



2006-2007 College Catalog

Bellin College of Nursing

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Dear Bellin College of Nursing Students,

Welcome to the 2006-2007 school year. This year promises to be an exciting one as our academic program continues to change and grow to keep up with developments in technology and new procedures in the world of healthcare.

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

Have a great year, and I look forward to meeting you and seeing you through to graduation.

Sincerely yours,

A handwritten signature in black ink that reads "V. Jane Muhl". The signature is written in a cursive style. To the right of the signature is a thin vertical red line.

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



This catalog provides general information about Bellin College of Nursing (BCON) and it summarizes important information about 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 that will be helpful to them during their college careers.

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

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General Information

Effective Dates

This catalog is in effect from August 15, 2006, until it is superseded by a new Undergraduate Catalog. Policies of the previous catalog are in effect until August 15, 2006, unless changed by official announcement.

Online Resources

This print publication summarizes most major points of interest involving academics at Bellin College of Nursing. Additional information is available online at the Bellin College of Nursing website at www.bcon.edu.

University Policy

The provisions of this catalog are not to be regarded as an irrevocable contract between a student and Bellin College of Nursing. Questions should be directed to the Student Services Office at (920) 433-3560.

The information in this book was accurate at the time of its printing. As is true at all colleges and universities, changes occur in academic requirements, courses offered, and general regulations. Changes are usually announced in The Schedule of Classes.

Changes in curriculum or graduation requirements are not retroactive unless they are to a student's advantage and can be accommodated within the time span of years normally required for graduation.

Fees, Tuition and Financial Aid

Fee and tuition information is announced as far in advance of each session as possible by the Business Office. If fees and tuition have been set by the Board of Trustees

before printing deadlines, they appear in the College's Schedule of Classes, which is published before each fall, spring and summer session. If the information is not known until after publication deadlines, it is printed by the Registrar as a fee information sheet. Information may also be obtained by calling Business Office or accessing the College's website at www.bcon.edu. Information on student loans, grants and scholarships is also available on the website.

Nondiscriminatory Policy

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

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

Accommodations

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

Bellin College of Nursing

Founded

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

Type of College

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

Degrees Conferred

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

- BSN graduates are eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN™).

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

- Administrator Track
- Educator Track

Location

Green Bay, Wisconsin, population 100,146; 115 miles north of Milwaukee.
725 S. Webster Avenue, Green Bay, Wisconsin, 54305

Accreditation

- The Higher Learning Commission (HLC), a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440. <http://www.ncahigherlearningcommission.org>
 - Baccalaureate and Masters 2004-2014
- Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791. <http://www.aacn.nche.edu>
 - Baccalaureate accreditation 10/2003-12/2008
 - Masters accreditation 10/2006-12/2011
- Wisconsin Board of Nursing, Wisconsin Department of Regulation & Licensing, 1400 East Washington Avenue, Madison, WI 53703, (608) 266-2112. <http://drl.wi.gov/>
 - Approved since 1984





Membership

- North Central Association of Colleges and Schools
- National League for Nursing, Council of Baccalaureate and Higher Degree Programs
- American Association of Colleges of Nursing
- Wisconsin Association of Collegiate Schools of Nursing
- American Health Sciences Education Consortium
- National Association of College Admissions Counselors
- National Association of Student Financial Aid Administrators
- American Association of Collegiate Registrars and Admission Officers

Affiliation

- Collegiate: For completion of required liberal education courses, the majority of students utilize the University of Wisconsin-Green Bay. Articulation agreements also exist with St. Norbert College, the College of Menominee Nation, Lakeland College, and Silver Lake College.
- Clinical/Practicum: A vast array of clinical sites are in place including acute care and long term facilities, educational institutions, public health agencies, community agencies, child care centers, and industrial health programs.

Academic Calendar

Undergraduate: Semesters

Fall: August/September-December

Spring: January-May

Summer Session: June-July

Graduate: Eight (8)-Week Sessions

Fall: Session I, August/September-October; Session II, November-December

Spring: Session III, January-March; Session IV, March-May

Summer: Session V, June-July

Board of Trustees

Thirteen (13) Members

Students

- Baccalaureate Enrollment: 250
 - Women: 93%
 - Men 7%
 - Minority 4%
 - Part-time: 14%
- Masters Enrollment: 40
 - Women: 95
 - Men 5%
 - Minority 5%
 - Part-time: 100%
- Students come from: 2 states and territories
- 1% Asian American of Pacific Islander
- 1% Hispanic American
- 1% Native American
- 22% Transferred in
- Retention: 79% of 2005 full-time freshmen returned
- Freshmen admission:
 - 189 applied, 84 admitted, 55 enrolled
 - Average high school GPA: 3.43
 - Test scores: ACT scores:
 - Over 18: 100%
 - Over 24: 47%
 - Over 30: 3%

Faculty

- Total: 19
- Full-time: 90%
- 16% with terminal degrees
- Student/faculty ratio: 13:1

Additional College information (i.e. persistence rates, job placement data, etc.) is available at the College's website, www.bcon.edu.

Our History

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



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

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

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

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

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

Today, 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.

Mission, Philosophy, Values & Purpose

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 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.

Nursing Philosophy

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

Society is a global, complex unit of people with diverse norms and values. Diverse norms and values influence health-related perceptions and interactions among humans and their environment. Society has a social responsibility to provide access to health care for individuals and groups. Wellness is the potential for wholeness and well-being. A wellness lifestyle reflects positive changes as one strives to reach that potential. Individuals are responsible for their lifestyle choices. Wellness is a dynamic state represented on a continuum intersected by the health-illness continuum each having an impact on the other.

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

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

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

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



Values

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

Purpose

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



Undergraduate Admissions



Undergraduate Admissions

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 qualifications.

- 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 math courses)
- 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.

Deficiencies 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.

Applicants still in high school will be fully admitted upon receipt of the final official high school transcript by July 15 for fall enrollment.

Nontraditional Applicants

An applicant who has been out of high school/college for several years is encouraged to contact Bellin College of Nursing Admissions Department regarding eligibility.

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 2650 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 three (3) references.
- A personal interview.



Criminal Background

Prior to final acceptance, a criminal background check will be completed. 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 admitted to the College.

Drug Screen

All newly admitted students will have a drug screen completed at orientation or as arranged by the College. Students whose drug screens note the use of illegal drugs will have their admission cancelled. (Drug screens of a continuing student may be required when the conduct of the student warrants it.)

Health Qualifications

Each applicant is required to have a physical examination and fulfill specified immunizations and testing prior to

official admission to the program. The physical and mental health of the applicant must be deemed adequate for meeting the program outcomes of the degree.

Tuberculosis Testing

The hospital regulatory agency guidelines as published in the Wisconsin Administrative Code, Chapter HSS 124 state that all persons having frequent and direct contact with hospital patients must be assessed for the presence of active pulmonary tuberculosis. The Mantoux tuberculin skin test is administered at no charge by the Health Office for all BCON students each May.

