials**

Books and journals may be checked out for three weeks. Items may be renewed once unless needed by another person. Reference resources, new journal issues and bound journals do not circulate and are to be used in the library or Student Success Center. Interlibrary loan services are also available.

#### **Course Reserves**

Faculty may place required readings on reserve. These readings may be available electronically or in print format. Electronic reserves are accessible via Canvas. Print reserves are available at the circulation desk and may not leave the library or Student Success Center.

#### **Computers/Laptops**

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

#### **Photocopying/Printing**

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



### **Group Study Rooms**

The library has three study rooms available for student use. These rooms are intended for testing, group study or audiovisual viewing. Each room is equipped with a whiteboard and DVD/VHS player. Remote controls and an audio/video laptop cables are available for checkout at the circulation desk. Students may reserve the rooms in one-hour blocks (not to exceed two consecutive hours) by contacting the library at (920) 433-6659 or [library@bellincollege.edu](mailto:library@bellincollege.edu). Reservations will be forfeited if a group does not show up within fifteen minutes of their scheduled reservation. Rooms must be kept clean and orderly and users are responsible for their personal property. Groups exhibiting loud or disruptive behavior will be asked to leave.

### **Student Success Center**

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

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

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

Installing programs or changing computer settings is prohibited.

### **Writing Resources – APA Style**

The American Psychological Association style (APA) is the common method of documentation. The APA style provides basic guidelines about preparing papers for submission. APA style also uses parenthetical citation within the text to identify source material and uses a reference list at the end of the work to give detailed information about sources cited in the paper.

The APA Publication Manual is the required text utilized by Bellin College. The current edition of this Manual is available in designated college resource areas and the library. Refer to the applicable textbook and supply lists or appropriate course syllabus for classes that may require the APA Manual.

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

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

### **Papers/Proofing Advice**

Bellin College offers writing support in the Student Success Center. Call (920) 433-6662 to set up an appointment. In order to maintain fairness and consistency, Bellin College faculty will not review drafts of a paper that will be submitted for a grade. Students seeking assistance should be refer to APA manual. Copies are available in the Hendrickson Library or can be purchased at a book store. Please contact the Academic office.

### **Wireless Internet**

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

## Information Technology – Student Technology Requirements

Microsoft Office 2013, along with Microsoft Office 365, are the current versions of Office used by Bellin College. All submitted documentation for courses must be submitted in a Microsoft Office format.

Microsoft Office is available to download and install for all students for the duration of their enrollment at Bellin College. Once that enrollment has ended, the student will lose access to the software, and need to either uninstall Microsoft Office or purchase their own license.

## Information Technology – Acceptable Use Policy

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

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

### Scope

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

### Policy

Access to Bellin College technology resources is a privilege granted to guests, contractors, faculty, staff and students. This privilege is predicated on the user's acceptance of and adherence to all college information technology and services policies. The college reserves the right to limit, restrict or extend access to technology resources. Access to technology resources will be documented on the Network Access Request Form for all guests, contractors, faculty, staff and work-study students. **Please note:** This form is not required for students except for work-study students requiring access to an administrative system. The Bellin College technology resources are a private system. As such, the information stored on its computers and servers are the property of the college with the exception of material expressly developed by users for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on college systems under their use accept full responsibility for maintaining compliance with copyright laws. The use of technology resources for personal purposes is allowed as long as the following occurs:

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

### User Responsibilities

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

- All student work is to be submitted using a Microsoft Office compatible format.
- Students abide by applicable laws, college policies, contracts and licenses.
- Students use only the technology resources and data they are authorized to use for and only in the manner and to the extent authorized.
- Students respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Students protect the access and integrity of technology resources.
- Students maintain privacy and security by keeping all passwords confidential.
- Students respect the privacy and personal rights of others.

- Students delete old and unused email and files on a regular basis.
- Students develop adequate proficiency in the tools and technologies appropriate to their needs.

### **Inappropriate Network Usage**

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

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

### **Enforcement Procedures**

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

This may result in:

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

### **Administrative Systems**

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

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

### **Introduction**

Electronic Mail (email) is a tool provided by Bellin College to complement traditional methods of communications and to improve academic and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical, and lawful manner. Use of the college email system

implies consent to all college IT policies and practices. Violations of the policy may result in restriction of access to the college email system and/or other appropriate disciplinary action.

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

### **Scope**

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

### **Policy**

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

### **Acceptable Use**

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

### **User Responsibility**

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

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

### **Privacy**

Bellin College will make every attempt to keep email messages secure; however, privacy is not guaranteed, and users should have no general expectation of privacy in email messages sent through the college system. Users must be aware that email can, depending on the technology, be forwarded, intercepted, printed and stored by others. Email that is not encrypted can be viewed by people other than the intended recipient, while it is in transit or on mail servers. Because messages can be stored in backup systems, email may be retrievable when a traditional paper letter would have been discarded or destroyed.

### **Email Etiquette**

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

- Use a meaningful subject line when sending a message.
- Be concise.
- Use proper spelling, grammar and punctuation.
- Avoid abbreviations that the reader may not be familiar with.
- Do not attach unnecessary files.
- Use proper layout and structure.
- Do not overuse the high priority option.

- Use upper- and lower-case letters in your message. Messages typed in all upper case give the impression of shouting.
- Be selective about recipients. Use of distribution lists or 'reply all' features should be carefully considered and only used when necessary.
- Read the email before sending.
- Only use delivery and read receipts when necessary.

### **System Monitoring**

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

### **Mailbox Size Limits**

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

### **Records Retention**

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

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

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

### **Email Size Limits**

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

### **Email Signature**

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

### **Data Backup**

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

### **Supported Mail Clients**

Microsoft Outlook and Outlook Web Access (through Internet Explorer) are the officially supported methods for accessing email. Use of an alternate method, such as the Outlook Express or OWA via Chrome or other Internet browser is not supported by the college.

### **SPAM and Virus Protection**

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

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

## **Information Technology – Online Verification**

When a student initially enrolls in Bellin College, they will participate in an on-campus orientation that includes an informational technology orientation.

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

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## **▶ Student Organizations**

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

### **Student Organizations Guidelines**

#### **Activity and Fundraising**

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

The following standards apply to each organization:

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

#### **Meetings**

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

### **Student Organizations**

#### **Ambassador Club**

The Ambassador Club is a select group of students who work with the admission department, development department, office of the president, and student services department to promote the college. Ambassadors assist with college-wide events; such as information sessions, campus visits, summer camps, commencement, and other designated college and community functions.

#### **American Assembly for Men in Nursing (AAMN)**

The Bellin chapter of the American Assembly for Men in Nursing (BAAMN) functions to provide resources, knowledge, and opportunities for individuals interested in gender equality and advocating for men in nursing. The chapter provides a framework for students and professional nurses to meet, discuss and influence factors which affect men as nurses. This includes equitable treatment of nurses of all diverse backgrounds. While the focus is on men and men's health, the AAMN promotes equality in all aspects in nursing.

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

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

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

The Bellin Student Nurses Association (BSNA) is a pre-professional organization for Bellin student nurses. The organization participates in community service activities aimed at improving healthcare and educating the public. Collaborative relationships with nursing professionals and healthcare organizations are encouraged through membership. BSNA is a constituent of the Wisconsin Student Nurses Association (WSNA) at the state level and the National Student Nurses Association (NSNA) at the national level. The goal is to improve the nursing profession. Membership in BSNA is voluntary. Yearly dues are required for membership.

### **Institute for Healthcare Improvement (IHI) – Bellin College Open School Chapter for Health Professions**

The Institute for Healthcare Improvement (IHI) Open School for Health Professions is an inter-professional education community that gives participants the skills to become change agents in healthcare improvement. The IHI Open School offers a range of online courses in the areas of quality improvement, patient safety and leadership. Each course takes approximately one to two hours to complete and consists of several lessons. Certificates are offered after completion.

The IHI - Open School Chapter of Bellin College provides a forum to support initiatives focused on quality and safety. Students are encouraged to join and become a part of an exciting opportunity for networking and learning about how to provide safe, quality care to patients with students at the national and international level. Each academic year, chapter officers are elected by the organization members. Participation is free to students.

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

The Kappa Pi Chapter at Large of Sigma Theta Tau is a professional organization that evolved in order to foster an environment in which professional development, scholastic achievement and advancement of nursing is nurtured through research. Honor society membership is by invitation to nursing seniors with a 3.0 GPA, as well as community leaders in nursing and students pursuing in a masters, Post-Graduate or doctoral degree.

### **Love Your Melon (LYM)**

Love Your Melon is an apparel brand that gives a hat to every child battling cancer in America. It funds childhood cancer research initiatives and provides immediate support for children and their families. The Bellin College Love Your Melon Campus Crew is a group of 20 students, including members in leadership positions, who make a difference in our school and community, while inspiring other students to do the same.

### **Student Governance Committee**

The Student Governance Committee is comprised of student leaders from the Bellin College student organizations. The purpose of this committee is to provide a forum for student input regarding student life, student services and to make recommendations for change. The committee encourages student participation in college activities, facilitates student community service and coordinates student organization fundraising.

### **Student Senate**

All students are members of the Bellin College Student Senate Organization. This organization provides a means for students to organize and actively participate in the decision-making related to student life. There is a nominal fee charged per year, payable each semester from student fees. Fees are often used

to support many of the all-college social activities. In addition to elected senate officers, each class elects members to serve as senate class representatives.

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

The Omega Chapter at Large of Lambda Nu is a professional organization that fosters academic scholarship, promotes research in the imaging sciences field and recognizes exemplary scholarship. Honor Society membership is by invitation to medical imaging juniors and seniors with a 3.5 GPA and community leaders in medical imaging.

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## **► Student Services and College Policies**

### **Accommodations Request for Students with Disabilities**

Bellin College is in compliance with the Americans with Disabilities Act (ADA) to provide all students with the appropriate, necessary, reasonable and affordable accommodations for those with documented disabilities. If a student anticipates requiring any auxiliary aids or services, he/she should contact the advisor and accommodations coordinator, who acts as the college's accommodations specialist, prior to the beginning of each academic year to discuss their needs and what documentation is required. Prior accommodations will be re-evaluated before the beginning of each academic year to determine if alterations are needed.

Accommodations are determined as a result of self-disclosure by the student of their disability. This is completed confidentially with the advisor and accommodations coordinator. This is followed up with a comprehensive individualized assessment and review of the required documentation from a licensed medical professional. The following are the written documentation requirements:

- Current diagnosis (testing must be within three years)
- Submitted by a licensed clinician qualified to make the diagnosis in the area of specialization
- Clearly stated diagnosis
- Names and scores of psychological and psycho-educational instruments used in arriving at the diagnosis
- How the diagnosis impacts the students functioning
- Recommendations for accommodations
- Any related supporting medical or academic documentation

### **Service Animal Request**

Students with disabilities may request accommodations in the form of service animals. A request for a service animal must follow the procedures for requesting an accommodation. This includes, but is not limited to, completing the request for a service animal form, which can be obtained from the advisor and accommodations coordinator in the student services department or by calling (920) 433-6663.

### **Student Success Center**

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

### **Requesting a Tutor**

Bellin College students requesting a tutor should contact the student success center coordinator.



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

At any time, potential tutors can contact the student success center coordinator, who manages the tutoring program.

At the conclusion of the tutoring sessions, the student will complete the documentation and evaluation form as requested by the tutor. This form is turned into the student success center coordinator.

### **Minors on Campus**

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

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

### **Child Care**

Encompass Early Education and Care Inc. offers a discounted rate for childcare. Information regarding rates and availability can be obtained by calling (920) 436-7540 or visiting their website at [www.encompasseec.org](http://www.encompasseec.org).

### **Demographic Information**

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

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

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

Students must notify course facilitators of a death in the family and arrangements for coursework or clinical that will be missed. The student will be allowed a maximum of three days absence for a death in the immediate family. Immediate family consists of father, mother, spouse, brother, sister, child, step-parent, step-sibling and step-child. Up to two days of absence may be taken for father-in-law, mother-in-law, grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law or son-in-law. Attendance at any other funeral will need to be discussed with the course facilitators. The course facilitator will notify the appropriate dean or program director.

### **Graduation**

Graduation dates are established as the last day of the semester session or the date of Commencement. Students have three possible graduation dates: May, October and December.

Undergraduate 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.

Bellin College's standard transcribed graduation dates are May, October and December. Commencement ceremonies are held in May, October (15-Month option only) and December. An August

graduation date may be allowed if students have special/extenuating circumstances that require they take summer courses. These cases must be reviewed and approved by the appropriate dean and program director.

An intent to graduate form must be completed by all seniors and graduate students prior to graduation. Upon receipt of the form, the registrar's office performs a degree audit to verify that all requirements for graduation have been met. The due date will be communicated, but students must submit this form in the semester prior to their last semester of study. Forms can also be obtained via the website or from the student services one stop shop office.

### **Lucyanna Hitch Award for Excellence**

The purpose of this award is to recognize the graduating student who best exemplifies the Bellin College values. The award is given in honor of Lucyanna Hitch, who was a nurse, community leader, long-time College advocate, and a member of the Board of Trustees. She was also the first Board President for the BSN program. Lucyanna Hitch's dedication to fundraising has enabled many students to receive scholarships.

Eligibility: A graduating student of any program who is in good academic standing.

Criteria: Behaviors which consistently demonstrate the college values of excellence, integrity, community, and caring.

Definitions:     EXCELLENCE – being the best  
                      INTEGRITY – honest and ethical behavior  
                      COMMUNITY – partnership and shared participation  
                      CARING – empowering relationships based on empathy and respect

All applicants must submit a written narrative describing how they have demonstrated the College values throughout their educational program. The student must also request one letter of recommendation from a Bellin College employee who can best attest to the student's achievements. The call for applications is made two to three months prior to graduation with a deadline for application submission clearly stated. An individual plaque is presented to the recipient at the commencement ceremony, and the individual's name is placed on a permanent plaque at the College. The recipient also receives a modest cash award.

### **College Logo**

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

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

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

#### **Primary Bellin College Logo**



## Social Networks Advisement

Facebook, Twitter and other social networking websites express themselves and create opportunities to form or maintain friendships over a distance. Due to the allow users to make choices about disclosure of 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 Facebook and Twitter are public information. Student must ask permission to use the Bellin College logos in any self-initiated communication on any social sites.

Pictures and/or information from these sources that describe/document behavior that violates Bellin College policies or the code of conduct (on campus or at college-sponsored event) is subject to further investigation and verification by the college. **Students are reminded of the importance of upholding the standards of confidentiality as they progress through community, lab/simulation, patient and clinical experiences.** Any college policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

## Title IX

Title IX of the Education Amendments of 1972 Implementing Regulations is a federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities. Sex discrimination encompasses all forms of sexual violence and sexual harassment by employees, students, or third parties against students, employees or third parties. For more information, <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/title-ix/>

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

## Sexual Violence, Harassment and Discrimination

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

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

## Complaint Process

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

## **Non-Discrimination Policy**

It is the policy of Bellin College to be nondiscriminatory in terms of race, color, creed, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status or disability in the admission of students, in student programs and in the employment of college faculty and staff.

In conformance with applicable federal and state regulations, Bellin College is committed to nondiscrimination, equal opportunity, and affirmative action in its educational programs and employment policies. Inquiries concerning this policy may be directed to the dean of student services.

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

## **Anti-Harassment Policy**

Bellin College does not tolerate or condone any form of harassment, including sexual harassment and non-sexual harassment. Unwelcomed, gender-based verbal or physical conduct which sufficiently and it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the institution's educational program is not tolerated. The unwelcomed behavior may be based on power differentials, the creation of a hostile environment or retaliation.

The Bellin College environment should be one of positivity, civility and collaboration. Bullying/harassment in any form can have a negative impact on the College environment. College administration, faculty and staff are to treat students and co-workers respectfully in every interaction.

Bullying takes on many forms, including:

- Verbal, mental and/or physical abuse.
- Threatening, humiliating or intimidating conduct towards another person.
- Sabotage or interference that prevents completion or performance of one's academic or work responsibilities.
- Exploitation of a known psychological or physical vulnerability.
- Belittlement of others.
- Asserting superiority over others.
- Excluding others.
- Making condescending remarks to others.

Students of the College who believe they are or have been the object of such conduct outlined above should contact the dean of student services or another member of the college's administration.

Depending upon the severity, discipline for sexual and other forms of harassment may include verbal or written reprimand, law enforcement involvement, and/or dismissal from the college.

Deliberately making a false report about bullying/harassment for the purpose of getting another individual reprimanded may result in disciplinary action. For more information, visit:

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

## **Retaliation**

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

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

Students are expected to follow Bellin College rules and conduct themselves in a manner compatible with its values. Violations of college rules, including violations of the American Nurses' Association Code of Ethics (2015), will be handled administratively and may result in disciplinary action, such as monitoring, probation or dismissal.

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

### **Student Responsibilities**

Students shall:

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

### **Classroom/Coursework Responsibilities**

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

- Student who register for Bellin College courses must be the same people who participates in, completes and receives the academic credit.

### **Property Responsibilities**

Students shall:

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

### **College Operation Responsibilities**

Students shall:

- Be honest in all activities relating to the education program.
- Never obstruct or disrupt teaching activities, administrative functions or other college or practicum activities.
- Always uphold the rules, regulations and college policies.
- Always comply with the directions of college personnel.
- Always uphold rules of any college, university, medical, hospital or community facility associated with the college.

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

Students shall:

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

Students not in compliance with these responsibilities are subject to disciplinary action, including monitoring, probation or dismissal. An immediate suspension may result when the student's behavior threatens the health or safety of others. This suspension will be in effect until the incident has been

investigated by the president's cabinet and results in the student's return to good standing, probation or dismissal.

## **Student Bill of Rights**

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

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

## **Dress Code Policy for Nursing Students**

The purpose of this policy is to provide direction for appropriate appearance/professional image in the classroom lab, at clinical sites.

### **Classroom/Lab Activities**

It is the general understanding that clothes worn on campus are appropriate to wear in a classroom setting and are not provocative in nature. Students are required to wear their uniform (detailed below) during lab testing and simulation activities. Students are not allowed to wear hats during exams.

### **Student Uniforms**

The Bellin College uniforms are selected from a list of scrubs supplied for students. Each is embroidered with the applicable Bellin College logo on the upper left pocket area. All required pieces of clothing worn as part of the uniform must be ordered through Bellin College. Uniform substitutions are not acceptable.

### **BSN Uniform**

- Royal blue scrub top and bottom with Bellin College logo.
- White lab coat with Bellin College logo.

- White closed-toe and closed-heel shoes.
- Visible Bellin College ID badge.

### **BSN optional uniform pieces**

- A sleeveless, short-sleeved or long-sleeved white shirt may be worn under the scrub top.
- If wearing a short-sleeved t-shirt, the sleeves must not extend below the sleeves of the scrub top.
- White shirts must be plain, without lace, and logo-free.
- White shirts must be tucked in.

### **BSN General Clinical Guidelines**

#### **ID Badge:**

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

#### **Uniform:**

- Uniforms are required to be clean and wrinkle-free.
- The uniform must be of appropriate size. Tops and pants too small, too large, too long or too short are not acceptable. Tops must cover skin at all times.
- Pants are to be worn at waist level.
- Undergarments lines should not be noticeable when bending or reaching.
- Variations in any dress code requirements (for psychiatric centers, community/public health, etc.) will be reviewed by faculty prior to clinical.

#### **Hair, Nails and Makeup:**

- Hair should be neatly styled, clean and drawn back from the face.
- Barrettes, hair clips and headbands must be plain.
- Headscarves (worn as a symbol of religious faith) may be worn but must be contained when working in patient care areas.
- Hair cannot be extreme in color or style.
- Beards, sideburns and mustaches must be neatly trimmed.
- Makeup should be conservative and natural-looking.
- Artificial nails and nail polish are not allowed.
- Natural nails should be clean and short (not to exceed ¼ inch past the fingertip.)

#### **Shoes and Socks:**

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

#### **Jewelry, Body Piercings and Tattoos:**

- Acceptable jewelry includes:
  - A plain wedding band (no stones).
  - A conservative, plain wristwatch (no ornamental stones). Fitness bands included.
  - A single, small post earring worn in the lower lobe of the ear.
- Unacceptable jewelry includes:
  - More than one earring per ear.
  - Fashion rings.
  - Necklaces.
  - Bracelets.
  - Smart Watch.
- Students are not allowed to wear body-piercings on the tongue or any visible body part.
- All visible tattoos must be covered except for tattoos from the wrist(s) to fingertips.

General Considerations:

- Students are expected to practice good hygiene.
- Students should not wear scents.
- If wearing uniforms in other public areas discretion must be used.
- No gum is allowed.

**BSN - Clinical Sites during Clinical Preparation**

- A professional appearance is expected at all times.
- Students will wear a Bellin College lab coat, student ID badge and business-casual clothing.
- Socks are mandatory.
- Footwear must be worn at all times and be closed-toe, closed-heel, clean and in good repair.
- Examples of unacceptable attire include, but not limited to:
  - Midriff tops.
  - Low-cut shirts with no exposed cleavage.
  - T-shirts with words or pictures or graphics.
  - Denim, metallic, leather, suede, mesh, sheer or clinging fabrics, or low-rise pants.
  - Sweatshirts, sweatpants and lounge pants.
  - Capri pants.
  - Shorts.
  - Heels higher than 1.5 inches.
  - Hats or caps.

**General Clinical Guidelines for MSN**

Clinical agency policies take precedence. Where there is no policy, the following dress code is to be followed:

ID Badge:

- No alterations to the badge are allowed.
- Badge must be clipped to the collar of clothing or lab coat.
- Must be visible at all times.

Hair, Nails, and Make-Up:

- Hair length and style should not interfere with performance of the required activities.
- Hair should be neatly styled, clean and drawn back from the face.
- Hair should not be extreme in color or style.
- Beards, sideburns, and mustaches must be neatly trimmed.
- Any make-up should be conservative in color and style and natural-looking.
- Artificial nails are not allowed to be worn.
- Natural nails should be well-maintained, clean and short; not to exceed ¼ inch past the fingertip.
- Clear, fresh, non-chipped nail polish is allowed.

Jewelry, Body Piercings, Tattoos:

- Acceptable jewelry is a smooth wedding band (minimal or no stones), conservative earrings, and a conservative, plain wristwatch (no ornamental stones).
- Unacceptable jewelry includes: dangling earrings, fashion rings, necklaces, and bracelets.
- In an effort to promote safety and facilitate effective communication, students are not allowed to wear body-piercing jewelry or other apparatus on the tongue or any visible body part.
- All visible tattoos must be covered.

General Considerations:

- Students will wear a Bellin College lab coat.
- Students are expected to practice good hygiene.
- No scents should be worn as many patients are sensitive to various odors.
- No gum is allowed in patient care areas.



- All attire worn in clinical agencies must be professional. No exposed cleavage, midriff, or low-riding pants. Neutral-colored undergarments which are not visible need to be worn under all light-colored attire.
- Hats/caps are not to be worn in any clinical setting or in an exam situation.
- Religious headwear is exempt.

### **Consequences and Exceptions**

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

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

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

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

### **Alcohol and Drug Policy**

Bellin College is an alcohol and drug-free environment for faculty, students, administration and staff at Bellin College in order that the college may carry out its mission and comply with the Drug-Free Workplace Act of 1988.

As a nursing student, 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's discretion to determine eligibility for state licensure.

The College does not oversee the personal lives of College community members on or off campus. However, everyone is expected to be responsible for his/her own conduct and abide by all state 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.

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

### **Leave of Absence**

A student may apply for a Leave of Absence from Bellin College. An approved leave entitles the student to waive the re-admission process.

Requests for Leave of Absence must be approved prior to departure on leave, with the exception of bereavement and certain personal necessity leaves. Supporting documentation must accompany the request for leave (i.e., military orders, medical documentation, jury duty notification, etc.) Leave of Absences are not allowed for students to attend another academic institution.

Students should contact the Bellin College Academic Office when requesting to return from a leave of absence. Students must provide supporting documentation will differ for each situation (i.e., medical release from a licensed healthcare professional, etc.), before permission to return from a leave of absence is granted. The official return date and course program of study will be discussed prior to the return date.

## Reference Request

Students requesting a reference from Bellin College personnel must complete a Reference Request Form. Any student with a "HOLD" placed on their records cannot receive a reference. The Reference Request Form is available on the College website or the Student Services - One Stop Shop Office.

## Family Educational Rights and Privacy Act (FERPA)

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

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

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

A College official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position law enforcement, 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 College official in performing his or her tasks. Bellin College has defined the following as directory information:

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

**Please note:** Students wishing to keep confidential some or all the "directory information" must complete a form available in the Student Services - One Stop Shop Office. Students must be aware that placing a FERPA "Hold" on all records includes limiting the College's ability to provide reference requests. Within our student information system, 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 the Dean of Student Services. Students may not have access to:

- Personal information of College employees
- Employment records
- Medical, psychiatric, or similar records used solely for treatment purposes and available only to recognized professionals in connection with such treatment, although students would be able to have such records inspected by a doctor or appropriate professional of their choice.
- Financial records of their parents used for financial aid purposes.
- Confidential letters and statements of recommendations placed in their records prior to January 1, 1975 and/or confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admissions, or award purposes.
- 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**

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

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

Students wishing to review their files will need to follow the procedures below:

- 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.
- Allow a College official (Registrar or Dean of Student Services) to be present when the record is reviewed.
- Sign a required waiver of responsibility of the College for further confidentiality if copies of any information are made and given to the student.

Students have the right to seek deletion or modification of information contained in their education records that they believe is 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. In the communication, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

For more information visit:

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

## General Data Protection Regulation (GDPR)

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

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

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## ▶ Student Health and Safety Policies

### Admission Health and Safety Requirements

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

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

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

### Immunization Requirements

The following immunizations are required upon admission in order to participate in the Bellin College clinical settings and to progress in the curriculum plans. Prior to entering the clinical practicum courses, students must be able to provide evidence of meeting the health requirements for the clinical agency in which they will complete their clinical education.

<b>Measles</b>	Positive immune blood titer <u>or</u> dates of two (2) vaccines.
<b>Mumps</b>	Positive immune blood titer <u>or</u> dates of two (2) vaccines.
<b>Rubella</b>	Positive immune blood titer <u>or</u> dates of two (2) vaccines.
<b>Varicella (Chickenpox)</b>	Positive immune blood titer <u>or</u> dates of two (2) vaccines. If you have had Chickenpox, you will need a blood titer. If you've had varicella (Chickenpox), you must provide documented results of a positive blood titer showing proof of sufficient immunity. <b>History or documentation of the disease IS NOT acceptable proof of immunity.</b>
<b>Hepatitis B/</b>	HEPLISAV-B (2 Vaccine Series) <b>OR</b> Hepatitis B (3 Vaccine Series), <b>OR</b> Post Vaccination Antibody Screen - This is a series of either two or three vaccinations and

<b>Heplisav-B</b>	post vaccination antibody screen. The vaccination series is voluntary but is highly recommended for all students entering a health career field. <b>OR</b> a Positive Hepatitis B Antibody Titer <b>OR</b> Signed Declination Form.
<b>Meningococcal</b>	Date of one (1) vaccine, or signed declination.
<b>Tetanus</b>	Td or Tdap is required. A booster is required every 10 years.
<b>Flu Vaccine</b>	Clinical requirements and recommendations from the Center for Disease Control (CDC) indicate flu vaccines are mandatory. Each clinical site will have flu season protocol/requirements that students will be expected to abide by; which includes proof of compliance in receiving the flu vaccination. Flu vaccines are administered for free at the College in the fall of the academic year.
<b>Tuberculosis (TB)</b>	It is a requirement of all applicants to have two (2) TB tests before admission. The 2-step TB screening involves receiving the test, then returning to have it read within a specific time period. The second step involves the process repeated one (1) to three (3) weeks after the 1 <sup>st</sup> TB skin test.

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

### **Criminal Background Information Reporting**

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

An enrolled student is responsible to report any criminal charges to the Dean of Student Services within two business days. The Dean will review the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Law, the student’s ability to participate in clinical experiences, the student’s continued enrollment at the College as well as licensure implications. The Dean of Student Services will inform the appropriate Dean and Program director related to any positive findings.

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

Student Services is responsible for the management and maintenance of information and records related to Background Information Disclosure by each student and the required criminal background checks for each student. Upon processing, documentation is confidentially recorded and filed according to current Student Services procedure. **Please note:** An applicant/student should keep all documentation of any event leading to a positive background check for application to their licensure exam.

### **Drug Screen**

Drug screening prior to entry is mandatory. The Dean of Student Services will review the confidential drug screen results. Any student whose drug screen reports the use of illegal drugs may have their admission canceled. Drug screens need to be completed through the Bellin Occupational Health clinic.

### **CPR Certification**

CPR certification must be American Heart Association – Healthcare Provider/ Basic Life Support (infant/child/adult). Students will be trained at the College if needed. Each student must show proof of CPR certification by uploading the front and back of their CPR card into their CastleBranch account. CPR is required every two years by most of the clinical agencies. There is a discounted fee for CPR certification and CPR renewal.

### **Annual Health Requirements**

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

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

### **Tuberculosis Testing**

The Wisconsin Administrative Code states that all persons having direct contact with hospital patients must be assessed for the presence of active pulmonary tuberculosis. Once enrolled as a Bellin College student, annual screening is mandatory during the month of March. January entry students will obtain their annual skin test in November.

If the student converts (positive skin test) on her/his annual health assessment or has had a past positive TB skin test, a baseline chest x-ray is required, and the student must follow-up with her/his healthcare provider for treatment. A written statement is required from treating healthcare provider regarding clinical status/restrictions. A Quantiferon test is also acceptable. An annual review of TB signs and symptoms will be required thereafter. Bellin College will not be held liable for payment for QuantiFERON blood tests, chest x-rays, or further medical care.

TB skin tests are free of charge for Bellin College students if given by Occupational Health Services. Vaccines and blood tests are discounted. Payments must be cash only (checks and other forms of payment are not accepted). To receive the discounted pricing, incoming students are to identify self as a Bellin College student when making appointments and at the time of service.

### **Resources to obtain TB testing and/or immunizations are as follows:**

- Primary healthcare providers.
- Bellin Occupational Health (1630 Commanche Ave) for TB tests, titers, and some vaccines. Call (920) 430-4560 for an appointment.
- Brown County Public Health Department (610 Broadway, Green Bay) for some vaccines. Call (920)448-6401 for further information.

### **Influenza (Flu) Immunization**

Bellin College's policy is to protect the health of students, staff and the community. The College endorses universal flu vaccination. Any unvaccinated students will be required to participate in this safety program by wearing a mask during the flu season when on campus.

- The influenza (flu) vaccine will be provided free of charge to all Bellin College students through Bellin College's annual flu clinic.
- Students immunized at a location outside of Bellin College such as private physician office, pharmacy, or public clinic must provide proof of immunization. Acceptable forms of proof are a physician's note or immunization record which includes date of vaccination.

- All students are mandated to sign consent and receive the influenza vaccine, or sign the declination stating reason for declining.
- All students will receive a sticker, depending on whether they received the vaccine or declined, which must be worn on their badge at all times during the influenza season.

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

### **Occupational Health Services for Students**

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

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

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

### **Minimal Technical Criteria: BSN and MSN**

In compliance with the Americans with Disabilities Act, Bellin College does not discriminate on the basis of disability in the administration of its educational policies, admission policies, student aid and other College-administered programs nor in the employment of its faculty and staff. As a Bellin College student, performance of certain activities is required with or without reasonable accommodation. Bellin College reserves the right to determine final eligibility based upon the applicant and student’s ability to successfully complete Minimum Technical Criteria Standards as outlined by the College. Students must have the abilities and skills according but not limited to the following:

- Ability to communicate with patients, families and other healthcare professionals.
- Problem-solving abilities sufficient for clinical judgment.
- Dexterity, range of motion, and eye/hand coordination sufficient to perform procedures and manipulate equipment, including intervention in an emergency situation.
- Auditory and visual ability sufficient for assessment of healthcare status, and for providing safe and effective care.
- Emotional health sufficient to provide safe and effective care, meet the physical demands of patient care, including but not limited to the ability to lift, position, and transport patient and the ability to lift, move and position heavy equipment.
- Meet the Minimal Technical Criteria Standards as outlined on the medical form.

### **Admission Health and Safety Requirements for DASH Program**

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

Flu vaccines are administered for free at Bellin College each fall. If a student receives a flu vaccination at a facility other than Bellin, the student must provide evidence of receiving the vaccination and sign a declination form showing the vaccination has been received outside of Bellin College.

### **Fitness for Class, Lab and Clinical**

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

- When a student/faculty member/College staff suspects that a student may be unfit for class/lab/clinical, she/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/lab/clinical that day.
- Any student suspected of not being fit for duty, based on personal observation of appearance, behavior, speech, or breath odor will be 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.

- The student will be removed from class, lab, or clinical with assistance from the faculty and/or Administrative member. Students will not be allowed to leave unescorted.
- A voluntary signature will be obtained on a consent and release form prior to any specimen collection. Refusal to sign the consent to release information form and/or to undergo a drug and alcohol test, when there is reasonable cause for testing, will result in presumed positive test results and an immediate suspension from class or clinical pending further disciplinary action. (Further disciplinary action may include possible dismissal from the college, independent and regardless of the results of any subsequent drug and alcohol test).
- 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.
- Any faculty member or other person who has reasonable cause to suspect that a student is under the influence of drugs and/or alcohol will submit a written statement of all observations made.
- When a student's drug/alcohol screening is positive and a Student Assistance Program referral is made, the student's return to school will be based on the following:
  1. Evidence of ongoing compliance with the recommended treatment plan as outlined by the Student Assistance Program
  2. A signed return to school contract, as coordinated by the dean of student services, may include additional drug and/or alcohol testing prior to return to class or clinical, as well as additional drug and/or alcohol tests, without notice, at anytime, within 24 months from the date.
  3. Successful completion of the Student Assistance Program.

**Please note:** Positive test results for any of the above drug and/or alcohol testing, will render the student subject to discipline, up to and including dismissal from Bellin College.

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.

## **Student Pregnancy**

Pregnancy is a state of health that may render the expectant mother susceptible to environmental conditions during their educational/clinical experiences at Bellin College.

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

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

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

## **Injury Reporting**

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



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

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

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

### **Illness Reporting**

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

The student should report illness by contacting (phone/email) their faculty member and/or assigned clinical unit prior to a scheduled clinical/practicum time.

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

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

### **Healthcare Insurance**

Healthcare/hospitalization insurance coverage is highly recommended for all Bellin College students. Students assume responsibility for all health costs that are not a part of the routine student health services provided by Bellin Health System. Such costs might include health problems present prior to admission to the college, long-term illness, surgical treatment, prescription medications, dental and eye care, illness, injury, vaccinations, or titers. Please see the dean of student services if you would like information regarding a voluntary plan for insurance.

The college assumes no responsibility for the medical expenses incurred by any student with the exception of those services routinely provided through Occupational Health. Cost of healthcare beyond that covered by insurance is the responsibility of the student and his/her family.

### **Malpractice Insurance**

Malpractice insurance is not required as a student. The college recommends that students evaluate the malpractice issue and obtain coverage prior to their first clinical course if they choose. MSN students may want to consult the MSN Program director regarding coverage. The college liability only covers students

during college-sponsored activities. Malpractice insurance coverage is available through National Student Nurses Association (NSNA) (BSN students) or local and national insurance agencies.

