

BELLIN COLLEGE OF NURSING



Catalog 2003-2005



Better Education. Better Nurses.

BELLIN COLLEGE OF NURSING

CATALOG 2003-2005

This catalog provides general information about Bellin College and it summarizes important information about the College's policies, requirements for graduation, regulations and procedures. It is not intended to establish, nor does it establish a contractual relationship with students. Rather, the catalog is published to acquaint students with information which will be helpful to them during their college careers. This catalog is in effect from August 1, 2003 until it is superseded by a new catalog.

From time to time changes in academic requirements, courses offered and general policies occur. Students will be informed of changes via written memo, and/or the Student Handbook. Such changes are made through established procedures which protect the student's interest and welfare and the College's integrity.

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ACADEMIC YEAR CALENDAR

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

	2003 - 2004	2004 - 2005
<i>Fall Semester</i>		
Freshman Orientation	Aug. 26	Aug. 27
Accelerated Transfer Orientation	Aug. 25 & 26	Aug. 26 & 27
Classes begin	Aug. 28	Aug. 31
Thanksgiving recess begins	Nov. 27	Nov. 25
Classes resume	Dec. 1	Nov. 29
Semester ends	Dec. 20	Dec. 23
<i>Spring Semester</i>		
Classes begin	Jan. 20	Jan. 18
Spring recess	Mar. 13	Mar. 12
Classes resume	Mar. 22	Mar. 21
Semester ends	May 14	May 13
Commencement	May 15	May 14

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

MESSAGE FROM THE PRESIDENT

Welcome to Bellin College of Nursing.

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

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

Best wishes!

A handwritten signature in cursive script that reads "V. Jane Muhl".

V. Jane Muhl, Ph.D., R.N.

President/CEO

Professor of Nursing

MISSION

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

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

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

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

PURPOSES

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

VALUES

Excellence – being the best

Integrity – honest and ethical behavior

Community – partnership and shared participation

Caring – empowering relationships based on empathy and respect

PHILOSOPHY

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

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

Wellness is the potential for wholeness and well-being. A wellness lifestyle reflects

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

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

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

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

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

PROGRAM OUTCOMES

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

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

BELLIN COLLEGE IN PROFILE

Founded:

1909 as Deaconess Sanitarium Training School; 1912 incorporated as Wisconsin Deaconess Training School; reincorporated in 1925 as Bellin Memorial Hospital School of Nursing; reincorporated in 1984 as Bellin College of Nursing.

Type of College:

Independent, accredited, coeducational, baccalaureate degree granting institution.

Degree Conferred:

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

Location:

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

Accreditation:

Accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440; Commission on Collegiate Nursing Education; National League for Nursing Accreditation Commission; Wisconsin State Board of Nursing. Inquiries concerning the College's accreditation should be referred to the Office of the President.

Enrollment:

172 full and part-time students.

Geographic distribution and Demographics of Students:

The students currently enrolled at Bellin are from 4 different states. Approximately 98% of Bellin students are from Wisconsin. The student body ranges in age from 18 to 43 years old with a mean age of 23 years old.

Faculty:

15 full-time; 2 part-time.

Student Faculty Ratio:

Approximately 10:1 overall.

Calendar:

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

Library:

More than 7000 volumes, 3050 videos.



Affiliation:

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

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

Membership:

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

Board of Trustees:

Fourteen Active Members; all from Wisconsin.

Publications:

Catalog; Informational brochures; Counselor's Manual; Student Handbook, Financial Aid Award Information Policy Guide and Instructions.

Resource Information:

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

HISTORY

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

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

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

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

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

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

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

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

Admission

Application

Financial Aid

Tuition and Fee Payment Policy



ADMISSION

Director of Admissions

Penny Croghan, B.S., M.A. Ph.D.

Assistant Director of Admissions

Lezlie Meehl, B.S.

Admissions Assistant

Teri Handrick

Volunteer

Mary Van Handel

Nondiscriminatory Policy

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

Educational Qualifications

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

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

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

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

Biology - 1 year

Chemistry - 1 year

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

Biology, Advanced Chemistry)

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

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

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

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

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

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

Personal Qualifications

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

Health Qualifications

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

Drug Screen

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

Minimum Technical Criteria

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

Ability to make decision based upon:

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

Ability to Monitor:

- body sounds
- mechanical devices

Sensation:

- touch, palpation
- temperature

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

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

Communication Abilities:

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

Motor Abilities:

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

Ability to measure:

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

Ability to obtain samples (specimens)

Ability to use sterile techniques and universal precautions

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

Admission Procedure

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

G.E.D. Applicant Policy

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

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

INFORMATION FOR TRANSFER STUDENTS

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

Accelerated Transfer Option:

Students with prior liberal education credits may be eligible for this fast-track program. Students with 62 of Bellin's required liberal education credits are able to complete the program in approximately 21 months or four semesters plus a summer session. Students with 46 of the Bellin required credits (must include all freshmen & sophomore required liberal education credits) are eligible for an accelerated option and will require an individual academic plan. Students need to have at least a 2.7 GPA in the required liberal education courses.

Sophomore Transfer Option:

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

Regular Transfer Option:

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

Requests to internally transfer to the Accelerated Transfer Option are reviewed by the Enrollment Management Committee.

Credit Evaluation

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

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

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

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

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

- Not more than 15 credits may be taken prior to Bellin College enrollment.
- No more than 9 credits may be taken during Bellin College enrollment.
- No more than 3 technical college courses in natural sciences may be taken prior to or during Bellin College enrollment.
- Any course listed on the Transfer Information System (TIS) identified as equivalent for Bellin College of Nursing required liberal education courses may be taken, courses not listed on TIS must be reviewed for equivalency by the Bellin College of Nursing Registrar.

APPLICATION PROCEDURE

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

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

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

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

A. 1. Application For Admission

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

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

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

2. Health Exam

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

3. References

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

B. Transcript

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

C. A.C.T.

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

D. Personal Interview

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

E. Criminal Background Checks

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

EARLY DECISION

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

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

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

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

HOUSING

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

FINANCIAL AID

Financial Aid Director

Lena C. Terry, B.S.

Philosophy

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

General Information

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

For financial aid purposes only, the combined credit load from both institutions, Bellin and UWGB, are considered in computing full or part-time enrollment status. Enrollment in a minimum of six credits is required in order to be considered for most financial aid programs.