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.

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.

Any potential student is invited to meet with the Director of Admissions 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:
 - Hearing
 - Touch, palpation
 - Temperature
- Manual Dexterity (wrists, hands, fingers, arms):
 - Grasping
 - Pulling
 - Pushing
 - Carrying
 - Twisting (rotating)
 - Pinching
 - Cutting
- Motor Abilities to:
 - Position another person
 - Support another person
 - Provide motion exercise
 - Transfer to/ambulate with walker, cane, crutches, bed, chair
 - Perform CPR; resuscitation
- Communication Abilities:
 - Assertiveness
 - Sensitiveness
 - Effectively consulting and negotiating as part of a team
 - Delegating
 - Attending
 - Clarifying
 - Coaching
 - Facilitating
 - Ability to communicate orally and in writing
- 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)

Information for Transfer Students

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

Accelerated Transfer Option

Students with prior liberal education credits may be eligible for this fast-track program. Students with 65 of the Bellin College of Nursing required liberal education credits are able to complete the program in approximately 21 months or four semesters plus a summer session.

The 65 credits include 46 credits in liberal education courses plus 19 credits in elective courses in the following areas: general, social science, humanities, and upper division. Students with 46 of the Bellin required credits (must include all freshmen & sophomore required liberal education credits) are eligible for an accelerated option and will require an individual academic plan. A cumulative 2.7 GPA in the required liberal education courses is necessary.

Sophomore Transfer Option

Students who have completed all freshmen 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. Once a student is enrolled in a track, they cannot switch to another option.

Transfer of Pass/Fail Course Policy

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

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

Admission Procedure

Applications for admission are reviewed beginning October 1st for the next academic year. Completed applicants who meet educational, personal and health qualifications will be admitted until the targeted class number has been reached. Applications are made on an annual basis and do not carry-over to the next year. Non-admitted student must reapply.

Applicants that meet all required admission criteria are notified of acceptance upon completion of all application process requirements. Applicants who are denied admission because they do not meet all of the required criteria may appeal and be reviewed by an Admissions Appeal Committee if unusual circumstances warrant an appeal.

Reentering Students

Students once registered at Bellin College of Nursing in an undergraduate degree program, who wish to resume undergraduate study after an absence of a semester or more, are considered reentry students. Reentry students must file an application for readmission, and pay a reduced application fee.

While there is no application deadline for reentry students, they should apply by January 30 for the summer and fall

terms, and by October 1 for the spring semester to ensure priority enrollment. Students must submit the application, official transcripts for any work completed elsewhere since last enrolled at Bellin College of Nursing, a list of courses in progress (if applicable), and a copy of their academic contract if they left on probation. Students who are terminated from the program are not eligible to reapply for admission.

Application Procedure

Each applicant to Bellin College of Nursing completes an application and returns it along with a non-refundable application fee.

Online applications are also acceptable and are processed upon receipt of the 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.

Application for Admission

An Application for Admission Packet may be requested from the Undergraduate Admissions Office by phone (920-433-5803), letter, or email (admission@bcon.edu.) Applicants may also apply on-line (www.bcon.edu.) All applications must be filled out completely and signed in order to be processed.

Racial/Ethnic Heritage Instructions

Although racial/ethnic heritage information is optional, applicants are encouraged to complete this section. All information will be treated confidentially along with any application information provided.

Application Procedure

The Bellin College application procedure requires the following:

- BCON application forms
- Non-refundable application fee
- One official copy of high school transcript
- One official copy of all post-high school transcripts
- Three Reference Release forms: (1) Academic; (1) Employer; (1) Other (non-relative)
- A.C.T. results
- Personal interview
- All required health documentation
- Verification of acceptance by the college/university for liberal education coursework
- Criminal Background Information Disclosure Form
- CPR certification verification

A.C.T.

The American College Tests are to be taken and the results sent to Bellin

College of Nursing. The Bellin College of Nursing code number is 4563. Potential applicants must take this test prior to application. An ACT registration packet may be obtained from any high school guidance office or from the Office of Admissions at UW – Green Bay. Materials for review and preparation for the ACT test can be purchased at college bookstore or elsewhere. For information or to register or go to <http://www.actstudent.org/>.

Transcript

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

References

The applicant is required to obtain references from three persons who can provide information regarding 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.

Criminal Background Check

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 of Student Services for further direction before submission of an application to the College of Nursing.



The reason for further direction relates to similar questions on the Registered Nurse Licensure Examination Application (Form #739 Ch. 441 Stats). If the Applicant has been convicted of a crime, he/she may not be eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN™) as a graduate. That eligibility is determined by the Wisconsin State Board of Nursing.

Personal Interview

Applicants determined admissible will undergo an interview with the Director of Admissions or designee.

Reservation Fee and Final Admission

Following notification of Conditional Acceptance by the College, an applicant has three weeks to declare his/her intent to enroll by submitting a non-refundable \$100 reservation deposit which will be applied towards the student's BCON tuition during the first semester of enrollment.

WMPT Math Placement

The Wisconsin Mathematics Placement Test (WMPT) serves as the primary instrument for determining both mathematics competency and appropriate course placement for new freshmen and transfer students who

have not successfully completed a college-level mathematics course. Information on costs, testing dates and sites is available from the Office of the Registrar at UW Green Bay. Students must complete the WMPT as early as possible and prior to acceptance.

New freshmen will be advised of their scores at the time of their Registration and Resources (R&R) and BCON orientation session in June at UW Green Bay. Continuing, Re-entry and Transfer students should seek assistance from the Academic Advising Office at UW Green Bay.

Students classified as new freshmen, who do not complete the WMPT (with the exception of out-of-state students), will not be allowed to register at UW Green Bay for mathematics classes, or for courses with college-level mathematics as a prerequisite, during their first semester. Students who have not taken the WMPT and have not satisfactorily completed and transferred in a college-level course in mathematics, have the prerogative of

enrolling in MATH 094 Elementary Algebra in lieu of taking the WMPT test.

Students whose WMPT scores so indicate must enroll in a math course (MATH 094 Elementary Algebra) and complete this remedial course by the end of their second semester of enrollment at Bellin College of Nursing. The Math 094 course is remedial and will not count toward degree credits.

Orientation

All students are provided orientation to the College each fall semester. Student attendance at orientation is mandatory. Students who fail to attend a scheduled orientation will be charged \$100 for a make-up orientation session.

Housing

Applicants who are also seeking admission or are currently enrolled at the University of Wisconsin-Green Bay (UWGB) campus should complete the housing application process through UWGB as soon as possible if housing is desired.