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## ► Tuition and Fees – 2019-2020

### 2019-2020 Tuition

#### Tuition Costs

- Cost of per credit tuition is posted on the Bellin College website under future student or current student; tuition and fees.
- Students have access to their account information via the student information system and can also inquire at the bursar's office.
- Charges reflect the college program option and year within the program and will vary depending on the curriculum schedule.
- Book costs are not included in the tuition and fees charges. See the website [Textbook and Supply List](#).

#### General Education Tuition

- The 2019-20 tuition charge for general education courses is \$324 per credit.

#### BSN Tuition

- The 2019-20 tuition charge for undergraduate nursing courses is \$998 per credit.

#### MSN Tuition

- The 2019-20 tuition charge for graduate courses is \$728 per credit.

#### Non-Degree Seeking Tuition

- Non-Degree Seeking students pay full tuition at a per credit tuition rate plus an \$80 technology fee.

#### Out-of-State Tuition

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

#### Veteran Applicants Tuition

##### Federal Veteran Benefits

The Bursar is the Veterans Administration (VA) representative for Bellin College students. To receive veterans' educational benefits, student-veterans must be certified. Students eligible for federal programs such as the Montgomery GI Bill®, Post 9/11 and other VA programs, must be certified by both the VA and the Bellin College Bursar's Office. All VA benefits are subject to the soldier's specific length of duty and the benefits of the program. Since the college is a private institution, they are subject to the tuition cap set by the Department of Defense for each program.

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

Please refer to the [Department of Veterans Affairs](#) website for further clarification on eligibility for the following programs:

- Chap. 30 Montgomery GI Bill ®- Active Duty (MGIB-AD) Servicepersons and Veterans)
- Chap. 31 Montgomery GI Bill ® - More information at [Vocational Rehabilitation Program](#)
- Chap. 33 Post 9/11 GI Bill ® – Individuals with at least 90 days of aggregate service on or after 9/11/2001

- Chap. 35 Montgomery GI Bill ® - Survivors' and Dependents' Educational Assistance Program (DEA)
- Chap. 1606 Montgomery GI Bill I® - Selected Reserve (MGIB-SR)
- Chap. 1607 Montgomery GI Bill ® - Reserve Educational Assistance Program (REAP)
- VA Tutoring Program
- National Testing Fee Reimbursement

Additional Information:

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

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

A DD214 along with a letter from your branch of service is required for certification of tuition benefits. The letter can be obtained from the local county VA Office.

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

### **Application Fee – BSN and MSN**

There is no charge for online applications to any of the Bellin College programs.

### **Reservation Fee – BSN and MSN**

Upon acceptance into the college, a non-refundable reservation fee of \$100 is required for BSN student and \$250 for MSN students. The \$250 is credited on the tuition bill. **For the BSN 15 Month Option, a \$500 reservation fee is required.** For all programs, the reservation fee is applied to the student's first semester's tuition at the college. If an applicant fails to enroll, this fee is nonrefundable.

### **Mandatory Fees**

Fees and charges will be dependent upon program option and enrollment term. **Please note:** The following fees are included on the tuition bills:

- **Assessment Fee** covers the costs related to the mandatory participation in the college assessment program. (BSN)
- **Health Fee** includes supporting the costs incurred in the maintenance of the student related health requirements and health records. This fee helps to defray the cost of drug testing, annual TB tests and flu vaccines. (BSN & MSN)
- **Health Science Resource Center Fee** includes all resources needed for laboratory and clinical instruction: facilities, simulated equipment and assessment, and laboratory supplies. (BSN)
- **Technology Fee** includes the support for computers, media supplies, and web-based features. (BSN & MSN)
- **Lab Fee** covers the cost of lab supplies associated with given course curriculum. (BSN)
- **Practicum Fee** applies when students participate in the practicum courses. This is a per credit fee. (BSN & MSN)
- **Student Activity Fee** covers student related functions, events, and organizations. (BSN & MSN)

### **Orientation Makeup Fees**

Attendance at all parts of orientation is mandatory. Students who do not attend scheduled orientations are required to re-schedule with the appropriate college personnel and will be assessed a \$100 rescheduling fee. All fees must be paid prior to re-scheduling date.

### **Course Audit Fee**

The tuition fee for auditing a course is one-third the regular charge for that course.

## **Challenge Exam Fee**

Students who believe they have the prior knowledge to successfully complete a course without participating in the day-to-day activities of that course may elect to challenge the course via a challenge exam. Credit will be earned for challenged courses successfully completed via earning a “C” or better on the challenge exam. The fee for taking the challenge exam is \$100 per course. The \$100 challenge fee is nonrefundable and not applied to tuition for financial aid needs if the individual fails the challenge. Students electing to take the challenge exam for MA 101: Intermediate Algebra must take the exam at least a month before the start of their incoming semester.

## **Credit for Prior Learning Fee**

Students who wish to have knowledge and experience evaluated to determine if the course outcomes have been met by life experiences will pay an up-front fee of \$100 to have the portfolio reviewed. If credit is granted, the student will pay an additional \$25 fee per credit granted.

## **Lab, Simulation, Computer & Standardized Testing Makeup Fees**

Attendance at all parts of labs, simulations, computer trainings, and standardized testing are mandatory. All fees must be paid prior to re-scheduling date. The following fee parameters apply:

- **Lab Testing (BSN)** - Students who do not attend lab testing at the scheduled time are required to re-schedule with the course facilitator and will be charged a \$100 lab testing re-scheduling fee. If a student is unsuccessful with the lab exam, they are allowed to re-take the exam one time only and will be charged \$100 to re-take the exam.
- **Simulations (BSN)** - Students who do not attend simulation activities as scheduled are required to re-schedule with the course facilitator and will be charged a \$100 fee for re-scheduling.
- **Computer Trainings and Standardized Testing (BSN)** - Students who do not attend computer trainings or the standardized tests as scheduled, are required to re-schedule and will be charged a \$100 fee for re-scheduling.

## **Additional Expenses – BSN and MSN**

In addition to tuition and fees, students should plan for the following additional expenses:

- Books (hard copy or e-book)
- Room and Board
- Student Uniform (scrubs, lab coat, and shoes)
- Transportation
- Miscellaneous Expenses
- Skills lab supplies
- Access Fee (MSN FNP students)
- My Clinical Exchange (MSN FNP/NE Students placed at HSHS/Prevea MAY incur a small, onetime administrative fee)

## **National Exam and State Licensing Fees – BSN**

There are a number of variable costs related to the National Council Licensure Examination for Registered Nurses (NCLEX-RN), the State Registered Nurse (RN) licensing application, are not covered in fees paid to Bellin College. These fees are paid directly to the vendor and have varying costs. Information for the exams and licensing is provided to students in the semester prior to graduation. Please see the Dean of Nursing for current information on hand.

## **MSN FNP Certification Exam**

There are numbers of variable costs associated with certification as an FNP and licensing as an Advanced Practice Nurse. FNP students have the option of sitting for one of two certification exams. One is offered by the American Academy of Nurse Practitioners (AANP) and the other is offered by the American Nurses Credentialing Center (ANCC). Costs associated with certification and licensing are not covered in fees paid to Bellin College. These fees are paid directly to the vendor and have varying costs. Information about the certification exam and licensing is provided to students in the semester prior to

graduation.

### **Graduation Fee**

In the semester prior to graduation, the student will be charged a \$225 graduation fee. This fee helps to defray the costs related to the: diploma, caps and gowns, announcements, programs, speaker, room, musicians, commencement reception, class picture-sitting fee, BSN nursing pin (if applicable), and processing of student records, storage, and maintenance for future reference. Attendance at the commencement ceremony is encouraged, but not mandatory. Non-participation in the commencement ceremony does not affect the \$225 graduation fee.

Class picture packages are not included in this fee but will be available for purchase from the photographer.

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## **► Payment Policies and Procedures**

### **Billing Statements**

Billing (tuition and fees) statements are available in the student information system before the enrollment term. Billing statements are also mailed to all students. Payment in full or partial payment with the selection of the installment payment plan must be made by the due date specified on the bill. Failure to do so may result in a \$25 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 due dates are specified on the college website in the academic calendar. Payment(s) to Bellin College may be made via cash, personal check, certified check, or money order. MasterCard, Visa, Discover, and American Express will be accepted with an additional charge of 2.45% of transaction.

### **Overpayment of Account**

If you are utilizing financial aid and have borrowed excess funds, your account balance will show in brackets (100). When an account is overpaid, the Bursar will immediately apply to the Bellin Health System for a check made payable to the student account. Refund checks are available for pick up in the Bursar's office no later than 14 days from the date of the overpayment. In most cases, these checks are available within a three-day period. Checks can also be mailed to the students billing address upon request. The Bursar notifies each student when the check is available to be picked up or mailed via Bellin College email. In some cases, students elect to leave all overpayments on account until the following semester. Because most overpayments are a result of financial aid loans and grants, students wishing to leave funds on their account will notify the Bursar of their intent via Bellin College email.

### **Installment Payment Plan**

Bellin College offers an installment payment plan each semester. This plan allows the student to pay tuition over the semester in three equal payments. The student must pay the first payment on the original payment due date and sign additional paperwork to implement the plan. There is no interest or finance charges for the plan, however there is a \$10 per semester processing fee. Any student defaulting on a payment plan will not be offered the plan in subsequent semesters and their account will immediately be placed on HOLD until the installment payment is received by the Bursar.

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

If a student fails to make 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 five working days of the receipt date of the certified letter. To appeal, the student must make a written request to the Vice President of Business and Finance for reinstatement.

Satisfactory payment arrangements must be agreed upon before the student will be allowed to return to Bellin College classes. Tuition and fees charges will 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, Financial Aid Director, and other applicable college personnel.

### **Installment Plan Extension for Time**

Extension of payment due dates may be granted for extremely unusual circumstances. To request an extension of time or for an installment payment plan, please contact the Bursar before 4:00 pm on the day payment is originally due. If granted, extensions will be for a specified length of time. If the payment or installment payments are not made by the due date, the student may be charged a \$25 late fee and 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 complete the following:

- Notify the student, in writing, of the returned NSF check via certified mail.
- Assess the student a \$25 NSF penalty fee.
- Require the student/parent to submit payment in full by the date designated in the certified letter. **Please note:** Failure to make this payment by this date will result in a late payment fee and student may be subjected to the institutional withdrawal policy.
- Require the student/parent to make all current and future payments to Bellin College by cashier’s check or certified check/money order. Personal checks from any party will not be accepted.
- If payment arrangements are not met, a collection agency will be utilized. This may result in a notation on the student’s credit record. The students’ college records will remain on “hold” until the situation is fully resolved.

### **Tax Benefits**

If you pay for both college tuition and taxes in the same year, you may qualify for federal and state education tax benefits. While Bellin College does not provide individual tax advice, information may be obtained through a licensed tax professional or you can request information via the following website: [IRS Publication 970](#).

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

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## ► Financial Aid Policies and Procedures

### **Applying for Financial Aid at Bellin College**

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

### **Enrollment Status and Financial Aid**

Generally, when the term "enrollment status" is used, it is referring to a student's credit load (full-time, etc.). Most financial aid programs require at least half-time enrollment for financial aid to be awarded. For students who are less than full-time, financial aid may be adjusted, reduced, or voided. Because of this, the financial aid office monitors the enrollment status for every financial aid recipient. For financial aid purposes, the combined credit load of Bellin College courses and general education courses taken at another institution (provided those credits will transfer to Bellin College to fulfill degree requirements at the College) will be used to determine a student's enrollment status for financial aid. Therefore, a student who is enrolled for nine credits at Bellin College and taking three credits at another campus, would be considered full-time student for financial aid purposes, although the student may be reported as less-than-full-time to loan holders and other agencies since Bellin College cannot report enrollment at another institution to those agencies. At least half-time enrollment is required for most financial aid programs including federal student loans and state grants. For some aid programs, the award amount may be prorated if the student is less than full-time. For example, if a student is eligible for a Federal Pell Grant in the amount of \$2000 for a semester based on full-time enrollment and he/she enrolls half-time instead, the award will be reduced to \$1000. In most cases, the only programs which may be prorated in this manner are the Federal Pell Grant and the Wisconsin Grant.

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

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

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

### **Agency Forms**

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

### **Financial Aid Programs**

Financial aid can come from a variety of sources such as federal & state governments, higher educational institutions, civic organizations, employers, businesses, professional groups, and other sources. For more

information about financial aid programs available at Bellin College, visit our website at <https://www.bellincollege.edu/admissions/financial-aid-and-scholarships/applying-for-financial-aid/types-of-financial-aid/>

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

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

### **Financial Aid Awards**

The Director of Financial Aid reviews the results of the Free Application for Federal Student Aid (FAFSA). Students are assigned a standard cost of attendance budget based upon anticipated costs for tuition and fees (based on program of study and curriculum plan), housing, transportation, books and supplies, and other miscellaneous expenses. The result of the FAFSA, the expected family contribution (EFC) is subtracted from the budget; the remainder is defined as financial need. There are some forms of financial aid which can only be awarded to a student with financial need and the total of all awards of need-based aid cannot exceed an individual student's calculated financial need. Aid programs which are restricted to students with financial need are referred to as need-based aid. Those aid programs which can be awarded in excess of a student's financial need are called non-need-based aid. The total of need-based and non-need-based aid cannot exceed a student's cost of attendance budget.

When reviewing the student's FAFSA results, the Director of Financial Aid determines the student's financial need and screens the student for eligibility for all aid programs administered by Bellin College. Eligibility for individual aid programs may be based on grade level, dependency status, program of study, past financial aid received, and other factors. All factors must be considered when determining the aid for which the student may qualify.

### **Financial Aid Offer Letter**

When the student's eligibility for financial aid programs has been determined, the Director of Financial Aid will print a Financial Aid Notification Letter and mail it to the student's billing address. An email notification will also be sent to the student with instructions to view aid in the MyBC portal. The student should review the aid offer in the portal and has the option to accept/decline any portion of the aid offer. There may be forms or documents which the student will need to complete and return to the financial aid office for aid to be fully processed. It is the student's responsibility to read all enclosures and follow all instructions.

### **Aid Disbursements**

Aid will be paid to the student's account not more than three working days prior to the start of the semester; excess funds, if applicable, will be refunded to the student via check. Refund checks will be distributed by the college's bursar as received. Students should allow at least 3-5 working days from payment date before the refund check may arrive. If funds are required to make payment to another institution, it is the student's responsibility to work out payment arrangements with that institution.

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

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



status. In extreme circumstances, the Director of Financial Aid has the authority to change a dependent student into an independent student for financial aid (FAFSA filing) purposes. Documentation to substantiate the student's claim of self-support is required.

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

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

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

Students who receive donor scholarship money from Bellin College are required to send an acknowledgement to their designated donors in the form of a personal note of thanks and attend a reception. Thank you, letters must be turned, in to the Development office staff by the designated due date. The Development office will inform students of the date for the scholarship reception.

Failure to submit a thank you letter and/or failure to attend the banquet will result in the scholarship being canceled. The scholarship loss will not be replaced with another grant aid.

### **Merit Scholarship Program Guidelines**

The following guidelines will apply to students awarded a Bellin College Merit Scholarship for an initial enrollment period beginning on or after July 2015. Bellin College Merit Scholarship funds are to be used to pay for educational costs incurred while enrolled at Bellin College. This scholarship program is based solely on academic performance.

#### **Award Values:**

Merit Scholarships are awarded as the total maximum dollar value allowed over the course of the student's expected enrollment at Bellin College; awards are spread over the expected terms of enrollment. Merit Scholarships do not extend beyond the original anticipated number of terms of enrollment:

<b>Enrollment Track</b>	<b>Maximum Number of Terms to Receive a Merit Scholarship</b>
Traditional Four-Year	4 Years (8 semesters—fall and spring only)
Sophomore Transfer	3 Years plus Summer of Initial Enrollment (7 semesters)
Junior Transfer	2 Years plus Summer of Initial Enrollment (6 semesters)
15-Month Option-Spring Start	7 Sessions
15-Month Option-Summer Start	7 Sessions

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

Merit Scholarships are awarded at the time of admission to BC based upon academic credentials. The award will be disbursed beginning with the student's initial term of enrollment at BC as indicated on the student's admission application and Merit Scholarship award notification letter. Failure to enroll at BC for that term will result in forfeiture of the Merit Scholarship. If the student applies for entry in a subsequent term, Merit Scholarship eligibility will be evaluated based upon academic credentials and Merit Scholarship guidelines in effect at the time of admission for that term of entry.

#### **High School Students**

Awards will be based upon high school GPA and composite ACT (or equivalent SAT) scores. Merit Scholarship reviews will begin when scores are available from the February ACT testing date and will continue on a rolling basis as additional students are accepted; this will allow students to retake the test during their senior year, if desired. The highest ACT (or equivalent SAT) score available at that time will

be used; subsequent scores will *not* be evaluated for Merit Scholarship purposes. The GPA will be based upon the student's GPA at the end of the first semester of the senior year of high school if the student is still enrolled; it is the student's responsibility to submit updated transcripts reflecting the final fall grades. If fall semester grades are not received at the time of official Merit Scholarship review, the most recent GPA on file will be used. **Please note:** Once Merit Scholarship eligibility has been determined, BC will only re-evaluate based upon subsequent standardized test scores and/or GPA if the student makes her/his request known in writing to BC's Admissions Office. Updated official document(s) such as a new standardized test report and/or final official transcript must be provided to the Admissions Office for re-evaluation. Request must be made no later than one week prior to the start of the student's first semester of enrollment at Bellin College.

Awards will be based upon the following scales:

High School Students (BSN)						
High School GPA	ACT Composite 25-26		ACT Composite 27-29		ACT Composite 30-36	
3.50-3.74	Success Award	\$10,000	Achievement Award	\$15,000	Honors Award	\$26,000
3.75-3.94	Achievement Award	\$15,000	Honors Award	\$26,000	Legacy Award	\$34,000
3.95-4.00	Achievement Award	\$15,000	Legacy Award	\$34,000	Excellence Award	\$40,000

#### Award Distributions (BSN)

Success Award	Achievement Award	Honors Award	Legacy Award	Excellence Award
Year 1 - \$1,000	Year 1 - \$2,000	Year 1 - \$3,000	Year 1 - \$4,000	Year 1 - \$4,500
Year 2 - \$2,000	Year 2 - \$3,000	Year 2 - \$4,500	Year 2 - \$8,000	Year 2 - \$9,500
Year 3 - \$3,000	Year 3 - \$4,500	Year 3 - \$8,500	Year 3 - \$10,000	Year 3 - \$12,000
Year 4 - \$4,000	Year 4 - \$5,500	Year 4 - \$10,000	Year 4 - \$12,000	Year 4 - \$14,000

#### Transfer Students

Undergraduate transfer students entering Bellin College via the BSN Traditional Four-Year Option, Sophomore Option, Junior Option, 15-Month Option Programs are considered for Bellin College Merit Scholarships. Eligibility will be based upon the student's transfer GPA. **Transfer GPA** is defined as the calculated GPA on all accepted transfer credits/courses as shown on the official credit evaluation on file at the time of the official Merit Scholarship review (grades from non-transferable courses are not included in the Transfer GPA). Merit Scholarship eligibility reviews for transfer students will be performed following the timeline below which allows Bellin College to include the most recently completed coursework in the Merit Scholarship review. **Please note:** Once Merit Scholarship eligibility has been determined, BC will only re-evaluate based on subsequent transfer GPA if the student makes her/his request known in writing to BC's Admissions Office. An updated official transcript must be provided to the Admissions Office for consideration. Written appeals must be received at least one week prior to the start of Bellin College enrollment. It is the student's responsibility to ensure Bellin College receives all applicable official transcripts from other institutions.

#### Transfer Student Review Timeline—All Transfer Students\*

Semester of Initial Enrollment at Bellin College	Timing of Official Merit Scholarship Review
Fall Semester	February/March (Grades through Previous Fall)
Spring Semester	August/September (Grades through Previous Summer)
Summer Term	February/March (Grades through Previous Fall)

\*Students with fewer than 12 accepted transfer credits on file at the time of acceptance or conditional acceptance will not be reviewed for Merit Scholarship eligibility until the official transcript(s) resulting in a minimum of 12 transfer credits has been received. Eligibility for Merit Scholarship will then be based on the calculated transfer GPA of the total accepted credits on file per the official Bellin College Credit Evaluation.

<b>Transfer Students – Traditional 4-Year Option (BSN)</b>						
			<b>Award Distributions</b>			
<b>GPA</b>	<b>Level</b>	<b>Total Award</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
3.50-3.74	Martensen Award	\$10,000	\$1,000	\$2,000	\$3,000	\$4,000
3.75-3.94	Krueger Award	\$15,000	\$2,000	\$3,000	\$4,500	\$5,500
3.95-4.00	Giese Award	\$26,000	\$3,000	\$4,500	\$8,500	\$10,000

<b>Transfer Students – Sophomore Transfer Option (BSN)</b>						
			<b>Award Distributions</b>			
<b>GPA</b>	<b>Level</b>	<b>Total Award</b>	<b>Summer</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
3.50-3.74	Martensen Award	\$10,000	\$1,000	\$2,000	\$3,000	\$4,000
3.75-3.94	Krueger Award	\$15,000	\$2,000	\$3,000	\$4,500	\$5,500
3.95-4.00	Giese Award	\$26,000	\$3,000	\$4,500	\$8,500	\$10,000

<b>Transfer Students – 15-Month Option (BSN)</b>									
			<b>Award Distributions by Sessions</b>						
<b>GPA</b>	<b>Level</b>	<b>Total Award</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
3.50-3.74	Martensen Award	\$10,000	\$1,000	\$1,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
3.75-3.94	Krueger Award	\$15,000	\$2,000	\$2,000	\$2,150	\$2,150	\$2,150	\$2,150	\$2,400
3.95-4.00	Giese Award	\$26,000	\$3,500	\$3,500	\$3,750	\$3,750	\$3,750	\$3,750	\$4,000

<b>Transfer Students – Junior Transfer Option (BSN)</b>								
			<b>Award Distributions by Semesters</b>					
<b>GPA</b>	<b>Level</b>	<b>Total Award</b>	<b>Summer</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Spring</b>
3.50-3.74	Martensen Award	\$10,000	\$1,000	\$1,250	\$1,250	\$2,000	\$2,250	\$2,250
3.75-3.94	Krueger Award	\$15,000	\$2,000	\$2,250	\$2,250	\$2,500	\$3,000	\$3,000
3.95-4.00	Giese Award	\$26,000	\$3,000	\$3,500	\$3,500	\$4,500	\$5,750	\$5,750

### Students with GED

Students who are accepted with GED scores instead of high school diplomas will be evaluated for Merit Scholarship eligibility based upon the following scale:

<b>Students with GED</b>						
			<b>Award Distributions</b>			
<b>GED Total Score</b>	<b>Level</b>	<b>Total Award</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
2750-2999	Honors Award	\$10,000	\$1,000	\$2,000	\$3,000	\$4,000
3000-3499	Legacy Award	\$15,000	\$2,000	\$3,000	\$4,500	\$5,500
3500-4000	Excellence Award	\$26,000	\$3,000	\$4,500	\$8,500	\$10,000

## **Renewal of Merit Scholarships**

### **Renewal of Merit Scholarships for students enrolling prior to Fall 2017**

Renewal of Bellin College Merit Scholarships will be contingent upon maintenance of a minimum of 3.5 cumulative GPA. Official review of the GPA will occur according to the recommended schedule above. In order to retain eligibility for the Merit Scholarship, the cumulative GPA must be a minimum of 3.50. All courses offered by Bellin College will be used in determining the GPA (transfer courses are not included in the Bellin College GPA). The GPA will be reviewed, and the minimum 3.50 GPA must be attained for renewal of the Merit Scholarship. In addition to maintaining a cumulative GPA of 3.50, a Merit Scholarship recipient must complete a minimum of 6 program credits each semester/term of enrollment beginning with the sophomore year. Both requirements must be met in order to continue to receive a Bellin College Merit Scholarship.

### **Renewal of Merit Scholarships for Students Enrolling Fall 2017 and beyond**

- For the BSN 15 Month Option, students will be re-reviewed for renewal after Session 3 of the curriculum plan regardless of cohort. Both cohorts will again be re-reviewed for renewal after Session 5.
- For the BSN Junior Transfer Option, students will be re-reviewed for renewal after Year 1, Fall Semester 1; Year 1, Spring Semester 2; and Year 2, Fall Semester 1.
- For Traditional 4-year BSN, students will be re-reviewed for renewal Sophomore Year Semester 1; Junior Year Semester 1; and Senior Year Semester 1.

This change went into effect for Merit Scholarship awards made to students entering Bellin College beginning with the 2017-2018 Academic Year (Fall 2017 and beyond). This is only for new Merit recipients' awardees.

If a student does not meet the requirements for renewal of a Merit Scholarship, all pending disbursements of the award are forfeited; **eligibility may not be regained**.

### **Students Re-Admitted to Bellin College**

If a student received a Merit Scholarship while enrolled at BC, that award becomes null and void at the time of withdrawal; the student will be evaluated for Merit Scholarship eligibility based upon the criteria noted above at the time of re-admission to the program. For consideration of a Merit Scholarship as a re-admitted BC student, the student must have withdrawn from BC on a voluntary basis while in good academic standing.

Upon re-admission to the program, the student will be considered for a Merit Scholarship based upon transfer criteria at the time of re-admission. The GPA and transfer credits (including any previous BC courses) will be used in evaluating the student's eligibility for a Merit Scholarship as described under **Transfer Students**. For more information about Bellin College, please visit our website at [www.bellincollege.edu](http://www.bellincollege.edu).

## **Admission Scholarship Program Guidelines**

The following guidelines will apply to students awarded an Admission Scholarship for an initial enrollment period beginning on or after January 2016. Bellin College Admission Scholarship funds are to be used to pay for educational costs incurred while enrolled at Bellin College. This scholarship is based on essay, standardized test results, GPA and extra curricular activities. The award amounts and score ranges listed below are subject to change as the Board of Trustees or administration deems necessary. A student awarded any scholarship is expected to comply with and uphold the positive values and mission of Bellin College on and off campus. Behavior violations of any kind may result in the loss of scholarship.

### **Award Values**

Admission Scholarship funds are awarded as the total maximum dollar value allowed over the course of the student's expected enrollment at Bellin College, and awards are spread over the expected terms of enrollment. Admission Scholarship funds do not extend beyond the original anticipated number of terms of enrollment:

<b>Enrollment Track</b>	<b>Maximum Number of Terms to Receive an Admission Scholarship Award</b>
Traditional Four-Year	4 Years (8 semesters—fall and spring only)
Sophomore Transfer	3 Years plus Summer of Initial Enrollment (7 semesters)
Junior Transfer	2 Years plus Summer of Initial Enrollment (6 semesters)
15-Month Option-Spring Start	7 Sessions
15-Month Option-Summer Start	7 Sessions

### Anticipated Term of Enrollment

Admission Scholarship funds are awarded at the time of admission based upon essay, standardized test results, GPA and extra curricular activities. The award will be disbursed beginning with the student's initial term of enrollment at Bellin College as indicated on the student's admission application and Admission Scholarship award notification letter. Failure to enroll at Bellin College, changing program tracks or withdrawal will result in forfeiture of Admission Scholarship funds. If the student applies for entry in a subsequent term, Admission Scholarship funds eligibility will be evaluated based upon available credentials and Admission Scholarship guidelines in effect at the time of admission for that term of entry.

### High School Students

Only students identified as proceeding to an interview will be reviewed for Admission Scholarship fund eligibility. Awards will be based on an essay, standardized test results, high school GPA and extra curricular activities at time of application submission. Admission Scholarship reviews will begin when a student is accepted into the program. **Please note:** Once Admission Scholarship eligibility is determined, BC will only re-evaluate GPA if subsequent transcripts are sent by applicant with request in writing.

#### Award Distributions

<b>High School Students (BSN)</b>					
		<b>Award Distributions</b>			
<b>Level</b>	<b>Total Award</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Silver	\$8,000	\$750	\$1,100	\$2,900	\$3,250
Gold	\$10,000	\$1,000	\$1,500	\$3,500	\$4,000
Platinum	\$12,000	\$1,250	\$1,800	\$4,200	\$4,750

### Transfer Students

Transfer students are eligible for Admission Scholarship funds. Only students identified as proceeding to an interview will be reviewed for Admission Scholarship Program eligibility. Eligibility will be based on an essay, transfer GPA and extra curricular activities review. **Transfer GPA** is defined as the calculated GPA on all accepted transfer credits/courses at the time of admission into the Bellin College program (grades from non-transferable courses are not included in the Transfer GPA). Admission Scholarship eligibility reviews for transfer students will be performed once a student is accepted into their program.

**Please note:** Once Admission Scholarship eligibility is determined, BC will only re-evaluate GPA if subsequent transcripts are sent by applicant with request in writing.

<b>Transfer Students – Traditional 4-Year Option (BSN)</b>					
		<b>Award Distributions</b>			
<b>Level</b>	<b>Total Award</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Silver	\$8,000	\$750	\$1,100	\$2,900	\$3,250
Gold	\$10,000	\$1,000	\$1,500	\$3,500	\$4,000
Platinum	\$12,000	\$1,250	\$1,800	\$4,200	\$4,750

<b>Transfer Students – Sophomore Transfer Option (BSN)</b>					
		<b>Award Distributions</b>			
<b>Level</b>	<b>Total Award</b>	<b>Summer</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Silver	\$8,000	\$750	\$1,100	\$2,900	\$3,250
Gold	\$10,000	\$1,000	\$1,500	\$3,500	\$4,000
Platinum	\$12,000	\$1,250	\$1,800	\$4,200	\$4,750

<b>Transfer Students – 15 Month Option (BSN)</b>								
		<b>Award Distributions by Sessions</b>						
<b>Level</b>	<b>Total Award</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Silver	\$8,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$2,000
Gold	\$10,000	\$900	\$1,250	\$1,250	\$1,250	\$1,250	\$2,000	\$2,100
Platinum	\$12,000	\$1,125	\$1,125	\$1,500	\$1,875	\$1,875	\$2,250	\$2,250

<b>Transfer Students – Junior Transfer Option (BSN)</b>							
		<b>Award Distributions by Semesters</b>					
<b>Level</b>	<b>Total Award</b>	<b>Summer</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Spring</b>
Silver	\$8,000	\$1,000	\$1,000	\$1,000	\$1,500	\$1,500	\$2,000
Gold	\$10,000	\$1,250	\$1,250	\$1,700	\$1,700	\$2,000	\$2,100
Platinum	\$12,000	\$1,125	\$1,875	\$1,875	\$2,250	\$2,250	\$2,625

### Students with GED

Students who are accepted with GED scores instead of high school diplomas will be evaluated for Admission Scholarship eligibility based upon the following scale:

<b>Students with GED</b>						
		<b>Award Distributions</b>				
<b>Level</b>	<b>Total Award</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	
Silver	\$8,000	\$750	\$1,100	\$2,900	\$3,250	
Gold	\$10,000	\$1,000	\$1,500	\$3,500	\$4,000	
Platinum	\$12,000	\$1,250	\$1,800	\$4,200	\$4,750	

### Renewal of Admission Scholarship Funds

Bellin College Admission Scholarship funds are guaranteed as long as the student is enrolled in courses with Bellin College. The student must also remain in good standing. If the student does not meet the standards of good standing as decided by the Dean of Students, all pending disbursements of the award are forfeited.

### Students Re-Admitted to Bellin College

If a student received Admission Scholarship funds while previously enrolled at Bellin College, that award becomes null and void at the time of withdrawal or program change; the student will be evaluated for Admission Scholarship eligibility on a case-by-case basis, based upon the information available at the time of re-admission to the program.

Upon re-admission to the program, the student will be considered for Admission Scholarship funds based upon transfer criteria at the time of re-admission. An essay, GPA and extra curricular activities will be used to evaluate the student's eligibility for Admission Scholarship funds, as described under **Transfer Students**.

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

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

Federal regulations require 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 Bellin 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

- Unless otherwise noted, nursing students are subject to identical standards under this policy.
- SAP will be checked by the Director of Financial Aid at the end of each enrollment term, including summer and interim terms.
- A student may be placed on *financial aid warning or probation* but not on *academic probation* or *visa versa*. See Student Handbook for more information on Academic Probation.
- 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. An official transcript must be submitted within four weeks of the last day of completing the course.
- A student will be subject to the SAP policy of the college or university awarding financial aid. The Director of Financial Aid will track SAP status on all students, including those receiving aid through other colleges, however, the student will not be subject to the Bellin College policy until aid is applied for and received through Bellin College. Eligibility for the first enrollment term of aid through Bellin College will be based upon the student's SAP status as of the most recently completed enrollment term. For example, SAP status for a student who first receives aid for the fall term of the junior year will be based upon the SAP record as of the end of the spring or summer (if applicable) enrollment term of his/her sophomore year. Therefore, it is possible for a student to be placed on financial aid warning for her/his first enrollment term receiving aid through Bellin College.

### Summer and Winter Interim Terms

It is understood that not all students are enrolled in summer or interim terms however, if a student enrolls during such a term, courses taken during these terms are included in the SAP calculations. Graded Bellin College courses will be included in the earned/attempted ratio and be included in the GPA calculation. Courses which are strictly clinical in nature (Pass/Fail) will count towards the credits earned/attempted ratio but do not affect the GPA. General education (transfer) courses taken at other institutions will be included in the earned/attempted ratio but not affect the GPA. The responsibility lies with the student to ensure that the Bellin College Registrar receives the appropriate official transcripts as noted above.

### Changes in Majors or Degrees

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

Bellin College offers only bachelor's degree programs and master's degree programs in nursing. In order to move from a BSN program to an MSN program, a student must first complete the BSN and apply for admission into the MSN. If admitted into the MSN program, SAP calculations for that student's MSN program would only include courses taken within the MSN program. The standards for the MSN program are listed in this policy.

### Second Degree Students

It is very common for students who have bachelor's degrees to enroll in a second-degree program in order to change careers. Students who are admitted with prior degrees may have many of the required

courses needed to fulfil degree requirements at Bellin College. A credit evaluation is performed on transfer courses to determine how many courses/credits are applicable to the Bellin College degree program. Only those courses plus courses taken while enrolled at Bellin College as part of the current degree program are used in the SAP calculation. This applies to all students with prior degrees including those who may have previously received a degree from Bellin College.

### **Financial Aid Warning**

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

### **Financial Aid Probation**

A student who fails to meet SAP standards at the end of the financial aid warning enrollment term, will be placed on *financial aid probation*. The student will not be eligible to receive federal, state, or institutional financial aid until all SAP requirements are again met. The student will be sent a letter from the Director of Financial Aid informing her/him of the probation status within five business days of the date it is determined that the student did not meet SAP standards. **NOTE:** If the warning/probation status is primarily due to a deficiency in GPA, it is important to note that the Bellin GPA can only be improved by courses enrolled and earned at Bellin College.

### **Completion Rate**

Following each enrollment term, a student's academic progress will be measured by comparing the cumulative number of attempted credits with the cumulative number of earned credits. This will include any course for which the student has remained enrolled past the Add/Drop period. A student will be expected to earn at least 67% of the cumulative credits attempted 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.
- Periods of enrollment when a student does not receive federal aid (such as less than half-time or on financial aid probation) are included in the SAP calculation (Bellin College or transfer courses).
- Students who re-enter Bellin College will be reviewed for SAP based on all courses (transfer and previous Bellin College courses) accepted toward their degree program at the time of readmission; the Bellin College GPA will be used. Therefore, it is possible that a student who has been readmitted to Bellin College may be immediately placed on financial aid warning or probation.