- Full-time enrollment.....12 or more credits
- Three-quarter-time enrollment.....9-11 credits
- Half-time enrollment6-8 credits
- Less-than-half-time enrollment1-5 credits

Financial Aid Application and Processing Information

In order to be considered for financial aid, a student must file a *Free Application for Federal Student Aid (FAFSA)*. This form is required by both institutions. FAFSA forms are available from high school counselors, public libraries, and college financial aid offices. A FAFSA may be completed on-line at www.fafsa.ed.gov. It is important for the student to remember that financial aid applications must be filed each year. Students should meet priority filing dates as established by the institution(s). A FAFSA should be completed as soon after January 1st as possible (for the enrollment period beginning the following fall—e.g. for the 2004-2005 academic year, a FAFSA should be filed as soon after January 1, 2004 as possible).

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

$$\frac{\text{Cost of Education for the Academic year} - \text{Expected Family Contribution}}{\text{Financial Need}}$$

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

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

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

Academic Progress

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

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

TUITION AND FEES PAYMENT PROCEDURE

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

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

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

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

REFUND POLICY

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

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

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

Tuition Charges Refunded

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

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

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

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

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

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

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

Accelerated Program

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

Return of Unearned Aid

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

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

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

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

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

Notification to Student

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

STUDENT'S RESPONSIBILITY FOR RETURN OF AID

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

MAINTAINING ELIGIBILITY FOR FINANCIAL ASSISTANCE

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

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

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

Bellin College of Nursing will refer collection matters to the Secretary of the U.S. Department of Education if the student does not repay to the College the full amount of the

overpayment or enter into a satisfactory repayment agreement with the College or the Secretary of the U.S. Department of Education in accordance with Section 668.22 (h) (4) (i) of the Higher Education Act within 45 days from the date the College sent the student a notification of the overpayment. Overpayment collection accounts will be referred to the U.S. Department of Education at any time the student fails to meet the terms of the repayment agreement with the College or fails to enter into a repayment agreement with the Secretary. Students whose overpayment collection accounts have been referred to the Secretary will be considered ineligible for federal financial aid until the student and the Secretary enter into a repayment agreement.

Repayment Agreement with Bellin College of Nursing

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

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

Post-withdrawal Disbursements of Aid

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

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

Withdrawal Date Determination

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

- 1) the date, as determined by the College, that the student began the withdrawal process prescribed by College policy;
- 2) the date, as determined by the College, that the student otherwise provided official notification to the institution or its representative, in writing or orally, of her/his intent to withdraw;

- 3) the mid-point of the enrollment period, if the student ceases attendance without providing official notification to the College of her/his intent to withdraw (unless the College can document the student's last date of attendance at an academically-related activity);
- 4) the date the College determines is associated with the circumstance, if the student failed to provide official notification of the intent to withdraw due to illness, accident, or grievous personal loss, or other such circumstance beyond the student's control.

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

COSTS FOR THE 2003-2004 ACADEMIC YEAR

Application Fee	\$30
Matriculation Fee (applied to first semester's tuition at Bellin)	\$100

Tuition and Fees:

	<u>BCON*</u>	<u>UWGB*</u>	<u>TOTAL</u>
Freshmen	\$8294.60	\$4654.40	**\$ 12949.00
Sophomores	\$9396.00	\$3492.00	\$ 12888.00
Juniors	\$10553.00	\$2328.00	\$ 12881.00
Seniors	\$11892.00	\$1164.00	\$ 13056.00

Books (estimated—contingent upon courses taken)	**\$ 782
Room and Board (estimated living away from home)	**\$ 3900
Transportation	**\$ 900
Miscellaneous Expenses	**\$ 1500
TOTAL	**\$20031.00

*Tuition and fees are subject to change

****2003-2004 estimated costs for a freshman student living away from home.**

Accelerated Option Tuition

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

Tuition and fee charges for the first year of the accelerated option is \$18,987.00.

Tuition and fee charges for the second year of the accelerated option is \$20,753.00.

Per-credit Charge for the 2003-2004 academic year is \$610.00.

Sophomore Transfer Option Tuition

Students who choose to take the freshmen courses during the summer will incur the **full-year flat-rate tuition charge** in effect for the preceding academic year based upon the official *Tuition and Fees Schedule*. However, it is understood that most students would not be able to finance the total tuition charge in one payment, therefore, students will be allowed to spread the costs over their entire enrollment at Bellin College of Nursing. Students will be required to pay the per-credit equivalent tuition of the nursing courses plus all applicable fees in the summer with payment due prior to the start of the first course. The balance of the full-year flat-rate tuition charge will be divided equally over the remaining expected

enrollment terms and added to each term's tuition charges. Students may choose to spread the cost of the summer payment plus all applicable fees over three monthly payments; a \$10.00 installment fee will be added to their total charges. Note: All students must pay the summer portion of the tuition and fees charges in full prior to enrollment in the fall semester nursing courses.

The following is an example of the calculation of the summer tuition charges based for a student entering via the summer online courses beginning summer 2004 upon the flat-rate tuition in effect for the 2003-2004 academic year (note: this example does not include any applicable on-line course fees):

Full-year flat-rate tuition for the freshman year	\$8107.60
Summer Payment Amount	
3 nursing credits @ \$610.00	<u>\$1830.00</u>
Balance to be divided equally over remaining semesters of Bellin enrollment	\$6187.60

Therefore, with six additional enrollment terms expected, approximately \$1031.27 will be added to the student's semester tuition each semester beginning with the fall semester immediately following completion of the summer courses. Should the student withdraw from the Bellin College of Nursing program prior to completion of the program, the balance of the pro-rated flat-rate tuition will be due in full at the time of withdrawal. Failure to make payment will result in the withholding of all official documents such as transcripts and may result in additional collection efforts.

Tuition for Challenged Courses

Students who believe they have the prior knowledge to successfully complete a nursing course without participating in the day-to-day activities of that course may elect to challenge the course. Students earn full credit for challenged courses successfully completed. Since students are expected to complete course requirements with little to no classroom responsibilities, the tuition charged is one-half the regular per-credit charge for that course. (ie. for 2003-2004, the per-credit charge for a course is \$610; a student who challenges a 3-credit course would be charged tuition of \$915.00 [$\$610 \times 50\% \times 3$ credits]).

Audit Tuition

Students who wish to enroll in a nursing course or courses without receiving credit, may audit any nursing course. The tuition charge for auditing a course is one-third the regular per-credit charge for that course. (ie. a student auditing a 4-credit course in the fall of 2003-per credit charge of \$610-would pay \$813.26 [$\$610 \times 33.33\% \times 4$ credits]).

Out-of-State Tuition

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

Nursing Course On-Line Fee

The On-Line Fee is a special fee used to defray a portion of the costs associated with offering a course on-line. It is charged in addition to tuition and any other applicable nursing course fees charged to all Bellin College of Nursing students. Students taking *any* Bellin College of Nursing on-line course will be charged an On-Line Fee equivalent to \$50 for the first credit plus \$25 for each additional credit per enrollment period.