Graduate Admissions

Graduate Admission Requirements

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

1. Bachelor's degree with a major in nursing from an accredited program
2. Minimum undergraduate grade point average (GPA) of 3.0 on a 4.0 scale
3. Current license to practice as a registered nurse
4. Courses in nursing research and statistics (preferably within the past 5 years) at the baccalaureate level
5. Three letters of reference (professional and academic)
6. Written goal statement
7. Current resume or curriculum vita
8. Score of at least 550 (paper form) or 213 (computer form) on the Test of English as a Foreign Language (TOEFL) if the first language is not English
9. Computer literacy
10. Personal interview

Graduate Application Procedure

Applications are reviewed on a rolling basis.

1. Completed Bellin College of Nursing Graduate Admission Application with \$50 application fee.
2. One official copy of all post-high school (e.g. college/university) transcripts. Transcripts must be sent directly to Bellin College of Nursing by the college/university to be considered official.
3. Goal Statement
4. Resume or curriculum vita
5. Three completed Reference Forms
6. Interview
7. Copy of current registered nurse licensure. If license will expire prior to enrollment, an updated license must be provided.
8. TOEFL. If applicable, BCON will require an official copy of the score.

Prior to enrollment in the first Practicum course, the student must submit the following:

1. Criminal Background Information Disclosure Form
2. Drug Screen
3. Health Records



Graduate Application

Complete a Bellin College of Nursing Graduate Application and return it along with the \$50 application fee.

The application packet may be requested by telephone, letter, or email at www.bcon.edu. The application may be filled out online at www.bcon.edu

The Bellin College of Nursing Graduate application packet includes the following:

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

Racial/Ethnic Heritage Instructions

Although racial/ethnic heritage information is optional, applicants are encouraged to complete this section,

which will be treated confidentially along with any application information provided. Make sure the application is filled out completely and signed.

Graduate Reference/Release Form

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

Graduate Applicant Goal Statement and Resume/Curriculum Vita

The applicant will be required to provide information that will assist in determining the potential for success in the graduate nursing program, including area of clinical interest, program track sought (educator or administrator), reasons for desiring a master's degree in nursing, and your goals and plans for a professional career. It should be 2-3 pages long.

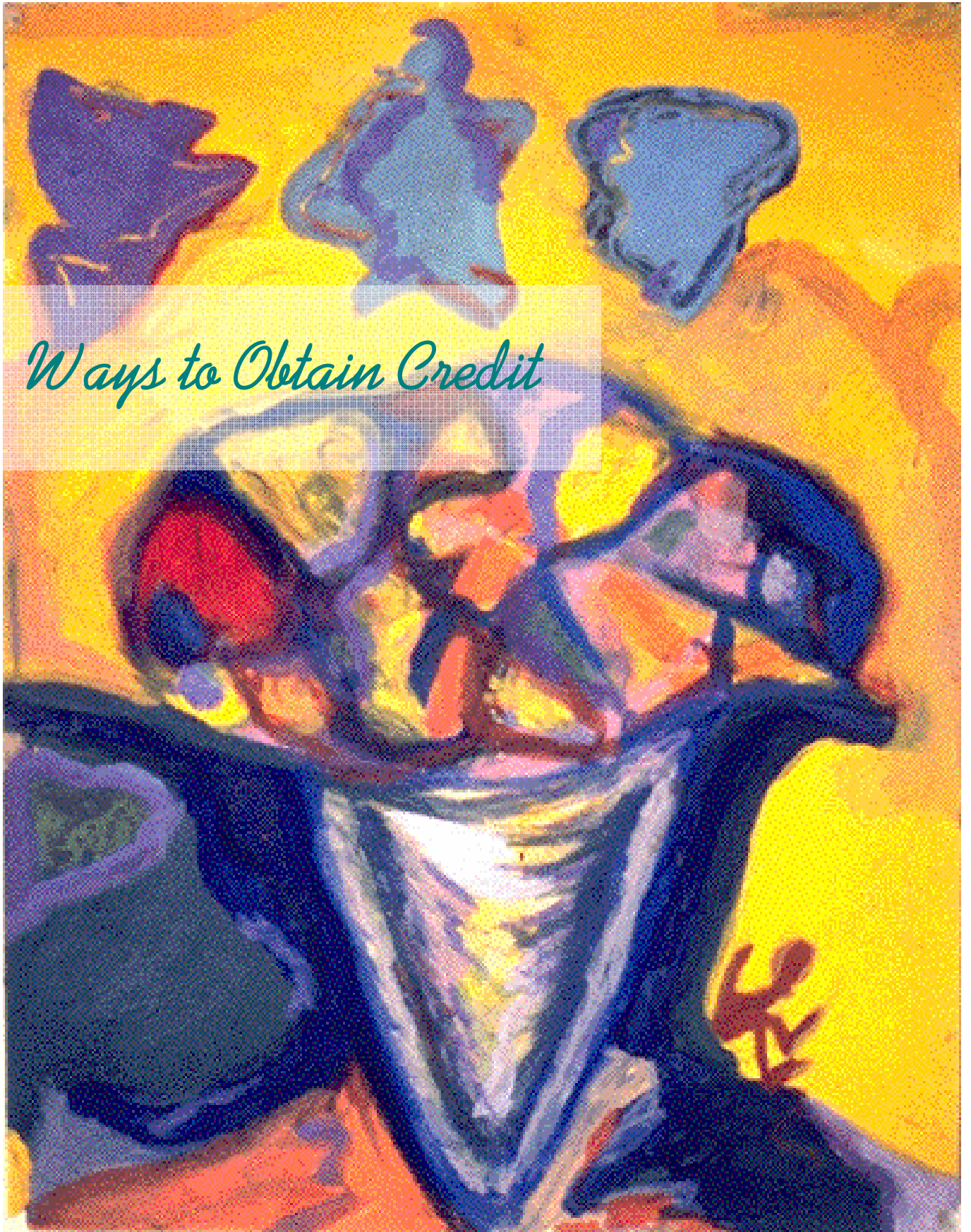
Care should be taken in the preparation of the goal statement and resume as they are considered representative of the applicant's writing ability and are evaluated as part of the total application.

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

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

Graduate Interview

A personal interview (in person or by phone) is required prior to acceptance. When all application materials have been received an interview will be scheduled.



Ways to Obtain Credit

Transfer Credit

In order to be credited as transferable coursework, the courses 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.

Transfer of Technical College Credit

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

- Bellin College of Nursing will accept up to 30 credits of technical college credit at the Associate Degree (100) level if they meet the courses required at BCON.
- Not more than 30 credits may be transferred to meet Bellin College of Nursing degree requirements.
- Course listed on the Transfer Information System (TIS) identified as equivalent at UW Green Bay for Bellin College of Nursing required liberal education courses may be transferred. Courses not listed on TIS must be reviewed for equivalency by the Bellin College of Nursing Registrar.

Transfer of Nursing Credits

1. All nursing credits taken at a CCNE or NLNAC accredited Associate Degree or Baccalaureate program may be submitted for a credit evaluation.