### **Cumulative Bellin GPA**

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

- **Undergraduate Students:** All undergraduate students will be expected to maintain a minimum cumulative Bellin GPA of 2.0 in order to meet satisfactory academic progress standards.



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

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

- Transfer credits are not included in the GPA calculation; only Bellin College courses are used to determine a student's Bellin 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. **Please Note:** There is no financial aid warning term under this rule; a student will become ineligible for aid for the term in which the student is scheduled to reach or exceed the maximum number of credits of eligibility. Therefore, a traditional, BSN student who has attempted 187 credits will be ineligible to receive aid in the following term if she/he is enrolled for five or more credits for that term (192-187=5).

Program/Track	Required Credits	Maximum Credits of Aid Eligibility
<b>BSN</b>		
Traditional/Sophomore Option	120	180
Traditional/Sophomore Option (Beginning in Fall 2015 Entry)	120	180
15-Month Option	120	180
15-Month Option (Beginning in Spring 2016 Entry)	120	180
Junior Transfer Option	120	180
RN to BSN	120	180
<b>MSN</b>		
Educator	39	58.5
Family Nurse Practitioner (Fall 2014 Entry)	48	72
Family Nurse Practitioner (Beginning in Fall 2015 Entry)	47	70.5

**Appeal Procedure**

Incomplete Grades:

- A student who was placed on financial aid warning or probation due to an incomplete grade may make a written request to the Director of Financial Aid once the course is completed to again review the student's SAP status. The Director of Financial Aid will review SAP requirements for the student; the student will be notified in writing of the outcome of the appeal within ten business days. Possible outcomes of the appeal will be that the student will remain on financial aid warning or probation or the warning status will be lifted, and the student will once again be in good standing. *Credits not completed within four (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 Probation:**

To appeal a financial aid probation, a student must submit a signed and dated letter of appeal to the Director of Financial Aid within 14 calendar days of notification of the probation. The letter must explain why the student failed to meet SAP standards and how the student plans to improve upon 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 Dean of Student Services will review the request and a decision will be made within ten business days of receipt of the letter and supporting documentation (if applicable). The student will be notified in writing of the decision. If the appeal is granted, the student will be allowed one additional enrollment term of financial aid warning. Only one suspension appeal will be allowed; no further appeals will be accepted. The decision of the Dean of Student Services and Director of Financial Aid is final.

### **Return of Unearned Aid**

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

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

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

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

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

### **Refund Notification to Student**

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

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

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

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

- Repays the overpayment (unearned aid) in full to the institution within 45 days of the date the college sends the notification to the student that a return of federal aid is required or;
- Enters into a satisfactory repayment agreement with the college or;

- Signs a repayment agreement with the Secretary of the US Department of Education which will include terms that permit the student to repay the overpayment while maintaining eligibility for federal aid.

Bellin College will refer collection matters to the Secretary of the US Department of Education if the student does not repay to the college the full amount of the overpayment or enter into a satisfactory repayment agreement with the college or the Secretary of the US Department of Education in accordance with Section 668.22 (h) (4) (I) of the Higher Education Act within 45 days from the date the college sent the student a notification of the overpayment.

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

### **Repayment Agreement**

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

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

### **Post-Withdrawal Disbursement of Aid**

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

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

### **Withdrawal Date Determination for Non-Attendance**

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

- The date, as determined by the college, that the student began the withdrawal process prescribed by the college policy.
- The date, as determined by the college, that the student otherwise provided official notification to the institution or its representative, in writing or orally, of her/his intent to withdraw.
- The mid-point of the enrollment period, if the student ceases attendance without providing official notification to the college of her/his intent to withdraw unless the college can document the student's last date of attendance at an academically-related activity (please see term definition below).

- The date the college determines is associated with the circumstance, if the student failed to provide official notification of the intent to withdraw due to illness, accident, or grievous personal loss, or other such circumstance beyond the student's control.

### **Academically Activity**

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

### **Summer Financial Aid**

Bellin College students enrolled in courses during a summer term may qualify for financial aid to help defray the costs of those courses. Summer financial aid for students enrolled in the 15-Month and JTO program will be included with the original financial aid offer; no additional application is required. Other Bellin College students taking summer classes, either at Bellin College or at another institution, should consult with the Bellin College financial aid office to determine if they may be eligible for financial aid for summer enrollment.

For all Bellin College programs, the summer term is considered a trailer to the current academic year which started with the fall term/semester. Federal aid eligibility for a summer term will be determined based upon enrollment status (half-time, etc.) and remaining annual eligibility in applicable programs such as federal student loans, Pell Grants, etc.

### **Summer Enrollment Status**

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

### **Alternative Financing for Summer**

Students who do not qualify for federal aid sufficient to pay all summer charges may apply for a credit-based private education loan. Some private education loans do not require a minimum of half-time enrollment and therefore, may be borrowed (pending credit approval) by students taking less than six (6) credits in a summer term. Interested students should consult with the financial aid director to determine how much private loan may be borrowed. Information on lenders/loan programs is available from the financial aid office at <https://www.bellincollege.edu/admissions/financial-aid-and-scholarships/>.

### **Summer Charges and Billing**

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

### **Enrollment at another Institution**

Students enrolling at another institution during a summer course must submit proof of registration and costs to the financial aid office at Bellin College for the credits/charges to be used to determine eligibility for summer aid. Students are also responsible for submitting proof of registration to the Bellin College Advisor and Accommodations Coordinator.

### **Senior Specialty Clinical in Summer**

BSN seniors who choose to take the optional two-credit specialty clinical over the summer will be required to pay for that course in the summer. If this is the only summer course, the student will not qualify for federal student loans since two credits will not meet the minimum half-time requirement. Students interested in a private education loan should consult with the Bellin College financial aid director. For

most students, this may be the only aid option for this course. Students who may qualify for Pell Grant or State Grants in the fall and/or spring semester may want to consider how taking the two credits in the summer will impact their enrollment status, and therefore grant eligibility, in either the upcoming fall or spring semester.

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## ► Admissions Policies and Procedures

It is the policy of Bellin College to be nondiscriminatory because of race, color, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status, or disability in the admission of students.

Bellin College conducts the admission decision process in an ethical, respectful, and professional way. The institution provides information to prospective students so that student can make an informed decision without being subjected to high-pressure tactics. Information to prospective students is accurate, complete, and up-to-date. This information is provided without any requirement that the prospective student provide contact information to the institution.

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

Specific requirements for admission to the BSN programs can be found in the Bellin College Nursing Guide as well as the Bellin College website: [www.bellincollege.edu](http://www.bellincollege.edu). Students are to follow the policies and procedures documented in their specific Bellin College Guide and website <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/bellin-college-guide/> at the time in which they entered.

### **Programs -Undergraduate**

Bachelor of Science in Nursing (BSN)

#### **Admission Decision Process**

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

Upon receipt of all application materials, an admissions representative will evaluate the applicant's file for completeness of program specific requirements (personal statement, resume, high school transcript, ACT score, credit evaluation(s), and other documents as applicable). Transfer students will have a credit evaluation approved by the registrar. The admissions representative will send a request to the development office for a scholarship review. Upon completion of scholarship review, a final review is conducted (via phone or in person) by an admissions representative and an acceptance decision is communicated to applicant.

If an applicant's file needs further review, the vice president of strategic engagement & P.R. is notified. The Vice President of Strategic Engagement & P.R., the appropriate Academic Dean, and Program director will review all of the applicant's file materials. The admission decision will be made collaboratively between the director of admissions & enrollment management and the academic program director/dean.

### **Program Options**

#### **Bachelor of Science in Nursing (BSN)**

Bellin College offers multiple entry options to students. The options are as follows:

- Traditional Four Year Option
- Sophomore Transfer Option
- Junior Transfer Option

- 15 Month Option

## **General Admission Requirements – BSN**

Please reference the Bellin College website for the most up-to-date information. All applications are reviewed on an individual basis. Bellin College recognizes unusual circumstances may occur. This may require additional information in order to make an admission decision. For any questions contact the Bellin College Admissions Department at (920) 433-6650.

### **Personal Qualifications**

The applicant must demonstrate motivation, initiative, work ethic, leadership and integrity. The applicant must provide a personal resume and personal statement. A comprehensive review will be completed, taking in consideration educational requirements, to determine eligibility.

### **High School Graduate Transcripts (Traditional 4-year option)**

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

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

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

Nursing courses and general education courses are offered at Bellin College. Bellin College students are required to take general education courses if offered at Bellin College. General education courses are also accepted from accredited two or four-year institutions.

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

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

## **Application Procedure – BSN**

### **Application Materials**

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

- Official high school transcript(s), if applicable.
- ACT/SAT scores (ACT/SAT scores mandatory for those Traditional Four-Year applicants with 11 or fewer transferable credits and including any applicant who has been out of high school for three years or less with 11 or fewer credits.)
- Official transcript(s) of all post-secondary (i.e., college or university) institutions attended. Transcripts must be sent directly to Bellin College/Undergraduate Admissions Department by the college or university to be considered official.
- Personal resume
- Personal statement.
- Final review conducted for qualified applicants.

### **Applicants with Prior Nursing Courses**

Applicants who are/have been enrolled in nursing courses at other colleges must submit additional application materials. Those materials include:

- Personal statement describing the circumstances surrounding your desire to change from one nursing college to another. The statement should be 200-300 typed words.

- Prior nursing program reference form must be completed by the current/previous Nursing Program director of where you completed nursing courses.

### **BSN Traditional Four-Year Option Admission Requirements**

Upon opening of the application window, complete applications will be reviewed and notified of the admissions decision on a rolling basis.

Students in the Traditional Option take nursing courses concurrently with general education courses starting with the first semester of enrollment.

The Traditional Option is designed for students with a high school diploma seeking a Bachelor of Science in Nursing (BSN) degree in four years.

#### **Applicants with 11 or fewer transferable credits**

Applicants to the BSN Traditional Option having 11 or fewer transferable, program required credits must provide American College Test (ACT) or Scholastic Achievement Test (SAT) scores with the following:

- An ACT/SAT composite score of 23 (or higher) is preferred for admission.
- A high school grade point average (GPA) of 3.25 (or greater) is preferred. All files will be reviewed on an individual basis.
- GPA requirements need to be maintained on final high school transcripts to remain a viable candidate.
- If applicant is out of high school for three years or less and has taken less than 12 transferrable credits at a post-secondary college with transferable credit(s), a high school transcript will be required.

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

### **BSN Traditional Transfer Entry Admission Requirements**

Upon opening of the application window, complete applications will be reviewed, and notified of the admissions decision on a rolling basis.

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

Applicants to the Traditional Transfer Entry must have the following:

- 12 or more transferable credits
- Students begin the program in the fall and graduate in four years.
- All courses that meet a general education course and general elective course will be considered.
- General education courses include:
  - Anatomy and Physiology
  - Business
  - Communication or Speech
  - Human Diversity
  - Microbiology
  - Philosophy/Ethics
  - Writing
  - Biology
  - Chemistry
  - Human Development
  - Intermediate Algebra
  - Psychology
  - Statistics

- General elective courses include:
  - Humanities
  - Social Science
  - General
  - Upper Level electives
- Students must have earned a grade of "C" or higher in the courses listed above. Courses repeated more than once are reviewed on an individual basis.
- A GPA of 3.0 in transfer courses will be needed as a minimum requirement.

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

### **BSN Sophomore Transfer Option Admission Requirements**

Upon opening of the application window, complete applications will be reviewed and notified of the admissions decision on a rolling basis.

Students in the Sophomore Transfer Option take nursing courses concurrently with general education courses starting with the first semester of enrollment.

Upon receipt of transcript(s) a credit evaluation will determine eligibility for this option. The credit evaluation and GPA calculation will include any completed course(s).

Applicants to the Sophomore Transfer Option must have the following:

- Student must have completed the minimum of specific general education credits for Sophomore standing.
- Students begin the program in the summer (two online nursing courses) and graduate in three years.
- All courses that meet a general education course and general elective course will be considered.
- General education courses include:
 

• Anatomy and Physiology	• Biology
• Business	• Chemistry
• Communication or Speech	• Human Development
• Human Diversity	• Intermediate Algebra
• Microbiology	• Psychology
• Philosophy/Ethics	• Statistics
• Writing	
- General elective courses include:
  - Humanities
  - Social Science
  - General
  - Upper Level electives
- Students must have earned a grade of "C" or higher in the courses listed above. Courses repeated more than once are reviewed on an individual basis.
- A GPA of 3.0 in transfer courses will be needed as a minimum requirement.
- Credits from non-semester schools will be converted.

The following general education credits are required for admission. **Bolded requirements must be completed prior to start of first semester.**



<b>Min. Credits</b>	<b>REQUIREMENTS:</b>
14	<b>Natural Sciences (4 Req.)</b>
	<b>Biology (including lab)</b>
	<b>General Chemistry (including lab)</b>
	<b>Anatomy &amp; Physiology (including lab)</b>
	Microbiology
6	<b>Social Sciences</b>
	<b>Intro to Human Development (Must cover the lifespan from birth to death)</b>
	<b>Psychology</b>
	SS Elective
	<b>Humanities</b>
	Philosophy/Ethics
	Hum. Elective
	Hum. Elective
6	<b>Breadth Requirements</b>
	Statistics
	Business
	Diversity
	Communication
	<b>Writing*</b>
	<b>Intermediate Algebra Math</b>
3	<b>General Electives</b>
	Upper Level Elective
<b>29</b>	<b>Total Credits</b>

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

\*If a student has a prior bachelor's degree, the Writing Requirement is satisfied. Students will need to meet the minimum general education credit requirement to obtain a Bellin College degree.

### **BSN Junior Transfer Option Admission Requirements**

Upon opening of the application window, complete applications will be reviewed, interviewed and notified of the admissions decision on a rolling basis.

Students in the Junior Transfer Option take nursing courses concurrently with general education courses starting with the first semester of enrollment.

Upon receipt of transcript(s) a credit evaluation will determine eligibility for this option.

Applicants to the Junior Transfer Option must have the following:

- Majority of 56 credits of required general education and general elective courses.
- Students begin the program in the summer (two online nursing courses) and graduate in two years.
- All courses that meet a required general education course and general elective course will be considered.

General education courses include:

Anatomy and Physiology	Biology
Business	Chemistry
Communication or Speech	Human Development
Human Diversity	Intermediate Algebra
Microbiology	Psychology

Philosophy/Ethics	Statistics
Writing	

Elective courses include:

- Humanities
- Social Science
- General
- Upper Level electives
- Students must have earned a grade of "C" or higher in the courses listed above. Courses repeated more than once are reviewed on an individual basis.
- A GPA of 3.0 in transfer courses will be needed as a minimum requirement.
- Credits from non-semester schools will be converted.

The majority of the following 56 general education credits are required for degree completion. **Bolded requirements must be completed prior start of first semester.**

Min. Credits	REQUIREMENTS:
15	<b>Natural Sciences (4 Req.)</b>
	<b>Biology*</b>
	<b>Chemistry</b>
	<b>Anatomy &amp; Physiology</b>
9	<b>Microbiology</b>
	<b>Social Sciences</b>
	<b>Human Development</b>
	<b>Psychology</b>
9	SS Elective
	<b>Humanities</b>
	Philosophy/Ethics
	Hum. Elective
15	Hum. Elective
	<b>Breadth Requirements</b>
	<b>Statistics</b>
	Business
	Diversity
	Communication
	<b>Writing**</b>
<b>Math</b>	
3+	<b>General Electives</b> (balance required to 56 total)
	Upper Level Elective
<b>56</b>	<b>Total Credits</b>

\*Satisfied if all subsequent Natural Science courses completed.

\*\* If a student has a prior bachelor's degree, the Writing Requirement is satisfied. Students will need to meet the minimum general education credit requirement to obtain a Bellin College degree. A credit evaluation will assist in determining eligibility for this option.

### **BSN 15 Month Option Admission Requirements**

Upon opening of the application window, complete applications will be reviewed and notified of the admissions decision on a rolling basis.

Students in the 15 Month Option complete their required general education and general elective credits before entering Bellin College.

The program is designed in 8-week sessions to be completed in seven consecutive terms. Students graduate after 15 academic months of coursework.

This program has two start dates, one in January with graduation in May of the following year and one at the end of May with graduation the following October.

Upon receipt of transcript(s) a credit evaluation will determine eligibility for this option.

Applicants to the 15 Month Option must have the following:

- 56 credits of required general education and general elective courses.
- All courses that meet a general education course and general elective course will be considered.

Required general education courses include:

Anatomy and Physiology	Biology
Business	Chemistry
Communication or Speech	Human Development
Human Diversity	Intermediate Algebra
Microbiology	Psychology
Philosophy/Ethics	Statistics
Writing	

Required general elective courses include:

- Humanities
- Social Science
- General
- Upper Level electives
- Students must have earned a grade of "C" or higher in the courses listed above. Courses repeated more than once are reviewed on an individual basis.
- A GPA of 3.0 in transfer courses will be needed as a minimum requirement.
- Credits from non-semester schools will be converted.

The following 56 general education credits are required prior to start of program:

<b>Min. Credits</b>	<b>REQUIREMENTS:</b>
15	<b>Natural Sciences (4 Req.)</b>
	Biology*
	Chemistry
	Anatomy & Physiology
	Microbiology
9	<b>Social Sciences</b>
	Human Development
	Psychology
	SS Elective
9	<b>Humanities</b>
	Philosophy/Ethics
	Hum. Elective
	Hum. Elective
18	<b>As part of the 56 general education credits, student must also have courses in the following subject areas:</b>
	Business
	Communication
	Diversity
	Statistics
	Writing**

	Math
3+	<b>General Electives</b> (balance required to 56 total)
	Upper Level Elective
<b>56</b>	<b>Total Credits</b>

\*Satisfied if all subsequent Natural Science courses completed.

\*\*If a student has a prior bachelor's degree, the Writing Requirement is satisfied. Students will need to meet the minimum general education credit requirement to obtain a Bellin College degree.

## RN to BSN Admission Requirements

The RN to BSN Option is designed for students who have their Associate Degree in Nursing (ADN) and are seeking to obtain a Bachelor of Science in Nursing degree. Nursing diploma credits may transfer and would be subject to an individualized review for general education requirements. Each student's plan of study differs based on his/her credit evaluation of prior coursework, sequencing of nursing courses, and the general education credits required for completion of BSN degree.

- **Online application can be found on the Bellin College website:** [www.bellincollege.edu](http://www.bellincollege.edu).
- **Credit Evaluation**  
Transcripts are required from all post-secondary institutions to assess for credit transfer eligibility. Unofficial transcripts can be used to begin the credit evaluation. Official transcripts are required to complete the application process.
- **Official Transcripts from All Post-Secondary Education Institutions**  
A minimum GPA of 2.5 is preferred for admission.
- **Copy of unencumbered RN license.**
- Proof of employment in field of Nursing.
- **Personal Resume Includes:**  
Education, employment, community service, achievements.
- **Personal Statement**

## DASH Program Admission Requirements

The Developing Academic Skills and Habits (DASH) Program provides academic support to students who do not meet the admissions requirements for our direct admit option. The goal of the program is to help students achieve the standards needed to enroll in the Sophomore Transfer Option (STO) their second year. Students take general education classes in the first two semesters, including classes devoted explicitly to student success and understanding the health sciences. If students achieve at least a cumulative 3.0 G.P.A. in their first two semesters, they may apply as a BSN STO or a BSRS STO and join that cohort.

## Program Options

### Master of Science of Nursing (MSN)

- Family Nurse Practitioner (FNP)
- Nurse Educator (NE)

### Post Graduate Certificate (PGC)

- Family Nurse Practitioner (FNP PGC)
- Nurse Educator (NE PGC)

## General Admissions and Application Requirements – MSN (All Degree Granting Program Options)

Upon opening of the application window, completed applications will be reviewed, and processed qualified applicants will be interviewed and notified of admission decisions. Applications will be accepted until program capacity is met.

Admission to the Graduate program is competitive and limited to those students who demonstrate potential for academic success in a graduate program. Considerations is given to, GPA, personal interview, admission goal statement, work experience (if applicable), and professional references. Applicants will be informed of the admission decision approximately one month after the personal interview.

Requirements for admission to the Master of Science in Nursing (MSN and/or PGC) program are as follows:

- Online application can be found on the Bellin College website: [www.bellincollege.edu](http://www.bellincollege.edu).
- Earned Bachelor of Science in nursing degree from an accredited program.
  - Applicants with one year or less nursing experience are encouraged to apply but will only be accepted into the part-time track.
- Official transcripts from all colleges and/or universities attended.
- 3.0 GPA on a 4.0 scale in the Bachelor of Science in Nursing or Master of Science in Nursing degree; however, all applications will be reviewed on an individual basis.
- Have successfully completed a baccalaureate level 3-credit Health Assessment course within last five years. **(Not needed for Post Grad Certificate)**
- Have successfully completed an undergraduate level 3-credit Statistics course within last five years. The statistics course must include content on both descriptive and inferential statistics. **(Not needed for Post Grad Certificate)**
- Unencumbered RN license in state of residency and/or practice.
- **\*\*Goal statement describing reasons for pursuing MSN. (Not needed for Post Grad Certificate)**
- **\*\*\*Personal Interview.**

#### **\*\*Goal Statement Guidelines**

Please write a 2-3 page, typed document that describes your:

- Reasons for desiring to become a Family Nurse Practitioner or Nurse Educator.
- Attributes or characteristics that would make you a successful graduate student.
- Future career goals/plans.

Note: Use professional writing including APA attention to content, grammar, syntax, spelling, and punctuation.

#### **\*\*\*Personal Interview**

A personal interview is required prior to acceptance into the Bellin College MSN program. When all application materials have been received, an interview will be scheduled that takes approximately one hour.

### **MSN - FNP Post-Graduate Certificate Admissions Requirements**

The Family Nurse Practitioner Post-Graduate Certificate (FNP PGC) is available to registered nurses holding a master's or Doctor of Nursing Practice degree in nursing who desire to continue their education and expand their skillset as a Family Nurse Practitioner. The Family Nurse Practitioner Post-Graduate Certificate is a variable credit-hour program, dependent on prior education and certification. FNP-Post Graduate Certificate applicant program of study is determined by a gap analysis.

The program can be completed in approximately 24 to 36 months part-time. Upon successful completion of program requirements, a certificate is awarded, and students are eligible to apply for American Nurses Credentialing Center (ANCC) certification or the American Academy of Nurse Practitioners (AANP) Family Nurse Practitioner certification.

#### **Admission Requirements**

Requirements for admission to the FNP Post-Graduate Certificate program are as follows:

- Completed Bellin College Application with non-refundable application fee.
- Earned Master of Science in Nursing degree or Terminal in nursing from an accredited program.
- Official transcripts from all colleges and/or universities attended.

- 3.0 GPA on a 4.0 scale in the Master of Science of Nursing or terminal degree; however, all applications will be reviewed on an individual basis.
- Unencumbered RN license in state of residency and/or practice.
- Two completed professional reference forms.
- Portfolio\*
- Interview

Post-graduate students must submit a portfolio of their credentials in order to facilitate planning their program of studies. The applicant portfolio should include:

- Updated resume.
- Copies of any national nursing certifications.
- Descriptions of relevant work experience including patient populations, roles and responsibilities, and duration of experience.
- Goal statement describing reasons for pursuing FNP post-graduate certificate.

### **Gap Analysis Requirement for FNP Post-Graduate Certificate Students**

In accordance with current Criteria for Evaluation of Nurse Practitioner Programs, applicants who hold a graduate degree in nursing can apply to the FNP Post-Graduate Certificate program where previous education and practice (as applicable) will be used to determine an individual course of study. The completion of required didactic courses and clinical hours can be flexible depending upon waived credits hours.

The 3 P's (pathophysiology and advanced health assessment) must have included across the lifespan content to waive in the program, as per the MSN Program director's and FNP Program Coordinator discretion.

Each student who is admitted as a candidate for the FNP Post-Graduate Certificate program will complete a Gap Analysis. Plans of study will be individualized according to academic didactic and clinical needs.

## **MSN - NE Post-Graduate Certificate Admissions Requirements**

### **Admission Requirements**

Requirements for admission to the NE Post-Graduate Certificate program are as follows:

- Completed Bellin College Application.
- Earned Master of Science in Nursing degree or Doctorate degree from an accredited program.
- Official transcripts from all colleges and/or universities attended.
- 3.0 GPA on a 4.0 scale in the Master of Science of Nursing degree; however, all applications will be reviewed on an individual basis.
- Unencumbered RN license in state of residency and/or practice.
- Two completed professional reference forms.
- Updated CV.
- Copies of any national nursing certifications.
- Goal statement describing reasons for pursuing NE post-graduate certificate.

### **Admission Decision Process**

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

Once the application and all necessary documents are completed, the file will move to the Administrative Assistant to the MSN Program director who will schedule the applicant's interview. The MSN Committee will review the file, interview the applicant, and determine whether the applicant is accepted or denied. Accepted students may not defer their admission. Students who accept admission but are no longer able

to attend in the year they were accepted for must re-apply for admission.

### **Waitlist**

The number of qualified applicants to the MSN program at Bellin College may exceed the number of available spaces. Occasionally, students who have been admitted choose not to enroll. Bellin College maintains a Wait List of qualified students in order to fill spaces that later become available.

The wait list is only composed of students who are academically qualified and have been interviewed and deemed an acceptable candidate by the MSN committee. Students who elect to remain active on the Wait List are notified periodically about their status. While there is no guarantee of admission, Bellin College maintains the active Wait List if additional program spaces are likely to be awarded. Students who elect to remain on the wait list will be informed of their final admission status prior to the start of the semester. If there is available space, students will be admitted from the wait list in the order they were placed on the wait list. Students who are not admitted from the Wait list may take MSN core courses as a non-degree seeking student and reapply for the following academic year, however there is no guarantee of acceptance.

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

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

### **Accepted Students**

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

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

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

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

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

### **Procedure**

- [Complete online application.](#)
- Evidence of an influenza (flu) vaccination. If an application is for the spring semester, applicants must show evidence of the previous fall influenza (flu) vaccination. This is mandatory. Bellin Occupational Health Services provides flu vaccination for a charge to Bellin College students.
- Assistance with the application procedure may be obtained by contacting the college registrar at (920) 433-6635.
- The registrar will review the application and determine space availability in the course. The applicant will then be approved or denied and notified by the registrar. The course(s) registration, schedule(s), and timetable(s) will be provided to the applicant. The registrar is responsible to notify other appropriate college departments of the enrollment.

- Student services one stop area is responsible for the college photo ID/badge, discussion and signature of forms (FERPA, releases), parking pass/other information, BC mailbox, booklist, and other resources as needed. The student services departmental assistant will organize an orientation for the student. All health compliance requirements such as flu vaccination will be handled by the dean's office.
- Information Technology will provide access to the network, CAMS, and Canvas, printing, email, website, and BC Guide information.
- Access to the network, etc. is terminated at the conclusion of the semester of enrollment for all Non-Degree Seeking students.

### Non-United States Citizens

Non-US citizens are encouraged to contact the admissions department for details.

The application process remains the same per program of interest. However, the following additional documents are required:

- Proof of lawful permanent residency/citizenship in the US.
- Providing evidence of English proficiency via the TOEFL (Test of English as a Foreign Language). May be required at discretion of Program director
- Providing official transcripts evaluated by the ECE (Educational Credential Evaluators) (if course is taken at a University/College outside of the United States).
- Taking the ACT or SAT and providing scores (if applicable).

## ► Registrar Policies and Procedures

### Credit Hours Equivalency

Credit hours equate to the amount of instruction time assigned to a class. The amount of time allotted per credit varies for theory, lab, and clinical courses (see table below). The total instructional hours for a course are distributed across the semester or session. In addition to instruction time, students should anticipate spending a minimum of two hours per credit hour per week (assuming a 15-week semester) in out-of-classroom preparation and study.

Program of Study	Theory Credit Hour (classroom or online)	Lab Credit Hour	Clinical Practica Credit Hour
General Education	1 credit = 15 hours	1 credit = 30 hours	NA
Nursing, BSN	1 credit = 15 hours	1 credit = 45 hours	1 credit = 45 hours
Nursing, MSN – Educator option	1 credit = 15 hours	1 credit = 45 hours	1 credit = 85 hours
Nursing, MSN – FNP option	1 credit = 15 hours	1 credit = 45 hours	1 credit = 85 hours

For any class falling on a date when the college is closed, make-up hours are not scheduled. The faculty member needs to account for such instances when they plan the course and make adjustments as needed. Options to address missed face-to-face class time include, but are not limited to, online activities, readings, and papers, outside course assignments and/or projects.

### Grade Point Average

Grade point average (GPA) is a quantitative measure of academic achievement and is computed based on credits earned and grades achieved. Only grades for courses taken at Bellin College are used to compute the GPA each semester. GPAs are computed at the end of each semester and summer session for all courses taken at Bellin College during that period. The GPA is on a 4.0 scale.



Students may take their general education courses at accredited two or four-year institutions of higher learning and transfer these credits to Bellin College by submitting an official transcript of grades received. Grades from transfer credits are not computed in the Bellin College grade point average.

### **Academic Honors**

The Dean's List is composed of students including, RN to BSN, who have earned a grade point average of 3.5 or better in Bellin College courses, are in good academic and/or disciplinary standing, and carry at least six Bellin College credits.

Highest Honors .....	3.90 – 4.00
High Honors .....	3.75 – 3.89
Honors.....	3.50 – 3.74

Semester honors are announced following the completion of fall, spring, and summer semesters.

### **Graduation Honors**

Graduation honors reflected on the final transcript will be recorded on the basis of the student's entire academic history at Bellin College (not including any transfer or pass/fail coursework).

Summa Cum Laude .....	3.90 – 4.00
Magna Cum Laude.....	3.75 – 3.89
Cum Laude.....	3.50 – 3.74

At commencement, the Graduation Honors list will be based on the cumulative Bellin College grade point average recorded at the end of the preceding semester.

Fall grades are used to calculate the honors listing for the May commencement ceremony. Summer grades are used to calculate the honors listing for the October and December commencement ceremonies. Graduation honors will be recorded on the final transcript. For undergraduate students to be eligible to graduate with honors, undergraduate pre-licensure nursing and Medical Imaging students must complete a minimum of 44 residency credits. RN to BSN students must complete a minimum of 27 residency credits, graded on a 4.0 scale; not P/E to be eligible to graduate with honors.

### **Academic Calendar**

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

### **Add/Drop Dates**

Please see the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu) for the listing of program and course add/drop dates. Click on calendar for the full academic calendar.

### **Course Add Procedure**

A course "add" is defined as enrolling in a class after the first day of the course. Students planning to add a course(s) must complete the following:

- Consult the advisor and accommodations coordinator advisor to determine the impact on the program of study.
- An "add" form must be completed by the student and advisor and accommodations coordinator and returned to the registrar. Add dates will be computed from the date that the official form is dated. This is the date for determination of implications of grade and tuition adjustment.
- Students adding general education courses taken at other institutions must comply with that college or university's procedure for add/drop but must also inform the advisor and accommodations coordinator of the change.

\*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 course “drop” is defined as canceling a class after the first day of the course. Students planning to drop a course(s) must complete the following:

- Consult the advisor and accommodations coordinator to determine the impact on their program of study and ability to progress in the curriculum plan.
- A “drop” form must be completed by the student and advisor and accommodations coordinator and returned to the registrar. A drop date is identified on the official form. This is the date for determination of implications for grade, tuition, adjustment and/or possible refund.
- Students dropping general education courses taken at other institutions must comply with that college or university’s procedure for add/drop but must also inform the advisor and accommodations coordinator of the change.
- Students who drop all courses in a required semester are considered withdrawn from the college.

\*Check 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.

## Incompletes

No more than two incompletes in nursing or general education courses can be granted in any one semester or grading period. Incompletes in more than two grading periods will result in automatic dismissal from Bellin College. Students with extenuating circumstances may appeal to their program director.

## Nursing Courses

It is the responsibility of the student to request an incomplete and make arrangements with the appropriate course facilitator/faculty to complete the required work. Incompletes must be removed within four weeks of the last day of the course, or the incomplete becomes an “F”. Within the 15 Month Option and MSN program, each course must be completed successfully in order to progress to the next session.

## General Education Courses

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

## Requests to Change Bellin College Program Options

Programs are specifically designed to provide a structured learning experience. Students desiring a change from one program option to another must receive approval from the appropriate program director. An updated credit evaluation must be completed. All students must complete all degree requirements for the program option. Additional courses may be required. A student’s full-time/part-time status may change, which may impact financial aid. The anticipated graduation date may change. The student program change of option form must be completed.

## Completion of a Minor

Bellin College does not grant minors.

## Transcripts

Bellin College transcripts are the official record of all course work attempted by a student at the college from the date of enrollment to the date of graduation or exit/withdrawal. Courses are recorded on the

transcript with a letter grade 4.0 scale; not P/E and are included with the semester/cumulative grade point average (GPA).

Bellin College requirements that have been completed at another institution are recorded on the Bellin College transcript. These courses are not included within the grade point average (GPA) at Bellin College but are recorded with the letter grade. General education grades taken after enrollment to fulfill program requirements will be part of the consideration for satisfactory academic progress.

## **Transcript Requests**

Requests may be completed via the National Student ClearingHouse link <https://www.bellincollege.edu/admissions/registrars-office/transcripts/>. Transcripts are typically completed and mailed with 1-4 business days.

Official transcripts bear a watermark and the signature of the registrar. Official transcripts released directly to the student are so noted on the transcript and are placed in a sealed envelope.

The charge for an official transcript is based upon the time for requested delivery. The fee scale is available on the registrar webpage for Bellin College, under “transcripts”. Unofficial transcripts are available for currently enrolled students free of charge via the student information system. Transcripts are not released to students or graduates with a “hold” on their records.

## **Exit/Withdrawal Policy**

Exit from the college is defined as canceling or withdrawing from all credits for the semester/session/term. Students may electively withdraw or may be dismissed by the college.

Students exiting the college for any reason, elective or due to college policy, must meet with the advisor and accommodations coordinator or if an MSN student, the MSN 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 appropriate program director, financial aid personnel, and the bursar. Failure to meet with the appropriate personnel within five work days will result in a “hold” placed on all Bellin College records of the student.

The advisor and accommodations coordinator/MSN program director will assist the student with the exit process.

- If a student notifies the college that he/she will be withdrawing at the end of an enrollment period (semester/session/term), it is permissible for them to complete the official exit form on or before the last day of the enrollment term. The student may meet with the designated college personnel before the last day of the enrollment period in anticipation of the exit.
- If the student completes the official exit form prior to the end of the enrollment period but is electing to finish specific courses, the advisor and accommodations coordinator/MSN program director will initiate the completion of an add/drop form for each course the student is dropping. This add/drop form must be completed at the time the student notifies the college of plans to drop specific courses.
- If a student is withdrawing from the college before the end of the enrollment period (session/semester), an official exit form must be completed at that time.
- If a student does not complete the official exit form or fulfill the withdrawal requirements, the student will be automatically withdrawn, and a “hold” will commence the day of the official exit date.
- If applicable, the student must request from any college/university where taking general education courses to forward an official transcript to Bellin College. Bellin College transcripts cannot be completed until this transcript is on file.
- Students who are exiting from general education courses taken at another institution need to notify that institution and complete the appropriate paperwork. Please be aware that separate refund policies are in effect at each institution.
- Any undergraduate student that is not registered for Bellin College credits must complete the exit

procedure.