SOURCES OF FINANCIAL AID

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

Grants

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

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

Loans

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

Federal Stafford Loan (both need-and non-need-based)*	<u>Annual Amount</u>
Freshmen	\$2625
Sophomores	\$3500
Juniors	\$5500
Seniors	\$5500
PLUS Loan (parent or guardian of dependent students)	Cost less other aid
Federal Perkins (awarded to freshmen and sophomores only)	Varies
Wisconsin Nursing Student Loan (need-based)	\$3000
Other	
Federal College Work Study (need-based)	Varies
BCON Merit Scholarship (non-need-based)**	\$1000-2500
Fergus Scholarship (non-need-based)***	\$2500
Outside Aid (may be need or non-need based)****	Varies

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

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

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

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

Endowed and Current Scholarships

The College administers a scholarship program through endowments and annual gifts made by individuals, businesses, or other local organizations/groups. These funds are need-based and are generally awarded to juniors, seniors, and accelerated program students. Students who have filed the FAFSA are automatically considered. Below is a list of those available for the 2003-2004 academic year. Award amounts vary.

Endowed:

Anonymous Donor
Eleanore Honey & Emery Ansonge
Ansonge Family
Francis Ariens
Leon H. Ariens
Dr. Stephen Drake Austin Memorial
Patricia & Frederick E. Baer
Gerri Bellin Memorial
Bellin Health System Auxiliary
Bleser Family Foundation
Dr. Alvin H. Brusky
Bush Family
Joseph M. & Jeanette B. Conway Memorial
Vince & Gerry Devroy
Robert and Ramona Etter
Emil & Gail Fisher
Bernice Fleck
Green Bay Packers Foundation
Ferdinand Phillip Haevers Memorial
Haise Family Memorial
The Honorable Donald J. Hanaway Memorial
Dr. Loren & Marian Hart
Elizabeth B. Hendrickson
Lucyanna & Dr. Oliver Hitch
Dr. Harold & Fran Hoops
Marie M. Janssen Memorial
Dolores Chaney Killins
Sally & Bernie Killoran
Harold & Laura Halloin Knospe
Ben Kramer & Alydia Braskamp Memorial
Charles & Marcia Larsen
Thomas & Lillian Lutsey

Mary Lou Manger Memorial
Robert T. & Betty Rose Meyer
Robert & Beverly Nelson
Nishioka Family
Dr. Louis D. Philipp Family
E. Maude Reidenbach Memorial
Dr. B.L. & Barbara Richardson
Meredith B. & John M. Rose
Rosemann Family
John & Naomi Ross
Carol Schmidt Memorial
Esther Randolph Soeter Memorial
John & Mabel Stiles
Joseph & Sarah Van Drisse
Antoinette Motiff Vannes
Byron L. Walter Family
Harriet Bower Warnemuende
Virginia Zehren Memorial
Paul Ziemer Memorial

External:

Groendahl Nursing Scholarship Fund
Loretta Wells
Jean Vaessen Memorial

Current:

Anonymous Donor
Anonymous for Rennes NH CNA
AON Risk Services, Inc. of Wisconsin
Bay Care Clinic
Bellin Alumni Association
Bellin Health System Auxiliary
Bellin Run

Current: (continued)

Dr. & Mrs. Thomas Beno
Sally Boedeker Honorary
Leon H. & Clymene Bond Foundation
Brebner Family
Richard & Joyce Bush
Beatrice Solander Carlson, RN
Jim & Gerry Christoph
Alice O. Conlon
Edward Cornette Memorial
WI Daniell Memorial
Russell "Jim" DeMary Memorial
Carol Felhofer
Nancy Felhofer Memorial
Dr. Andrew Fergus Memorial
Mr. & Mrs. Larry Ferguson
Dr. Alan & Cindy Finesilver
First United Methodist Church, Green Bay
Susan & Max Frost
Jerome & Janet Gallagher
Green Bay HeartCare of Marinette
Charles Hanaway Memorial
Honorable Donald J. Hanaway Memorial
Dr. Wm. David & Mary Jones
Dorothy Kanter Kane Memorial
Dr. & Mrs. Michael Kincheloe
Wally & Joyce Klunk
Harold Knutson Memorial
Robert & Jane Laird
Steven C. Larsen Memorial
Eugene Leicht Memorial
Deb & Chuck Lidbury Transcultural Health
Dr. Wallace MacMullen Memorial
Barry & Cheryl Martzahl
The McCollum Family
Janie McCray, RNPhD
Helen Moore Memorial
Drs. Gowdar & Geetho Murthy
Robert & Beverly Nelson
Dave & Aleen Nusbaum
Alvin and Marian Pavlik Memorial
Ruth Peacock
Lillian Elizabeth Peterson Memorial
Dr. Phillip & Anna Philbrook
Joyce Prust
Abner & Jane Sapiro
Elizabeth Schaub
Violet A. Schmidt Memorial
Ora Simpson Memorial
John & Ruth Somerville
Dr. & Mrs. Stephen Somerville
Nancy & Stuart Stiles
Dr. Jonathan & Meghan Thomas
United Methodist Women of Green Bay
U.S. Paper Mills Foundation, Inc.
Antoinette Vannes Memorial
John C. Whitney
Dr. Jim & Ginny Winston
Louise Winston & Helen Moore Memorial
Mrs. Margaret Zutz

Student Services

Academic Policies

College Policies



STUDENT SERVICES

Academic Advising

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

Educational Facilities and Resources

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

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

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

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

Fitness Center

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

Food Service

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

Guidance and Counseling Services

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

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

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

Health Services

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

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

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

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

Health Records

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

Job Placement

Class of 2002.....	97.4% had jobs by graduation
Class of 2001.....	95% had jobs by graduation
Class of 2000.....	85% had jobs by graduation, 92% within 2 months, 6 % not reported
Class of 1999.....	93% had jobs by graduation
Class of 1998.....	71% had jobs by graduation, 89% within 2 months, 11% not reported
Class of 1997.....	62% had jobs by graduation, 90% within 3 months 100% within 5½ months
Class of 1996.....	62% had jobs within 3 weeks, 98% within 3 months
Class of 1995.....	90% had jobs within 3 months
Class of 1994.....	70% had jobs within 2 months, 98% within 6 months
Class of 1993.....	100% had jobs within 3 months
Class of 1992.....	100% had jobs within 2 months
Class of 1988-91	100% had jobs by graduation

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

Living Arrangements (Housing)

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

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

Peer Advising

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

Safety

Campus safety is a shared responsibility between the College and its campus community members. Suspicion is the only reason needed to call security. The 2001-2002 Annual Security Report showed zero criminal incidents on campus.