2. Credit evaluation requests must be submitted at the time of application for admission. Official transcripts are required.
3. Nursing courses taken more than five years prior to application for admission will not be considered.
4. Prerequisites required at Bellin College of Nursing will apply.
5. Students will be notified of the credit evaluation outcome.
6. A denial of credit may be appealed to the Program Director.

Transfer Admission Requirements

An overall GPA of 2.7 is required in liberal education courses accepted for transfer credit. Transfer applicants with less than a 2.7 GPA in Bellin required courses may appeal for admission if other factors are present. A special Admissions Appeal Committee will review appeals of denied admission.

Credit Evaluation

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

A credit evaluation will be completed after all courses are graded and official transcripts have been received at Bellin College of Nursing.

After a student is admitted and enrolls at Bellin College of Nursing, an updated evaluation will be completed for courses

taken subsequent to admission. Official transcripts for the additional courses must be presented to the Registrar.

Residence Credit

A student who transfers into the nursing program must complete a minimum of 44 credits in nursing at Bellin College of Nursing. Thirty of these nursing credits must be in the upper division.

OTHER WAYS TO OBTAIN CREDIT:

Advanced Placement (AP)

The Advanced Placement examination offers the possibility of establishing credit at Bellin College of Nursing. Many high schools offer courses through the College's AP program, and Bellin College of Nursing offers degree credit based on a student's performance on the AP exam administered in the high schools. (The AP exam must be taken before entering the College).

Students who receive credit for a particular course through AP and take the same course at Bellin College of Nursing will not receive degree credit twice; however, the grade in the Bellin College course will be included in the overall grade point average.

Credit for Prior Learning

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 credit for prior learning. It is the student's responsibility to provide supporting evidence which may include, but is not limited to syllabi, course outlines, resume or curriculum vita. If credit for prior learning is granted, the student is excused from taking the course. Credit for the equivalent course will appear as advanced standing on the transcript. Students should contact the Admission Department or their Academic Advisor for more specific information. A fee is charged for evaluation of credit for prior learning.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) allows students who have gained college-level knowledge outside the classroom to take examinations for possible college credit. For certain exams, credit will be granted only to students who have completed less than 16 semester hours of college credit when the exams are taken.

For a list of the current CLEP credit policies, contact Testing Services at the University of Wisconsin Green Bay. There is a fee for CLEP testing.



Fees and Financial Aid

Charges Prior to Enrollment at BCON:

A nonrefundable \$30.00 fee is charged for undergraduate application. A nonrefundable \$50.00 fee is charged for graduate application. Upon admission to the undergraduate and graduate program a reservation Fee of \$100 (applied to first semester's tuition and BCON) is required. If an applicant fails to enroll, this fee is nonrefundable.

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

Tuition and Fees Payment

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

Note: Graduate students pay on a per credit basis and payment is due at the beginning of each term.

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 is set each year by the Bellin College of Nursing Board of Trustees.

Payment Methods

Payments are due in September and January on the date published on the tuition bill, unless a payment arrangement has been initiated with the Bursar. Payment(s) to Bellin College of Nursing may be made via cash, personal check, certified check, or money order.

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.

Four-Year Traditional/Sophomore On-Line Tuition

Students in the Four Year Traditional Option (including transfer students) pay a flat tuition and required fees each year. Students in the Sophomore On-Line Option pay a per-credit rate in the first summer and the flat tuition for the freshman year is pro-rated and added to the annual flat tuition rate and required fees each year for the next three years.

Accelerated, Re-entry, and Graduate Tuition

Students in the Accelerated Option, who re-enter after a semester of non-enrollment, and graduate students pay tuition on a per-credit basis with additional required fees.

Other Fees and Expenses

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

- Books (estimated--contingent upon courses taken)
- Room and Board (estimated--living away from home)
- Transportation
- Miscellaneous Expenses

Challenge Exam Fee

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 via a challenge exam. Students earn credit for prior learning for challenged courses successfully completed. The tuition charged is one-half the regular per-credit charge for that course. The challenger fee is nonrefundable and not applied to tuition if the student fails the challenge.

Credit for Prior Learning Fee

Students who wish to have knowledge and experience evaluated to determine if the course outcomes have been met by life experiences will pay an up-front fee of \$50.00 to have the portfolio reviewed. If credit is granted, the student will pay an additional \$75.00.

Audit Fee

A student who wishes 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-half the regular per-credit charge for that course.

Out-of-State Tuition

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

Orientation Make-up Fee

Attendance at all parts of an orientation is mandatory. Missed orientations require additional administrative staff and faculty time for re-scheduling. A \$100 fee is charged for make-up orientations.

Clinical Make-up Fee

Attendance at clinical is mandatory. Absences to protect the welfare of the student and/or patients must be approved by the clinical instructor. A \$100 fee per day is charged for clinical make-up. Extensive absences in a course may require withdrawal from the course.

Lab Testing Fee

Students who fail to attend lab testing at the scheduled time are required to re-schedule with the Course Facilitator and will be charged a \$100 lab testing re-scheduling fee. If a student is unsuccessful with the lab exam, they are allowed to re-take the exam one time only and will be charged \$100 to re-take the exam. All fees must be paid prior to testing.

Graduation Fee

In the semester prior to graduation the student will be charged a \$200 graduation fee. This fee helps to defray the costs related to: 1) the diploma, caps & gowns, announcements and programs, speaker, room, musicians, and reception, 2) Class picture-sitting fee, 3) school nursing pin, (undergraduate only) 4) Processing - closing out final records, microfiche and storage and future references . Class picture packages are not included.

State Board Exam Fees

Additionally, there are a number of variable costs related to the State Board Exam and licensure that are not covered in fees paid to Bellin College of Nursing.

Payment Policy

The BCON Bursar will mail tuition and fees billing statements to all students approximately three weeks prior to the start of each semester. BCON statements will indicate charges for BCON tuition and fees as well as those assessed by the University of WI-Green Bay. Payment in full or partial payment with the selection of the installment payment plan must be made by the due date specified on the bill. Failure to do so will result in a \$25.00 late fee and class attendance restrictions will be placed on the student until satisfactory payment arrangements have been made.

Late Fees

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

Institutional Withdrawal Due to Nonpayment of Tuition and Fees

If a student fails to make payment or select the installment payment plan by the due date, the student may be institutionally withdrawn from the Bellin College of Nursing Program. Tuition and fee charges for which the student is responsible will be based upon the applicable refund policy as stated in the Student Handbook. The student will be notified of the withdrawal via certified letter. Academic records will be withheld and collection efforts will be made with an agency. This may result in a notation on the student's credit record. The student may appeal this decision.

Tuition Charges Refunded

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.

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

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

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.