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

### **Determination of Official Exit Date**

A student may electively exit or withdraw from Bellin College at any time. The college requires the student notify the college of her/his intent to withdraw in writing. The only exception to this is a personal emergency in which a verbal intent to withdraw will be accepted. This written notification should identify the student's intended last date of class attendance, which will be the official exit date. Notification must be made to the advisor and accommodations coordinator, dean of nursing, dean of student services, and/or the appropriate program director or her/his representative. If a student withdraws from the program without completing that enrollment term, the exit date will be the date the notification is received from the student. If a student drops all courses during the add/drop period, the official exit date is the last day of the previous enrollment period.

A student may decide to exit the college prior to the end of an enrollment period and remain enrolled through the end of that session/semester/term. In this situation, the student will identify the last day of the enrollment period (session/semester/term) as the official exit date. Students may meet with the advisor and accommodations coordinator or MSN program director to complete required paperwork and related responsibilities before the last day of the enrollment period. If necessary, a follow-up appointment may be scheduled for the end of the session/semester/term in order to complete the exit process.

If a student is dismissed from the college due to academic performance issues, the official exit date will be the last day of the enrollment period.

If a student is dismissed from the college due to academic or non-academic misconduct, the official exit date will be determined by the dean of nursing (for academic misconduct) or the dean of student services (for non-academic misconduct).

If a student fails to make payment or initiate satisfactory payment arrangements by the tuition due date, the student may be institutionally withdrawn. If a student has not made adequate payment arrangements, he/she will not be allowed to attend any subsequent Bellin College classes and a "hold" will be placed on all college records of the student. The official exit date will be the last day of the enrollment period for which the charges were incurred.

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

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

### **Re-Entry of Former Bellin College Undergraduate Students**

Students formerly enrolled at Bellin College in the undergraduate program, who wish to resume undergraduate study, are considered re-entry students. The ability to re-apply does not stipulate a guarantee, promise or other agreement concerning acceptance to the program, option placement, academic plan or transfer of credits. Any student that exits the college may re-apply but must be free of any "hold" status.

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

1. Complete an "Application for Re-Entry: Undergraduate Program" form, providing supporting documentation as needed. The form is submitted to the admissions office. The re-entry application should include:

- Personal statement highlighting any extenuating circumstances leading to the dismissal, behavioral changes that will contribute to goals for success, etc.
  - Contact information such as address, home telephone and cell phone numbers, and email address.
  - Official transcripts of academic performance since exit from the college
    - A grade of a “C” or better is required in general education courses taken while exited from the college.
2. The application for re-entry is reviewed by an Enrollment Review Work Group. The student will be notified of the work group decision by the appropriate dean or program director. All decisions are final. The work group will decide one of three options:
- Accept re-entry application
  - Deny re-entry application
  - Defer re-entry application decision

If the Enrollment Review Work Group denies re-entry, the student’s opportunities for readmission are exhausted. If the Enrollment Review Work Group defers re-entry, the prospective student will be counseled as to the reason for deferral and provided the option of submitting the re-entry request at a later date.

Prior students re-entering the college must comply with current policies, procedures, and timelines.

**The date of re-entry is determined by the work group based on classroom, lab, and clinical resources. Students will be bound by the qualifications of The Bellin College Nursing Guide Handbook & Catalog in effect at time of re-entry.**

### **Re-Entry of Former Bellin College Graduate Nursing Students**

Applicants who were dismissed from the Bellin College graduate program have one calendar year from the dismissal date to apply for re-entry. The ability to re-apply does not stipulate a guarantee, promise or other agreement concerning acceptance to the program, option placement, academic plan or transfer of credits. Former students who exited Bellin College for reasons other than dismissal will follow the standard admission policy and procedures. All applicants must be free of any “hold” status and have an unencumbered Wisconsin RN license to be eligible for re-entry.

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

1. Complete an “Application for Re-Entry after Dismissal: Graduate Program” form, providing supporting documentation as needed. The form is submitted to the admissions office. The re-entry application should include:
  - Personal statement highlighting any extenuating circumstances leading to the dismissal, behavioral changes that will contribute to goals for success, etc.
  - Contact information such as address, home telephone and cell phone numbers, and email address.
  - Official transcripts of academic performance since exit from the College.
2. The application for re-entry is reviewed by the MSN Program Committee and all applicants will be interviewed by the MSN Program Committee. A decision to readmit may be contingent on if there is space available in the program.
3. The student will be notified of the Committee’s decision. All decisions are final. The Committee will decide one of two options:
  - Accept re-entry application
  - Deny re-entry application
4. If the MSN Program Committee denies re-entry, the student’s opportunities for readmission are exhausted.
5. If the MSN Program Committee accepts re-entry, the student will be admitted with the probationary requirement that all program course work must be completed at Bellin College and the failure to meet a passing grade of B in any course would result in permanent dismissal from the college.

6. Applicants who are re-admitted will have a plan of study developed according to current policies, procedures, and timelines. It is the responsibility of the applicant to meet with the MSN Program director to discuss the plan of study. Failure to meet this requirement will result in automatic denial of the re-entry application.
7. The date of re-entry is determined by the Committee based on classroom, lab, and clinical resources. Students will be bound by the qualifications of The Bellin College Nursing Guide – Handbook & Catalog in effect at time of re-entry.
8. Depending on the circumstances, re-entry students may be required to remediate theory, lab, and/or practicum courses as designated by a Personal Assessment for Student Success (PASS) Plan. A PASS plan is designed and implemented to help ensure student success after re-entry with both course work and certification.

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

### Credit Evaluation

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

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

Applicants may request an unofficial credit evaluation before application to the college. This is optional, as applicants will receive an official credit evaluation as part of the application process. An unofficial credit evaluation can assist in planning for course requirements still needed to meet Bellin College admission requirements.

An applicant having courses in-progress (IP) at the time of credit evaluation, application or acceptance to the college must provide official transcripts once courses are completed. The 3.0 GPA requirement and grades of "C" or above in each course must be met to remain a viable applicant.

Courses that would meet required general education courses outlined for each program option will be included on the credit evaluation.

### Advanced Placement

The Advanced Placement (AP) examination offers the possibility of establishing course credit at Bellin College. Many high schools offer courses through the AP program, and Bellin College offers degree credit based on a student's performance on the AP exam administered in the high schools. The AP exam must be taken before entering the college, and scores must be equivalent to a "3" or better. An official AP transcript from the College Board must be supplied to Bellin College in order to receive credit.

Students who receive credit for a particular course through AP and take the same course at Bellin College will not receive degree credit twice. However, the grade in the Bellin College course will be included in the overall grade point average. Credits for AP courses will appear on the Bellin College transcript as transfer credits (TR). For a list of the current Advanced Placement (AP), or similar exam credit policies, refer to Bellin College website.

## **Credit for Military Experience**

Applicants who are veterans may receive credit from the C.C.A.F (Air Force) for military experience. Applicants must request an official transcript at: <http://jointserVICetranscript.com>. In granting credit, Bellin College follows the American Council on Education (the ACE Guide) recommendations and college policies. Prior military credits are evaluated by the Registrar. Bellin College has also entered into a Memorandum of Understanding (MOU) agreement with the Department of Defense.

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

In part, applicants or students who are able to provide one of the documents in evidence of veteran status will receive satisfaction of the credits for the program's Diversity requirement.

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

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

## **Credit for Prior Learning**

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

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

Current students should contact the Advising and Career Services Coordinator for further details and eligibility requirements. A fee is charged for evaluation of CFPL.

## **College Level Examination Program**

The College Level Examination Program (CLEP) allows students who have gained college-level knowledge outside the classroom to take examinations for possible college credit. For a list of the current CLEP credit policies, or similar exam credit policies, students should contact Registrar's Office.

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

Students may register for independent study courses at other colleges and universities to fulfill Bellin College curriculum requirements provided they are credit and content equivalent to the Bellin College required course. For the purposes of financial aid and records management, the course will be recorded as transfer credit on the transcript for the semester of initial registration.

Students must complete the course within the semester in which they have registered for it. The policy for transfer credit applies to external independent study. There must be an official transcript on file with the Registrar verifying course completion at least two weeks prior to graduation for all independent study courses taken in the final semester of the senior year.

## **Independent Study Courses**

Independent study allows a student to pursue an area of particular interest with a Bellin College course facilitator that can enhance or augment the current curriculum plan.

Students may register for independent study course(s) for additional credits in one of the nursing areas of study. Independent study courses on a selected topic can provide additional credits for activities not in the current curriculum plan. With approval and advisement, students can demonstrate self-direction by planning, implementing, evaluating, and reporting an independent learning experience.

#### General Guidelines:

- Independent study opportunities will not be approved for an enrolled student who would miss course sessions (theory, lab, clinical).
- BSN 15 Month Option students: Independent study can be applied to clinical experiences only.
- Independent study courses must be completed before the last semester/last two sessions of study.
- No independent study opportunities will be approved in the last semester of study.
- Students must complete the course within the semester in which they have registered.
- The student may accumulate up to three independent study credits within their academic career at Bellin College.
- The time frame for the implementation for the study should equate to at least 45 hours per lab/clinical credit and 15 hours per theory credit.
- The Advisor and Accommodations Coordinator will assist students with the Independent Study Proposal Form, guidelines, and procedures.
- Fees for independent study will be based on the current Bellin College academic per credit fee schedule.

Please see the Advisor and Accommodations Coordinator to discuss complete guidelines and procedures for Independent Study.

### **Transfer Credits – Post Admission BSN**

Students with prior course work, examinations, or life experiences which they believe may fulfill requirements in the curriculum, can request a review for credit. Students may also choose to take a limited number of courses at other institutions while enrolled at Bellin College and transfer the credits into their Bellin College requirements. It is the student's responsibility to provide supporting evidence for awarding of credit.

Students who request to transfer credits to Bellin College after admission should consult the advisor and accommodations coordinator prior to registration. The registrar will verify course applicability. Bellin College will accept transfer credits from an accredited Associate or Baccalaureate degree program within the following guidelines:

- Course grades must be "C" or better. Transfer course grades are the actual grade from the transferring institution and will not be converted to the Bellin College grading scale.
- Content must be equivalent to the courses required at Bellin College.
- Courses listed as No Degree Credit (NDC) will not be accepted.
- Courses must be at least at an Associate Degree (100) level. REMEDIAL courses will not be accepted.
- RN to BSN students will have their Associate in Nursing degree transferred in its entirety.

For a list of the current Advanced Placement (AP), College Level Examination Program (CLEP), or similar exam credit policies, students should refer to the registrar's office.

### **Transfer of Nursing Credits**

#### **Traditional, sophomore, and Junior Transfer Options**

Nursing credits completed within five years of application may be submitted for a credit evaluation if taken at a regionally accredited Associate or Baccalaureate program that is also accredited through the Commission of Collegiate Nursing Education (CCNE), Accreditation Commission for Education in Nursing (ACEN) or the National League for Nursing Accrediting Commission (NLNAC). Select nursing transfer



courses may be acceptable for the nursing major requirements. Additionally, nursing courses may be transferrable to satisfy general education requirements.

### **15 Month Option**

Students enrolled in the Bellin College 15 Month Option are required to take the program in its entirety. Nursing credits earned at other colleges are not eligible to satisfy nursing course requirements in the 15 Month Option. An exception may be made for a pre-approved study abroad course. Additionally, nursing courses may be transferrable to satisfy general education requirements.

### **Transfer Credits – MSN**

A maximum of nine (9) semester credit/hours (three course units or their equivalents) may be approved for transfer credit. Transfer credits will be considered if the course(s) is similar in content and rigor to the Bellin College Master of Science in nursing curriculum, and the grade must be at least a “B”. Grades of “B-”, “B/C”, “C”, “C/D”, “D”, or Pass/Fail are not accepted. Only courses taken from a comparable, nationally accredited academic institution are acceptable. The following restrictions apply:

- Transfer students are required to provide an MSN Prior Graduate Nursing Program Reference Letter, completed by their prior program director.
- Courses with a clinical component in which the clinical hours are counted for purposes of the regulatory and credentialing bodies are **not** acceptable for transfer.
- Advanced pathophysiology and advanced physical assessment courses will be considered for transfer credit only if completed within five years of matriculation.
- Request for credit transfer of Advanced Health Assessment will require on campus test out and are subject to standard fees.
- Advanced pharmacology courses will be considered for transfer credit only if completed within four years of the expected date of completion of the master’s program.

If the student wished to transfer credit, the student must submit an official college transcript, course description and the syllabus if requested, to the MSN Program director for evaluation. Bellin College MSN courses are transferrable from one program to another; however, students must apply and be accepted to each selected program.

Transfer credit decisions are at the discretion of the Program director. If approved, the transfer credit will appear on the transcript but will not be calculated into the student’s GPA.

### **Transfer Credits – Credit Evaluation for Course Equivalency**

Students who enter with prior course work from an appropriately accredited college or university may seek a course equivalency evaluation to determine if the coursework fulfills a required course. The student requesting this process must contact the program’s Program director for review of prior course work. If granted, the course credits are applied toward the graduation requirements. Transfer students will receive a copy of the credit evaluation identifying the courses and credits that fulfill Bellin College requirements.

### **Transfer of General Education Courses/Credits**

- Courses must be transferred from accredited two and four-year institutions.
- Courses must be at the freshmen (100) level and above. (Remedial courses are not transferrable.)
- For BSN program, please see specific BSN Traditional, Sophomore Transfer, Junior Transfer, and 15 Month Options for requirements and minimum and maximum number of transfer credits allowed.
- Courses must meet equivalency of Bellin College program requirements.
- Retroactive credits are accepted in fulfillment of general education elective requirements only. Retroactive credits may not be used to fulfill other degree requirements.
- Courses 10 years or older may not be accepted.
- Science courses taken beyond five years will be reviewed on an individual basis.

- Pass/fail grades will not be accepted.
- A minimum cumulative GPA of 3.0 in transfer courses is required. All college level courses taken that would meet the Bellin College required or general education course requirements for the requested option will be included on the credit evaluation to calculate the GPA.
- A grade of “C” or better will meet the standard for transfer courses. Grades of “C-”, “C/D”, “D”, “F” or “WF” (Withdrawal–Fail) will not satisfy the course requirement and may jeopardize admission.
- If the minimum cumulative GPA requirement of 3.0 in transfer courses is not met, additional coursework reflecting Bellin College required courses is required before re-application. Contact the Admission Department for details.
- An acceptable applicant will obtain a grade of “C” or better in all courses that meet general education requirements for the requested option. A grade of “C” or better must be obtained in all science courses before final acceptance to the college.
- If multiple courses satisfy the same general education requirement, the course with the highest grade will be transferred.
- A required general education course should be repeated one time only. The applicant is not considered admissible if the repeated course grade is below a “C”. If this occurs, the applicant will be reviewed on an individual basis.
- Credits from colleges using a “non-semester” system will be converted to semester credits and evaluated on an individual basis.
- Credits earned at a foreign university must be evaluated by Educational Credential Evaluators (ECE). The applicant is responsible for the cost of this evaluation. The applicant must request the evaluation to be sent directly from ECE to Bellin College. Bellin College requires a course-by-course evaluation sent directly from ECE.
- An accepted applicant must report to Bellin College Admissions Office any change in the college/university enrollment from the time of the initial credit evaluation. Admissions personnel will approve any changes to assure that admission requirements remain intact. Failure to alert the Bellin College admissions office of changes may nullify admission to the college.

An applicant who has been out of school for several years is encouraged to contact the Bellin College admissions office regarding eligibility.

All applicants are encouraged to refer to the Bellin College website or contact the admissions office for specific requirements relating to the required general education courses.

### **Student Submission of Transfer Course Grades**

Students completing general education courses must submit proof of completion (official transcripts with final grades) at the end of each semester/session/term; including the summer semester. Students taking courses at other institutions are responsible for providing official transcripts to Bellin College. All applicants to Bellin College must provide official transcripts.

A Bellin College transcript cannot be fully completed for students until an official transcript from the transfer college/university has been received for courses taken at that institution.

The deadline for submission of official transcripts reflecting any completed general education courses must be received no later than four weeks after the last day of semester taken.

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

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

- A registration hold will be placed on the student’s record, preventing future registration and access to an official transcript.

- Student will be blocked from continued access to courses in the BC Learning Management System for current semester.
- Student will be dropped from courses in the subsequent semester, if registration has been completed.

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

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

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## ► Academic Policies and Procedures

### Course Delivery

The purpose of this policy is to provide clear expectations for faculty and students regarding course delivery options. Bellin College recognizes expanded opportunities online learning environments provide students and instructors to engage in active, meaningful learning through the appropriate use of technology.

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

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

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

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

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

### Academic Advising – BSN

Academic advising is provided to students to assist them in planning a program of study consistent with Bellin College requirements. The process begins after admission to the program and occurs each semester. Academic advising is also available to students on an as-needed basis.

Students must discuss any changes in their academic plan with the advisor and accommodations coordinator to ensure that compliance with curriculum requirements is maintained. Students are responsible for following through with all advising and registration requirements. Approval from the appropriate program director is required. Failure to do so may jeopardize their ability to complete their program within the usual length of time.

## Academic Advising – MSN

All MSN students are advised by the MSN program director upon entering the MSN program and periodically during enrollment.

### Credit Load

For financial aid purposes only, the combined credit load from Bellin College and any other institution are considered in computing full or part-time enrollment status. Refer to the table below for the definition of full-time, ¾-time, and ½-time enrollment status based upon program and option.

Program/Option	Full-Time	¾-Time	½-Time
BSN Traditional, Sophomore Transfer Option, Junior Transfer Option, and RN to BSN	12.0 or more credits per semester	9.0 – 11.5 credits per semester	6.0 – 8.5 credits per semester
BSN 15-Month Option	8.0 or more credits per session	6.0 – 7.5 credits per session	4.0 – 5.5 credits per session

The recommended credit load is based upon the academic plan as arranged with the Bellin College Advisor and Accommodations Coordinator. It is recommended that a student not exceed 17 credits per semester.

### Attendance Policy

Students who are entering the healthcare profession are expected to attend and be on time for all curricular activities, including orientations. See syllabi for specific course requirements. Mandatory attendance is required for all clinical and laboratory courses. Absences will be reviewed on an individual basis. Students are responsible for all course materials. Attendance records are maintained for the purpose of work references and financial aid programs.

A student who is absent from laboratory or clinical experiences may not be able to meet the expected course outcomes. Absences from clinical and lab will be dealt with individually by the faculty in consultation with the appropriate program director and may include a fee. Repeated absences may result in dismissal from the course.

### Absences and Rescheduling Fees

Attendance at all college orientation/informational activities is mandatory. All fees must be paid prior to re-scheduling date.

#### Orientations

Students who do not attend scheduled orientations are required to re-schedule with the appropriate college personnel and may be assessed a re-scheduling fee.

#### Clinical

Students who do not attend clinical may be offered to schedule an alternate day or assignment based on consultation by the faculty and Program director and may be charged a make-up fee.

#### Lab

Students who do not attend lab may be offered to schedule an alternate day to review material based on consultation by the faculty and/or Program director and may be assessed a re-scheduling fee.

#### Lab Testing

Those who do not attend lab testing at the schedule time are required to re-schedule with the course facilitator and will be charged a lab testing re-scheduling fee.

If a student is unsuccessful with the lab test, they are allowed to re-take the test one time and may be charged a lab testing re-scheduling fee.

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

Students who do not attend as scheduled are required to re-schedule and may be charged a fee.

### **Simulations**

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

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

All individuals wishing to record faculty lectures and/or conferences presented as part of the Bellin College curriculum must obtain verbal approval prior to the lecture and/or conference from the specific 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/video recording, the obtaining and utilizing of the recorder and the audio/video is the student's responsibility. It is further understood that the recording is to be used for current educational purposes only.

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

### **Electronic Devices**

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

### **Undergraduate Portfolio**

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

### **General Education Grading Scale**

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

<b>Letter Grade</b>	<b>Grade Points Per Credit</b>	<b>Numeric Grade Equivalent</b>
A	4 points	93-100
AB	3.5 points	88-92
B	3 points	83-87
BC	2.5 points	78-82
C	2.0 points	70-77
D	1 point	60-69
F	0 point	below 60

## Grading Policies - BSN

The following grading system is used to determine course achievement in classes in one's major program:

	Letter Grade	Grade Points per Credit	Numeric Grade Equivalent
	A	4.0 points	93-100
	AB	3.5 points	90-92
	B	3.0 points	85-89
	BC	2.5 points	82-84
BELLIN COLLEGE MINIMUM PROGRESSION REQUIREMENT	C	2.0 points	77-81
	D	1.0 point	70-76
	F	0.0 points	Below 70

## General Education and Nursing Program Offerings

For all general education and nursing program offerings, within each course, individual assignments/projects/exams will be recorded up to two decimal places without rounding-up (for example, 92.578 will be recorded as 92.57). The final composite course grade rounds up to the nearest 100th place (for example, a 92.578 will display as 92.58). The whole number without rounding is used for the letter grade (for example, 92.58 receives a letter grade of AB).

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

## Grading Policies - MSN

All courses require a final grade of B or better. The grade of BC is below satisfactory achievement. For the MSN academic program, any grade earned at an accredited institution must be that of a "B" or higher for it to be accepted by the college and student to receive course credit.

Each course is graded in its entirety as with the major courses. The grade calculation process is the same as with undergraduate major courses.

## 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 (4) weeks after the end date of course. Grade becomes "F" if letter grade is not received within the four (4) week period or formal arrangements for completion are not made.
IP	In Progress	Represents the course in which the student is currently registered.
N	No Report or In Progress	No grade report received or course in progress.
P	Pass	Represents work was completed at or above the passing standard in a pass / fail course but is not included in the GPA calculation.
F*	Fail	Represents work was completed at lower than the passing standard in a pass / fail course but is not included in the GPA calculation.
PL	Credit for Prior Learning	Credit achieved by demonstrated learning experience.

R	Repeated Course	Designates a course repeated for grade betterment. The prior grade is removed from cumulative GPA calculation.
T	Transfer Credit	Transfer credit from a course taken at another institution of higher learning that is accepted at Bellin College.
WF	Withdrawal/Failing	Withdrawal from a course after the sixth week of a 15-week semester or after 40% of the course has been completed.
W	Withdraw	Dropped course before 40% of course is completed. No effect on GPA.

## Course Grade Reports

Bellin College grade reports will be available for student self-service access through the student information system at the end each semester/session/term. This occurs approximately 10 working days after the last day of the semester/session/term.

All final clinical evaluations will be retained in the student's individual portfolio for Student Achievement Tracking maintained by the college for a period of five years.

## Late Assignment Policy

**Points for late graded assignments will be deducted as follows from the final assignment grade:**

- 1 calendar day late = 4 percentage points
- 2 calendar days late = 8 percentage points
- 3 calendar days late = 16 percentage points
- 4 calendar days late = score grade of zero ("0")

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

- 1 calendar day late = final grade of 90%
- 2 calendar days late = final grade of 86%
- 3 calendar days late = final grade of 78%
- 4 calendar days late = final grade of zero ("0")

Any deviation from this policy must be approved by the Program director and be stated clearly on the syllabus.

Extenuating circumstances will be handled by faculty on an individual basis.

## Late Exam Policy

Communication between the student and course facilitating faculty member is key to discuss and understand the following items:

- Prior to the start of the scheduled exam, students must inform the course faculty that they will be absent for the exam.
- After discussion with the student, faculty will reschedule the student to take the exam within 1-7 calendar days, based on faculty discretion.
- If the exam is not taken at the time determined by the faculty with the student, a grade of "zero" (0%) will be recorded as the exam's final grade.

Extenuating circumstances will be reviewed by faculty on an individual basis.

## Test Taking in the Library

When an exam is scheduled by the faculty to be proctored in the library, the faculty will inform the student of the date and time for the exam. The following standards will be enforced:

- Students will provide their own writing utensil.
- All electronic devices will be turned off during the exam.
- Only items required by the faculty member are allowed on the student's table/desk during the exam. All personal items such as but not limited to: electronic devices, pencil case, back packs, purses, watches, beverages, food, outerwear and hats, etc. will be stored with the library staff and returned to the student at the end of the exam.
- If facial tissues are present, the tissues must be kept in a clear plastic bag and placed on the desk next to the student prior to the exam start. The facial tissues and bag will be inspected by the library staff prior to the start of the exam.
- Students will not be allowed to leave the assigned testing area during the exam.
- Exam questions will not be discussed with the library staff at any time.
- Students are expected to adhere to the "Student Performance Remediation and Due Process" Policy as stated in The Bellin College Nursing Guide Handbook & Catalog.

If cheating is suspected while an exam is being proctored in the library, the library staff will:

- Focus on the student suspected of cheating and observe them more closely.
- Approach the student for clarification, and if needed, confiscate inappropriate materials.
- Inform faculty member.

If cheating is confirmed, the faculty member will implement the Academic Misconduct - Due Process Policy and Procedure outlined in The Bellin College Nursing Guide Handbook & Catalog.

### **Repeated Courses**

BSN students may repeat a Bellin College course in which they obtained a grade of "C" or better for the purpose of grade betterment. The repeated course grade is recorded on the transcript and is the only grade calculated into the GPA. Students can repeat a nursing course one time only.

### **Grade Appeal Policy**

A student may appeal a grade for computation or interpretive error. No grades will be reviewed after 20 working days from official Registrar posting unless it can be demonstrated that a grade was incorrectly recorded or that it was impossible for the student to initiate review during the designated time period.

#### **Procedure**

The grade appeal procedure is as follows:

- The student must contact the course facilitator within 10 working days of the grade return.
- The course facilitator will review with the student how the grade was determined based on written criteria in the course outline.
- If the issue is not resolved, the student should contact the appropriate Program director within five working days. The student must present in writing the reasons she/he believes the grade should be changed. If the Program director is also the course facilitator in the appeal, a different Program director must handle the appeal process for review of information and final decision. The appropriate academic Dean will assign a different Program director to the appeal.
- The appropriate Program director will request and review a written explanation of the grade from the course facilitator. This explanation must be submitted within two (2) working days.
- The appropriate Program director's decision on the grade appeal is final.
- The student and faculty will be notified of the Program director's decision in writing.

### **Audit Course Policy**

Any Bellin College course may be audited with the exception of clinical, project, or practicum courses.

The plan to audit a course must be approved by the Program director. Audited courses are subject to the following guidelines:

- Auditing of course must be approved by faculty.
- The audit option is only available if course is not at enrollment limit.
- An audited course carries no credit value or letter grade (AU).



- Students auditing a course are not required to complete any assignments or exams.
- Auditing a course will not replace a previous course grade or affect GPA.
- An audited course will not satisfy degree requirements.
- Students may not audit courses to maintain continuous enrollment at BC.
- Any student (degree seeking or non-degree seeking) may audit.
- Once the course begins, students cannot switch enrollment status (audit to graded, or vice-versa).
- Audit permission form must be completed.
- Cost is 1/3 of tuition, with appropriate fees (e.g. technology).

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

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

**All travel study opportunities must have final pre-approval by appropriate Academic Affairs Administrator(s), Program director and/or Dean, on a timely basis. It is recommended that the approval process be completed no later than one month prior to the travel.**

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

Student educational travel opportunities may be secured through three avenues: (1) Bellin College course; (2) travel courses completed through another institution of higher education; or (3) non-college educational opportunity.

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

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

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

- Must be pre-approved for transfer prior to departure by the Program director.
- Fulfillment of a major course requirement must be approved by appropriate Bellin College faculty.
- Fulfillment of a general education course requirement must be approved by the Registrar.
- The course is posted as transfer credit. The course will transfer credit-for-credit, regardless of requirement satisfied. Transferred credits will not be split among course requirements.
- Student must still complete required credit amount and residency requirements for graduation.
- Students in the 15 Month Option may complete a travel course with an approved exception to the Bellin College residency requirement.
- The current Bellin College policy regarding transfer credit is applicable.
- No fee is assessed on transfer courses by Bellin College.

#### **3. Non-college educational opportunity:**

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

## **Urban Immersion Program (Formerly STAT Program)**

The Urban Immersion Program is an alternative break service program that gives students the opportunity to engage in off-campus experiences serving in communities working with vulnerable people as a way to become active citizens involved in their own communities now, and in their futures as professional leaders. The program offers students a chance to travel to local, regional, and national locations where they are challenged to both provide service and reflect on those experiences as a way to grow personally and professionally. Participants are provided leadership skills, exposed to new perspectives, and ultimately gain a broader understanding of the concepts of social justice and community partnership. Along the way, students are immersed in new cultures and have life-changing experiences that contribute positive change within themselves and the world.

## **Student Achievement Tracking Tool – BSN**

Assessment of Student Achievement is completed as part of the program evaluation plan for the BSN pre-licensure option. Criteria monitored within the plan reflect achievement of overall program success, academic achievement, clinical practice, and professional engagement. Aggregate data is reviewed by faculty on a regular basis to determine opportunities for program improvement. Items that are included and monitored on the SATT include:

- NCLEX results
- Final cumulative nursing grade point average
- Standardized test content results for the Nursing Assessment Test
- Evaluation of senior leadership or capstone clinical
- Membership in professional organizations

Benchmarks for achievement have been established for each of the areas. Results are monitored by the CAP Director and reported annually to the Dean of Nursing and to the Faculty-of-the-Whole.

## **Student Achievement Tracking Tool – RN to BSN**

Assessment of Student Achievement is completed as part of the program evaluation plan for the RN to BSN option. Aggregate data is reviewed by faculty on a regular basis to determine opportunities for program improvement.

Items that are included and monitored on the SAT include:

- Student evaluation of program outcomes, with satisfaction with preparation as a nurse leader and preparation for graduate study; the Synthesis Project grade; and professional engagement.

Professional engagement will be evidenced by:

- Membership in a student or professional organization.
- Membership in professional committee (internal or external to the organization).
- Obtaining or maintaining specialty certification.

## **Personal Assessment for Student Success (PASS) Plan – BSN**

In addition to the SATT, the Personal Assessment for Student Success (PASS) Plan has been designed and implemented to help ensure student success. The purpose of the PASS plan is to assist undergraduate students with program and licensure success.

A student's normal course of study may be interrupted for a variety of reasons, resulting in delay of graduation or dismissal from the program. Such delays place a student at risk for ongoing success in the program as well as increased risk for failure on their first licensure attempt. The PASS Plan process is designed to identify student challenges and then develop an individualized plan to assist the student achieve academic and licensure success.

A student who is unable to follow the standard progression pattern for their course of study will be required to complete a PASS Plan as a component of his / her special schedule status. The PASS Plans will be coordinated through the NCLEX RN Coordinator in collaboration with the appropriate program director and Advisor and Accommodations Coordinator.

**Procedure:**

1. Students who are placed on a special schedule due to not being able to follow the normal curricular plan will be advised to schedule a meeting with the NCLEX RN coordinator and advisor and accommodations coordinator. This meeting should be scheduled prior to the start of the revised class schedule whenever possible.
2. Following discussion with the student of challenges as well as available resources, an individualized PASS plan will be developed. Components of the plan may include, but are not limited to, information on study skills, test-taking strategies, tutor resources, accommodations, lab practice requirements, as well as course content review.
3. Completion of PASS Plan components is the responsibility of the student. Compliance with the plan will be monitored by the NCLEX RN coordinator or designee.
4. PASS plans will be in effect for a minimum of one calendar year for traditional students and to the point of graduation for 15 month students.

**Failure to comply with the PASS plan may result in activation of pertinent disciplinary academic policies and procedures under the direction of the respective Program director.**

**Personal Assessment for Student Success (PASS) Plan – MSN**

The Personal Assessment for Student Success (PASS) Plan has been designed and implemented to help ensure graduate student program and certification success.

A student's normal course of study may be interrupted for a variety of reasons, resulting in delay of graduation or dismissal from the program. Such delays place a student at risk for ongoing success in the MSN program as well as increased risk for failure on their certification exams. The PASS plan process is designed to identify student challenges and then develop an individualized plan to assist the student achieve academic and certification success.

A student who is dismissed from the program and is accepted for re-entry or who had to defer their progression due to voluntary reasons and is unable to follow the standard progression pattern for their course of study will be required to complete a PASS plan. The PASS plans will be coordinated through the MSN Program director.

Students who are placed on a special schedule or are re-entering the program should schedule a meeting with the MSN Program director. This meeting must be scheduled prior to the start of the revised class schedule. Following discussion with the student of challenges as well as available resources, an individualized PASS plan will be developed. Components of the plan may include, but are not limited to, information on study habits, tutor resources, accommodations, lab practice requirements, an independent study course, theory remediation, and practicum remediation. Completion of PASS Plan components is the responsibility of the student. Compliance with the plan will be monitored by the MSN Program director or designee. PASS Plans will be in effect for a minimum of one calendar year. Failure to comply with the PASS Plan may result in activation of pertinent disciplinary academic policies and procedures under the direction of the MSN Program director.

**Standardized Testing in the Undergraduate Programs**

Bellin College uses standardized tests in the undergraduate pre-licensure nursing program. The purpose of standardized testing is to assist undergraduate students with program and licensure success. Students benefit in that the standardized testing environments and questions mirror their licensure exams, compare individual performance to national benchmarks, and assess licensure readiness based on benchmark data.

Exams are integrated throughout the curricula to assess content knowledge in a variety of areas. Benchmarks are provided for student scores to indicate level of performance. Following each exam, each student is provided a report outlining areas of strength as well as opportunities for content review.

Procedure:

- Standardized tests are coordinated through the CAP office.
- Testing schedules are posted on the timetable.
- Students requiring accommodations will receive an individualized schedule to address their accommodation requirements.
- Completion of standardized testing is an expectation of the program. An alternate testing time may be accommodated for emergencies and with prior notice. Students who do not test as scheduled without making alternate arrangements may be subject to the late exam policy.
- Nursing tests are conducted using students' personal mobile computers. Students who do not have a laptop or tablet must notify the CAP Director prior to the test date so arrangements can be made to secure an alternate computer.
- Some test results are included as a weighted percentage of course grades. A conversion table to determine the course grade percentage is provided in course syllabi.

### **Student Preparation for Clinical Experiences**

- Students learn about blood glucose testing in Fundamentals lab course:
  - BSN 15-Month Option: NR 366, Fundamentals of Nursing (spring session 2 or fall session.
  - BSN Traditional Option: NUR 209, Fundamentals of Nursing Care (fall semester).
- Students are validated and trained within the course using current equipment and materials; students complete compliance requirements including completion of applicable forms.
- Academic Affairs personnel verify the list of trained students upon initial validation and record the initial validation date per student in the college tracking system. Completed forms are filed in the Academic Affairs Office with the respective academic year's affiliation verification documentation. Students will receive a bar code for identification purposes for use at Bellin Hospital only.
- Students receive EPIC training prior to Fundamentals clinical course:
  - BSN 15-Month Option: NR 372C, Fundamental Clinical Practicum (summer session or fall session 2).
  - BSN Traditional Option: NUR 210, Fundamentals Clinical (spring semester).