Student Organizations

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

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

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

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

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

Sigma Theta Tau

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

Transportation/Parking

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

ACADEMIC POLICIES

Grading System

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

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

Grades which do not have associated grade points:

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

Credit Equivalence

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

Classroom	1 credit = 15 hours per semester (1 hour = 55 minutes class time) Final Exam Days follow the completion of the semester.
Laboratory	1 credit = 45 hours per semester (1 hour = 60 minutes lab time)

Clinical 1 credit = 45 hours per semester
(1 hour = 60 minutes clinical time)

Nursing labs/clinical are graded satisfactory/unsatisfactory. Some classroom assignments may be completed as part of a lab/clinical experience and are part of the classroom grade.

Grade Point Average

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

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

Achievement

Academic Achievement

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

- 1) a grade point average of 2.0, or above, is required each semester (or summer session);

and

- 2) a grade of "C", or above, must be attained in each nursing and required liberal education courses;

and

- 3) a grade of "D", or above, must be attained in the liberal education electives.

Lab/Clinical Achievement

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

Satisfactory performance in lab is required for progression into clinical.

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

Curriculum Progression

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

Participation in Student Academic Achievement Plan

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

Clinical Progress Reports

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

Student Responsibility for Reporting Grades

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

Course Waiver

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

Course Equivalency/Transfer

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

Honors Program

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

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

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

Grade Appeal

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

Repeated Courses

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

Liberal Education - Students may repeat a liberal education course following the liberal education institution's policies currently in effect. Repeat courses must be the same course originally completed. When a repeated course is complete, the original grade and entry on the transcript remain and are designated with a letter R after the course title on the transcript. However, only the last grade received is calculated into the GPA.

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

Academic Difficulty

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

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

Contracts

Contracts may be issued to a student when a faculty member has validated the need for some additional work or attention to a behavioral need such as but not limited to:

- late written work
- lack of assertiveness
- non-professional behavior
- tardiness to lab or clinical
- need for stress reduction, i.e., testing or clinical
- lack of preparation for clinical experience

Incompletes

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

Nursing - Notice of an incomplete status for a nursing course is given to the student. It is the responsibility of the student to make arrangements with the appropriate faculty member to complete the required work. Incompletes must be removed within four weeks of the last day of the course or final arrangements for course completion made, or the incomplete becomes an "F". Within the first fall semester of the accelerated track, each course must be complete in order to progress to subsequent courses.

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

Probation

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

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

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

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

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

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

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

1. Unethical professional conduct as defined in the ANA Code for Nurses and the State Board of Nursing Rules of Conduct.

2. Administering, supplying, or obtaining drugs other than in the course of legitimate practice or as otherwise prohibited by law.
3. Repeated infractions of the College policies.
4. Persistent negative responses toward constructive criticism by faculty or others concerned with the student's progress and development.
5. Academic dishonesty.

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

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

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

Termination from Program

The following result in an automatic dismissal from the program:

1. Failure to maintain 2.0 grade point average each semester and summer session.
2. Failure to attain a C or better in a nursing course.
3. Failure to attain a C or better in the required liberal education courses.
4. Failure to attain a D or better in the liberal education electives.
5. A final grade of "F" or "WF" in any liberal education course.
6. Receipt of an incomplete in more than two grading periods.
7. An unsatisfactory final clinical evaluation.
8. Unresolved behaviors identified under disciplinary probation.
9. Failure to complete contractual agreements.
10. The school reserves the right to terminate any student from the program when that student's health, performance, and/or behavior jeopardizes the safety of patients, other students, faculty or staff.
10. Failure to provide accurate information on the admission application.

Appeal of Termination

Any student dismissed from the program has the right to appeal. Reasons for dismissal should be discussed with the academic advisor. To initiate an appeal process to remain in the program, the student should write a letter to the Dean of the Nursing Program. The letter should identify any extenuating circumstances contributing to the termination and changes that will contribute to success if the appeal is granted. The letter should include the student's address and phone number. The appeal is reviewed by an appointed committee. The student will receive written notification of the appeal outcome from the Dean of the Nursing Program.

Residency Requirement

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

Program Completion Requirements

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

Graduation Requirement

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

Licensing Examination

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

Persistence Rates

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

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

Class of 1993	53% graduated in 4 years or less, 75% in 5 years or less, 78% in 6 years
Class of 1994	58% graduated in 4 years or less, 60% in 6 years or less
Class of 1995	55% graduated in 4 years or less
Class of 1996	60% graduated in 4 years or less, 65% in 5 years or less
Class of 1997	68% graduated in 4 years or less, 71% in 5 years and 73% in 6 years or less
Class of 1998	55% graduated in 4 years or less and 63% in 6 years or less
Class of 1999	55% graduated in 4 years or less and 60% in 6 years or less
Class of 2000	60% graduated in 4 years or less, 70% in 5 years or less
Class of 2001	57% graduated in 4 years or less and 59% in 5 years or less
Class of 2002	82% graduated in 4 years or less and 91% in 5 years or less
Class of 2003	60% graduated in 4 years or less

COLLEGE POLICIES AND PROCEDURES

Attendance Policy

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

Complaint and Grievance Policies

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

Fitness for Class and Clinicals

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

Full-Time/Part-Time Status

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

Student Classification by Year in the Nursing Program - Traditional Track

Freshman:

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

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

Sophomore:

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

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

Junior:

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

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

Senior:

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

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

Student Classification - Accelerated Transfer Option

Freshman/Sophomore: Semester 1

Upon satisfactory completion of 19 nursing credits in combination with the 46-62 required liberal education transfer credits, the student is promoted to junior year.

Total of 81 credits
(19 Nursing and 46-62 Liberal Education)

Junior: Semester 2

In Semester 2 the student completes 11.5 credits of nursing and 0-3 credits of liberal education

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

Junior: Summer

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

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

Junior/Senior: Semester 3

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

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

Senior: Semester 4

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

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

Misuse of Drugs and Alcohol

Drunkness, disorderly conduct, or violation of state or local laws are violations of College regulations and are subject to disciplinary action. The College of Nursing cooperates with civil authorities in the enforcement of local, state and federal laws. Violations of federal

and Wisconsin laws regarding drugs will be considered violation of College regulations and the American Nurses' Association Code for Nurses. Illegal possession, misuse, or manufacture of drugs or alcohol by anyone related to the College, at or away from College facilities, is in violation of College regulations. Penalties against persons found in violation of this policy include disciplinary action up to and including termination from the College program or College employment.