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 Specified Week of an Enrollment Period	Percentage of Tuition and Fees Refunded
One Week	93%
Second Week	87%
Third Week	80%
Fourth Week	73%
Fifth Week	67%
Sixth Week	60%
Seventh Week	53%
Eighth Week	47%
Ninth Week	41%
Tenth Week	No Refund

Accelerated Transfer Option Students and Graduate Students

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

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 the funding source 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.



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 (i.e. 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.



Financial Aid



Philosophy

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

General Information

Bellin College of Nursing freshman and sophomore students who take their liberal education courses at the University of Wisconsin-Green Bay (UWGB) 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 College 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 College and UWGB, are considered in computing full or part-time enrollment status. Enrollment in a minimum of six credits is required in order to be considered for most financial aid programs.

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

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. Examples include:

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

<u>Federal Stafford Loan (both need-and non-need-based)*</u>	<u>Annual Max. Amount</u>
Freshmen	\$2625
Sophomores	\$3500
Juniors	\$5500
Seniors	\$5500
Graduate	\$8500

Note: All loans disbursed on or after July 1, 2007 will reflect the annual maximums of:

Freshmen	\$3500
Sophomores	\$4500
Juniors	\$5500
Seniors	\$5500
Graduate	\$8500

PLUS Loan (parent or guardian of dependent students) Cost less other aid
Federal Perkins (awarded to freshmen and sophomores only) Varies
Wisconsin Nursing Student Loan (need-based)\$3000

Other Sources of Financial Aid

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 halftime 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 based on need, and are generally awarded to juniors, seniors, and accelerated program students. Students who have filed the FAFSA are automatically considered for scholarships.

Full-Time/Part-Time Status for Undergraduate Students (Academic Load)

Undergraduate: An undergraduate student enrolled in Bellin College of Nursing must carry at least 12 credits per semester to be classified as a full-time student. Students enrolled in 9-11 credits per semester are classified as three-quarter time; students enrolled in 6-8 credits per semester are classified as half time.

To be eligible for financial assistance, a student must be enrolled in a minimum of 6 credits per semester. Semester credits include liberal education courses taken concurrently through University of Wisconsin-Green Bay or other institutions of higher learning and

nursing courses taken through Bellin College of Nursing.

Full-Time/Part-Time Status for Graduate Students (Academic Load)

Graduate: A graduate student enrolled in Bellin College of Nursing will be considered full time when enrolled for at least six credits in a given semester. Half time is defined as enrollment in at least three credits. One or two credit hours are considered less than half time.

To be eligible for financial assistance, a student must be enrolled in a minimum of three credits per semester.

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

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 online 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).

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

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

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

- United States citizenship or eligible non-citizen
- Maintain academic progress

- Register with Selective Service (if required to do so)
- High school graduate or possess a GED Enroll at least half time
- 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. A detailed copy of the policy available upon request.

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).

Return of Unearned Aid

When a student withdraws from Bellin College of Nursing prior to completing an enrollment period (i.e. 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. Wisconsin Grant Programs
9. Institutional Programs (Merit Scholarships, Fergus Scholarships, Patron Scholarships)
10. Other Aid (private scholarships and/or loans)



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.

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. 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.

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.

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.



Student Services

Academic Advising

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

Students must discuss any changes in their academic plan with their academic advisor to ensure that the student will be in compliance with curriculum requirements. Students are responsible for contacting their academic advisor and following through with all advising and registration requirements. Failure to do so may jeopardize their ability to complete their program within the usual length of time.

Counseling Services

Professional, personal, financial and academic counseling are available through the staff of Bellin College of Nursing and the Employee Assistance Program (EAP) of Bellin Health System. The EAP 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.

Counseling and guidance services consist of orientation to the College of Nursing, financial aid counseling, academic advising, performance counseling and personal counseling. Students dually enrolled 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. A staff of qualified resource persons is available for counseling, human relations development, vocational advising and testing.

Peer Tutor Program

Peer tutors are upper class students who facilitate the transition of underclassmen to the college experience at BCON. Peer tutors provide information about Bellin College 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.

Parking/Transportation

All students are responsible for transportation to and from the Bellin College campus, liberal education campus, 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. On-campus parking is available only for short-term (less than one hour) needs. Otherwise, students use off-campus parking lots and either walk or shuttle to the College.

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 College campus. The College posts available housing notices.

Students who are dually enrolled in liberal education courses at UWGB may reside in the University Residence halls or apartments on the UWGB campus.

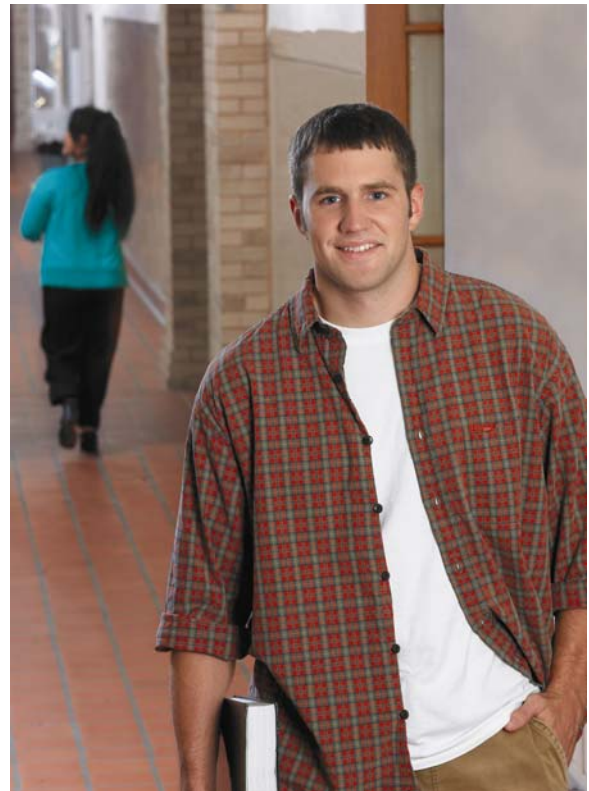
Health Services

Upon acceptance to Bellin College, the student's pre-entrance physical and health records will be reviewed by a health nurse from the Bellin Health System Employee Health Office. If further assessment is necessary or a health problem exists, a physical may be done by the staff physician. A health nurse will monitor this process and provide follow-up on these individuals and is available for consultation.

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

All students are required to be enrolled in a health insurance plan. Costs of hospitalization or physician care beyond those covered by insurance are the responsibility of the student and the student's family.

Bellin College students who are dually-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.



Educational Facilities

Bellin College of Nursing administrative offices, classrooms, and Learning Resource Center are located in the 725 S. Webster Medical Building and on the 5th floor at Bellin Hospital.

The Learning Resource Center includes two skills practice laboratories, a computer lab, an assessment room, a viewing room, and practice areas.

Library Resources

Students utilize the Meredith B. and John M. Rose Health Sciences Library located on the first floor of the College building. 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 over 3,000 videos.