### **Clinical Compliance Requirements**

Student placement agreements are executed in order to enable clinical opportunities. These agreements stipulate that faculty and students adhere to agency requirements. These requirements include, in part, compliance with policy and procedure such as confidentiality, knowledge of orientation material, etc. Students must show preparation for clinical participation by maintaining clinical requirements set by Bellin College and the clinical agencies. Failure to provide timely documentation will result in an inability to participate in the clinical settings, thus jeopardizing student's ability to progress. Students are required to be compliant with all health requirements to be fully prepared for clinical experiences.

### **Blood Glucose**

BSN students are required to be certified annually on blood glucose competency. Students will be notified of, and must attend, the scheduled Bellin College certification training.

The aforementioned relates to, and supports the following continued procedure:

- Student First Time Blood Glucose Privileges (in conjunction with fundamentals courses):
- BSN students are scheduled to receive EPIC training by college Academic Scheduler. Additional processing is required specific to the blood glucose testing privileges with Bellin Health as follows.
- Prior to scheduled EPIC training, the Academic Affairs office submits first-time user Bellin Health Information Systems (IS) Access Request Forms.
- Bellin Health IS creates student/user profiles in their system according to their policy and procedure which includes mnemonic (user name) creation.
- Bellin Health IS sends the list of students assigned mnemonics to the Academic Affairs Office.
- Academic Affairs Office records mnemonics (user names) in college tracking system and sends list of student's assigned mnemonics to assigned staff member at Bellin Health Lab requesting

the creation of bar codes/bar code stickers.

- Bellin Health Lab staff member generates the bar codes which are valid for use for one year from the date of creation. The bar code sticker itself is to be used by the student for the duration of his/her program of study.
- Bellin Health Lab staff member sends generated bar codes to Academic Affairs who facilitates their provision to the course facilitator for his/her distribution and instruction to the students. The bar code sticker will be placed on the back-side of college student ID badge for use while on clinical at Bellin Health.
- Clinical faculty will ensure students demonstrate proficiency with client blood glucose testing.

► **Student Maintenance of Blood Glucose Privileges**

- BSN students who continue to the following academic year must revalidate on the blood glucose systems on an annual basis and this is done each year at the college at the beginning of the spring semester via arrangements by personnel. BSN students fulfill compliance requirements and complete applicable forms.
- Academic Affairs personnel verify the list of continuing students upon spring revalidation and record revalidation date per student.
- Completed forms are filed in the Academic Affairs Office with the respective academic year's affiliation verification documentation.
- For Bellin Health, Academic Affairs Office sends the list/s of revalidated, continuing students to Bellin Health Lab staff member requesting that they be renewed in the Bellin Health system for one year and that no bar codes are needed at this time only renewal.

**TB Testing**

Students are required to have an up-to-date health record, including the required immunizations and the annual TB skin tests. Annual TB skin tests must be completed, and documentation uploaded into the student's CastleBranch account. MSN students may be required to have additional testing as per their clinical agency.

**CPR Certification and CPR Renewal Training**

Students must be CPR Certified by the American Heart Association Healthcare Provider/ Basic Life Support (BLS) prior to clinical with a CPR Re-Certification every two years. Each student must have verification of current CPR training. Undergraduate students are to provide documentation uploading the front and back of the CPR card into their CastleBranch, Inc. account. Noncompliance will result in the student's removal from clinical placement(s) and inability to progress in the program.

**Influenza (Flu) Vaccine**

Each clinical agency has established rules regarding mandatory flu vaccines and requires proof of compliance. Flu vaccines are administered for free at Bellin College each fall. Students may also receive the flu vaccination through OHS. If a student receives a flu vaccination at a facility other than Bellin, the student must provide evidence of receiving the vaccination and sign a declination form showing the vaccination has been received outside of Bellin College.

**Clinical Computer Training:**

Students must attend the computer training as scheduled even if they are an employee of the clinical agency providing the training. The training for students is different than for employees. Students who do not attend computer training as scheduled will require a personal session and may be charged an associated fee. MSN students may be required to attend computer training prior to the start of practicum per agency policy.

**Clinical Orientation:**

Students are required to attend their respective clinical orientations assigned in order to be fully prepared for the semester. Students who do not attend as scheduled will require a personal session may be charged an associated fee.

## Medication Calculation Competency Policy – BSN

Nurses use math everyday in practice. The ability to accurately calculate medication dosages, IV rates, intake and output, determine percentages, etc. is an essential nursing competency critical to patient safety. This policy outlines a systematic plan for infusing math/medication calculations throughout the undergraduate nursing curriculum. This policy is designed to establish minimal levels of math proficiency required to progress through the nursing program as well as to promote continued development in math calculations as students' transition into professional nursing practice.

- A. The concept of medication calculations and foundational math concepts will be introduced to all students in the Fundamentals of Nursing Care courses (NUR 209 / NR 366A).
- Students must achieve at least a 90% score on the Fundamentals of Nursing math/medication calculation test to meet the benchmark required to administer medications in the NUR 210 / NR 372A Fundamentals clinical. Students who do not achieve the 90% benchmark on their first attempt will be counseled with a remediation plan by the course facilitator and required to repeat the exam prior to the end of the NUR 209 / NR 366A course.
  - Students who do not meet the 90% benchmark on the second attempt will be placed on clinical monitoring by the BSN Program director and counseled with a remediation plan to be completed prior to the Fundamentals clinical course.
    - Students may not administer medications in clinical until they have successfully passed the math test.
    - Clinical monitoring will remain in effect through:
      - Traditional and Sophomore Transfer students: one year
      - Junior Transfer students: the spring semester
      - 15 Month students: session four
  - Students will be given a third attempt to meet the 90% benchmark prior to or near the start of the Fundamentals clinical.
    - Due to the compressed timeframe of the clinical experience, junior transfer students who are unsuccessful on the third attempt will have failed the NUR 210 clinical.
    - Traditional / Sophomore Transfer and 15 Month students who are unsuccessful on the third attempt will be counseled with a remediation plan and scheduled for a final test attempt to occur within two (2) weeks of the third attempt.
  - A Traditional / Sophomore Transfer or 15 Month student unsuccessful on the fourth attempt will have failed the NUR 210 /NR 372A clinical.
  - All students in the Fundamentals clinical will complete 2-3 math / medication worksheets as part of their clinical paperwork. Clinical faculty are responsible for reviewing the worksheets and counseling students as needed.
- B. Traditional/Sophomore Transfer/ Junior Transfer students will complete 2-3 math worksheets during the first adult acute care clinical course and the specialty clinical II course. The 15 Month students will complete math worksheets during their first acute care clinical course.
- All students will complete a subsequent test at the end of the first acute care clinical. Traditional students will complete a third test at the end of the specialty clinical II.
  - Students who do not achieve the 90% benchmark on their first attempt will be counseled with a remediation plan by the course facilitator and required to repeat the exam prior to the end of the semester/session.
  - Students who do not meet the 90% benchmark on the second attempt will be placed on clinical monitoring or probation by the BSN Program director and counseled with a remediation plan to be completed prior to the next semester/session.
    - Students may not administer medications in clinical until they have successfully passed the math test.
    - Clinical Monitoring: a student will be placed on clinical monitoring if they have previously been successful with the math test.
    - Clinical Probation: a student will be placed on clinical probation if they have previously been placed on clinical monitoring due to unsuccessful performance on math tests.
    - Clinical monitoring / probation will remain in effect through:
      - Traditional/Sophomore Transfer students: one year
      - Junior Transfer students and 15 Month students: graduation

- Students will be given a third attempt to meet the 90% benchmark within the first week of classes in the subsequent semester/session.
- Students who are unsuccessful on the third attempt will be counseled with a remediation plan and scheduled for a fourth test attempt to occur within two weeks of the third attempt.
- A student unsuccessful on the fourth attempt will be considered unsuccessful in the second Adult Health/Leadership clinical course.
- Students will continue to complete two to three math/medication worksheets as part of their clinical paperwork. Clinical faculty are responsible for reviewing the worksheets and counseling students as needed.

### **All Students**

To assist students in maintaining competency, a minimum of two questions will be on each exam in every nursing theory course beginning second semester of the sophomore year for traditional students and the 3<sup>rd</sup> session for the 15 month students (with the exception of NUR 204 Pathophysiology, NUR 320 Nursing Research, and NR 353A Nursing Research).

### **Confidentiality of Protected Health Information**

Clinical experience requires students to access protected health information about clients. The 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. Client information will not be shared in any form or medium, including written, verbal or electronic methods, with anyone other than those who are directly responsible for the patient's care and treatment. Patient identifiers include, but are not limited to: name, medical record number, and visit number, dates including birth date, date of admission and date of discharge. Patient care information will be discussed only in-patient care areas, and with acute awareness of who is within hearing range.

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. No records may be photocopied for any reason. It is unlawful to disclose all individually identifiable information. This relates to information about past, present and future:

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

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

### **Eligibility to take the NCLEX-RN® Examination**

The National Council Licensure Examination for Registered Nurses (NCLEX-RN®) is designed to test applicants to assure safe practice of nursing at the entry level. NCLEX-RN® examination results are an important component used by boards of nursing to make decisions about licensure. To take the NCLEX-RN® Examination, candidates must satisfy the following requirements:

- Apply for licensure in the state or territory in which licensure is desired.
- Meet all of the board of nursing's eligibility requirements to take the NCLEX-RN® examination.
- Register for the examination.

Final eligibility determination is made by the Board of Nursing upon its receipt of a completed application and all supporting documents. In the State of Wisconsin, an applicant is eligible for the examination for registered nurses if he/she has:

- Graduated from a board-approved school of professional nursing.
- Graduated from high school or equivalent.
- No arrest or conviction record, subject to the Fair Employment Act.

The Registered Nurse Licensure by Examination Application includes the following questions:

- “Have you ever had a finding of abuse or misappropriation placed against you on the Wisconsin Nurse Aid Registry of the Department of Health and Social Services or any other state’s registry?”
- “Have you ever surrendered, resigned, canceled or been denied a professional license or other license in Wisconsin or any other jurisdiction?”
- “Has any licensing agency ever taken any disciplinary action against you, including but not limited to, any reprimand, suspension, probation, limitation, revocation?”
- “Is disciplinary action pending against you in any jurisdiction?”
- “Do you have any felony or misdemeanor charges pending against you?”
- “Have you ever been convicted of a misdemeanor or a felony?”
- “Are you incarcerated, on probation or on parole for any conviction?”
- “Have any suits or claims ever been filed against you as a result of professional services?”

### **Convictions and Pending Charges:**

Applicants for the licensure exam must also report any convictions and pending charges. This includes all felonies, misdemeanors, and other violations of state or federal law of which you have ever been convicted, in this state or any other, whether the conviction resulted from a plea or no contest or a guilty plea or verdict. Applicants need to report the date and location of each conviction. All convictions that involved alcohol or other drug use, including convictions for operation while intoxicated, must be disclosed. This does not include municipal ordinance violation or other traffic offenses.

Any student currently enrolled in Bellin College who feels he/she may have concerns with any of the above questions should contact the Dean of Nursing.

Bellin College assists its students (as the application process begins prior to graduation) and continues to provide support to its subsequent graduates with the application and registration process in the State of Wisconsin and in other jurisdictions.

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## ▶ Student Performance Remediation and Due Process

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

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

SPN’s are completed by faculty in consultation with the appropriate Dean and/or Program director to address academic and / or non-academic performance issue(s). Examples of SPN categories include, but are not limited to:

- **Academic Performance**
  - Failure to meet course outcomes.
- **Professional Performance (inappropriate or unsatisfactory professional performance)**  
**Examples include, but are not limited to:**
  - Late work.
  - Tardiness or absence from lab/clinical.
  - Violations of the Dress Code Policy.
  - Unethical or illegal behavior.
  - Repeated infractions of College policies.
  - Persistent negative responses toward constructive feedback.



### **SPN Category**

SPN's are leveled based on pattern and / or severity of the issue, resulting in either Monitoring or Probation.

### **Classroom, Lab and Clinical Monitoring**

A student who is not making satisfactory progress toward specific classroom, lab, and/or clinical outcomes, may be placed on monitoring at any point during their program of study. The duration will be determined by the Program director.

- Classroom monitoring may occur when student behaviors are not conducive to classroom outcomes and student success.
- Lab or clinical monitoring may occur when student behaviors lead to a negative outcome or injury (incident) or when skills, behaviors and actions are not conducive to course outcomes and success.
- Refer to the medication calculation policy for students who are unsuccessful on the medication calculation tests.

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

### **Probations – Overview**

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

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

### **Electronic Devices-Clinical**

Electronic devices within the classroom, lab, and clinical courses may be utilized by students for appropriate learning purposes only. Cell phone ring tones shall be put on "vibrate/silent" during all course times and utilized for emergency purposes only. Repeated violations and/or course disruptions due to inappropriate use of electronic devices will be referred to the appropriate Program director for disciplinary measures.

**Please note:** Clinical sites may have additional policies regarding the use of electronic devices. Ensure that you are familiar with these policies before using your device at a remote location.

### **Academic Probation**

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

- Failure to maintain a 2.0 grade point average (GPA) each semester/session in nursing as well as any Bellin College general education courses.
- Failure to attain a "C" or better in any nursing course.
- Failure to attain a "C" or better in a required nursing or general education course.
- Receipt of an unsatisfactory final clinical evaluation.
- Failure to attain a "P" in any Pass/Fail nursing course.
- Failure to meet the terms or expected outcomes of classroom/lab, and/or clinical monitoring.
- Academic probation is not an option for MSN students.

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

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

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

### **Progression Policy**

A student having failed a nursing, or general education course should be aware:

- A student may be allowed to continue in their program while on probation.
- A student's curriculum plan may be altered and likely extend the student's graduation date.
- Any failed course may be repeated one time only.
- Placement in any course requiring repeating is subject to space availability.
- If a space is not available or the course is not offered the student may be required to exit from the college until the failed course can be repeated.
- Any undergraduate student not enrolled in a Bellin College course must exit the college. Re-application will then be necessary.
- Each student situation will be reviewed on an individual basis by the program director and the dean of nursing.

The student will be notified in writing of their individual situation and must complete the requirements outlined in their Student Performance Notification (SPN) to avoid dismissal from the program. An incomplete status must be addressed in order for students to progress in the curriculum. (See Incomplete Policy).

### **Progression Deferment**

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

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

### **General Education Progression Requirements**

While enrolled at Bellin College, a student may be unsuccessful in two different General Education course completion attempts and not be dismissed. A third General Education course failure will result in dismissal. All general education courses taken to complete a program requirement, including those offered at Bellin College, are subject to this policy, and are separate from the progression policy as it relates to major courses.

- A student can repeat a general education course once without dismissal from Bellin College.
- Student could be subject to an extension on length of time to degree completion, a special enrollment schedule in one or more semesters, and placement in another cohort; in accordance with repeat policy; and due to failure to meet necessary prerequisites in a timely fashion.
- Repeating an unsuccessful Bellin College General Education equivalent course at another institution is allowed, but subject to same repeat conditions.
- Students who are unsuccessful in a course designed to meet a general education requirement may enroll in a different course that fulfills the general education requirement. This is subject to the General Education course requirement repeat policy.
- Repeat/progression policy begins with enrollment at Bellin College.

### **Nursing Traditional, Sophomore Transfer, Junior Transfer, and RN to BSN students:**

While enrolled at Bellin College, a student may be unsuccessful in one major course and not be dismissed. In general, the student must repeat the failed nursing course at Bellin College in its entirety with a passing grade before they are able to enroll into the next nursing course in the curriculum plan. In specific cases, a student may be allowed to continue in major courses if prerequisites and scheduling allow. Permission is required from the faculty and program director prior to registration. **A second major course failure will result in dismissal.** Exceptions may apply to students who have made a program option change or students who are in their last session/semester.

### **Nursing 15 Month Option students:**

Nursing 15 Month Option students: Each course must be completed with a passing grade in order to progress to the next session. In most cases, a failed nursing course results in the student's inability to progress within the 15-month option. A student may request transfer to a traditional option or alternate 15 month cohort. Please refer to the Requests to Change Bellin College Program Option policy. If the transfer request is approved, the student will be placed on academic probation. If the transfer request is not approved, the student is dismissed from Bellin College.

## **Grade and Progression Policy – MSN**

### **Grade Requirements**

All courses require a final grade of B or better. The grade of BC is below satisfactory achievement.

When a final grade of less than “B” is earned, the course facilitator is to notify both the student and MSN Program director in writing (an email is acceptable) within one week of assigning the grade. The student will then receive a letter from the MSN program director informing them of the Repeat and Progression Policy.

### **Repeat and Progression Policy**

One Graduate nursing course can be repeated once in an effort to remove the unsatisfactory grade from the individual's GPA computation. Students requesting to repeat a course (second attempt at the same Bellin College course) must submit a writing appeal to the MSN Program director.

Repeating a course will require a modification to the student's plan of study and will, in most circumstances, result in a delay of anticipated graduation date. Subsequent course enrollment will be dependent upon meeting prerequisite or corequisite requirements of the course.

Students who receive a final grade below a B in a second course will be dismissed from the program. Appeal for readmission after dismissal may be done per policy.

A course repeat related to ethical, legal, moral, or competency standards violations will be reviewed on an individual basis by the MSN program director and the dean. The decision is final.

### **Academic Misconduct – Overview**

Bellin College students are responsible to pursue their studies with integrity and honesty. Failure to do so is considered academic misconduct. Academic misconduct includes the active and/or passive participation in giving or taking information, allowing information to be given or to be taken from an unauthorized or unacknowledged source in a situation where individual performance is required.

Academic misconduct includes but is not limited to:

- Cheating
- Revealing or receiving examination content.
- Plagiarism including insufficiently documenting of sources or using another's work as own.
- Stealing examinations or course materials or knowingly using such stolen materials.
- Falsifying any 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.

For academic misconduct, a Student Performance Notification (SPN) will be initiated by the college.

- Faculty must have the student initial and sign the SPN.
- Faculty must sign the SPN.
- A copy of the SPN made available to the student.
- The original signed SPN placed in the student's file.

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

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

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

The suspecting faculty member discusses the situation with the student within three working days of the incident or them becoming aware of the incident. Following then:

- The faculty may conclude that the suspicion of academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty may conclude that there is sufficient evidence to support the claim of academic misconduct and reports the information to the appropriate program director.
- *Proceed to Step 2.*

#### **Step 2: 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 the student chooses not to meet with the program director in person, the process will continue with the information available. The Program director may request information from other students/parties. The student may request for other students/parties to provide information regarding the allegation. Each person will be asked to document the details of the incident in writing.

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

- The program director may conclude that academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The program director may conclude that there is sufficient evidence to support the claim of academic misconduct and reports the information to the Dean of Nursing.
- *Proceed to Step 3.*

#### **Step 3: Dean of Nursing Notification**

Within three working days of receiving the information from the program director, the following may occur:

- The dean of nursing may conclude that academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.

- The dean of nursing may conclude there is sufficient evidence to support the claim of academic misconduct and render consequences.

If the student acknowledges the behavior, and/or academic misconduct is determined by the Program director, the dean of nursing will determine the consequences following consultation with Program director.

Furthermore, the dean of nursing will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information as needed.
- Communicate with the student as necessary. If student does not choose to meet with the dean of nursing the process will continue with the information available.
- The faculty member, student, and/or other parties may be asked to provide further information.
- Consult with the college president.

The decision of the dean of nursing is final. However, if the consequence imposed is dismissal from the college, the student has the right to appeal in writing to the dean of student services. Appeals must be received within 10 working days of termination.

All applicable documentation from the case of misconduct becomes part of the student's official file.

## **Non-Academic Misconduct – Overview**

Consideration for others and respect for each person and property is valued within the Bellin College community. The philosophy of the college is that all students, faculty and staff (members) as well as any college visitors or guests, must be able to study and work in an environment that is safe, free from harassment, discrimination, intimidation, and other disruptions. It is an expectation that all members, visitors and guests are entitled to fair treatment, and will conduct themselves appropriately, respectfully, and responsibly.

For students, behaviors inconsistent with this premise are considered non-academic misconduct. Non-Academic misconduct includes but is not limited to:

- Behaviors that constitute harassment, discrimination, and/or intimidation.
- Conduct which constitutes actual, or threatened, serious danger to one's own personal health or safety, or the health and safety of any member, visitor, or guest of the college.
- Unauthorized possession, storage, or use of any weapon or explosive.
- Unlawful possession, use, distribution, or sale of any narcotic or drug as defined by the statutes of the State of Wisconsin.
- Possession or consumption of alcoholic beverages in contradiction of State of Wisconsin law and/or college policy.
- Forgery, counterfeiting, alterations, or misuse of any college record, logo, document or ID card.
- Attempts or actual stealing, destroying, or defacing materials or property belonging to the college or college members, visitors, or guests.
- Unauthorized entry into or alteration of, any Bellin College computer records, or the violation of the College Informational Technology policies and procedures.
- Failure to comply with the lawful directives of college employees or college security.
- Signing in a computer, class, clinical, or test for someone else.
- Persistent or inappropriate behaviors that interrupt the teaching, and/or learning environment/process.
- Conduct that violates the American Nurses Association Code of Ethics for Nurses.
- Failure to notify the College of ineligibility to practice as a licensed RN in good standing.
- Violations of policies/procedures as stated in The Bellin College Nursing Guide Handbook & Catalog - Handbook & Catalog and other college resources.
- Behaviors inconsistent with the college values, mission, and/or procedures.

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

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

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

If the incident occurred involving a faculty or staff member or is in a classroom/lab/clinical setting, the involved faculty or staff member discusses the situation with the student within three working days of the incident or becoming aware of the incident. Following then:

- The faculty or staff member may conclude that the suspicion of non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty or staff member may conclude that there is sufficient evidence to support a claim of non-academic misconduct and reports the information to the appropriate Program director.
- *Proceed to Step 2.*

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

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

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

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

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

Within three working days of receiving the information from the program director, the following may occur:

- The dean of student services may conclude that non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The dean of student services may conclude there is sufficient evidence to support the claim of non-academic misconduct and render consequences.

If the student acknowledges the behavior, and/or non-academic misconduct is determined the program director, the dean of student services will determine the consequences following consultation with program director.

Furthermore, dean of student services will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information as needed.
- Communicate with the student as necessary. If student does not choose to meet with the dean of student services, the process will continue with the information available.
- The faculty member, staff member, student, and/or other parties may be asked to provide further information.
- Consult with the Bellin College president.

The decision of the dean of student services is final. However, if the consequence imposed is dismissal from the college, the student has the right to appeal in writing to the dean of nursing. Appeals must be received within 10 working days of termination.

All applicable documentation from the case of misconduct becomes part of the student's official file.

## Causes for Dismissal from Bellin College

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

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

- Failure to fulfill or resolve academic or disciplinary probation requirements via breach of contract.
- A student who is unsuccessful in two major courses will be dismissed (see progression policy). Exceptions may apply to students in their last session/semester.
- A student who is unsuccessful in three general education courses will be dismissed (see progression policy which also states students may repeat a failed course one time only).
- A failure in any course in any session within the 15 month option as all courses must be completed in sequence.
- Receipt of an incomplete in more than two enrollment sessions or two incompletes in one semester or grading period.
- If a student is not able to progress in their curriculum plan due to space or course availability.
- Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the bursar.
- Failure to complete the degree within 150% of enrollment term.
- The college reserves the right to dismiss any student from the program when that student's health, performance, and/or behavior jeopardize the safety of patients, other students, or college faculty, staff, visitors, and/or guests.

## Appeal of Dismissal

A student who believes their dismissal from the college has occurred in error may appeal the dismissal. The student appeal must be communicated in writing, and the appeal must:

- Be received within 10 working days of receipt of notice of dismissal.
- Include a detailed narrative, along with any supporting documentation, explaining why the student believes the dismissal was made in error.
- Include student's contact information; address, home telephone and cell phone numbers, and email address.

Submit the appeal to the appropriate Dean as outlined below.

**Reason for Dismissal:**

Academic Misconduct

Non-Academic Misconduct

Reasons outlined in "Dismissal from Bellin College"

**Student writes appeal to:**

Dean of Student Services

Dean of Nursing

Dean of Nursing

## Student Grievance Procedure

A grievance is an individual student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. A student has a right to express a grievance without prejudice, penalty, or reprisal. The college believes in resolving issues at the lowest level possible. If there is more than one student involved, each student must file a separate grievance. A grievance submitted by a group of students will not be accepted.

To provide students with a direction to voice their concerns, a four-step grievance procedure has been established for an individual student to express problems, concerns, or disagreements relative to their experiences at the college. If resolution is obtained in any given step, that resolution is considered final. The procedural steps outlined below need to be completed sequentially within the timeframes outlined in each step.

**All aspects of the Student Grievance Procedure are confidential.** All parties, student and employees, are required to exercise confidentiality and privacy in relation to all verbal and written communications.

**Conflict of Interest:** In the event of any conflict of interest which will be identified through self-declaration by any of the members regarding a particular potential grievance, the individual will remove him or herself from the Student Grievance process. The dean of student services (or designee) will rule on any challenges regarding conflict of interest.

### **Step 1: Informal Grievance Process**

The student speaks to the college employee (faculty or staff member) to whom he/she has the concern with about the believed infringement of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. The concern must be articulated in a manner that is specific to the infringement and/or unaccepted treatment. This is to occur within one business day of the incident. The college employee completes the student grievance procedure step 1 Form.

Possible following outcome:

- The issue is resolved.
- The issue is unresolved and proceeds to step 2.

### **Step 2: Informal Grievance Process**

The student speaks to the administrator (dean, vice president, or president/CEO) of the college faculty or staff member. This is to occur within two business days following step 1. Should the student need to identify the appropriate administrator, the student is to consult the employee directories on the college website or inquire to the advisor and accommodations coordinator. The student completes the grievance procedure step 2 Form.

The administrator is accountable to:

- Provide the student with the name of the employee's immediate supervisor.
- Notify the involved employee of the situation via a face-to-face meeting.
- Arrange and meet with the involved employee, their supervisor, and the student within 3 business days of the notification of the dispute to attempt to resolve the concern at the lowest level possible.

Possible following outcome:

- The issue is resolved.
- The issue is unresolved and proceeds to step 3.

### **Step 3: Formal Grievance Process:**

If the student is not satisfied with the outcome of steps 1 & 2, the student may begin a formal grievance process by documenting his/her grievance and the steps that have been taken to resolve the situation. The student completes the student grievance procedure step 3 form located in the advisor and accommodations coordinator office.

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

The documented student grievance form is submitted to the involved college employee with copies submitted to the employee's immediate supervisor and within three business days of step 2. The college employee has three business days from receipt of the formal grievance to respond in writing to the student. A copy of the response should be provided to the employee's immediate supervisor. The immediate supervisor will provide a copy of all the formal grievance documentation and the employee's response to the student and the appropriate administrator.



Possible following outcome:

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

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

If the formal grievance proceeds to step 4, the immediate supervisor will provide all documentation to the dean of student services (or designee). The dean of student services (or designee) will meet with the student within three business days of receipt of the formal grievance and explain the steps for a formal grievance process. Then dean of student services (or designee) then meets with the college employee to inform them that a formal grievance has been filed and provides him/her with steps of the formal grievance process. If the dean of student services is the administrator of the employee involved, the dean will be recused and replace with another administrator of president's cabinet.

The dean of student services (or designee) convenes and meets with the student Grievance Ad Hoc Committee within three business days of meeting with the student. This committee is chaired by the dean of student services (or designee) and members include: appropriate dean of academic affairs, appropriate program director, a staff member, a student representative chosen from the student senate. If any member(s) of the committee feels he/she is unable to be impartial they will be recused and replaced with another member.

The student and involved college employee will be given the opportunity to meet with the committee to expound on their side of the grievance, as the committee may ask for further information or clarification from any or all involved during the meeting. The Student Grievance Ad Hoc Committee has 5 business days to make a determination on the Grievance based on the review of information provided and applicable college policies, procedures, and regulations. The committee shall base its decision upon the record of the meeting and shall not consider matters outside of the record.

The Student Grievance Ad Hoc Committee may determine:

- The Student Grievance is incomplete and request additional information. If additional information is required, the student or involved college employee has 3 business days to provide that information the Ad Hoc Committee.
- The Student Grievance is in favor of the student with the student's proposed resolution.
- The Student Grievance is in favor of the student with a new proposed resolution.
- The Student Grievance is dismissed and provides rationale for their decision.

The Dean of Student Services (or designee) shall provide to the college employee and student involved the outcome of the committee's decision in writing via certified mail and college email. A copy of the letter will be provided to the President/CEO. The outcome shall include:

- Findings of fact in chronological order.
- A statement of the individual student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College that is alleged to have been violated.
- An opinion on the validity of the grievance.
- Remedial recommendations and final outcome.

An official record of the process and all steps taken to resolve the grievance will be documented and kept in a sealed file in the fireproof cabinet in the President's area.

#### **Appeals Process:**

If the student or college employee believes that the process and procedures outlined in this Policy were not followed, within 10 business days of the date of Student Grievance Ad Hoc Committee's decision an appeal may be submitted to the President/CEO in writing. The Appeals Form is located in the office of the Advisor and Accommodations Coordinator.

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

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

- Finds evidence of violation of the process and procedures of this policy, the President/CEO will direct the administrator to review the case anew.
- Finds no evidence of violation of the process and procedures of this policy; the President/CEO will uphold the ruling of the Grievance Ad Hoc Committee.

The President/CEO will respond, in writing, within 15 business days of receipt of the appeal.

The decision of the President/CEO is final and not appealable.

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

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

### **HSCR**

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

#### **Lower Level**

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

### **HSRC Guidelines**

- HSRC Areas
  - Covered beverages are allowed in the lab conference room L13, the lab practice room on the counter, and the lab classrooms (health assessment and skills lab) on tables located in the central area of each if those tables are not being used for storage of lab supplies during the class period.
  - Beverages will not be allowed in the simulation rooms or medical imaging rooms.
  - Food is not allowed in any lab training or practice area.
- Children under the age of 18 are not permitted in any of the HSRC areas, unless approved by Bellin College Administration prior to the event.
- Supplies (Blood Pressure cuffs and health assessment kits, etc.) are available for overnight check out and home practice through the HSRC Coordinators, HSRC Technologist or any of the Student Assistants.

- HSRC supplies are for student practice only and are not to be utilized in direct patient care at any time.
- Designated supplies for community projects are also available for check out through the HSRC.
- Students may voluntarily serve as patients for another student during practice, testing or simulations.
- Individuals volunteering to assist as patients must be over 18 years of age.
- Non-student volunteers must sign a release form prior to participating in course activities.
- Invasive procedures may only be performed on manikins in order to protect the health and safety of our students and faculty.
- Universal precautions should be followed at all times while working in the HSRC. All injuries are to be reported immediately to the course faculty or HSRC staff.
- Records indicating student practice are shared with appropriate course faculty.
- Closed toe footwear must be worn at all times in the HSRC areas due to safety precautions.

### **HSRC Lab Hours**

Healthcare is a hands-on, practice profession. Individual competence is achieved by repetitive practice. Bellin College practice areas are available to students for review of skills, physical assessment, and radiologic procedures. Practice areas are open Mondays through Friday, 7am - 9pm and Saturday 8am - 4pm. Hours are subject to change during the summer and holiday periods. Additional practice times may be provided based upon student schedules, class times, and student and/or faculty requests.

The HSRC Coordinators, HSRC Technologist, or Student Assistants are available to obtain any additional supplies or equipment needed for practice. Regular skill practice throughout the semester is encouraged and recommended.

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

Any student injured while in the HSRC should immediately report the incident to the faculty member if the incident occurs during class, and/or to the HSRC staff/student assistant if the incident occurs while practicing. Immediate care will be initiated based upon the type and extent of injury. Bellin College security and an administrator should be notified immediately of any injury in a HSRC area by the attending HSRC staff.

The faculty and/or HSRC employee, in conjunction with the student, will document the injury and interventions. The incident is to be reported using Safety Zone on the Julius website. If a student is injured in the HSRC while under the supervision of a HSRC Student Assistant, the student assistant should notify the HSRC coordinator and Security staff. Complete the Safety Zone report. Immediate care will be initiated based upon the type and extent of injury. “911” will be called for any life-threatening emergencies, or as directed by the HSRC coordinator or college administrator. The appropriate dean will review and enter follow up information into the Bellin Health Safety Zone as well as a copy placed in the student’s health record.

### **Health Assessment Labs**

Bellin College has onsite two health assessment rooms utilized for health assessment courses and testing. All equipment and supplies for learning and practicing physical assessment are located in these rooms. Students are encouraged to bring a change of clothing with them for health assessment classes.

### **Simulation Labs**

The college enhances student learning and experience through the incorporation of simulation with low, medium, and high-fidelity simulation manikins. Through simulation, students participate in patient care utilizing active learning in a creative, safe, and realistic environment. Students are able to develop and practice decision making as well as critical thinking to enhance their competency with patient care.

## Skills Labs

There are two skills labs in the HSRC. The primary purpose of the skills labs is to enhance classroom activities and support student learning in a safe environment.

These areas are equipped with hospital beds and manikins for practice of nursing skills before they are attempted in a clinical setting with actual patients. Additional training models are available for use for special skills such as injections, IV fluid therapy, ostomy care, etc. Invasive procedures are to be practiced **only** on manikins.

Students are reminded to use care when working with the training models and manikins. All individuals utilizing the lab are responsible for assisting with maintaining the safety and cleanliness of the lab environment.

Each student has an obligation to conduct himself/herself in a manner compatible with the Bellin College mission and values as an educational institution. Violations of college rules, including violations of the American Nurses' Association Code for Nurses, will be handled by college administrative personnel and may result in disciplinary action.

## Use of Equipment in the HSRC

Every effort is made to purchase equipment for students to learn a skill that is the same as the equipment students will use when caring for patients in the clinical setting. Simulated scenarios are designed to replicate the clinical experience and to enhance student learning in a safe environment. In order to promote the health and safety of our students, the following guidelines are to be followed at all times in the HSRC:

- Follow universal precautions and hand washing standards at all times.
- Surgical masks, gloves (clean or sterile) may be reused by the same student only; otherwise they are to be discarded after use.
- Invasive procedures are to be practiced on manikins only.
- Needle safety devices are to be engaged immediately after use. Sharps are to be discarded in a secure sharp's disposal box after use on models or manikins to avoid accidental skin puncture with a non-sterile needle. This includes the following items: needles for injections, IV catheter needles, lancets for finger-stick blood samples, needles for lab test venipuncture.
- Tongue blades and cotton-tip applicators are to be discarded immediately after use.
- Otoscope covers are to be discarded after use on a person.

## Skills Lab Testing

Students will be informed by the course facilitator or lab faculty of the day and time of skills testing and their assigned testing time. Students are responsible for arriving promptly and being fully prepared to test. If a student is unable to keep a testing appointment, she/he is expected to contact the course facilitator or lab faculty according to Bellin College late exam policy. Students are required to wear their uniform (scrubs) during the lab testing activities. The lab coat is optional during testing.

### Purpose/Policy

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

For students who have not successfully completed scheduled skills or assessment testing, the following parameters apply:

- Lab Testing Students (BSN) who do not attend lab testing at the scheduled time are required to re-schedule with the course facilitator and will be charged a \$100 lab testing re-scheduling fee.
- If a student is unsuccessful with the lab test, they are allowed to re-take the test one time only and will be charged a \$100 lab testing re-take fee.
- All fees must be paid prior to re-testing.