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

Nondiscriminatory Policy

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

Nondiscrimination on the Basis of a Handicap

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

Orientation

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

Protection of Rights and Privacy of Student Records

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

To implement provisions of the Family Educational Rights and Privacy Act of 1974 as amended, and for the purpose of general records accountability, a file system has been established for all student records under the control and supervision of the Registrar of the College of Nursing. All students fill out and sign a "Student Request to Withhold And/or Release Personal Information" card. This card is maintained in the individual student's general file. The reverse side of the card contains a record of all third party inquiries made of student records. After establishing proper identification, requested information is released as directed by the above form which the student has signed. Date and nature of the request is noted on this card as a part of the permanent record of each student who is or has been enrolled in the College of Nursing.

Exceptions to the above policy include the following: (a) instances when state or federal agencies request information essential to fulfill legal requirements for accreditation; (b) requests from agencies or organizations from which students have received financial aid; (c) requests in accordance with a lawful subpoena or court order; (d) requests from College officials with a legitimate educational need to know.

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

Re-Admission

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

Sexual Harassment Policy

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

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

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

College Policies Regarding Student Behavior

Students are expected to follow general College rules. The student has an obligation to conduct himself/herself in a manner compatible with the College of Nursing's function as an educational institution. Violations of College rules, including violations of the American Nurses' Association Code for Nurses will be handled administratively and may result in disciplinary action such as probation, suspension or dismissal. A complete list of student responsibilities can be found in the Student Handbook.

Transcripts

All requests for transcripts must be in writing and include student's name, (maiden and/or married while attending), dates of attendance, social security number along with student signature. There is a \$2.00 fee for each transcript request (official or unofficial). Official

transcripts bear the College seal and signature of the Registrar, and are generally sent directly to a third party upon the students request. Official transcripts that are given directly to the student are so noted on the transcript and placed in a sealed envelope stamped with a statement that these transcripts are no longer considered official if the seal is broken.

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

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

Withdrawal Procedure

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

Curriculum Requirements

Curriculum Plans

Liberal Education at Other Campuses



CURRICULUM REQUIREMENTS

ACADEMIC PLAN OPTIONS

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

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

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

Each is described further below.

Course/Credit Requirements

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

COURSE/CREDIT REQUIREMENTS

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

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

Students who elect to take liberal education coursework at a college or university other than the University of Wisconsin-Green Bay should contact the College of Nursing for guidance. Examples of courses that will transfer from selected colleges and universities are found on pages 59.

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

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

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

Completion of a Minor

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

TRADITIONAL OPTION

Four Academic Years

Academic Plan

Freshman Year

SEMESTER I

Biology 202	Principles of Biology I	4 cr
Chem 108	General Chemistry	5 cr
Psych 102	Intro to Psychology	3 cr
Social 202	Sociology/Anthropology Requirements *	3 cr
688-103	Professional Foundations	1 cr
		16 cr

SEMESTER II

	Elective (general)	3 cr
Hum Bio 204	Anatomy and Physiology	5 cr
Hum Dev 210	Intro Human Development	3 cr
	Writing Requirement *	3 cr
688-104	Fundamentals of Nursing Care I	2 cr
		16 cr

Sophomore Year

SEMESTER I

	Elective (general)	4 cr
Biology 302	Microbiology	4 cr
Comm Proc 133	Speech	3 cr
688-200	Nutrition for Nursing **	1 cr
688-203	Pathophysiology I	2 cr
688-207	Fundamentals of Nursing Care II	3 cr
		17 cr

SEMESTER II

	Human Diversity Requirement*	3 cr
Comm Sci 205	Statistics * +	4 cr
688-202	Health Assessment	3 cr
688-204	Pathophysiology II	2 cr
688-205	Pharmacology	3 cr
688-208	Nursing Care Practicum	2 cr
		17 cr

Junior Year

SEMESTER I

	Elective (Social Science)	3 cr
	Ethics/Philosophy Requirement*	3 cr
688-302	Nursing Care of Adults I	5.5 cr
688-305	Maternity/Women's Health Care	4 cr
		15.5 cr

SEMESTER II

	Business Requirement	3 cr
	Elective (Humanity)	3 cr
688-303	Nursing Care of Adults II	5 cr
688-306	Community Health Nursing: Family Focused Care	3 cr
688-307	Intro to Nursing Research	2 cr
		16 cr

Senior Year

SEMESTER I

	Elective (Humanity)	3 cr
688-Exx	Nursing Elective **	1 cr
688-400	Pediatric Nursing	3 cr
688-401	Nursing Leadership/Management	4 cr
688-402	Advanced Concepts	4.5 cr
		15.5 cr

SEMESTER II

	Upper Division Elective ***	3 cr
688-403	Professional Practice Issues	2 cr
688-404	Gerontological Nursing Care	3 cr
688-405	Psychosocial Nursing	3 cr
688-406	Community Health Nursing: Population Focused Care	5 cr
		16 cr

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

- * Refer to liberal education courses with options in the College Catalog.
- ** A one-credit nursing elective must be taken in the program. A second 1 credit nursing elective must be taken if transfer credit has been granted for a non-nursing nutrition course. Selection of nursing electives will vary from semester to semester. Consult with faculty advisor for more specific information.
- *** Any 300 or 400 level course (exclusive of nursing) will meet this 3 credit Upper Division Elective requirement.
- + A 3-4 credit statistics course is required. Those students taking a 3 credit statistics course will need to take one additional general elective credit to fulfill the total number of credits required for graduation.

Abbreviation: cls = classroom; cln = clinical

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

SOPHOMORE TRANSFER OPTION

Students with prior liberal education credits may be eligible for this option. Those students who have completed the 29 Bellin freshmen required credits, as listed below, are able to complete the program in three academic years and one summer session.

Bellin Required Credits:

Principles of Biology	4 credits
General Chemistry	5 credits
Anatomy & Physiology	5 credits
Psychology	3 credits
Sociology/Anthropology	3 credits
Intro. Human Development	3 credits
Writing Requirement	3 credits
Elective	3 credits



**SOPHOMORE TRANSFER OPTION
Three Academic Years & A Summer Session**

SUMMER Academic Plan

688-103 Professional Foundations	1 cr
688-104 Fundamentals of Nursing Care I	2 cr
	<hr/>
	3 cr

Sophomore Year

SEMESTER 1

Elective (general)	4 cr
Biology 302 Microbiology	4 cr
Comm Pro 133 Speech	3 cr
688-200 Nutrition for Nursing **	1 cr
688-203 Pathophysiology	2 cr
688-207 Fundamentals of Nursing Care II	3 cr
	<hr/>
	17 cr

SEMESTER 2

Human Diversity Requirement*	3 cr
Comm Sci 205 Statistics *+	4 cr
688-202 Health Assessment	3 cr
688-204 Pathophysiology II	2 cr
688-205 Pharmacology	3 cr
688-208 Nursing Care Practicum	2 cr
	<hr/>
	17 cr