Students also have access to the University of Wisconsin-Green Bay Library. The Library has a total of 280,000 books and bound periodicals, and maintains current subscriptions to 1,400 scholarly journals, magazines and newspapers.

Food Service

Students utilize cafeteria services available at the Bellin Hospital or St. Vincent Hospital. Students receive a discount at the Bellin Hospital cafeteria. 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.

Fitness Center

Bellin College students are eligible for membership at Bellin Health Connection. Students receive membership at a prorated 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. If the student is dually enrolled at BCON and UWGB, they are eligible to use the Phoenix Sports Center. For BCON students who are not also students at UWGB, community membership is available.

Safety and Security

The College is committed the safety and security of all students and personnel. Campus safety and security is a shared responsibility between the College and its campus community members. Bellin Health System provides primary security services for the campus and is available 24/7. Annual security reports to date show zero criminal incidents.

Student Organizations

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

- **Student Senate:** All students are members of Bellin College's 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. Student representatives are also elected to be on College committees related to curriculum and student services.
- **Bellin Student Nurses' Association (BSNA):** All students are encouraged to become members of the Bellin Student Nurses' Association (BSNA). Activities are primarily directed toward professional development, community involvement, participation in state and national conventions and National Student Nurses Week. The organization has been recognized at local, state and national levels for their community work related to cancer prevention.
- **Ambassador Club:** The Ambassador Club is a select group of students who work with Student Services, the Admissions Department, Development

Department and the Office of the President in promoting the College.

Ambassador candidates may apply in fall. Those selected receive a stipend for services that is applied to tuition.

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 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.

Student Services Policies

Student Behavior

Each 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 Policy and Procedure Manual.

Academic Dishonesty

Academic dishonesty is defined as active or passive participation in giving or taking information from an unacknowledged source.
(see Student handbook)

Drug and Alcohol

Violation of federal, state or local laws related to drugs and alcohol may be subject to disciplinary action up to and including termination from the College. The College cooperates with civil authorities in the enforcement of local, state, and federal laws.

Harassment Policy

The College does not tolerate or condone any form of discrimination including sexual harassment.

Family Educational Rights and Privacy Act (FERPA)

Under the Family Rights of Privacy Act of 1974 (FERPA), all students have a right to inspect and review most of their educational records maintained by Bellin College of Nursing once they are enrolled. Records accumulated prior to enrollment (admission records) are not covered under FERPA. Under most circumstances, no personally identifiable data regarding grades or professional appraisal will be released to a third party without the written consent of the student.

Bellin College of Nursing had defined the following as directory information:

1. Name
2. Addresses
3. E-mail Address
4. Telephone numbers
5. Date of Birth
6. Confidential recommendations to which the student has in their records prior to January 1, 1975
7. Dates of Attendance year in college and enrollment status (e.g. FT, PT)
8. Academic honors
9. Previous institutions attended
10. Participation in officially recognized activities
11. Photograph

Students may challenge information in their records which they believe to be inaccurate, misleading, or inappropriate. The College implements all provisions of (FERPA) as amended.

Student Responsibility for Reporting Grades

Enrolled students are required to submit proof of completion of Bellin College required liberal education courses at the completion of each semester and

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

Transcripts

All requests for transcripts must be in writing. There is a fee for each transcript request (official or unofficial). Official transcripts bear the College seal and signature of the Registrar, and are generally sent directly to a third party upon the student's request.

Official transcripts that are given directly to the student are so noted on the transcript and placed in a sealed envelope stamped with a statement that these transcripts are no longer considered official if the seal is broken. Unofficial transcripts do not have the College seal or the Registrar's signature.

Transcripts are not released to students or graduates with "holds" (delinquent accounts, etc.) on their records.

Withdrawal Policy

Students withdrawing from the College must complete a Withdrawal Form. The date of receipt of the Withdrawal Form by the Registrar is the official withdrawal date for academic and financial purposes. Withdrawing students must

confer with their Academic Advisor, Director of Financial Aid, and Bursar to assure that all necessary procedures and paperwork are completed to meet institutional, state and federal requirements.

Grievance Procedure

Bellin College of Nursing has a Student Bill of Rights and Grievance Procedure. Students who feel that their rights have been violated should contact the Vice President of Student Services.

Complaint Procedure

A complaint policy is in place to assist students with the resolution of various academic and non-academic complaints not addressed in other policies or procedures. Utilizing this procedure, the College seeks to help students resolve problems at the lowest possible organizational level. Students should follow the procedure outlined in the student Handbook by registering the complaint with the faculty or staff member involved with the situation.

Probation

A student may be placed on academic or disciplinary probation. Students being placed on probation are notified in writing of their probationary status. Students receiving any type of probationary status will be required to sign a formal written contract which provides written evidence of present status, required remedial action, expected outcomes, and consequences. Contracts are issued by the appropriate administrator. The contract is sent to the Registrar and becomes part of the student's official file.

Probation is a period of not less than one year in which the student is

expected to fulfill standards of academic achievement, performance, and behavior commensurate with College policy.

Academic Probation

A student is placed on Academic Probation when failing to meet the appropriate course/grade or clinical requirements and must sign a written contract with the Program Director. Students are placed on probation for not less than one year. A satisfactory grade must be achieved in a failed course, or appropriate terms of clinical must be met according to the signed contract. A student who does not achieve a satisfactory grade in a failed course or meet the requirements of the contract is subject to termination from the program.

Classroom/lab/clinical monitoring: A student, who is not making satisfactory progress toward classroom, lab, and clinical outcomes, will be placed on strict monitoring during the course. The student will be given written directions via a contract for remedial work and required expectations as determined by the faculty and Program Director. Failure in a lab or clinical portion of a nursing class will result in probation and may preclude enrollment in another nursing course with a lab or clinical component until the course is successfully repeated. The College reserves the right to immediately terminate any student from the program when that student's health, performance, and/or behavior jeopardize the safety of patients, other students, or College personnel.

Disciplinary Probation

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

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

1. Unethical professional conduct as defined in the American Nurses Association (ANA) Code for Nurses and the State Board of Nursing Rules of Conduct.
2. Illegal administration, supply, use, or procurement of drugs other than in the course of legitimate practice or as otherwise prohibited by law.
3. Persistent negative responses toward constructive criticism by the faculty or others concerned with the student's progress and development.
4. Academic dishonesty.

During the period of disciplinary probation, a student will be required to demonstrate evidence of remedial action and expected performance to be allowed to remain in the program. Satisfactory achievement during that period of time returns the student to good standing. Failure to fulfill expected outcomes will result in termination from the program. A student on probation who does not achieve satisfactorily is covered by the same policies relating to termination as any other enrolled student.