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

**Please note:** If a testing appointment needs to be rescheduled because of lateness or failure to be present for scheduled lab testing (without prior faculty notification) the student will be held to the above criteria and fee.

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

An adverse event is a negative consequence of care that results in unintended injury, illness, or personal property damage of a patient's, that may or may not have been preventable.

If an adverse event the clinical faculty will follow the procedure documented for patient-related incidents including significant exposure. A Safety Zone report must be completed if a student is injured while within the Bellin Health System or an incident report must be filled out at a non-Bellin Health facility.

### **Family Nurse Practitioner Clinical Practicum Information and Process**

Students in the FNP track complete a minimum of 680 supervised direct patient care clinical hours. Clinical hours are distributed across three practicum courses to support competency and development as an FNP. Direct patient clinical hours refer to hours in which direct clinical care is provided to individuals and families. Practicum expectations for Post-Graduate Certificate students are the same.

An interdisciplinary mix of preceptors and experiences provides students with the best clinical experience and preparation as an FNP. NPs, other advanced practice providers and individuals from other disciplines who are credentialed and licensed to practice in their area of expertise and their area of practice is clearly relevant to meeting FNP core competencies and scope of practice, may serve as preceptors. Students in the FNP track will be assigned a clinical preceptor for all clinical practicum by the MSN FNP Program Coordinator. Any requests for placement in a specialty area outside of primary care must support the development of primary care FNP competencies.

All efforts are made to match students with preceptors within the student's home geographical area, however this is not always possible. Students may be required to travel up to 90 minutes each way to complete their clinical practicum. Students assume all responsibility for travel to and from clinical practicum sites.

Students may request preceptor matching. All requests must be made to the MSN FNP Program Coordinator at least 16- 20 weeks in advance of placement. All contact with potential preceptors must be directed to the FNP coordinator.

### **FNP Clinical Hours Tracking:**

The determination of appropriate clinical hours are at the discretion of the clinical faculty for the course and the MSN FNP Program Coordinator.

The following activities may be counted toward required practicum hours:

- Hours in which direct clinical care is provided to individuals and families across the lifespan
- Time spent documenting in the patient's medical record
- Telehealth
- International/national direct care experiences as part of a medical mission
- Attendance at an educational offering related to practicum goals and objectives (not to exceed 8 hours). Must have **prior approval** from clinical faculty

The following activities may **NOT** be included toward required practicum hours:

- Travel time to and from practicum; or between clinical sites
- Requirements mandated by clinical agencies

- Course assignments (ex: completion of online discussion board for the course)
- On campus practicum class time
- Clinical preparation time
- Skill lab or physical assessment practice sessions
- Community-based projects.
- Simulation/Objective Structured Clinical Evaluations

### **Preceptor Eligibility**

1. The MSN FNP Program Coordinator approves all clinical preceptors. The following criteria are utilized in selecting appropriate clinical preceptors specific to the identified student and course outcomes: Evidence of current licensure by the appropriate licensing/credentialing body to practice as a NP, PA or MD/DO.
2. If placed with an NP, preceptor must have a minimum of an earned Master's in Nursing with clinical preparation as a nurse practitioner.
3. Certification in area of expertise is strongly preferred.
4. At least 18 -24 months of experience in the clinician role in suitable settings.
5. Interest in assuming the responsibilities of the preceptor role.

### **Student Responsibilities**

- Complete all preceptor agreements prior to the start of the practicum.
- Discuss practicum objectives and personal objectives and learning needs for the course with the preceptor.
- Determine the schedule for the clinical experience, including days of week and hours per day. Submit clinical calendar via email to the student's clinical faculty.
- Adhere to professional attire that is in accordance with clinical site requirements and Bellin College.
- Maintain professional behavior in the clinical setting at all times.
- Complete required clinical course paperwork and submit on time.
- Collect and enter patient encounter data in clinical log (Typhon) as required in each clinical course.
- Demonstrate increasing competencies and progressive independence in clinical knowledge and skills.
- Function in the role of the nurse practitioner under the supervision of the preceptor incorporating evidence-based practice guidelines and clinical site policies.
- Complete preceptor and clinical site evaluations at end of practicum.
- Attend all scheduled practicum experiences on time and prepared, completing all required clinical hours for each clinical course.
- Notify preceptor and clinical faculty as soon as possible if unable to attend clinical as scheduled and arrange make-up clinical day.

### **Typhon Nurse Practitioner Student Tracking System**

All FNP students are required to use Typhon Group Nurse Practitioner Student Tracking (NPST) electronic system for documenting clinical experiences.

Students will be provided with the web address and password for logging on to the system. Students will need to make a **one-time payment** to use the system throughout the remainder of their educational program.

Because the system is web-based, students can log on from anywhere without downloading software. All data entered onto the system are stored on a secure, HIPAA compliant server. Students can quickly and easily enter all patient encounter information on one page, including demographics, clinical information, diagnosis and procedure codes, medications, and clinical notes. A special section is available to log the observation, assistance, or completion of various competencies that are appropriate to the student's educational program. Dates and hours of clinical experiences, service learning, and continuing education are entered on a time log. Students and faculty are able to access information in "real-time" and run

reports by date, course, semester, clinical site, and preceptor for individual students or in aggregate for an entire class.

Another feature of the Typhon Group NPST is that students can create and customize their portfolios which can help in seeking employment after graduation. Students can provide potential employers with a password so that they may view selected aspects of the portfolio, such as a resume and list of completed courses, on the website.

### **Typhon Group NPST Website**

The Typhon Group NPST website includes detailed instructions and videos to assist students in the use of all aspects of the system. For access to the Typhon Group NPST, go to: <http://www.typhongroup.net/bellincollege/>.

Enter you user Login and Password and click on “Login”

### **Nurse Educator Practicum Information and Process**

Students in the NE track complete a minimum of 255 supervised direct teaching practicum hours. Direct Practicum expectations for Post-Graduate Certificate students are the same.

Students in the NE track will be assigned a practicum clinical preceptor for their practicum by the MSN Program director. All placements will be with an experienced clinical or academic educator. All student requests regarding preceptor matching must be made to the MSN Program director at least one semester in advance of the practicum course

All efforts are made to match students with preceptors within the student’s home geographical area, however this is not always possible. Students may be required to travel up to 90 minutes to complete their practicum. Students assume all responsibility for travel to and from practicum sites. Travel time to and from practicum sites may not be counted as practicum hours.

### **Preceptor Eligibility**

The MSN Program director approves all preceptors. The following criteria are utilized in selecting appropriate NE practicum preceptors specific to the identified student and course outcomes:

1. Evidence of Current licensure by the appropriate licensing/credentialing body to practice as a registered nurse and/or advanced practice nurse.
2. A minimum of an earned Master’s in Nursing, terminal degree preferred. Educational preparation as an NE preferred.
3. Certification in area of expertise preferred.
4. At least 24 months of experience in the educator role in academic or clinical settings.
5. Interest in assuming the responsibilities of the preceptor role.

### **Student Responsibilities**

- Complete all preceptor agreements prior to the start of the practicum.
- Discuss practicum objectives and personal objectives and learning needs for the course with the preceptor.
- Determine the schedule for the clinical experience, including days of week and hours per day.

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## **► General Educational Offerings**

### **Overview**

Bellin College offers General Education (GEN ED) Courses to current Bellin College students or those enrolling as a Non-Degree Seeking Student. Bellin College students are required to take particular

general education courses if offered at Bellin College. Exceptions may be made on a limited basis. For details of class schedules and offerings see the [Bellin College](#) website.

### General Education Program Goals

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

### General Education Program Outcomes

At the completion of the program, the graduate is able to:

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

### General Education Core Courses

Communication	3
Diversity	3
Philosophy/Ethics	3
Writing	3
Anatomy and Physiology	5
Biology	4
Chemistry	4
Algebra	3
Psychology	3

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31 credits total

### General Education – Course Descriptions

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

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

#### CM 100 HEALTH COMMUNICATION – 3 credits

This course is an introduction to one of the fastest growing areas of the communication discipline: health communication. The course surveys current issues, theory, and research surrounding health communication, and focuses on a variety of issues, such as perceptions of health, provider–patient relationships, health organizations, health campaigns, intercultural issues, and the use of new



communication technologies in healthcare. Students gain practical experience with communication in healthcare in a variety of simulated contexts. Prerequisite(s): None. (HU, CM, CR, GE)

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

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

**MA 101 INTERMEDIATE ALGEBRA – 3 credits**

The course reviews basic algebraic techniques, including operations on polynomials and linear equations with applications. In addition, quadratic equations and applications, fractional expressions, and systems of linear equations will be covered. Prerequisite(s): None. (MA, CR, GE)

**SS 100 STUDENT SUCCESS – 1 credit**

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

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

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

**WL 101 YOGA – 1 credit**

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

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

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

**WL 102 FINANCIAL WELLNESS – 1 credit**

This course is designed to help students learn the basics about financial wellness to help them while in college and especially as they enter their careers as health professionals. Topics include budgeting, loans, credit, taxes, insurance, retirement, identity fraud, savings and investment strategies, among others. Prerequisite(s): None. (GE)

**PS 105 INTRODUCTION TO PSYCHOLOGY – 3 credits**

Students gain an introduction to the study of human behavior and cognitive processes. Topics include biological foundations of psychological processes, lifespan development, learning theory, personality theory, perception, memory, states of consciousness, stress and emotions, and social psychology, among others. Prerequisite(s): None. (SS, PS, CR, GE)

**SO 105 INTRODUCTIONS TO SOCIOLOGY – 3 credits**

This course provides an introduction to basic concepts and theoretical perspectives of sociology, which can be defined as the study of social and group behavior. This course provides a survey of major sociological thinkers and key topics, including the social context, the sociological perspective, and the

ways in which social interactions, social institutions, social structures, and social changes affect ourselves and our world. Prerequisite(s): None. (SS, GE)

**PS 110 DEVELOPMENTAL PSYCHOLOGY – 3 credits**

Developmental Psychology studies human growth and development across the entire lifespan. Students learn the characteristics of development from conception to death and the various influences on the development of human beings. Topics include the biological, physical, cognitive, and socioemotional aspects of human development. Prerequisite(s): None. (SS, PS, GE)

**EN 115 COMPOSITION AND PROFESSIONAL WRITING – 3 credits**

This course provides students with college-level writing skills and principles of description, narration, comparison analysis, research, persuasion, and APA formatting. The course also includes elements of professional and technical writing. Prerequisite(s): None. (WR, HU, CR, GE)

**CH 122 GENERAL CHEMISTRY – (3 credits, theory; 1 credit, lab)**

This course provides the opportunity for the learner to develop the knowledge and the skills process in the understanding of general chemistry. Topics covered are: metric system, problem-solving, periodic relationships, chemical reactions, equilibrium, properties of water, acids, bases, salts and gas laws as well as an introduction to organic chemistry. Students focus on skill development, communication and problem solving. Critical thinking skills are developed as students learn to collect and analyze data and work out the correct solutions. Prerequisite(s): None. (NS, CR, CE)

**SP 150 SPANISH FOR HEALTH PROFESSIONALS – 3 credits**

This course provides both future and current health professionals an introduction to the Spanish language and the cultures of Spanish-speaking persons. Students will gain familiarity with basic written and oral vocabulary to prepare them for interactions with Spanish-speaking patients in a variety of settings. No previous experience with the Spanish language is required. Prerequisite(s): None. (HU, SS, DI, GE)

**BI 152 PRINCIPLES OF BIOLOGY – 4 credits: (3 credits, theory; 1 credit, lab)**

This course introduces the student to living systems with an emphasis on molecular, cellular and tissue levels of organization, genetics, physiology, evolutionary theory, taxonomy, ecology and biodiversity. Laboratory exercises will place emphasis on the scientific process, cellular reproduction, and patterns of inheritance, evolution, ecological systems, and the environment. Prerequisite(s): None. (NE, CR, GE)

**DI 202 DIVERSITY ISSUES IN HEALTHCARE – 3 credits**

This course uses a multi-disciplinary approach to introduce the student to the historical, sociological, anthropological, and cultural resources for understanding the issues of diversity in healthcare in the America experience. It introduces the student to the ongoing issues of diversity which continue to be part of the practice of healthcare today. Prerequisite(s): None. (DI, SS, CR, GE)

**PH 202 INTRODUCTION TO MEDICAL ETHICS – 3 credits**

The medical field is comprised of an almost inexhaustible array of ethical issues. In this class, we will lay the groundwork of ethical theory and then quickly analyze ethical issues in clinical practice and social justice issues in the medical field. We will then turn to particular ethical issues, such as organ transplantation, stem cell research, euthanasia, abortion, and genetic enhancement. Prerequisite(s): None. (HU, CR, PH, GE)

**HS 204 HISTORY OF HEALTHCARE IN THE UNITED STATES – 3 credits**

This course focuses on the history of healthcare in the United States, from bloodletting to the baccalaureate degrees, house calls to health maintenance organizations, exams to x-rays, and many topics in between. Students will explore the effects of major social and political milestones on the evolution of healthcare. Pharmacological advances, education, disease eradication, technology, the impact of war, and care delivery will be addressed. Prerequisite(s): None. (HU, GE)

**DI 212 WORLD RELIGIONS – 3 credits**

World Religions provides a survey of the major religions of the world. Students gain an introduction to the history, beliefs, practices, and sacred texts of primal religions, Judaism, Christianity, Islam, Hinduism, Buddhism, Daoism, and Confucianism, and others. Key historical and contemporary religious leaders are discussed in detail. Prerequisite(s): None. (DI, HU, GE)

**BU 221 HEALTHCARE ECONOMICS – 3 credits**

Healthcare spending has been rising immensely for decades, now accounting for a significant portion of the US economy and federal budget. Health economics is an increasing field and is a significant part of public policy in all countries throughout the world. The choice on how to pay and provide healthcare has direct effects on the wellbeing of consumers and producers of healthcare nationwide, while also playing a key role in national economic performance. In this course the students will cover a number of topics including basic economic concepts essential to healthcare, aspects of healthcare in the US, as well as healthcare reform. The students will apply economic principles to a range of important healthcare policy questions. Prerequisite(s): None. (BU, SS, GE)

**MA 230 STATISTICS – 3 credits**

This course introduces students to the basic statistical skills used in evidence-based health care research. Students will acquire the skills to analyze data using commonly employed computer packages to generate descriptive and inferential studies. Statistical techniques will include descriptive measures of central tendency, variation, and correlation and inferential tests including T-Testing and General Linear Models. Prerequisite(s): None. (MA, SS, GE)

**BI 252 ANATOMY AND PHYSIOLOGY – 5 credits (4 credits, theory; 1 credit, lab)**

This course introduces the student to an overview of the structure and function of human cells, tissues, organs and body systems as they relate to human health and biology, with an emphasis on how anatomical structure relates to physiological and pathological process. Laboratory exercises will place emphasis on anatomical terminology, histology and gross anatomy as well as physiological measurements and analysis of variables. Prerequisite(s): None. (NS, CR, GE)

**HD 300 ADULTHOOD AND AGING – 3 credits**

This course is designed to give students an accurate understanding of the psychological changes that individual's experience as they grow across the adult life span: young adult, middle adulthood, and older adults. Students will examine the life span from an inter-professional perspective, stressing the interaction of physiological, psychological, cultural, and social aspects of human development while examining the dynamic forces that underlie and produce changes. The course will emphasize the need for identifying the ever-changing relationships between the individual and society that help to shape the experience of aging and emphasizing the topical areas in which psychological change occurs. Prerequisite(s): None. (SS, UL, GE)

**HS 308 NEMESIS DISEASE AND THE BATTLE TO DEFEAT IT – 3 credits**

This course focuses on several diseases that have been the scourge of mankind throughout history. It will examine the details of major diseases from the Black Death to Ebola. Students will look at the major characteristics of specific diseases and the social, political and economic impact on human populations in the United States and throughout the world. Students will also study the battle to prevent, conquer, or cure these diseases, and identify the primary personalities who fought these battles. Prerequisite(s): None. (HU, SS, UL, GE)

**EN 310 EMPATHETIC LISTENING, IDENTITY, AND ILLNESS – 3 credits**

This course brings together the personal, human, and intimate experiences of health and illness as told through personal accounts, fiction, memoirs, essays, poetry, and film with theoretical, scientific, and institutional understandings to create more holistic knowledge of patients' health, illness, and, most importantly, identity. Prerequisite(s): EN 115 (or transfer equivalent)

**BU 320 FOUNDATIONS OF HEALTHCARE MANAGEMENT- 3 credits**

This course expands the student's knowledge of the organization and function of healthcare systems, and their interrelationships. Concepts of planning, organizing, team building, staffing, and controlling will be discussed as they relate to the mission, values, and strategic initiatives of the system/organization. Quality improvement and the utilization of resources to deliver optimum healthcare at a reasonable cost will be addressed. Prerequisite(s): None. (BU, UL, GE)

**BI 352 MICROBIOLOGY – 4 credits (3 credits, theory; 1 credit, lab)**

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology, biotechnology and immunology, with emphasis on identification and characterization, disease transmission and clinical pathogenicity of microorganisms organized by organ system. Upon completion, students will be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. Prerequisite(s): BI152 Principles of Biology & BI252 Anatomy and Physiology or consent of instructor. (NS, UL, GE)

**PH 360 CONTEMPORARY ISSUES IN HEALTHCARE – 3 credits**

This course focuses on important issues currently facing the medical community and society at large. Topics may include cultural approaches to healthcare, disability and aging, the history of nursing homes and assisted living facilities, end of life decisions, the use of technology and electronic health records, social and political approaches to healthcare, and the cost of healthcare, ethics surrounding pregnancy, vaccine ethics, medical errors and overtreatment, among others. Prerequisite(s): None. (NS, UL, GE)

**PH 370 ENVIRONMENTAL PHILOSOPHY – 3 credits**

With the onset of climate change and issues of resource depletion, experts have warned that we are in the midst of an environmental crisis. This course will analyze the environmental crisis from both a conceptual and an ethical point of view. The students will look at the empirical elements of the current crisis, the conceptual roots of the crisis, and the ways to change our understanding of the human relation to the environment by examining different ways in which to expand the realm of moral consideration to include animals, plants, and even the land as such. The students will then look at particular ethical issues that are related to the environment, which may include population and consumption, anthropogenic climate change, environmental justice, and issues related to environmental health ethics, including food ethics, pollution and waste, and health effects related to climate change. Prerequisite(s): None. (HU, PH, UL, GE)

**TR 499 TRAVEL COURSE – 3 credits**

The travel course provides students with an immersion experience in a foreign country. Students explore the healthcare practices and cultural components unique to the country. Opportunities are provided for interaction with other professionals as well as local citizens. This travel course may fulfill Diversity Requirement, General Elective, Humanities Elective, Social Science Elective or Upper Level Elective can be repeated. Prerequisite(s): Student must fulfill the specific travel course eligibility criteria and be selected via the course application process.

**Military Science Program – Reserve Officer Training Corps**

Students interested in the Military Science Program should contact the Admissions Department for additional information. Military science is concerned primarily with developing leadership competence for success in civilian and military occupations. Students who want to develop these skills pursue studies in military science, in addition to the nursing major.

For BSN students, Federal law and regulations permit Bellin College graduates participating in the program to be commissioned as nurse officers pending successful completion of the NCLEX-RN™ exam.

Students register for these courses at St. Norbert College. The military science courses (MILS) consist of a core curriculum of military skills and professional knowledge integrated in both basic and advanced courses.

These courses support educational goals by emphasizing personal depth and developing qualities necessary for leadership in civilian occupations as well as providing college-trained officers for the United States Army, Army Reserve, and Army National Guard.

A total of 20 credits are taken by students enrolled in the Reserve Officer Training Corps (ROTC) program in the area of MILS. Additionally, the ROTC student is required to take a 3-credit course of United States History.

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## ► BSN Academic Planning and Course Descriptions

### **BSN Bellin College Residency Requirement**

A student who transfers into one of the traditional nursing curriculum options must complete a minimum of 44 credits at Bellin College. Of the 44 credits, at least 33 credits must be within the Nursing major. Of these 33 credits, at least 24 credits must be upper level credits.

A 15 month student must complete all 64 credits at Bellin College. An exception may be made for a travel course completed at another institution.

An RN to BSN student must complete a minimum of 30 credits at Bellin College. Of these 30 credits, at least 16 must be upper level nursing credits.

### **BSN Graduation Requirements – (Fall 2015 Entry and Forward)**

A Bachelor of Science in Nursing degree is awarded to a student who has:

- Completed a minimum of 120 credits including 56 in general education and 64 in nursing. See the general education course requirements under “Admission Requirements” or the “Academic Plans” for credits required to graduate for each specific option.
  - A student who transfers into the Traditional, Sophomore Transfer, or Junior Transfer Options must complete a minimum of 44 credits (to include at least 33 nursing, of which 24 must be upper level) at Bellin College.
  - A student in the 15 Month option must complete the 64 credits in nursing at Bellin College with the exception of a pre-approved travel abroad course.
  - A student in the RN to BSN program must complete 30 credits (to include at least 16 upper level nursing) at Bellin College.
- Completed all required courses with a grade of “C” or higher.
- Fulfilled the student standardized assessment test requirements.
- Successfully completed all curriculum requirements no later than six years after initial entrance into the program.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the C
- 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.

### **BSN Academic Plan General Information**

- Curriculum is subject to change.
- Freshman and sophomore courses are offered sequentially as listed.
- Courses with the prefix NUR, NR, and NRN are Bellin College nursing courses; all other course numbers reflect general education.
- Each course is graded in its entirety. A student must be successful in all course components (i.e., class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.
- Nursing courses are taken at Bellin College.

- Students take the required general education courses at Bellin College. Bellin College students are required to take particular general education courses if offered at Bellin College.

**Plan Key:**

- Refer to general education course options available through academic advising.
- Any 300 or 400 level course (exclusive of nursing) will meet the 3-credit upper division elective requirement. (Traditional option)
- A three – four credit statistics course is required. Those students taking a three credit statistics course will need to take one additional general elective credit to fulfill the total number of credits required for graduation. (Traditional option)
- A four credit Chemistry course is required. Those students taking a four credit Chemistry course will need to take one additional general elective credit to fulfill the total number of credits required for graduation. (Traditional option)

**Bellin College BSN Traditional Academic Plan**  
 (Class of 2019+)  
**Minimum 120 Credits (64 Nursing, 56 General Education)**

The Traditional Option is designed for students with a high school diploma seeking a Bachelor of Science in Nursing (BSN) degree in four years. Note: For students attending Bellin College through the UW-Green Bay partnership, UW-Green Bay requires a one-time 1 credit lab safety course when enrolled in a science course that includes a lab component.

Freshman Year   Semester 1		
	Biology Requirement	4 cr
	Psychology Requirement	3 cr
MA 101	Intermediate Algebra	3 cr
EN 115	Composition and Professional Writing	3 cr
NUR 103	Professional Foundations	1 cr
		<b>14 cr</b>

Freshman Year   Semester 2		
	Anatomy & Physiology Requirement	5 cr
	Human Development Requirement	3 cr
CH 125	General Chemistry	4 cr
CH 125L	General Chemistry Lab	1 cr
NUR 105	Nutrition & Wellness for Nursing	2 cr
		<b>15 cr</b>

Sophomore Year   Semester 1		
	Microbiology Requirement	4 cr
	Communication Requirement	3 cr
NUR 202	Health Assessment (2.5 theory, .50 lab)	3 cr
NUR 203	Pathophysiology I	2 cr
NUR 209	Fundamentals of Nursing Care (3.0 theory, 1.0 lab)	4 cr
		<b>16 cr</b>

Sophomore Year   Semester 2		
	Humanities Elective	3 cr
DI 202	Diversity Issues in Healthcare	3 cr
MA 240	Statistics	4 cr
NUR 204	Pathophysiology II	2 cr
NUR 205	Pharmacology	3 cr
NUR 210C	Fundamentals Clinical	2 cr
		<b>17 cr</b>

Junior Year   Semester 1		
PH 202	Introduction to Medical Ethics	3 cr
NUR 310	Adult Health & Illness I	4 cr
NUR 314C	Adult Clinical I	3 cr
NUR 318	Nursing Care of the Child-Bearing Family	2 cr
NUR 322	Psychiatric Mental Health Nursing	2 cr
		<b>14 cr</b>

Junior Year   Semester 2		
	Social Science Elective	3 cr
	Business Elective	3 cr
NUR 312	Adult Health & Illness II	4 cr
NUR 316C	Adult Clinical II	3 cr
NUR 320	Nursing Research	3 cr
		<b>16 cr</b>

Senior Year   Semester 1		
	Humanities Elective	3 cr
NUR 408	Advanced Concepts Theory	4 cr
NUR 410	Gerontological Nursing	3 cr
NUR 412	Pediatric Nursing Theory	2 cr
NUR 414C	Specialty Clinical I	1 cr
NUR 416C	Specialty Clinical II	2 cr
		<b>15 cr</b>

Senior Year   Semester 2		
	Upper Division Elective	3 cr
NUR 418	Nursing Leadership	3 cr
NUR 420	Community & Public Health Nursing	4 cr
NUR 422C	Community & Public Health Clinical	2 cr
NUR 424C	Leadership Clinical	2 cr
NUR 426	Nursing Synthesis Theory	1 cr
		<b>15 cr</b>

**Credit Hour Ratio:** 1 credit theory = 15 hours; 1 credit lab = 45 hours; 1 credit clinical = 45 hours

## Bellin College BSN Traditional Academic Plan

(Class of 2022+)

**120 Credits (64 Nursing, 56 General Education)**

The Traditional Option is designed for students with a high school diploma seeking a Bachelor of Science in Nursing (BSN) degree in four years.

Freshman Year   Semester 1			Freshman Year   Semester 2		
BI 152	Principles of Biology	4 cr	BI 252	Anatomy & Physiology	5 cr
EN 115	Composition and Professional Writing	3 cr	CH 122	General Chemistry	4 cr
MA 101	Intermediate Algebra	3 cr	PS 110	Developmental Psychology	3 cr
PS 105	Introduction to Psychology	3 cr	NUR 105	Nutrition & Wellness for Nursing	2 cr
NUR 103	Professional Foundations	1 cr			
		<b>14 cr</b>			<b>14 cr</b>
Sophomore Year   Semester 1			Sophomore Year   Semester 2		
BI 352	Microbiology	4 cr		Humanities Elective	3 cr
MA 230	Statistics	3 cr		Diversity Requirement	3 cr
NUR 202	Health Assessment (2.5 theory, .50 lab)	3 cr	CM 100	Health Communication	3 cr
NUR 203	Pathophysiology I	2 cr	NUR 204	Pathophysiology II	2 cr
NUR 209	Fundamentals of Nursing Care (3.0 theory, 1.0 lab)	4 cr	NUR 205	Pharmacology	3 cr
		<b>16 cr</b>	NUR 210C	Fundamentals Clinical	2 cr
					<b>16 cr</b>
Junior Year   Semester 1			Junior Year   Semester 2		
	Ethics/Philosophy Requirement	3 cr		Social Science Elective	3 cr
NUR 310	Adult Health & Illness I	4 cr		Business Elective	3 cr
NUR 314C	Adult Clinical I	3 cr	NUR 312	Adult Health & Illness II	4 cr
NUR 318	Nursing Care of the Child-Bearing Family	2 cr	NUR 316C	Adult Clinical II	3 cr
NUR 322	Psychiatric Mental Health Nursing	2 cr	NUR 320	Nursing Research	3 cr
		<b>14 cr</b>			<b>16 cr</b>
Senior Year   Semester 1			Senior Year   Semester 2		
	Humanities Elective	3 cr		Upper Division Elective	3 cr
NUR 408	Advanced Concepts Theory	4 cr	NUR 418	Nursing Leadership	3 cr
NUR 410	Gerontological Nursing	3 cr	NUR 420	Community & Public Health Nursing	4 cr
NUR 412	Pediatric Nursing Theory	2 cr	NUR 422C	Community & Public Health Clinical	2 cr
NUR 414C	Specialty Clinical I	1 cr	NUR 424C	Leadership Clinical	2 cr
NUR 416C	Specialty Clinical II	2 cr	NUR 426	Nursing Synthesis Theory	1 cr
		<b>15 cr</b>			<b>15 cr</b>

**Credit Hour Ratio:** 1 credit theory = 15 hrs; 1 credit lab (science) = 30 hrs; 1 credit lab (program) = 45 hrs; 1 credit clinical = 45 hrs



## Bellin College BSN Sophomore Transfer Academic Plan

(Class of 2019+)

**120 credits (64 nursing, 56 general education)**

The Sophomore Transfer Option (STO) is designed for students who have completed a minimum of 29 general education credits. Students admitted will take two nursing courses online in the summer and complete the Bachelor of Science in Nursing (BSN) degree in three years.

Note: For students attending Bellin College through the UW-Green Bay partnership, UW-Green Bay requires a one-time 1 credit lab safety course when enrolled in a science course that includes a lab component.

<b>Summer Session</b>		
NUR 103	Professional Foundations	1 cr
NUR 105	Nutrition & Wellness for Nursing	2 cr
		<b>3 cr</b>
<b>Sophomore Year   Semester 1</b>		
	Microbiology Requirement	4 cr
	Communication Requirement	3 cr
NUR 202	Health Assessment (2.5 theory; .50 lab)	3 cr
NUR 203	Pathophysiology I	2 cr
NUR 209	Fundamentals of Nursing Care (3.0 theory; 1.0 lab)	4 cr
		<b>16 cr</b>
<b>Sophomore Year   Semester 2</b>		
	Humanities Elective	3 cr
DI 202	Diversity Issues in Healthcare	3 cr
MA 240	Statistics	4 cr
NUR 204	Pathophysiology II	2 cr
NUR 205	Pharmacology	3 cr
NUR 210C	Fundamentals Clinical	2 cr
		<b>17 cr</b>
<b>Junior Year   Semester 1</b>		
PH 202	Introduction to Medical Ethics	3 cr
NUR 310	Adult Health & Illness I	4 cr
NUR 314C	Adult Clinical I	3 cr
NUR 318	Nursing Care of the Child-Bearing Family	2 cr
NUR 322	Psychiatric Mental Health Nursing	2 cr
		<b>14 cr</b>
<b>Junior Year   Semester 2</b>		
	Social Science Elective	3 cr
	Business Elective	3 cr
NUR 312	Adult Health & Illness II	4 cr
NUR 316C	Adult Clinical II	3 cr
NUR 320	Nursing Research	3 cr
		<b>16 cr</b>
<b>Senior Year   Semester 1</b>		
	Humanities Elective	3 cr
NUR 408	Advanced Concepts Theory	4 cr
NUR 410	Gerontological Nursing	3 cr
NUR 412	Pediatric Nursing Theory	2 cr
NUR 414C	Specialty Clinical I	1 cr
NUR 416C	Specialty Clinical II	2 cr
		<b>15 cr</b>
<b>Senior Year   Semester 2</b>		
	Upper Division Elective	3 cr
NUR 418	Nursing Leadership	3 cr
NUR 420	Community & Public Health Nursing	4 cr
NUR 422C	Community & Public Health Clinical	2 cr
NUR 424C	Leadership Clinical	2 cr
NUR 426	Nursing Synthesis Theory	1 cr
		<b>15 cr</b>

**Credit Hour Ratio:** 1 credit theory = 15 hours; 1 credit lab = 45 hours; 1 credit clinical = 45 hours

**Bellin College BSN Sophomore Transfer Academic Plan**  
(Class of 2021+)

**120 credits (64 nursing, 56 general education)**

The Sophomore Transfer Option (STO) is designed for students who have completed a minimum of 29 general education credits. Students admitted will take two nursing courses online in the summer and complete the Bachelor of Science in Nursing (BSN) degree in three years.

Summer Session		
NUR 103	Professional Foundations	1 cr
NUR 105	Nutrition & Wellness for Nursing	2 cr
		<b>3 cr</b>

Sophomore Year   Semester 1		
BI 352	Microbiology	4 cr
MA 230	Statistics	3 cr
NUR 202	Health Assessment (2.5 theory; .50 lab)	3 cr
NUR 203	Pathophysiology I	2 cr
NUR 209	Fundamentals of Nursing Care (3.0 theory; 1.0 lab)	4 cr
		<b>16 cr</b>

Sophomore Year   Semester 2		
	Humanities Elective	3 cr
	Diversity Requirement	3 cr
CM 100	Health Communication	3 cr
NUR 204	Pathophysiology II	2 cr
NUR 205	Pharmacology	3 cr
NUR 210C	Fundamentals Clinical	2 cr
		<b>16 cr</b>

Junior Year   Semester 1		
	Ethics/Philosophy Requirement	3 cr
NUR 310	Adult Health & Illness I	4 cr
NUR 314C	Adult Clinical I	3 cr
NUR 318	Nursing Care of the Child-Bearing Family	2 cr
NUR 322	Psychiatric Mental Health Nursing	2 cr
		<b>14 cr</b>

Junior Year   Semester 2		
	Social Science Elective	3 cr
	Business Elective	3 cr
NUR 312	Adult Health & Illness II	4 cr
NUR 316C	Adult Clinical II	3 cr
NUR 320	Nursing Research	3 cr
		<b>16 cr</b>

Senior Year   Semester 1		
	Humanities Elective	3 cr
NUR 408	Advanced Concepts Theory	4 cr
NUR 410	Gerontological Nursing	3 cr
NUR 412	Pediatric Nursing Theory	2 cr
NUR 414C	Specialty Clinical I	1 cr
NUR 416C	Specialty Clinical II	2 cr
		<b>15 cr</b>

Senior Year   Semester 2		
	Upper Division Elective	3 cr
NUR 418	Nursing Leadership	3 cr
NUR 420	Community & Public Health Nursing	4 cr
NUR 422C	Community & Public Health Clinical	2 cr
NUR 424C	Leadership Clinical	2 cr
NUR 426	Nursing Synthesis Theory	1 cr
		<b>15 cr</b>

**Credit Hour Ratio:** 1 credit theory = 15 hrs; 1 credit lab (science) = 30 hrs; 1 credit lab (program) = 45 hrs; 1 credit clinical = 45 hrs

## Bellin College BSN Sophomore Transfer Academic Plan

(Class of 2023+)

**120 credits (64 nursing, 56 general education)**

The Sophomore Transfer Option (STO) is designed for students who have completed a minimum of 29 prior general education credits. Students admitted will take two nursing courses online in the summer and complete the Bachelor of Science in Nursing (BSN) degree in three years.