Junior Year

SEMESTER 3

Ethics/Philosophy Requirement *	3 cr
Elective (Social Science)	3 cr
688-302 Nursing Care of Adults I	5.5 cr
688-305 Maternity/Women's Health Care	4 cr
	<hr/>
	15.5 cr

SEMESTER 4

Elective (Humanity)	3 cr
Business Requirement*	3 cr
688-303 Nursing Care of Adults II	5 cr
688-306 Community Health Nursing: Family Focused Care	3 cr
688-307 Intro to Nursing Research	2 cr
	<hr/>
	16 cr

Senior Year

SEMESTER 5

Elective (Humanity)	3 cr
688-Exx Nursing Elective **	1 cr
688-400 Pediatric Nursing	3 cr
688-401 Nursing Leadership & Management	4 cr
688-402 Advanced Concepts	4.5 cr
	<hr/>
	15.5 cr

SEMESTER 6

Upper Division Elective ***	3 cr
688-403 Professional Practice Issues	2 cr
688-404 Gerontological Nursing Care	3 cr
688-405 Psychosocial Nursing	3 cr
688-406 Community Health Nursing:	5 cr
	<hr/>
	16 cr

Nursing credits	64
Liberal education credits	65
Total required credits	129

This curriculum is subject to change.

Note: The 688 prefix identifies nursing courses. See course description for credit allocation to classroom, lab and/or clinical. See additional notes regarding academic

ACCELERATED TRANSFER OPTION

Students with prior liberal education credits may be eligible for this fast-track of the program. Students with 62 of Bellin's required credits, as listed below, are able to complete the program in approximately 21 months or four semesters plus a summer session. Students with 46 of the Bellin required credits, as listed below, are eligible and will require a more individualized academic plan.

Bellin Required Credits

Principles of Biology	4 credits
General Chemistry	5 credits
Anatomy and Physiology	5 credits
Microbiology	4 credits
Sociology/Anthropology Requirement	3 credits
Introduction to Human Development	3 credits
Speech	3 credits
Human Diversity Requirement	3 credits
Psychology	3 credits
Statistics Requirement	3-4 credits
Writing Requirement	3 credits
Business Requirement	3 credits
Philosophy/Ethics Requirement	3 credits
Electives	19 credits minimum (6 Humanities, 3 Social Science, 7 general, 3 Upper Division at 300 or 400 level).

Transfer agreements exist with Lakeland College, Silver Lake College and The College of the Menominee Nation which allows the students, if they prefer, to complete the liberal education requirements at a small private college or one closer to their home. For further information contact the Admission Office at Bellin College of Nursing.



**ACCELERATED TRANSFER OPTION
Four Semesters and A Summer Session
Academic Plan**

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

SEMESTER 1 - 17 CREDITS

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

SEMESTER 2 - TOTAL 16.5 CREDITS

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

SUMMER - TOTAL 3 CREDITS

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

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

SEMESTER 4 - TOTAL 14.5 CREDITS

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

Nursing credits	64
Liberal education credits	65
Total required credits	129

This curriculum is subject to change.

Note: See additional notes regarding academic plan on page 54.

LIBERAL EDUCATION AT OTHER CAMPUSES

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

Bellin Requirements		Courses at UW Colleges	
4 cr	Biology	ZOO 101	Animal Biology 5 cr
5 cr	Chemistry	CHE 125	Introductory Chemistry 5 cr
3 cr	Psychology	PSY 201	Introductory Psychology 4 cr
		or PSY 202	Introductory Psychology 3 cr
		or PSY 330	Social Psychology 3 cr
3 cr	Sociology/Anthropology Requirement	ANT 204	Cultures of the World 3 cr
		or SOC 101	Introduction to Sociology 3 cr
3 cr	Writing Requirement	ENG 102	Composition II 3 cr
3 cr	Intro to Human Development	PSY 250	Life Span Development Psychology 3 cr
		or PSY 360	Psychology of Childhood And Adolescence 3 cr
		AND PSY 362	Psychology of Adulthood & Aging 3 cr
5 cr	Anatomy and Physiology	ZOO 234	Human Anatomy 3 cr
		AND PHS 235	Human Physiology 5 cr
		or PHS 230	Human Anatomy & Physiology 5 cr
		or PHS 202	Anatomy & Physiology 4 cr
		AND PHS 203	Anatomy & Physiology 4 cr
4 cr	Microbiology	BAC 101	General Survey of Microbiology 5 cr
3 cr	Speech	COM 103	Intro to Public Speaking 3 cr
3 cr	Human Diversity Requirement Option	SOC 234	Sociology of Race & Ethnicity 3 cr
		or SOC 238	Sociological Perspectives on Gender 3 cr
		or PSY 208	Psychology of Gender 3 cr
		or ANT 204	Cultures of the World 3 cr
		or ANT 250	Women in Cross-Cultural Perspective 3 cr
		or ANT 314	Indians of North America 3 cr
		or ANT 325	Peoples & Cultures: Focused Explorations 3 cr
		or ANT 353	Indians of the Western Great Lakes 3 cr
4 cr	Statistics Requirement	MAT 117	Elementary Statistics 3 cr
		or PSY 210	Statistical Methods in Psychology 3 cr
		or MAT 240	Statistical Analysis 3 cr
3 cr	Business Requirement	BUS 101	Introduction to Business 3 cr
		or BUS 230	Intro to Management Information Systems 3 cr
		or ECO 203	Economics -Macro 3 cr
		or ECO 204	Economics -Micro 3 cr
3 cr	Ethics/Philosophy Requirement	PHI 101	Introduction to Philosophy 3 cr
		or PHI 102	Social and Political Philosophy 3 cr
		or PHI 103	Belief, Knowledge and Truth 3 cr
		or PHI 203	American Indian Philosophies 3 cr
		or PHI 210	Thinking Critically 3 cr
		or PHI 211	Elementary Logic 3 cr
		or PHI 230	The Biological Revolution: Directing Our Destiny 3 cr
		or PHI 241	Ethics 3 cr
		or PHI 248	Biomedical Ethics 3 cr