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

Termination from the Program

The following situations result in an automatic dismissal from the program:

1. Failure to resolve unsatisfactory academic progress after one year of probation.
2. Failure to complete the degree during the specific time frame (6 years for BSN, 8 years for MSN)
3. Receipt of an incomplete in more than two grading periods.
4. Failure to resolve behaviors identified under disciplinary problems.
5. Failure to fulfill probation requirements via breach of contract.
6. The College reserves the right to terminate any student from the program when that student's health, performance, and/or behavior jeopardize the safety of patients, other students, or College personnel.
7. Failure to provide accurate information on the admission application.

Appeal of Termination

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

Readmission after Termination Policy

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

Inclement Weather/Class Cancellations

When weather conditions in Green Bay warrant, the College will cancel classes, labs, and clinicals. Information about the closing will be available by 5:00 a.m. for day nursing classes, labs, and clinical, and 1:00 p.m. for evening nursing classes, labs, and clinicals (**920-433-7805**.) When the College is totally closed (all course and extracurricular activities have been canceled) due to weather, it will be announced on the local radio stations:

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

and also the following TV stations:

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

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



Undergraduate Program Overview



Baccalaureate Program Outcomes

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

- Skill in the area of critical thinking.
- A philosophy that encompasses commitment to learning, futuristic planning and the development of the profession and global society.
- The synthesis of liberal education and nursing knowledge to provide the basis for professional practice.
- Effective communication.
- The integration of the professional roles in the care of individuals, families and groups.
- The application of wellness principles in the promotion of personal, professional, and client wellness.
- Caring behaviors in nursing practice.

Baccalaureate 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.

A student admitted to an academic plan option will remain in that plan until graduation. Each plan is described further on the following pages.

Course/Credit Requirements

The Bachelor of Science in Nursing (B.S.N.) degree requires a minimum of 129 credits for graduation, 65 in liberal education and 64 in nursing.

	Credits
Nursing.....	64
Liberal Education Requirements	
• Principles of Biology	4
• General Chemistry.....	5
• Anatomy and Physiology	5
• Microbiology	4
• Sociology/Anthropology.....	3
• Human Development (Introduction).....	3
• Psychology (Introduction)	3
• Statistics	4
• Human Diversity	3
• Communication (Speech and Writing)	6
• Ethics/Philosophy	3
• Business.....	3
Liberal Education Electives	
• Upper Division (300/400) Elective	3
• Humanities Elective	6
• Social Science Elective	3
• General Electives	7
TOTAL	129

- All of the required liberal education coursework may be taken through the University of Wisconsin-Green Bay (UWGB).
- 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 (WMPT) 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.
- Students who elect to take liberal education coursework at a college or university other than the University of Wisconsin-Green Bay must contact Bellin College of Nursing for guidance.

Completion of a Minor

Bellin College of Nursing does not offer courses leading to a minor.

Academic Plans

- Curriculum is subject to change.
- Freshman and Sophomore courses are offered sequentially as listed.
- Most Junior and Senior nursing courses are offered both semesters.
- Courses with the prefix NUR are Bellin College nursing courses; all other course numbers reflect liberal education course numbers and course credits at University of Wisconsin-Green Bay.
- Each course is graded in its entirety. A student must be successful in all course components (i.e. class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.

Plan Key:

- Refer to liberal education course options available through academic advising.

- A 1-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 based upon course offerings. Consult academic advising for 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 1 additional general elective credit to fulfill the total number of credits required for graduation.
- A 4-5 credit General Chemistry course is required. Those students taking a 4 credit General Chemistry course will need to take 1 additional science credit to fulfill the total number of credits required for graduation.

Traditional Option: Academic Plan

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

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	3 cr
NUR-103	Professional Foundations	1 cr
		<hr/>
		16 cr

SEMSTER II

Elective (General)	3 cr		
Hum Biol 204	Anatomy and Physiology	5 cr	
Hum Dev 210	Intro Human Development	3 cr	
		Writing Requirement*	3 cr
NUR-104	Fundamentals of Nursing Care I	2 cr	
		<hr/>	
		16 cr	

Sophomore Year

SEMESTER I

Biology 302	Microbiology	4 cr
	Communication/Speech	3 cr
NUR-200	Nutrition for Nursing**	1 cr
NUR-203	Pathophysiology I	2 cr
NUR-202	Health Assessment	3 cr
NUR-207	Fundamentals of Nursing Care II	3 cr
		<hr/>
		16 cr

SEMSTER II

Elective (General)	4 cr		
		Human Diversity Requirement*	3 cr
Comm Sci 205	Statistics ⁺	4 cr	
NUR-204	Pathophysiology II	2 cr	
NUR-205	Pharmacology	3 cr	
NUR-208	Nursing Care Practicum	2 cr	
		<hr/>	
		18 cr	

Junior Year

SEMESTER I

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

SEMSTER II

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



Senior Year

SEMESTER I

	Elective (Humanity)	3 cr
NUR-Exx	Nursing Elective**	1 cr
NUR-400	Pediatric Nursing	3 cr
NUR-401	Nursing Leadership & Management	4 cr
NUR-402	Advanced Concepts in the Nursing Care of Adults	4.5 cr
		<u>15.5 cr</u>

SEMSTER II

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

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

Sophomore Transfer Option

A three-year and summer session academic plan of study for those with a minimum of 29 prior liberal education credits as follows.

Bellin College Required Liberal Education 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
Total.....	29 credits

Summer Session

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

Sophomore Year

SEMESTER I

SEMSTER II

Biology 302	Microbiology	4 cr		Elective (General)	4 cr
	Communication/Speech	3 cr		Human Diversity Requirement*	3 cr
NUR-200	Nutrition for Nursing**	1 cr	Comm Sci 205	Statistics ⁺	4 cr
NUR-202	Health Assessment	3 cr	NUR-204	Pathophysiology II	2 cr
NUR-203	Pathophysiology	2 cr	NUR-205	Pharmacology	3 cr
NUR-207	Fundamentals of Nursing Care II	3 cr	NUR-208	Nursing Care Practicum	2 cr
		<hr/> 16 cr			<hr/> 18 cr

Junior Year

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

Senior Year

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

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

Accelerated Transfer Option

A two-year or less academic plan of study is offered for those with prior liberal education credits and/or a prior degree. Sixty-five (65) Bellin College liberal education credits (listed below) are a prerequisite to enrollment in this option.