### Summer Session

NUR 103	Professional Foundations	1 cr
NUR 105	Nutrition & Wellness for Nursing	2 cr
		<b>3 cr</b>

### Sophomore Year | Semester 1

BI 352	Microbiology	4 cr
MA 230	Statistics	3 cr
NUR 202	Health Assessment (2.5 theory; .50 lab)	3 cr
NUR 203	Pathophysiology I	2 cr
NUR 209	Fundamentals of Nursing Care (3.0 theory; 1.0 lab)	4 cr
		<b>16 cr</b>

### Sophomore Year | Semester 2

	Humanities Elective	3 cr
	Diversity Requirement	3 cr
CM 100	Health Communication	3 cr
NUR 204	Pathophysiology II	2 cr
NUR 205	Pharmacology	3 cr
NUR 210C	Fundamentals Clinical	2 cr
		<b>16 cr</b>

### Junior Year | Semester 1

	Ethics/Philosophy Requirement	3 cr
NUR 310	Adult Health & Illness I	4 cr
NUR 314C	Adult Clinical I	3 cr
NUR 318	Nursing Care of the Child-Bearing Family	2 cr
NUR 322	Psychiatric Mental Health Nursing	2 cr
		<b>14 cr</b>

### Junior Year | Semester 2

	Social Science Elective	3 cr
	Business Elective	3 cr
NUR 312	Adult Health & Illness II	4 cr
NUR 316C	Adult Clinical II	3 cr
NUR 320	Nursing Research	3 cr
		<b>16 cr</b>

### Senior Year | Semester 1

	General Elective	3 cr
NUR 408	Advanced Concepts Theory	4 cr
NUR 410	Gerontological Nursing	3 cr
NUR 412	Pediatric Nursing Theory	2 cr
NUR 414C	Specialty Clinical I	1 cr
NUR 416C	Specialty Clinical II	2 cr
		<b>15 cr</b>

### Senior Year | Semester 2

	Upper Division Elective	3 cr
NUR 418	Nursing Leadership	3 cr
NUR 420	Community & Public Health Nursing	4 cr
NUR 422C	Community & Public Health Clinical	2 cr
NUR 424C	Leadership Clinical	2 cr
NUR 426	Nursing Synthesis Theory	1 cr
		<b>15 cr</b>

**Credit Hour Ratio:** 1 credit theory = 15 hrs; 1 credit lab (science) = 30 hrs; 1 credit lab (program) = 45 hrs; 1 credit clinical = 45 hrs

## Bellin College BSN Junior Transfer Academic Plan

(Class of 2019+)

**120 credits (64 nursing, 56 general education)**

The Junior Transfer Option (JTO) is designed for students who have completed a majority of the 56 required general education credits. All science courses must be completed by the time of entry. Completion of a 4 credit statistics course is required prior to the start of the Sophomore Fall semester. Students will take two nursing courses online in the summer and complete the Bachelor of Science in Nursing (BSN) degree in two years.

### Freshman | Summer Session

NUR 103	Professional Foundations	1 cr
NUR 105	Nutrition & Wellness for Nursing	2 cr
		<b>3 cr</b>

### Sophomore | Fall Semester

NUR 202	Health Assessment (2.5 theory; .50 lab)	3 cr
NUR 203	Pathophysiology I	2 cr
NUR 204	Pathophysiology II	2 cr
NUR 205	Pharmacology	3 cr
NUR 209	Fundamentals of Nursing Care (3.0 theory, 1.0 lab)	4 cr
		<b>14 cr</b>

### Sophomore | Winter Interim

NUR 210C	Fundamentals Clinical	2 cr
		<b>2 cr</b>

### Junior | Spring Semester

NUR 312	Adult Health & Illness II	4 cr
NUR 314C	Adult Clinical I	3 cr
NUR 320	Nursing Research	3 cr
NUR 322	Psychiatric Mental Health Nursing	2 cr
		<b>12 cr</b>

### Junior | Summer Session

NUR 310	Adult Health & Illness I	4 cr
NUR 316C	Adult Clinical II	3 cr
NUR 318	Nursing Care of the Child-Bearing Family	2 cr
		<b>9 cr</b>

### Senior | Fall Semester

NUR 408	Advanced Concepts Theory	4 cr
NUR 410	Gerontological Nursing	3 cr
NUR 412	Pediatric Nursing Theory	2 cr
NUR 414C	Specialty Clinical I	1 cr
NUR 416C	Specialty Clinical II	2 cr
		<b>12 cr</b>

### Senior | Spring Semester

NUR 418	Nursing Leadership	3 cr
NUR 420	Community & Public Health Nursing	4 cr
NUR 422C	Community & Public Health Clinical	2 cr
NUR 424C	Leadership Clinical	2 cr
NUR 426	Nursing Synthesis Theory	1 cr
		<b>12 cr</b>

**Credit Hour Ratio:** 1 credit theory = 15 hours; 1 credit lab = 45 hours; 1 credit clinical = 45 hours

## Bellin College BSN 15 Month Academic Plan

(Class of 2017 - October+)

**120 credits (64 nursing, 56 general education)**

The 15 Month Option is designed for students who have completed the required 56 general education credits. The program consists of seven consecutive 8-week sessions. Students begin the program in either January or June and complete the Bachelor of Science in Nursing (BSN) degree in May or October of the following year.

**COHORT A = January Start / May Graduation**

**COHORT B = June Start / October Graduation**

<b>Cohort A... Spring Session 1 (Jan-Mar)</b>			<b>Cohort A... Spring Session 2 (Mar-May)</b>		
<b>Cohort B... Summer (Jun-Jul)</b>			<b>Cohort B... Fall Session 1 (Aug-Oct)</b>		
NR 352	Pathophysiology	3 cr	NR 350	Nutrition for Health Promotion & Disease Prevention	2 cr
NR 355	Introduction to Professional Nursing	2 cr	NR 363	Pharmacology II	2 cr
NR 356	Pharmacology I	2 cr	NR 366	Fundamentals of Nursing (3.0 theory, 1.0 lab)	4 cr
NR 358	Health Assessment in Nursing (3.0 theory, 1.0 lab)	4 cr	NR 370	Psychosocial Nursing	2 cr
<hr/>			<hr/>		
<b>11 cr</b>			<b>10 cr</b>		
<b>Cohort A... Summer (Jun-Jul)</b>			<b>Cohort A... Fall Session 1 (Aug-Oct)</b>		
<b>Cohort B... Fall Session 2 (Oct-Dec)</b>			<b>Cohort B... Spring Session 1 (Jan-Mar)</b>		
NR 353	Nursing Research	3 cr	NR 383	Adult Health II	3 cr
NR 372C	Fundamental Clinical Practicum	2 cr	NR 452C	Adult Acute Care Clinical Practicum	3 cr
NR 375	Maternity	2 cr	NR 453	Nursing Synthesis	1 cr
NR 379	Adult Health I	3 cr	NR 455	Pediatrics	2 cr
<hr/>			<hr/>		
<b>10 cr</b>			<b>9 cr</b>		
<b>Cohort A... Fall Session 2 (Oct-Dec)</b>			<b>Cohort A... Spring Session 1 (Jan-Mar)</b>		
<b>Cohort B... Spring Session 2 (Mar-May)</b>			<b>Cohort B... Summer (Jun-Jul)</b>		
NR 456	Adult Health III	2 cr	NR 454	Leadership in Nursing	3 cr
NR 458C	Specialty Clinical Practicum I	1 cr	NR 468C	Specialty Nursing Simulation Practicum	2 cr
NR 461	Gerontological Nursing	3 cr	NR 474	Critical Care Nursing	3 cr
NR 464C	Adult Acute Care Clinical Practicum II	2 cr			
<hr/>			<hr/>		
<b>8 cr</b>			<b>8 cr</b>		
<b>Cohort A... Spring Session 2 (Mar-May)</b>					
<b>Cohort B... Fall Session 1 (Aug-Oct)</b>					
NR 481	Public/Community Health Nursing	3 cr			
NR 482C	Public/Community Health Clinical Practicum	2 cr			
NR 483C	Capstone Clinical Practicum	2 cr			
NR 485	Advanced Nursing Synthesis	1 cr			
<hr/>					
<b>8 cr</b>					

**Credit Hour Ratio:** 1 credit theory = 15 hours; 1 credit lab = 45 hour; 1 credit clinical = 45 hours

**Credit Hour Ratio:** 1 credit theory = 15 hours; 1 credit lab = 45 hours; 1 credit clinical = 45 hours

**Bellin College Bellin Health RN to BSN Academic Plan  
(January 2017+)**

Each student's plan of study will differ based on his/her sequencing of nursing courses and required number of general education credits determined via credit evaluation of prior coursework. The plan below reflects the standard sequencing of nursing requirements. Students will be guided through advising for required general education coursework. The extent of general education requirements will impact the duration of the student's program.

**YEAR 1 - NURSING**

**SPRING SEMESTER**

▶ **Session 1**

NRN 330      Role Transitions in Nursing                      3 cr

▶ **Session 2**

NRN 347      Research for Evidence Based Practice                      3 cr

**6 cr**

**YEAR 2 - NURSING**

**SPRING SEMESTER**

▶ **Session 1**

NRN 430      Quality and Safety in Health Care                      3 cr

▶ **Session 2**

NRN 467      Community Health Theory                                      4 cr

**7 cr**

**SUMMER SESSION**

NRN 466      Care of Aging Adults    3 cr

**3 cr**

**SUMMER SESSION**

NRN 444      Care Management for Populations                      3 cr

NRN 470      Synthesis of Professional Nursing                      1 cr

**4 cr**

**FALL SEMESTER**

▶ **Session 1**

NRN 438      Nursing Leadership in Health Care                      3 cr

▶ **Session 2**

NRN 341      Health Care Informatics                                      3 cr

**6 cr**

**FALL SEMESTER**

▶ **Session 1**

NRN 471      Community Practicum    3 cr

▶ **Session 2**

NRN 471      Community Practicum continued                      3 cr

**3 cr**

**VARIABLE OCCURRENCE**

NRN 440      Health Care Leadership Development                      1 cr

Course timing will vary based on program of study arrangements.

**SUMMARY**

▶ **Program Credits**

- 34 ..... Lower Level Nursing Transfer Credits
- 30 ..... Upper Level Nursing Credits (27 theory; 3 practicum)
- 56 ..... General Education Credits (per required distribution)
- 120** ..... Total Required Credits

▶ **Program Nursing Credit Hours**

- Theory Ratio ..... 1 credit : 15 hours
- Clinical Ratio ..... 1 credit : 45 hours

▶ **Course Length and Delivery**

- Courses will be offered online.
- Courses are taught over 8 weeks (session 1, session 2 and summer session) with the exception of the concluding Community Practicum course which extends the entire 15-week semester.

## **BSN Courses**

Nursing courses have classroom, laboratory, and/or clinical components that provide students with the knowledge needed in the nursing major as well as the practice time to develop clinical skills. Clinical experiences take place in acute care and long-term facilities, educational institutions, public health agencies, community agencies, childcare centers, industrial health programs, and other settings which will help the student meet specific course outcomes.

Students register for courses through meeting with the Advisor and Accommodations Coordinator. Students are asked to follow prerequisite guidelines for order of courses to be completed. Course selection special requests will be reviewed by the BSN Program director and addressed based on a student's individual circumstances.

The schedule and courses are subject to change.

## **Nursing Course Descriptions – Traditional Option**

### **NUR 103 PROFESSIONAL FOUNDATIONS – 1 credit**

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

### **NUR 105 NUTRITION AND WELLNESS FOR NURSING – 2 credits**

This course provides a foundation for nursing care and the basic principles of nutrition. The nursing process and the development of critical thinking skills are introduced. Students develop therapeutic communication skills and teaching strategies with sensitivity to the cultural needs of the patient. This course explores concepts of nutrition and integrative therapies related to health promotion and maintenance, disease prevention, and illness management across the lifespan. Prerequisite(s): None

### **NUR 202 HEALTH ASSESSMENT – 3 credits**

This course provides students with a framework for conducting systematic history and physical assessments of adults. Students focus on skill development, diversity, and communication. Critical thinking skills are developed as students learn to collect, organize, analyze, and document subjective and objective findings. This course includes a lab component. Prerequisite(s): Anatomy & Physiology; Introduction to Human Development; sophomore standing in nursing, or consent of the faculty.

### **NUR 203 PATHOPHYSIOLOGY I – 2 credits**

This course assists students to achieve an understanding of the pathophysiology associated with diminished health states within an individual. Prior knowledge of anatomy and physiology will be integrated into the principles of health alterations related to cellular biology, genetics, musculoskeletal disorders, mechanisms of cellular defense, fluid and electrolytes, digestive, and neurologic function. Prerequisite(s): All previously required support courses; sophomore standing in nursing or consent of the faculty.

### **NUR 204 PATHOPHYSIOLOGY II – 2 credits**

This course assists students to achieve an understanding of the pathophysiology associated with diminished health states within an individual. Prior knowledge of anatomy and physiology will be integrated into the principles of health alterations related to cardiac, acid-base balance, renal, hematologic, stress, cancer, pulmonary, and endocrine function. Prerequisite(s): All previously required support courses; Biology, General Chemistry, Anatomy and Physiology, Microbiology, sophomore standing in nursing or consent of faculty.

### **NUR 205 PHARMACOLOGY – 3 credits**

This course assists students to develop a foundation of pharmacotherapeutics, principles of pharmacology, drug classifications, and nursing implications. Students develop knowledge of the nurse's role and responsibilities in drug therapy. Legal, ethical, and lifespan considerations will be discussed as

they apply to the nurse's role. The student will study major classifications of drugs using a structured, systematic approach that includes general principles of drug actions, therapeutic effects, adverse reactions, and nursing considerations. Prerequisite(s): General Chemistry; Biology; Anatomy and Physiology; Microbiology; sophomore standing in nursing or consent of the faculty.

#### **NUR 209 FUNDAMENTALS OF NURSING CARE – 4 credits**

This course introduces students to the nursing process and the nursing care of patients with common health alterations. Fundamental nursing concepts and skills are presented in the classroom and applied in lab settings. Emphasis is placed on competencies related to quality and safety in the provision of patient care. This course includes a lab component. Prerequisite(s): All previously required support courses; sophomore standing in nursing or consent of the faculty.

#### **NUR 210 FUNDAMENTALS CLINICAL – 2 credits**

This clinical course focuses on the professional nursing roles as the student develops foundational health assessment and nursing skills in the clinical setting. Emphasis is placed on competencies related to quality and safety in the provision of patient care. This course is the clinical application of NUR 209 Fundamentals of Nursing and NUR 202 Health Assessment. Prerequisite(s): All previously required support courses; sophomore standing in nursing or consent of the faculty.

#### **NUR 310 ADULT HEALTH AND ILLNESS I – 4 credits**

This course provides students with the basis for the nursing care of adults with cancer, alterations in immune responses, and endocrine, gastrointestinal, hematologic, and musculoskeletal disorders. Evidence-based practice guidelines will be integrated into the course content. This course prepares students to incorporate pharmacological therapies into professional nursing practice. Students enhance critical thinking skills as they integrate the principles of health promotion and maintenance, disease prevention, and illness management. Prerequisite(s): All previously required support courses; junior standing in nursing or consent of the faculty.

#### **NUR 312 ADULT HEALTH AND ILLNESS II – 4 credits**

This course provides students with the basis for the nursing care of adults with respiratory, cardiovascular, neurological, reproductive and urinary disorders. Evidence-based practice guidelines will be integrated into the course content. This course prepares students to incorporate pharmacological therapies into professional nursing practice. Students enhance critical thinking skills as they integrate the principles of health promotion and maintenance, disease prevention, and illness management. Prerequisite(s): All previously required support courses; junior standing in nursing or consent of the faculty.

#### **NUR 314 ADULT CLINICAL I – 3 credits**

This clinical course provides students with opportunities in an adult acute care setting. Students will demonstrate advanced skills in the lab and apply them in the clinical setting. Health promotion and maintenance, disease prevention, and illness management will be integrated into the care of diverse patients. Emphasis is placed on critical thinking, pharmacology, professional communication, and professional nursing roles. Evidence-based clinical decisions will be applied to the provision of patient-centered care. Prerequisite(s): All previously required support courses; junior standing in nursing or consent of the faculty.

#### **NUR 316 ADULT CLINICAL II – 3 credits**

This clinical course provides students with increasingly complex opportunities in an adult acute care setting. Health promotion and maintenance, disease prevention, and illness management will be integrated into the care of diverse patients. Emphasis is placed on critical thinking, pharmacology, professional communication, and professional nursing roles. Evidence-based clinical decisions will be analyzed in the provision of patient-centered care. Prerequisite(s): All previously required support courses; junior standing in nursing.



**NUR 318 NURSING CARE OF THE CHILD-BEARING FAMILY – 2 credits**

This course provides students with the basis for the collaborative care of women, infants, and their families from preconception through the postpartum period. Emphasis is placed on promoting wellness through teaching and family-centered care. Prerequisite(s): All previously required support courses; junior standing in nursing or consent of the faculty.

**NUR 320 NURSING RESEARCH – 3 credits**

This course introduces students to the research process and how current evidence is translated into practice. Emphasis is placed on the critique of research and other forms of evidence to prepare students for the provision of care based on current knowledge, theory, and research. Prerequisite(s): All previously required support courses; junior standing in nursing or consent of the faculty.

**NUR 322 PSYCHIATRIC MENTAL HEALTH NURSING – 2 credits**

This course prepares students to provide safe, effective, and holistic nursing care to psychologically compromised patients across the lifespan and throughout diverse healthcare settings. Student learning focuses on the use of therapeutic communication techniques, therapeutic use of self when providing nursing care, and collaboration with intra- and inter-professional healthcare teams. Prerequisite(s): All previously required support courses; junior standing in nursing or consent of the faculty.

**NUR 408 ADVANCED CONCEPTS THEORY – 4 credits**

This course provides students with the basis for the collaborative care of patients and their families encountering complex health issues. Students enhance critical thinking skills as they apply to the management of critically ill patients. Concepts in basic EKG interpretation and nursing implications are discussed. Prerequisite(s): All previously required support courses; senior standing in nursing or consent of the faculty.

**NUR 410 GERONTOLOGICAL NURSING – 3 credits**

This course prepares students to deliver competent and humanistic care to older adults. Students will apply best care practices for the older adult in health promotion and maintenance, disease prevention, and illness management including atypical presentations and end-of-life care. Emphasis is placed on the assessment of an older adult's functional status and health expectations during life transitions. Prerequisite(s): All previously required support courses; senior standing in nursing or consent of the faculty.

**NUR 412 PEDIATRIC NURSING THEORY – 2 credits**

This course provides students with the basis for the collaborative care of patients and their families from infancy through adolescence. The nurse's role in health promotion and maintenance, disease prevention, and illness management is explored. Prerequisite(s): All previously required support courses; senior standing in nursing or consent of the faculty.

**NUR 414 SPECIALTY CLINICAL PRACTICUM A – 1 credit**

This clinical course provides students with the opportunity to care for patients within specialty populations while working with intra- and inter-professional healthcare teams. Students further develop critical thinking and professional communication skills. Emphasis is placed on the diverse healthcare needs of the population of interest. Prerequisite(s): All previously required support courses; senior standing in nursing or consent of the faculty.

**NUR 416 SPECIALTY CLINICAL PRACTICUM B – 2 credits**

This clinical course provides students with opportunities to care for patients within specialty populations. Students enhance their evidence-based nursing practice as it relates to healthcare outcomes. Emphasis is placed on the diverse healthcare needs of the population of interest. Prerequisite(s): All previously required support courses; senior standing in nursing or consent of the faculty.

**NUR 418 NURSING LEADERSHIP – 3 credits**

This course integrates leadership and management principles in preparing students for professional roles within diverse healthcare settings. The legal, ethical, and political responsibilities of the nurse are analyzed. Students critically examine emerging trends, issues, and their implications for collaborative professional practice. Prerequisite(s): All previously required support courses; senior standing in nursing or consent of the faculty.

**NUR 420 COMMUNITY AND PUBLIC HEALTH NURSING – 4 credits**

This course prepares students for entry level practice in community and public health settings. The focus of care is on individuals, families, communities, and vulnerable populations. Students explore the economic and political factors that affect healthcare. The nursing role is developed with emphasis on health promotion and maintenance, disease prevention, and illness management facilitated by health teaching and appropriate use of community resources. Critical reasoning is used to address current evidence-based practice and epidemiological processes. Prerequisite(s): All previously required support courses; senior standing in nursing or consent of the faculty.

**NUR 422 COMMUNITY AND PUBLIC HEALTH CLINICAL – 2 credits**

This clinical course provides students with the opportunity to care for patients within community and public health settings. Students work with an inter-professional team to address the unique healthcare needs of individuals, families, communities, and vulnerable populations. Students practice health promotion and maintenance, disease prevention, and illness management. Prerequisite(s): All previously required support courses; senior standing in nursing or consent of the faculty.

**NUR 424 LEADERSHIP CLINICAL – 2 credits**

This clinical course focuses on the integration of the roles of a professional nurse in clinical practice. Emphasis is placed on collaboration, delegation, and coordination of the intra- and inter-professional teams in providing care to diverse populations within the healthcare setting. Students are provided opportunities to participate in the change process to ensure safety and quality in healthcare. Prerequisite(s): All previously required support courses; senior standing in nursing or consent of the faculty.

**NUR 426 NURSING SYNTHESIS THEORY – 1 credit**

This course enhances the transition of students into professional nursing practice and assists with preparation for the national licensure examination for registered nurses. Emphasis is placed on clinical reasoning and clinical judgment in the integration of care management for multiple, complex patients. Prerequisite(s): All previously required support courses; senior standing in nursing or consent of the faculty.

**TR 498C NURSING TRAVEL COURSE-CLINICAL – 2 credits**

Nursing in-country or international travel course, clinical experience. This travel course affords students to meet the community/public health clinical requirements. This clinical course provides students with the opportunity to care for patients within community and public health settings. Students work with an interprofessional team to address the unique healthcare needs of individuals, families, communities, and vulnerable populations. Students practice health promotion and maintenance, disease prevention, and illness management. Course content and topics vary. Credit amount variable. Can be repeated. Prerequisites: Student must fulfill the specific travel course eligibility criteria and be selected via the course application process.

## **Nursing Course Descriptions – 15 Month Option**

Courses are scheduled with a fixed plan and sequence. Each course must be taken in succession. A prerequisite for each course in the sequence is the successful completion of the prior session.

### **NR 350 NUTRITION FOR HEALTH PROMOTION AND DISEASE PREVENTION – 2 credits**

This course introduces students to the interrelationships among nutrition, food, and the environment that have an impact on health. Topics include the basics of good nutrition throughout the lifespan with a focus on the practical application of nutritional principles related to the nurse's role in health promotion and maintenance, disease prevention, and illness management. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

### **NR 352 PATHOPHYSIOLOGY – 3 credits**

This course introduces students to the pathophysiologic processes associated with diminished health states within an individual. Prior knowledge of anatomy and physiology is integrated into the principles of health alterations for selected disease processes. Students develop a basis for the application of critical thinking skills to patients in diverse healthcare settings. Prerequisite(s): None.

### **NR 353 NURSING RESEARCH – 3 credits**

This course introduces students to the research process and how current evidence is translated into practice. Emphasis is placed on the critique of research and other forms of evidence to prepare students for the provision of care based on current knowledge, theory, and research. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

### **NR 355 INTRODUCTION TO PROFESSIONAL NURSING – 2 credits**

This course introduces students to the foundation for professional practice. Strategies for success in the profession are reviewed. Students define their philosophical beliefs about nursing while exploring the nurse's role within the context of the healthcare delivery system. Legal and ethical aspects of healthcare are presented. This knowledge enables students to begin the process of socialization into nursing. Prerequisite(s): None.

### **NR 356 PHARMACOLOGY I – 2 credits**

This course introduces students to the scope of pharmacology in nursing practice and the nurse's role and responsibilities in relation to medication administration. Legal, ethical, and lifespan considerations are discussed. Students develop foundational knowledge about major drug classifications using a structured, systematic approach that includes general principles of drug activity, major actions, therapeutic effects, adverse reactions, nursing implications, evaluation, and patient teaching. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of patient health. Prerequisite(s): None.

### **NR 358 HEALTH ASSESSMENT IN NURSING – 4 credits (3.0 theory; 1.0 lab)**

This course provides students with a framework for conducting systematic history and physical assessments of adults. Students focus on skill development, diversity, and communication. Critical thinking skills are developed as students learn to collect, organize, analyze, and document subjective and objective findings. This course includes a lab component. Prerequisite(s): None.

### **NR 363 PHARMACOLOGY II – 2 credits**

This course introduces students to additional major drug classifications using a structured, systematic approach that includes general principles of drug activity, major actions, therapeutic effects, adverse reactions, nursing implications, evaluation, and patient teaching. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of patient health. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of the faculty.

### **NR 366 FUNDAMENTALS OF NURSING – 4 credits (3.0 theory; 1.0 lab)**

This course introduces students to concepts and skills fundamental to professional nursing practice. These concepts and skills are presented in the classroom and applied in lab settings. The nursing process is introduced and used to design care for patients with common health alterations. Emphasis is

placed on competencies related to quality and safety in the provision of patient care. This course includes a lab component. Prerequisite(s): NR 352A, NR 356A, NR 358 or consent of the faculty.

**NR 370 PSYCHOSOCIAL NURSING – 2 credits**

This course prepares students to provide safe, effective, and holistic nursing care to psychologically compromised patients across the lifespan. Students focus on the use of therapeutic communication techniques, therapeutic use of self when providing nursing care, and collaboration with intra- and inter-professional teams. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 372C FUNDAMENTALS CLINICAL PRACTICUM – 2 credits**

This clinical course focuses on the professional nursing roles as the student develops foundational health assessment and nursing skills in the clinical setting. Emphasis is placed on competencies related to quality and safety in the provision of patient care. This course is the clinical application of NR 358A Health Assessment in Nursing and NR 366A Fundamentals of Nursing. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 375 MATERNITY – 2 credits**

This course provides students with the basis for the collaborative care of women, infants, and their families from preconception through the postpartum period. Emphasis is placed on promoting wellness through teaching and family-centered care. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 379 ADULT HEALTH – 3 credits**

This course provides students with the foundation for the nursing care of adults with fluid and electrolyte imbalances, respiratory, cardiovascular, renal, and electrocardiogram (ECG) disorders. Students enhance critical thinking skills as they integrate the principles of health promotion and maintenance, disease prevention, and health protection related to disease and illness management. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 383 ADULT HEALTH II – 3 credits**

This course provides students with the foundation for the nursing care of adults with endocrine, neurological, musculoskeletal, immune response disorders, and blood administration. Students enhance critical thinking skills as they integrate evidence-based findings with the principles of health promotion and maintenance, disease prevention, and illness management. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 452C ADULT ACUTE CARE CLINICAL PRACTICUM – 3 credits**

This clinical course provides students with opportunities in an adult acute care setting where concepts of illness and disease management are applied. Health promotion and maintenance, disease prevention, and health protection are integrated into the care of diverse populations. Students enhance critical thinking and professional communication skills. Evidence-based clinical decisions are made in the provision of patient care. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 453 NURSING SYNTHESIS – 1 credit**

This course promotes and develops clinical reasoning with emphasis on the use of the nursing process. Students engage in the process of assimilating information, analyzing data, and making decisions regarding patient care. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 454 LEADERSHIP IN NURSING – 3 credits**

This course integrates leadership and management principles in preparing students for professional roles within diverse healthcare settings. The legal, ethical, and political responsibilities of the nurse are analyzed. Students critically examine emerging trends, issues, and their implications for collaborative

professional practice. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 455 PEDIATRICS – 2 credits**

This course provides students with the basis for the collaborative care of patients from infancy through adolescence and their families. The nurse's role in health promotion and maintenance, disease prevention, and illness management is explored. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 456 ADULT HEALTH III – 2 credits**

This course provides students with the foundation for the nursing care of adult patients experiencing gastrointestinal (GI) disorders, cancer and the care of the client and family during the organ donation process. Students enhance critical thinking skills as they integrate evidence-based findings with the principles of health promotion, disease prevention, and health protection related to disease and illness management. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 458C SPECIALTY CLINICAL PRACTICUM 1 – 1 credit**

This clinical course provides students with the opportunity to care for patients within specialty populations while working with intra- and inter-professional teams. Emphasis is placed on the diverse healthcare needs of the population of interest. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 461 GERONTOLOGICAL NURSING – 3 credits**

This course prepares students to deliver competent and humanistic care to older adults. Students apply best care practices for the older adult in health promotion and maintenance, disease prevention and illness management including atypical presentations and end-of-life care. Emphasis is placed on the assessment of an older adult's functional status and health expectations during life transitions. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 464C ADULT ACUTE CARE CLINICAL PRACTICUM II – 2 credits**

This clinical course provides students with opportunities to enhance critical thinking and clinical decision-making skills while delivering patient-centered care in an acute care environment. Students develop time management, organization, and prioritization skills while providing care to diverse individuals. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 468C SPECIALTY NURSING SIMULATION PRACTICUM – 2 credits**

This course provides students with opportunities to apply their knowledge, skills and abilities related to specialty nursing practice areas in a simulated clinical environment. Students enhance their communication, teamwork, and inter-professional collaboration skills while developing clinical judgment and their ability to deliver quality care. Prerequisites: Successful completion of all 300 level nursing courses. In addition, NR 452A, NR 453A, NR 455A, NR 456A, NR 461A, NR 464A and concurrent enrollment in NR 474A.

**NR 474 CRITICAL CARE NURSING – 3 credits**

This course provides students with the basis for the collaborative care of patients and their families encountering complex health issues. Students enhance critical thinking skills as they apply to the management of critically ill patients. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 481 PUBLIC/COMMUNITY HEALTH NURSING – 3 credits**

This course prepares students for entry level practice in community and public health settings. The focus is individuals, families, communities, and vulnerable populations. Students explore governmental, economic, and political factors that affect healthcare. The nursing role is developed with emphasis on

health promotion and maintenance, disease prevention, and illness management which is facilitated by health teaching and appropriate use of community resources. Critical reasoning is used to address evidence-based practice and epidemiological processes. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 482C PUBLIC/COMMUNITY HEALTH PRACTICUM – 2 credits**

This clinical course provides students with the opportunity to care for patients within community and public health settings. Students work with an inter-professional team to address the unique healthcare needs of individuals, families, communities, and vulnerable populations. Students practice health promotion and maintenance, disease prevention, and illness management. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 483C CAPSTONE CLINICAL PRACTICUM – 2 credits**

This clinical course provides students with the opportunity to synthesize professional nursing concepts and to refine their evidence-based nursing interventions in a selected clinical setting. Students collaborate with a preceptor to practice professional nursing within the framework of intra- and inter-professional healthcare teams. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**NR 485 ADVANCED NURSING SYNTHESIS – 1 credit**

This course enhances transition to professional nursing practice and assists with preparation for the national licensure examination for registered nurses. Emphasis is placed on clinical reasoning and clinical judgment in the integration of care management for multiple, complex patients. Prerequisite(s): All previously required and concurrent courses per the academic plan or consent of faculty.

**TR 498C NURSING TRAVEL COURSE-CLINICAL – 2 credits**

Nursing in-country or international travel course, clinical experience. This travel course affords students to meet the community/public health clinical requirements. This clinical course provides students with the opportunity to care for patients within community and public health settings. Students work with an interprofessional team to address the unique healthcare needs of individuals, families, communities, and vulnerable populations. Students practice health promotion and maintenance, disease prevention, and illness management. Course content and topics vary. Credit amount variable. Can be repeated. Prerequisites: Student must fulfill the specific travel course eligibility criteria and be selected via the course application process and consent of the faculty.

## **Nursing Course Descriptions – RN to BSN Option**

### **NRN 330 ROLE TRANSITIONS IN NURSING – 3 credits**

This course focuses on role transitions within the profession of nursing. Students gain knowledge related to how historical, theoretical, ethical, and legal foundations of nursing influence and relate to professional practice. Emphasis is placed on the evolving role of the professional nurse in healthcare. Prerequisite(s): Admission to the RN to BSN program or consent of the faculty and BSN Program director.

### **NRN 341 HEALTHCARE INFORMATICS - 3 credits**

This course provides an overview of healthcare informatics and its impact on healthcare in the United States and internationally. Privacy, security and legal/ethical issues are addressed. The use of data repositories and aggregate data are explored. The role of informatics in the education of the healthcare workforce is addressed. Prerequisite(s): Admission to the RN to BSN program, NRN 330-Role Transitions in Nursing, and NRN 347-Research for Evidence Based Practice; or consent of the faculty and BSN Program director.

### **NRN 347 RESEARCH FOR EVIDENCE-BASED PRACTICE - 3 credits**

This course introduces students to the research process and the use of evidence as a foundation for clinical practice. Emphasis is placed on the critique of research and other forms of evidence to enable the nurse to provide and evaluate safe and effective nursing interventions for optimal client outcomes. Prerequisite(s): Admission to the RN to BSN program, NRN 330-Role Transitions in Nursing, and Statistics prior to or concurrent with NRN 347; or consent of the faculty and BSN Program director.

### **NRN 430 QUALITY AND SAFETY IN HEALTHCARE – 3 credits**

The focus of this course is improvement in healthcare outcomes by developing an understanding of national quality and safety standards and drivers. Strategies that contribute to building a culture of safety are addressed. Principles of quality and safety are applied to current practice settings. Prerequisite(s): Admission to the RN to BSN program, NRN 330-Role Transitions in Nursing, or consent of the faculty and BSN Program director. NRN 341-Healthcare Informatics recommended prior to NRN 430.

### **NRN 438 NURSING LEADERSHIP IN HEALTHCARE - 3 credits**

The course focuses on developing nurses as leaders in healthcare through the exploration of evidence-based leadership and management principles. Students explore the socio-cultural, economic, legal, and political factors influencing healthcare delivery and professional practice. Emphasis is placed on the leader's role in organizational systems, structure, and culture, change management, human resource management, interprofessional collaboration, and performance improvement in healthcare. Prerequisite(s): Admission to the RN to BSN program, NRN 330-Role Transitions in Nursing, and NRN 347-Research for Evidence Based Practice; or consent of the faculty and BSN Program director. BU 320-Foundations of Healthcare Management or approved business transfer course recommended prior to NRN 438.

### **NRN 440 HEALTHCARE LEADERSHIP DEVELOPMENT – 1 credit**

This course focuses on developing institutional awareness related to strategic initiatives, fiscal challenges, and leadership issues facing nurse leaders. Interprofessional collaboration is emphasized as a key driver in leadership development. Prerequisite(s): Admission to the RN to BSN program and NRN 330, Role Transitions in Nursing; or consent of the faculty and BSN Program director.

### **NRN 444 CARE MANAGEMENT FOR POPULATIONS - 3 credits**

This course focuses on the use of aggregate data and best practices to coordinate and manage care across selected populations. Students will use evidence-based models, concepts, and processes to identify risk factors and barriers to achievement of client outcomes. Students evaluate the efficiency and effectiveness of care coordination and outcome data. Prerequisite(s): Admission to the RN to BSN program, NRN 330-Role Transitions in Nursing, NRN 347-Research for Evidence-Based Practice; NRN 341-Healthcare Informatics; NRN 430-Quality and Safety in Healthcare; and NRN 467-Community Health Theory; or consent of the faculty and BSN Program director.

**NRN 466 CARE OF AGING ADULTS - 3 credits**

This course focuses on the varying healthcare needs of the older adult. Emphasis is placed on functional age and health expectations during life transitions. Students apply best care practices for the older adult in health promotion and maintenance, disease prevention, and illness management. Prerequisite(s): Admission to the RN to BSN program and NRN 330-Role Transitions in Nursing; or consent of the faculty and BSN Program director.

**NRN 467 COMMUNITY HEALTH THEORY - 4 credits**

This course focuses on multiple strategies for promoting positive health outcomes applicable to the individual, family, and populations. Students evaluate health trends and risk factors to determine priorities for targeted interventions. The collaborative role with communities and/or populations is emphasized for student understanding of the development of public policy, health promotion and disease prevention activities. Critical inquiry is applied by using research and epidemiological processes. Prerequisite(s): Admission to the RN to BSN program, NRN 330-Role Transitions in Nursing, and NRN 347-Research for Evidence Based Nursing; or consent of the faculty and BSN Program director. The following courses are recommended prior to NRN 467: NRN 341-Healthcare Informatics, NRN 430-Quality and Safety in Healthcare, NRN 438-Nursing Leadership in Healthcare, and NRN 466-Care of Aging Adults.