Bellin Requirements		Courses at Lakeland College - Sheboygan Campus/Green Bay Campus	
4 cr	Biology		BI 111 Life Sciences I 4 cr
5 cr	General Chemistry		CH 131 Principles of Chemistry I 4 cr
		AND	CH 132 Principles of Chemistry II 4 cr
3 cr	Psychology		PC 200 Introduction to Psychology 4 cr
		or	PC/SO 220 Social Psychology 4 cr
3 cr	Sociology/Anthropology Requirement		SO 100 Introduction to Sociology 4 cr
		or	SO 223 Cultural Anthropology 4 cr
3 cr	Writing Requirement		GS 112 Persuasive Writing 4 cr
3 cr	Human Growth & Development		PC/ED 330 Human Growth & Development 4 cr
5 cr	Anatomy and Physiology		BI 211 Human Anatomy & Physiology I 4 cr
		AND	BI 212 Human Anatomy & Physiology II 4 cr
4 cr	Microbiology		BI 231 General Microbiology 4 cr
3 cr	Speech Requirement		GS 111 Fundamentals of Public Speaking 4 cr
3 cr	Human Diversity Requirement		HI 211 History of Asia 4 cr
		or	RE 231 The World's Living Religions 4 cr
		or	HI 232 History of Africa 4 cr
		or	HI 242 History of Latin America 4 cr
		or	EG 280/EG 480 Special Topics in Ethnic & Gender Studies 4 cr
		or	HI/PS 372 US Ethnic History 4 cr
		or	HI 381 East Asia Since 1800 4 cr
		or	HI/PS 392 Modern Southern Africa 4 cr
		or	SO 312 Sociology of Gender 4 cr
4 cr	Statistics Requirement		MA 220 Probability & Statistics 4 cr
3 cr	Business		EC 220 Principles of Macroeconomics 4 cr
		or	EC 230 Principles of Microeconomics 4 cr
		or	BA 380 Business Information Processing 4 cr
3 cr	Ethics/Philosophy Requirement		PH 110 Logic 4 cr
		or	PH 221 Introduction to Philosophy 4 cr
		or	PH 232 Ethics 4 cr
6 cr	Humanities Elective		GS 130/GS 190 Freshman Studies 4 cr
		or	GS 134 Humanities I 4 cr
		or	GS 135 Humanities II 4 cr
		or	GS 211-214 Sophomore Studies 4 cr

Bellin Requirements		Courses at College of Menominee Nation	
4 cr	Biology		BIO 202 Principles of Biology 5 cr
		or	BIO 225 Introduction to Animal Biology 5 cr
5 cr	Chemistry		CHM 105 Chemistry 5 cr
3 cr	Psychology		PSY 100 Introduction to Psychology 3 cr
3 cr	Soc/Anthro Requirement		SOC 100 Introduction to Sociology 3 cr
3 cr	Writing Requirement		ENG 102 College English & Research 3 cr
3 cr	Intro to Human Development		HUD 210 Intro to Human Development 3 cr
5 cr	Anatomy & Physiology		BIO 204 Anatomy and Physiology 5 cr
4 cr	Microbiology		BIO 207 Principles of Micro 4 cr
3 cr	Speech		COM 100 Introduction to Oral Communication 3 cr
3 cr	Human Diversity Requirement		ANT 200 Introduction to Native American Cultures 3 cr
		or	HIS 121 Survey of American Indian History 3 cr
		or	HUD 242 Cross-Cultural Human Development 3 cr

Bellin Requirements		Courses at College of Menominee Nation	
4 cr	Statistics Requirement		MAT 260 Introductory Statistics 4 cr
3 cr	Business Requirement		MAN 100 Introduction to Business 3 cr
		or	ECN 202 Macroeconomics 3 cr
		or	ECN 203 Microeconomics 3 cr
3 cr	Ethics/Philosophy Requirement		PHL 100 Intro to Philosophy 3 cr
		or	PHL 206 Contemporary Moral Problems 3 cr

Bellin Requirements		Courses at Silver Lake College	
4 cr	Biology		BIO 104 General Biology 4 cr
5 cr	Chemistry		CHM 101 General Chemistry I 4 cr
		AND	CHM 102 General Chemistry II 4 cr
3 cr	Psychology		PSY 101 Introduction to Psychology 3 cr
3 cr	Sociology/Anthropology Requirement		SOC 101 Introduction to Sociology 3 cr
		or	ANT 101 Introduction to Anthropology 3 cr
3 cr	Writing Requirement		ENG 112 Composition II 3 cr
		or	ENG 201 Advanced Composition 3 cr
		or	ENG 305 Advanced Critical Writing 4 cr
3 cr	Intro to Human Development		PSY 274 Life Span Development 3 cr
3 cr	Anatomy and Physiology		BIO 211 Anatomy and Physiology 5 cr
4 cr	Microbiology		BIO 204 General Microbiology 4 cr
3 cr	Speech		ENG 104 Public Speaking 2 cr
3 cr	Human Diversity Requirement		HIS 273 World Religions Eastern & Western 3 cr
		or	HIS 301 Latin American Civilization 3 cr
		or	PSY 300 Psychology of Gender 3 cr
		or	SOC 373 Cultural Diversity in the USA 3 cr
4 cr	Statistics Requirement		MTH 271 Probability and Statistics 3 cr
3 cr	Business Requirement		BUS 101 Introduction to Business 3 cr
		or	BU 105 Entrepreneurship 4 cr
		or	ECN 201 Macro-Economics 3 cr
		or	ECN 202 Micro-Economics 3 cr
3 cr	Philosophy Requirement		PHL 110 Critical Thinking 3 cr
		or	PHL 201 Philosophy of Human Conduct 3 cr
		or	PHL 202 Philosophy of the Human Person 3 cr

Bellin Requirements		Courses at St. Norbert College	
4 cr	Biology		BL 120 General Biology 4 cr
5 cr	Chemistry		CH 105 General Chemistry I 4 cr
		AND	CH107 General Chemistry II 4 cr
3 cr	Psychology		PS 100 General Psychology 4 cr
3 cr	Sociology/Anthropology Requirement		SC/GS 100 Introduction to Sociology 4 cr
3 cr	Expository Writing		EN 305 Advanced Critical Writing 4 cr
3 cr	Intro Human Development		DS 220 Lifespan Human Dev. 4 cr
5 cr	Anatomy & Physiology		BL 220 Comparative Vertebrate Anatomy 4 cr
		AND	BL 372 Systemic Physiology 4 cr
4 cr	Microbiology		BL 350 Microbiology 4 cr
3 cr	Speech		CO 322 Business of Professional Speaking 4 cr
3 cr	Human Diversity Requirement		SO/GS 111 Cultural Anthropology 4 cr
			HS/GS 116 History of United States 4 cr
			HS/GS 122 Modern East Asia 4 cr