**NRN 470 SYNTHESIS OF PROFESSIONAL NURSING – 1 credit**

This course focuses on the application of the concepts and skills reflective of a synthesis of cognitive and affective competencies acquired in the RN to BSN program. Students engage in activities that promote the importance of nursing and professional nursing roles by completing a project aimed at improving quality and safety outcomes. Prerequisite(s): Admission to the RN to BSN program and NRN 330, Role Transitions in Nursing; NRN 347, Research for Evidence Based Practice; NRN 341, Healthcare Informatics; NRN 438, Nursing Leadership or consent of the faculty and BSN Program director.

**NRN 471 COMMUNITY PRACTICUM - 3 credits**

Students engage in the core public health functions of assessment, assurance and policy development. Knowledge is applied from health and social sciences to individuals and populations through targeted interventions, programs, and advocacy. Strategies will be directed toward individuals, families, groups, and populations. The clinical experience focuses on illness, injury, or disability prevention; health promotion; and health maintenance of clients served by healthcare systems. Prerequisite(s): Admission to the RN to BSN program, NRN 330-Role Transitions in Nursing, NRN 347-Research for Evidence Based Practice, NRN 438-Nursing Leadership in Healthcare, NRN 467-Community Health Theory, and NRN 444-Care Management for Populations; or consent of the faculty and BSN Program director. The following courses are recommended prior to NRN 471, NRN 466-Care of Aging Adults, NRN 341-Healthcare Informatics, and NRN 430-Quality and Safety in Healthcare.



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## ► MSN Academic Planning and Course Descriptions

### **Graduate Nursing**

Bellin College MSN program prepares graduates with enhanced knowledge and practice expertise that builds and expands on baccalaureate nursing education. This preparation provides graduates with a broader understanding of nursing in order to engage in advanced practice and leadership in a variety of settings and commit to life-long learning (American Association of Colleges of Nursing, 2010).

### **Family Nurse Practitioner Track**

The Family Nurse Practitioner (FNP) track is a 47 credit program designed to prepare graduates to function as licensed independent practitioners in primary care. Students complete core coursework followed by specialty courses that focus on the provision of the full spectrum of healthcare services across a lifespan. Students learn to use advanced health assessment skills, screening and diagnostic strategies, and prescriptive practices to manage the health/illness status of patients and families. Practicum experiences that total 680 hours are completed in primary healthcare and community settings. Graduates are eligible to take either the American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP) family nurse practitioner certification exams.

### **Family Nurse Practitioner Post-Graduate Certificate (FNP PGC)**

The Family Nurse Practitioner Post-Graduate Certificate is a variable credit-hour program, ranging from 20 to 32 credits, dependent on prior education and certification. A gap analysis will be performed considering all prior education and experience. The Family Nurse Practitioner Post-Graduate Certificate (FNP PGC) is available to registered nurses holding a master's or Doctor of Nursing Practice degree in nursing who desire to continue their education and expand their skillset as a Family Nurse Practitioner. The program can be completed in approximately 24 to 36 months. Upon successful completion of program requirements, a certificate is awarded, and students are eligible to apply for American Nurses Credentialing Center (ANCC) certification or the American Academy of Nurse Practitioners (AANP) Family Nurse Practitioner certification.

### **Nurse Educator Track**

The Nurse Educator track in the MSN program is a 39-credit program designed to prepare graduates for the nurse educator role across various settings (academic, clinical, staff development, etc.). Students integrate core MSN coursework and education specialty courses that focus on evidence-based teaching and learning principles, curriculum development and evaluation, instructional design and technology, assessment of educational outcomes, and nurse educator role development. Students will integrate knowledge and skills into the educational and practice setting in a 255 hour practicum experience. This track is fully online delivery with full-time and part-time options. It provides a strong instructional design and technology preparation. Students are prepared for successful integration into the nurse educator role in academic and practice settings. Students have hands-on faculty with dedication to student interaction and engagement. Graduates are eligible to take the Certified Nurse Educator™ Exam upon completion of specified professional education practice.

### **Nurse Educator Post Graduate Certificate (NE-PGC)**

In the 11-credit NE post graduate certification program, students master the knowledge and skills required to competently serve in the nurse educator role. Coursework focuses on curriculum design, teaching, and evaluation, NE role transition and culminates in a 255 hour practicum.

### **MSN Residency Requirement**

A student who transfers into the Family Nurse Practitioner or Educator track of the MSN program may transfer a maximum of nine (9) approved semester credits/hours. All remaining program credit requirements must be completed at Bellin College.

## Graduate Credit Equivalence

Courses are reported in credits according to the following values:	
Classroom:	1 credit = 15 hours
Lab:	1 credit = 45 hours
Practicum:	1 credit = 85 hours
	2 credits = 170 hours
	3 credits = 255 hours

## Graduation Requirements-MSN

A Master of Science in Nursing degree is awarded to a student who has completed the program of study and:

- Achieved a cumulative GPA of 3.0 or higher.
- Completed all courses with a grade of “B” or higher.
- Participated in the Student Assessment requirements.
- Successfully completed the Scholarly Project.
- Successfully completed the ePortfolio.
- Submitted Intent to Graduate Form (available on the college web site).
- Completed the above within five (5) years from start in the MSN program.

It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the college. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

## Course Delivery – Nurse Practitioner and Nurse Educator Courses

Courses are delivered in a 15-week semester or a standard summer session and must be completed in the semester they were started in. Courses are delivered both online (web-based) and hybrid with a mix of face-to-face meetings and use of electronic technology for the Family Nurse Practitioner track. The Nurse Educator track is a 100% online.

## Scholarly Project

The MSN Scholarly Project is one of the final graduate program projects. It demonstrates the student’s cumulative knowledge from masters-level core coursework specific to his/her educational track. The project is focused on a substantive area of professional interest and displays developing expertise. With mentoring by selected graduate faculty, the student develops an in-depth project with emphasis on either nursing education or advanced clinical practice. The final scholarly product should benefit an area of professional clinical or educational practice and demonstrate scholarly voice in written work. Ultimately, the scholarly project should demonstrate meaningful commitment and practical application for leadership in improving patient care, models of practice, or educational processes.

The scholarly project is graded as Pass (P) or Fail (F), dependent upon the successful completion of the course objectives. Students must successfully complete the Scholarly Project and its dissemination in order to be eligible for graduation.

Students, in collaboration with their adviser, work on the scholarly project over the course of 3 semesters. Students enroll in NUR 790 Scholarly Project (2 credits) according to their academic plan of study. Once enrolled, students stay enrolled in NUR 790 course (no new fees or tuition will be applied to the continuing course, however students must maintain continuous enrollment in Bellin College) and will have a total of 3 continuous academic semesters to complete the Scholarly Project. Students will be assigned a grade of IP (in progress) until completion of the course. Students who do not complete the scholarly project are subject to the academic progression and dismissal policies. Students who do not maintain continuous enrollment will be required to re-enroll if they are re-admitted and will be assessed tuition and fees.

Complete Scholarly Project overview and guidelines are provided at the start of the NUR 790 Scholarly Project Course.

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

The MSN student E-portfolio is the second of the final graduate program projects and demonstrates that the student has achieved the MSN Program Outcomes.

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 skills 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 intra-professional and inter-professional systems that promote improved processes and outcomes, and the analysis of nursing leadership responsibilities in shaping policy, responding to inter-cultural and global communities, and in promoting the health of population groups.

The E-portfolio project is graded as Pass (P) or Fail (F), dependent upon the successful completion of the NUR 790 course objectives. Students must successfully complete the E-portfolio project in order to be eligible for graduation.

Complete E-Portfolio Project overview and guidelines are provided at the start of the NUR 615 and NUR 790 courses.

#### **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 must be submitted in an online format 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 Professional Role Development and Interprofessional Collaboration course. All FNP must include their final case summary from Typhon as an artifact.

#### **Student Responsibilities**

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

**Portfolio Progression:** Students must submit a draft of their E-Portfolio to their NUR 790 adviser when they enroll in NUR 790 using the designated Canvas drop box. Students will submit a final copy of their E-portfolio to their scholarly project adviser for approval, at least 2 weeks prior to their graduation. Upon receiving final approval on their E-Portfolio, students must make a copy of their final electronic portfolio site and submit a link to copy in the designated NUR 790 Scholarly Project Canvas drop box. Instructions are available on the NUR 790 Course for this process. Once this is complete, the adviser will submit the final grade for the project.

### **Portfolio Confidentiality**

Only the student's Chairperson and necessary academic administration (MSN Program director, Dean of Nursing, President) will have access to the E-Portfolio for academic review purposes (i.e. academic accreditors). The exported copy of the E-Portfolio will be archived in Canvas and accessed only for future academic accreditation purposes. Any other access to the student's E-Portfolio by parties other than those stated above will be prohibited without the express written consent of the student.

### **MSN Academic Plans of Study**

In order to predict course enrollments and plan for faculty teaching assignments and clinical facilities, the graduate program needs program information for individual students.

Upon acceptance of admission, all students file a plan of study form with the Graduate Program Office. This form will be used for student enrollment into courses each semester.

To alter the original program plan, students are required to complete the "Modification to Plan of Study" section on the form and obtain MSN Program director approval and signature before changing courses or their sequence. Changes must be filed with the Graduate Program Office.

Students register for courses per their academic Plan of Study. Students must follow prerequisite guidelines for order of courses to be completed. Course selection special requests will be reviewed by the MSN Program director and addressed based on a student's individual circumstances.

### **MSN Curriculum**

The MSN curriculum is comprised of several components modeled after guidelines from the American Association of Colleges of Nursing (MSN Essentials), NLN Nurse Educator core competencies, and NONPF Core and Family Nurse Practitioner Competencies. See curriculum plans.

#### **MSN Graduate Core Courses:**

<b>Course No.</b>	<b>Credit</b>	<b>Course Name</b>
NUR 575	2	Quality and Safety
NUR 585	3	Advanced Pathophysiology
NUR 590	3	Advanced Health Assessment
NUR 595	3	Advanced Pharmacology
NUR 615	3	Professional Role Development and Interprofessional Collaboration
NUR 635	3	Evidence-Based Nursing Practice
NUR 700	3	Health Policy and Organizational Leadership
NUR 780	3	Epidemiology & Population Health
NUR 790	2	Scholarly Project

#### **MSN Specialty Courses**

##### **Family Nurse Practitioner Track**

<b>Course No.</b>	<b>Credit</b>	<b>Course Name</b>
NUR 750	3	FNP Theory 1
NUR 752	3	FNP Theory 2
NUR 754	3	FNP Theory 3
NUR 760	1	Diagnostics I
NUR 762	1	Diagnostics II
NUR 764	1	Diagnostics III
NUR 765	2	Practice Management
NUR 770	2	FNP Practicum I (170 hours)
NUR 772	3	FNP Practicum II (255 hours)
NUR 774	3	FNP Practicum III (255 hours)

**Nurse Educator Track:**

<b>Course No.</b>	<b>Credit</b>	<b>Course Name</b>
NUR 580	3	Advanced Pathopharmacology
NUR 591	3	Application of Advanced Health Assessment Methods
NUR 721	3	Educational Theory
NUR 723	3	Instructional Design and Technology
NUR 725	2	Role Transition for the Nurse Educator
NUR 727	3	Curriculum Development and Assessment
NUR 729	3	Advanced Concepts in Nursing Education
NUR 736	3	Educator Practicum (255hours)

**FNP Post Graduate Certificate**

<b>Course No.</b>	<b>Credit</b>	<b>Course Name</b>
NUR 750	3	FNP Theory 1
NUR 752	3	FNP Theory 2
NUR 754	3	FNP Theory 3
NUR 760	1	Diagnostics I
NUR 762	1	Diagnostics II
NUR 764	1	Diagnostics III
NUR 770	2	FNP Practicum I (170 hours)
NUR 772	3	FNP Practicum II (255 hours)
NUR 774	3	FNP Practicum III (255 hours)

Other courses as identified during the gap analysis. Some courses may be waived for practicing APRNs.

**NE Post Graduate Certificate**

<b>Course No.</b>	<b>Credit</b>	<b>Course Name</b>
NUR 721	3	Educational Theory
NUR 725	2	Role Transition for the Nurse Educator
NUR 727	3	Curriculum Development and Assessment
NUR 736	3	Educator Practicum
NUR 729	3	Advanced Concepts in Nursing Education (Optional)

**Family Nurse Practitioner  
2-Year Full-time Curriculum Plan**  
Semester courses

6/2016

**Year 1**

FALL			SPRING			SUMMER		
NUR 590	Advanced Health Assessment	3	NUR 595	Advanced Pharmacology	3	NUR 780	Epidemiology and Population Health	3
NUR 615	Professional Role Development and Interprofessional Collaboration	3	NUR 635	Evidence-Based Nursing Practice	3	NUR 760	Diagnostics I	1
NUR 585	Advanced Pathophysiology	3	NUR 750	FNP Theory 1	3	NUR 790	Scholarly Project	2
NUR 575	Quality and Safety	2	NUR 770	FNP Practicum I (170 Hours)	2			
<b>TOTAL</b>		<b>11</b>	<b>TOTAL</b>		<b>11</b>	<b>TOTAL</b>		<b>6</b>

**Year 2**

FALL			SPRING			SUMMER		
NUR 752	FNP Theory 2	3	NUR 754	FNP Theory 3	3			
NUR 772	FNP Practicum II (255 Hours)	3	NUR 764	Diagnostics III	1			
NUR 762	Diagnostics II	1	NUR 774	FNP Practicum III (255 Hours)	3			
NUR 765	Practice Management	2	NUR 700	Health Policy and Organizational Leadership	3			
<b>TOTAL</b>		<b>9</b>	<b>TOTAL</b>		<b>10</b>	<b>TOTAL</b>		

**Program Credits:**

37 credits Theory  
8 credits Practicum (680 hours)  
2 credits Project  
**Total 47 Credits**

**Credit Hour Ratio:**

1 credit theory = 15 hours  
1 credit lab = 45 hours  
1 credit practicum = 85 hours

**Family Nurse Practitioner  
3-Year Part-time Curriculum Plan  
Semester courses**

6/2016

**Year 1**

FALL			SPRING			SUMMER		
NUR 615	Professional Role Development and Interprofessional Collaboration	3	NUR 595	Advanced Pharmacology	3	NUR 780	Epidemiology and Population Health	3
NUR 585	Advanced Pathophysiology	3	NUR 635	Evidence-Based Nursing Practice	3			
	<b>TOTAL</b>	<b>6</b>		<b>TOTAL</b>	<b>6</b>		<b>TOTAL</b>	<b>3</b>

**Year 2**

FALL			SPRING			SUMMER		
NUR 590	Advanced Health Assessment	3	NUR 750	FNP Theory 1	3	NUR 760	Diagnostics I	1
NUR 575	Quality and Safety	2	NUR 770	FNP Practicum I (170 Hours)	2	NUR 790	Scholarly Project	2
			NUR 700	Health Policy and Organizational Leadership	3			
	<b>TOTAL</b>	<b>5</b>		<b>TOTAL</b>	<b>8</b>		<b>TOTAL</b>	<b>3</b>

**Year 3**

FALL			SPRING					
NUR 752	FNP Theory 2	3	NUR 754	FNP Theory 3	3			
NUR 772	FNP Practicum II (255 Hours)	3	NUR 764	Diagnostics III	1			
NUR 762	Diagnostics II	1	NUR 774	FNP Practicum III (255 Hours)	3			
NUR 765	Practice Management	2						
	<b>TOTAL</b>	<b>9</b>		<b>TOTAL</b>	<b>7</b>			

**Program Credits**

37 credits Theory  
8 credits Practicum (680 hours)  
2 credits Project  
**Total 47 Credits**

**Credit Hour Ratio:**

1 credit theory = 15 hours  
1 credit lab = 45 hours  
1 credit practicum = 85 hours

**Nurse Educator  
2-Year Full-time Curriculum Plan**

**Year 1**

FALL			SPRING			SUMMER		
NUR 580	Advanced Pathopharmacology	3	NUR 635	Evidenced-Based Nursing Practice	3	NUR 780	Epidemiology and Population Health	3
NUR 615	Professional Role Development and Interprofessional Collaboration	3	NUR 721	Educational Theory	3	NUR 790	Scholarly Project	2
NUR 575	Quality and Safety	2	NUR 700	Health Policy and Organizational Leadership	3			
	<b>TOTAL</b>	<b>8</b>		<b>TOTAL</b>	<b>9</b>		<b>TOTAL</b>	<b>5</b>

**Year 2**

FALL			SPRING			SUMMER		
NUR 591	Application of Advanced Health Assessment Methods	3	NUR 723	Instructional Design and Technology	3			
NUR 727	Curriculum Development and Assessment	3	NUR 736	Educator Practicum (255 Hours)	3			
NUR 725	Role Transition for the Nurse Educator	2	NUR 729	Advanced Concepts in Nursing Education	3			
	<b>TOTAL</b>	<b>8</b>		<b>TOTAL</b>	<b>9</b>		<b>TOTAL</b>	

**Program Credits:**

34 credits Theory  
3 credits Practicum (255 hours)  
2 credits Project

**Credit Hour Ratio:**

1 credit theory = 15 hours  
1 credit lab = 45 hours  
1 credit practica = 85 hours

**Total 39 Credits**



**Nurse Educator  
3-Year Part-time**

**Year 1**

FALL			SPRING			SUMMER		
NUR 615	Professional Role Development and Interprofessional Collaboration	3	NUR 635	Evidenced-Based Nursing Practice	3	NUR 780	Epidemiology and Population Health	3
NUR 575	Quality and Safety	2	NUR 721	Educational Theory	3			
	<b>TOTAL</b>	<b>5</b>		<b>TOTAL</b>	<b>6</b>		<b>TOTAL</b>	<b>3</b>

**Year 2**

FALL			SPRING			SUMMER		
NUR 727	Curriculum Development and Assessment	3	NUR 700	Health Policy and Organizational Leadership	3	NUR 790	Scholarly Project	2
NUR 580	Advanced Pathopharmacology	3	NUR 723	Instructional Design and Technology	3			
	<b>TOTAL</b>	<b>6</b>		<b>TOTAL</b>	<b>6</b>		<b>TOTAL</b>	<b>2</b>

**Year 3**

FALL			SPRING			SUMMER		
NUR 725	Role Transition for the Nurse Educator	2	NUR 729	Advanced Concepts in Nursing Education	3			
NUR 591	Application of Advanced Health Assessment Methods	3	NUR 736	Educator Practicum (255 Hours)	3			
	<b>TOTAL</b>	<b>5</b>		<b>TOTAL</b>	<b>6</b>		<b>TOTAL</b>	

**Program Credits:**

34 credits Theory  
 3 credits Practicum (255 hours)  
 2 credits Project  
**Total 39 Credits**

**Credit Hour Ratio:**

1 credit theory = 15 hours  
 1 credit lab = 45 hours  
 1 credit practica = 85 hours

## **MSN Post-Graduate Certificate Programs**

### **Family Nurse Practitioner**

#### **Gap Analysis Requirement for FNP Post-Graduate Certificate Students**

In accordance with current Criteria for Evaluation of Nurse Practitioner Programs, applicants who hold a graduate degree in nursing can apply to the FNP Post-Graduate Certificate program where previous education and practice (as applicable) will be used to determine an individual course of study. The completion of required didactic courses and clinical hours can be flexible depending upon waived credits hours.

The 3 P's (pathophysiology and advanced health assessment) must have included across the lifespan content to waive in the program, as per the MSN Program director's and FNP Program Coordinator discretion.

Each student who is admitted as a candidate for the FNP Post-Graduate Certificate program will complete a Gap Analysis.

Plans of study will be individualized according to academic didactic and clinical needs.

**Family Nurse Practitioner Post-Graduate Certificate  
Full-time Curriculum Plan**

**Bold – must be completed at Bellin College. Some courses may be waived depending on Gap analysis.**

**Year 1**

<b>FALL</b>			<b>SPRING</b>			<b>SUMMER</b>		
NUR 585	Advanced Pathophysiology	3	<b>NUR 750</b>	<b>FNP Theory 1</b>	<b>3</b>	NUR 760	Diagnostics I	1
NUR 590	Advanced Health Assessment	3	<b>NUR 770</b>	<b>FNP Practicum I (170 Hours)</b>	<b>2</b>			
*NUR 615	*Professional Role Development and Interprofessional Collaboration	3	<b>NUR 595</b>	<b>Advanced Pharmacology</b>	<b>3</b>			
	<b>TOTAL</b>	<b>6-9</b>		<b>TOTAL</b>	<b>8</b>		<b>TOTAL</b>	<b>1</b>

**Year 2**

<b>FALL</b>			<b>SPRING</b>			<b>SUMMER</b>		
<b>NUR 752</b>	<b>FNP Theory 2</b>	<b>3</b>	<b>NUR 754</b>	<b>FNP Theory 3</b>	<b>3</b>			
<b>NUR 772</b>	<b>FNP Practicum II (255 Hours)</b>	<b>3</b>	<b>NUR 774</b>	<b>FNP Practicum III (255 Hours)</b>	<b>3</b>			
*NUR 765	*Practice Management	2	NUR 764	Diagnostics III	1			
NUR 762	Diagnostics II	1						
	<b>TOTAL</b>	<b>7-9</b>		<b>TOTAL</b>	<b>7</b>		<b>TOTAL</b>	

**\*Either NUR 615 or NUR 765**

**Total Credits: 29-32 (May be less depending on Gap Analysis)**

**Total Clinical Hours: 680**

**Family Nurse Practitioner Post-Graduate Certificate  
Part-time Curriculum Plan**

**Bold – must be completed at Bellin College Some courses may be waived depending on Gap analysis.**

**Year 1**

FALL			SPRING			SUMMER		
NUR 585	Advanced Pathophysiology	3	NUR 595	Advanced Pharmacology	3			
*NUR 615	*Professional Role Development and Interprofessional Collaboration	3						
	<b>TOTAL</b>	<b>3-6</b>		<b>TOTAL</b>	<b>3</b>			

**Year 2**

FALL			SPRING			SUMMER		
*NUR 765	*Practice Management	2	NUR 750	FNP Theory 1	3	NUR 760	Diagnostics I	1
NUR 590	Advanced Health Assessment	3	NUR 770	FNP Practicum I (170 Hours)	2			
	<b>TOTAL</b>	<b>3-5</b>		<b>TOTAL</b>	<b>5</b>		<b>TOTAL</b>	<b>1</b>

**Year 3**

FALL			SPRING					
NUR 752	FNP Theory 2	3	NUR 754	FNP Theory 3	3			
NUR 772	FNP Practicum II (255 Hours)	3	NUR 774	FNP Practicum III (255 Hours)	3			
NUR 762	Diagnostics II	1	NUR 764	Diagnostics III	1			
	<b>TOTAL</b>	<b>7</b>		<b>TOTAL</b>	<b>7</b>			

**\*Either NUR 615 or NUR 765**

**Total Credits: 29-32 (May be less depending on Gap Analysis)**

**Total Clinical Hours: 680**

## MSN Nurse Educator Post-Graduate Certificate

In the 11-credit NE post graduate certification program, students master the knowledge and skills required to competently serve in the nurse educator role. Coursework focuses on curriculum design, teaching, and evaluation, NE role transition and culminates in a 255 hour practicum.

FALL			SPRING		
NUR 725	Role Transition for the Nurse Educator	2 cr	NUR 721	Educational Theory	3 cr
NUR 727	Curriculum Development and Assessment	3 cr	NUR 736	Educator Practicum*	3 cr
			NUR 729	Advanced Concept in Nursing Education (optional)	3 cr
	<b>TOTAL</b>	<b>5 cr</b>		<b>Total</b>	<b>6-9 cr</b>

**Total Credits: 11-14**

**Total Clinical Hours: 255**

\* Students have the option of spreading the practicum, NUR 736 over the duration of the certificate program with the approval of the MSN Program director.

## **MSN Course Descriptions – Core Courses**

### **NUR 575 QUALITY AND SAFETY - 2 credits**

This course focuses on the knowledge and skills necessary to identify actual and potential system and process failures that lead to errors, monitor and analyze information, and initiate quality improvements within organizations. Quality improvement models and national benchmarks will be explored. Responsibility for nursing leadership related to quality improvement, patient safety and advocacy is evaluated. Prerequisite: None

### **NUR 585 ADVANCED PATHOPHYSIOLOGY – 3 credits**

This course focuses on pathophysiological processes across the lifespan and the development of clinical reasoning skills that distinguish the relationships between normal physiology and specific system alterations produced by injury and disease. Particular attention will be given to etiology, pathogenesis, developmental and environmental influences, and clinical manifestations of major health problems. Evidence-based guidelines are used in the assessment and diagnosis of acute and chronic clinical conditions in patients across the lifespan. Prerequisite: None

### **NUR 590 ADVANCED HEALTH ASSESSMENT – 3 credits (2 credits theory, 1 credit lab)**

This course focuses on the development of diagnostic reasoning and clinical decision-making skills throughout the comprehensive health assessment of individuals across the lifespan. Health promotion, disease prevention, health protection, and disease management principles are used to evaluate health status and health risk among individuals and groups. Age, gender, and cultural variations in health and implications for advanced practice are included. Evidence-based clinical guidelines are employed to guide screening and diagnostic strategies. Prerequisite/Corequisite: NUR 585

### **NUR 595 ADVANCED PHARMACOLOGY – 3 credits**

This course focuses on the application of pharmacotherapeutics, pharmacodynamics, and pharmacokinetics to the management of patients across the life span related to health promotion, disease prevention, and disease management. A case study approach (problem-based & practice focused) is used to develop an understanding of the pharmacologic action of drugs as well as critically analyze case studies with appropriate application of evidenced-based pharmacotherapeutics. Prerequisite(s): NUR 585

### **NUR 615 PROFESSIONAL ROLE DEVELOPMENT AND INTERPROFESSIONAL COLLABORATION – 3 credits**

This course familiarizes students with the theoretical foundations of professional role development and interprofessional collaboration. Students analyze concepts, skills, and interprofessional trends that will guide their professional role transition into their specialized practice with a focus on scholarship and ethical-legal principles. Students explore the contributions and perspectives of diverse healthcare disciplines in relation to role standards and competencies. Prerequisite (s): None

### **NUR 635 EVIDENCE-BASED NURSING PRACTICE – 3 credits**

This course focuses on the ethical translation of current evidence into practice. Students are prepared to identify areas where evidence is lacking, resolve practice problems, and improve outcomes through scholarly inquiry. Prerequisite(s): NUR 615

### **NUR 700 HEALTH POLICY AND ORGANIZATIONAL LEADERSHIP – 3 credits**

This course focuses on the exploration of the organizational, political, cultural and social structures that shape healthcare delivery and the role of the advanced nurse as a leader in healthcare transformation. Policies that influence healthcare economics, access, safety, quality and efficiency will be investigated. Key issues and challenges in becoming an effective organizational and systems leader will be analyzed. Prerequisite(s): NUR 575 and NUR 615

### **NUR 780 EPIDEMIOLOGY AND POPULATION HEALTH – 3 credits**

This course provides the student with an introduction to epidemiological and population health concepts important to the study of health and wellness in aggregate populations. Skills related to identifying key sources of data, epidemiological research, and interpretation of bio statistical data are developed to enhance decision-making skills needed for program planning, evaluation, and practice scholarship.

Epidemiological, social, and environmental data are examined to make inferences about health promotion, risk reduction, and disease/injury prevention within the context of social determinants of health. Prerequisite(s): NUR 635

#### **NUR 790 SCHOLARLY PROJECT - 2 credits**

This course focuses on the development of a scholarly, evidence-based project that represents a culmination of the student's master's learning experiences and program of study. The project must be relevant to the advanced nursing profession. Prerequisite(s): NUR 635

### **MSN Specialty Course Descriptions – Family Nurse Practitioner Track**

#### **NUR 750 FNP THEORY 1– 3 credits**

This is the first in a series of three theory courses for the family nurse practitioner student that focuses on health promotion, disease prevention, and clinical management of diseases across the lifespan.

Principles of epidemiology, pathophysiology, and the medical and nursing management for selected acute, episodic, and chronic conditions common to the primary care setting are addressed.

Prerequisite(s): NUR 585, NUR 590, NUR 595 Corequisite(s): NUR 770, NUR 595

#### **NUR 752 FNP THEORY 2 – 3 credits**

This course is the second in a series of three theory courses which prepare the family nurse practitioner student to care for patients across the lifespan. Students build on previously acquired knowledge and experiences to think more critically about the medical and nursing management of more complex selected acute and chronic conditions common to the primary care setting. Prerequisite(s): NUR 750 Co-requisite(s): NUR 762 & 772

#### **NUR 754 FNP THEORY 3 – 3 credits**

This course is the third in a series of three theory courses which prepare the family nurse practitioner student to care for patients across the lifespan. Students continue to build on previously acquired knowledge and experiences to think more critically about the medical and nursing management of complex selected acute and chronic multi-system conditions. In addition, the medical and nursing management of gender specific health problems/concerns, sexuality, end-of-life, and mental health issues are addressed. Prerequisite(s): NUR 752 Co-requisite(s): NUR 764 & 774

#### **NUR 760 DIAGNOSTICS I – 1 credit**

This course provides the student with the basic clinical decision-making skills needed to select diagnostic tests and to perform selected procedures commonly completed in a primary care setting. Students practice gathering, interpreting, and managing objective diagnostic and clinical data to develop differential diagnoses and manage various health problems across the lifespan.

Prerequisite(s): NUR 750

#### **NUR 762 DIAGNOSTICS II - 1 credit (Lab)**

This is the second of three FNP diagnostics courses. In this course students acquire more advanced clinical decision-making skills and performs more complex procedures. Students practice gathering, interpreting, and managing more complex diagnostic and clinical data to develop skill with differential diagnoses and the management of acute and chronically ill patients across the lifespan. Prerequisite(s): NUR 760; Co-requisite(s): NUR 752 Co-requisite(s): NUR 754

#### **NUR 764 DIAGNOSTICS III – 1 credit (Lab)**

This course provides the student the opportunity to further develop their clinical skills through simulation for clinical decision making when caring for populations in primary care settings. Students will enhance their ability to assess, diagnose and treat several common acute and chronic primary care presentations through various simulated exercises. Prerequisite(s): NUR 762

#### **NUR 765 PRACTICE MANAGEMENT – 2 credits**

This course will assist the student with the role transition to a beginning advanced practice Family Nurse Practitioner. A seminar approach will be used to discuss topics including regulations, reimbursement (coding and billing), malpractice, insurance, and credentialing as they relate to clinical practice.

Management functions of planning, organizing, directing/influencing, and evaluating the delivery of healthcare services also will be discussed. Prerequisite(s): NUR 615

**NUR 770 FNP PRACTICUM I (170 hours) – 2 credits**

This is the initial clinical preceptorship course in a primary care setting. Students begin to apply clinical decision-making skills in relation to health promotion, disease prevention, and health protection as they develop skills in health assessment, evaluation, and management. Emphasis is placed on patient-centered care, evidence-based practice and information literacy as students develop relationships with interdisciplinary teams. Co-requisite: NUR 750

**NUR 772 FNP PRACTICUM II (255 hours) – 3 credits**

This is the second clinical preceptorship course, in a primary care setting in which students continue development as competent family nurse practitioners. Emphasis is placed on the assessment, diagnosis, and management of acute and chronic health problems. Patient-centered care, evidence-based guidelines, interprofessional consultation and referrals form the basis for the provision of care. Prerequisite(s): NUR 770 Corequisite(s): NUR 752

**NUR 774 FNP PRACTICUM III (255 hours) – 3 credits**

This is the third clinical preceptorship in a primary care setting in which students prepare to function as competent family practitioners. Emphasis is placed on the provision of comprehensive and complex care across the lifespan, including coordination of care. In addition to consultation and referral and interprofessional collaboration, complex family care, care of the older adult, end-of-life, and palliative care are additional areas of focus. Prerequisite(s): NUR 772 Co-requisite(s): NUR 754

**MSN Specialty Course Descriptions – Nurse Educator Track**

**NUR 580 ADVANCED PATHOPHARMACOLOGY – 3 credits**

This course focuses on the interrelated concepts of pathophysiology and pharmacology as they relate to physical, psychological and social alterations of health across the lifespan. Common pathophysiological patterns of the cardiovascular, respiratory, hematological, infectious, inflammatory, psychological, reproductive, nervous, endocrine, gastrointestinal, genitourinary, and musculoskeletal systems and their associated pharmacological interventions are presented. Prerequisites: None

**NUR 591 APPLICATION OF ADVANCED HEALTH ASSESSMENT METHODS – 3 credits**

This course provides advanced health assessment knowledge and skills for nurses working in leadership, educator, and administrative roles. Through didactic and simulated learning experiences students learn how to systematically collect, analyze, synthesize, and document a comprehensive and systematic assessment. Emphasis is placed on interpretation of data as the foundation for decision making and the delivery of culturally sensitive care to individuals across the lifespan. Prerequisites: NUR 580

**NUR 721 EDUCATIONAL THEORY – 3 credits**

This course examines the theoretical underpinnings of teaching and learning. Major paradigms and learning theories are appraised for their applicability to teaching and learning in didactic and clinical settings. Historical and philosophical foundations of nursing education are also examined. Prerequisite(s): NUR 615

**NUR 723 INSTRUCTIONAL DESIGN AND TECHNOLOGY – 3 credits**

This course examines driving forces for instructional methods and technology integration in nursing education. Students will gain hands on experience in integrating instructional methods and various forms of technology in classroom, lab, and clinical and simulated learning environments. Prerequisites: NUR 721; NUR 727

**NUR 725 ROLE TRANSITION FOR THE NURSE EDUCATOR – 2 credits**

This course focuses on analysis and synthesis of professional, social, political, and legal/ethical aspects of the nurse educator role. Prerequisites: NUR 615



**NUR 727 CURRICULUM DEVELOPMENT AND ASSESSMENT – 3 credits**

This course provides students with the knowledge and skills needed to design, develop, implement, and evaluate nursing education focused curricula. Current trends in nursing education and accreditation are discussed. Practical application and synthesis is emphasized as students design learning modules, along with assessment and evaluation strategies for classroom, clinical, online, and simulated learning environments. Prerequisite(s) NUR 721

**NUR 729 ADVANCE CONCEPTS IN NURSING EDUCATION – 3 credits**

This seminar course builds on content from NUR 725. Students explore the multiple dimensions of the nurse educator role and the competencies expected of individuals in that role. Emphasis is on the nurse educator in academic settings. Prerequisites: NUR 615, NUR 721, NUR 725

**NUR 736 EDUCATOR PRACTICUM (225 HOURS) – 3 credits**

This precepted practicum experience provides students the opportunity to apply concepts and develop skills in curriculum development, classroom and clinical teaching, and evaluation methods in an educator role. Emphasis is placed on the application of nursing and educational theory to design and implement teaching strategies that support effective individual and group learning in both educational and clinical settings. Students gain practical experience with a focus on an authentic demonstration of the nurse educator role and the NLN Certified Nurse Educator exam competencies. Prerequisite(s): NUR 721 and NUR 727 (255 hours) 3 credits



Bellin College admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national and ethnic origin or other protected classes in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.