Bellin Requirements		Courses at St. Norbert College	
		or	HS/GS 316 The Americans 4 cr
		or	DH/GS 280 Japanese Culture & Society 4 cr
		or	DH/GS 282 Philippine Culture & Society 4 cr
		or	GS 408 Social Inequalities: Race & Minority Relations 4 cr
		or	SC 260 Gender & Culture 4 cr
		or	SC 312 Native American Ethology 4 cr
		or	SC 314 Native Peoples of South America 4 cr
4 cr	Statistics Requirement	or	DS/GS 224 Basic Statistics 4 cr
		or	MT 321 Probability & Statistics 4 cr
3 cr	Business Requirement	or	BA 100 Introduction to Business 4 cr
		or	BA 140 Business Information Systems 4 cr
		or	BA 142 Computer Applications in Business 4 cr
		or	BA 242 Adv. Business Information Systems 4 cr
		or	EC 201 Principles of Macroeconomics 4 cr
		or	EC 202 Principles of Microeconomics 4 cr
3 cr	Ethics/Philosophy Requirement	or	PL 315 Ethics 4 cr
		or	PL 210 Logic 4 cr
		or	PL 360 Philosophy of Science 4 cr

Curriculum Requirement Waivers

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

Nursing Courses

Liberal Education Courses



NURSING COURSES

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

NURSING COURSES

688-103: Professional Foundations 1 Credit

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

688-104: Fundamentals of Nursing Care I 2 Credits (1.5 classroom, .2 lab, .3 clinical)

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

688-200: Nutrition for Nursing 1 Credit

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

provides the foundation for future nutrition topics within the nursing curriculum.

688-202: Health Assessment 3 Credits (2.5 classroom, 0.5 lab)

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

688-203: Pathophysiology I 2 Credits

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

688-204: Pathophysiology II 2 Credits

This course will introduce the physiologic and biologic manifestations of disease and how the body adapts to these changes. Students knowledge of anatomy and physiology will be expanded as it relates to alterations in fluid and electrolytes, renal function, oxygenation and endocrine function. This course will provide a foundation for critical thinking and decision-making in the care provider.

P: Sophomore standing in nursing; Biology, General Chemistry, Anatomy and Physiology, prerequisite or concurrent.

688-205: Pharmacology
3 Credits

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

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

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

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

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

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

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

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

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

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

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

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

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

688-307: Introduction to Nursing Research
2 Credits

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

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

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

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

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

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

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

688-403: Professional Practice Issues
2 Credits

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

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

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

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

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

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

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

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

Independent study courses are offered on an individual basis for: (1) a transfer student who needs to fulfill a residency requirement, (2) meeting curriculum requirements of a course(s) when courses evaluated for transfer nearly match the program courses at a given level but there are some identified knowledge/experience deficits, (3) regularly enrolled students who wish to develop nursing knowledge beyond the identified curriculum. The course is planned, with a faculty member(s), with clearly identified outcomes and methods of assessment developed in writing and submitted for approval. Students who are interested in an independent study will indicate their interest during the academic advising conference.

Nursing Electives

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

**688-E21: Spirituality and Nursing Care
1 Credit**

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

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

This course introduces the student to basic ECG interpretation. Knowledge from previous nursing courses and the sciences assist the student to use critical thinking in application of the nursing process to clients having cardiac dysrhythmias. The student

has the opportunity to practice cardiac rhythm interpretation using ECG strips and calipers. P: 688-204 and 688-205 or consent of faculty.

**688-E33: Transcultural Health 2 Credits
(1 credit nursing classroom elective,
1 clinical credit for 688-406)**

Transcultural Health: Indiantown, FL, is a course that facilitates understanding of the impact of a person's culture on her/his health beliefs and wellness lifestyles. The student develops a deeper awareness of self and others which enhances current practice within the global community. Opportunities are provided to deliver nursing care in Indiantown and experience the cultural diversity and environment of South Florida. P: Junior standing in nursing or consent of the faculty.

Challenge of Nursing Courses

The challenge option is based on the premise that students believe they have the motivation, prior knowledge and competence to successfully complete the classroom and clinical portions of a course without participating in the day-to-day activities of that course on a prescribed schedule. In a challenge option, the responsibility for meeting course requirements rests with the student. Students must meet course outcomes regardless of the method chosen to do so. It is the belief of the faculty that all required nursing courses have the potential of being challenged.

The student who is interested in challenging a nursing course should indicate their intent during the academic advising conference the semester prior to the actual challenge.

LIBERAL EDUCATION COURSES

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

**BIOLOGY 202: Principles of Biology I
4 cr.**

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

**BIOLOGY 302: Principles of Microbiology
4 cr.**

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

CHEM 108: General Chemistry 5 cr.

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

**HUM BIO 204: Anatomy and Physiology
5 cr.**

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

**HUM DEV 210: Introduction to Human
Development 3 cr.**

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

PSYCH 102: Introduction to Psychology
3 cr.

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

HUMAN DIVERSITY REQUIREMENT
(3 cr.)

A number of courses in a variety of departments meet this requirement. Listed are only a few options. Contact the College Admission Department or Registrar for a complete list.

HUM DEV 336: Gender Across the Lifespan 3 cr.

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

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

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

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

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

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

COMM PRO 133: Fundamentals of Public Address 3 cr

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

ENG COMP 105: Expository Writing 3 cr.

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

ENG COMP 228: Writing About Education 3 cr.

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

BUSINESS REQUIREMENT (3 cr.)

BUS ADM 202: Business 3 cr.

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

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

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

ECON 202: Macro-Economic Analysis
3 cr.

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

ECON 203: Micro-Economic Analysis
3 cr.

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

ECON 301: Economic and Social Security 3 cr.

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

STATISTICS REQUIREMENT (4 cr.)

COMM SCI 205: Social Science Statistics 4 cr.

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

MATH 260: Introductory Statistics 4 cr.

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

SOCIOLOGY/ANTHROPOLOGY REQUIREMENT (3 cr.)

ANTHRO 100: Varieties of World Culture
3 cr.

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

SOCIAL 202: Introduction to Sociology
3 cr.

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

ETHICS/PHILOSOPHY REQUIREMENT (3 cr.)

HUM BIO 205: Biotechnology and Human Values 3 cr.

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

PHILOS 101: Introduction to Philosophy
3 cr.

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

PHILOS 102: Problems in Ethics 3 cr.

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

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

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

PHILOS 111: Elementary Logic 3 cr.

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

PHILOS 208: Science and Human Values
3 cr.

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

PHILOS 213: Ancient Philosophy 3 cr.

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

PHILOS 214: Modern Philosophy 3 cr.

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

PHILOS 324: Contemporary Philosophy
3 cr.

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

**WAIVER OF LIBERAL EDUCATION
 COURSE REQUIREMENTS**

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

Faculty

Administration & Professional Staff

Bellin College Board of Trustees



FACULTY

Benishek, Debra, Assistant Professor of Nursing, A.D.N., North Central Technical Institute; B.S.N., University of Wisconsin-Green Bay; M.S.N., University of Wisconsin-Oshkosh. Certified by American Nurses Credentialing Center: Family Nurse Practitioner and C.N.S. in Adult Psychiatric and Mental Health Nursing.

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

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