Bellin College Required Liberal Education Credits:

Principles of Biology	4 credits
General Chemistry.....	5 credits
Anatomy & Physiology.....	5 credits
Microbiology	4 credits
Sociology/Anthropology Req	3 credits
Intro 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:

7 General	
6 Humanities	
3 Social Science	
3 Upper Division	
.....	minimum 19 credits

Total **65 credits**

SEMESTER I

NUR-103	Professional Foundations	1 cr
NUR-104	Fundamentals of Nursing Care I	2 cr
NUR-200	Nutrition for Nursing**	1 cr
NUR-202	Health Assessment	3 cr
NUR-203	Pathophysiology I	2 cr
NUR-204	Pathophysiology II	2 cr
NUR-205	Pharmacology	3 cr
NUR-207	Fundamentals of Nursing Care II	3 cr
		<hr/>
		17 cr

SEMSTER II

NUR-208	Nursing Care Practicum	2 cr
NUR-302	Nursing Care of Adults I	5.5 cr
NUR-305	Maternity & Women's Health Care	4 cr
NUR-307	Introduction to Nursing Research	2 cr
		<hr/>
		13.5 cr

SUMMER SESSION

NUR-306	Community Health Nursing: Family Focused Care	3 cr
		<hr/>
		3 cr

SEMESTER 3

NUR-303	Nursing Care of Adults II	5 cr
NUR-404	Gerontological Nursing Care	3 cr
NUR-405	Psychosocial Nursing	3 cr
NUR-406	Community Health Nursing: Population Focused Care	5 cr
		<hr/>
		16 cr

SEMSTER 4

NUR-Exx	Nursing Elective**	1 cr
NUR-400	Pediatric Nursing	3 cr
NUR-401	Nursing Leadership & Management	4 cr
NUR-402	Advanced Concepts of Nursing Care of Adults	4.5 cr
NUR-403	Professional Practice Issues	2 cr
		<hr/>
		14.5 cr

Nursing credits	64 cr
Liberal education credits	65 cr
Total required credits	129 cr

Military Science Program Reserve Officer Training Corps (ROTC) Program

Students interested in the Military Science Program should contact the Admissions Department for additional information.

Military science is concerned primarily with developing leadership competence for success in civilian and military occupations. Students who want to develop these skills pursue studies in military science, in addition to the nursing major.

Federal law and regulations permit Bellin College of Nursing graduates participating in the program to be commissioned as nurse officers pending successful completion of the NCLEX-RN™ exam.

Students register for these courses at University of Wisconsin-Green Bay (UWGB) and classes are taught at St. Norbert College. The military science courses (MILS) consist of a core curriculum of military skills and professional knowledge integrated in both basic and advanced courses.

These courses support the educational goals by emphasizing personal depth and developing qualities necessary for leadership in civilian occupations as well as providing college-trained officers for the United States Army, Army Reserve, and Army National Guard.

A total of 20 credits are taken by students enrolled in the ROTC program in the area of MILS. Additionally, the ROTC student is required to take a 3-credit course of United States History.

Upon completion of the ROTC program, Bellin College of Nursing students will have completed the following liberal education credits:

- 7 credits, general electives
- 6 credits, humanities electives
- 3 credits, social science electives
- 3 credits, upper division electives
- 3 credits, business requirement.

An outline of the MILS courses and a brief description of how they support the liberal education course requirements of the undergraduate nursing program follows the listing of undergraduate courses.



Undergraduate Courses

Undergraduate Nursing Elective Courses

Nursing courses are taught by the faculty of Bellin College of Nursing. Nursing courses have classroom, laboratory and/or clinical 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 both acute care and long-term facilities, educational institutions, public health agencies, community agencies, childcare centers, industrial health programs, and other settings which will help the student meet specific course outcomes.

NUR-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. Prerequisite: None.

NUR-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. Prerequisite: NUR-103 or consent of faculty.

NUR-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. Prerequisite: None.

NUR-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. Prerequisite: Sophomore standing in nursing, Anatomy and Physiology, Introduction to Human Development.

NUR-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. PREREQUISTE Sophomore standing in nursing, Biology, General Chemistry, Anatomy and Physiology; Microbiology prerequisite or concurrent.

NUR-204: Pathophysiology II

2 Credits

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

NUR-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. Prerequisite: General Chemistry, Biology, Anatomy and Physiology, Microbiology, Introduction to Human Development, and NUR-200. May be concurrent with NUR-202, -204, -207 and -208; or consent of faculty.

NUR-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. Prerequisite: NUR-103, -104, Anatomy & Physiology; Microbiology prerequisite or concurrent.

NUR-208: Nursing Care Practicum (Pass/Fail)

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. Prerequisite: NUR-200, -202, -203, -204, -205 and -207 prerequisite or concurrent. This course is taught on a pass/fail grading system.

NUR-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. Prerequisite: All previously required support courses; junior standing in nursing or consent of faculty.

NUR-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. Prerequisite: All previously required support courses; junior standing in nursing or consent of faculty.

NUR-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. Prerequisite: All previously required support courses; junior standing in nursing or consent of faculty.

NUR-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. Prerequisite: All previously required support courses; junior standing in nursing or consent of faculty.

NUR-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. Prerequisite: All previously required support courses; junior standing in nursing or consent of faculty. Statistics prerequisite or concurrent.

NUR-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. Prerequisite: All previously required support courses, senior standing in nursing or consent of faculty.

NUR-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. Prerequisite: All previously required support courses; Business course prior or concurrent; senior standing in nursing or consent of faculty.

NUR-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. Prerequisite: All previously required support courses; senior standing in nursing or consent of faculty.

NUR-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. Prerequisite: Senior standing in nursing.

NUR-404: Gerontological Nursing Care

3 Credits (2 classroom, 1 clinical)

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

NUR-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. Prerequisite: All previously required support courses; senior standing in nursing or consent of faculty.

NUR-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. Prerequisite: All previously required support courses; senior standing in nursing or consent of faculty.

NUR-190, 290, 390, 490: Independent Study

1-4 Credits

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.

Undergraduate Nursing Courses

The nursing elective courses offered each academic year will vary. Information related to electives is available through academic advising.

NUR-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. Prerequisite: Completion of freshman nursing courses with required support courses or consent of faculty.

NUR-E23: Transcultural Nursing: Hispanic Population

1 Credit

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

NUR-E28: Integrative Therapies

1 Credit

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

NUR-E31: Basic Electrocardiogram Interpretation and Related Nursing Implications

1.5 Credits (1 classroom, .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. Prerequisite: NUR-203 and NUR-204 or consent of faculty.

NUR-E35: Nursing Informatics

1 Credit

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

NUR-E37: Genetics in Nursing Practice

1 Credit

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

NUR-E41: Advanced Cardiac Course

1 Credit

This course enables students to develop the theoretical basis for the management of acute cardiac clients and their families. Students will enhance their knowledge of valvular heart disease, aortic and ventricular aneurysms, aortic dissection, acute coronary syndrome, cardiac trauma and pericardial disease. In addition to the pathophysiology, each clinical condition will be addressed through the nursing process. The latest medical and surgical treatment options currently used or under investigation will be addressed. Prerequisite: NUR 204, 205, 303; All previously required nursing and support courses or consent of faculty.

MILS 101: Leadership and Military Science I (General Elective)

Fundamentals of military skills. Customs and traditions of the military and history of ROTC. Leadership Laboratory required.

MILS 102: Leadership & Military Science II (General Elective)

Orientation and career opportunities. Instruction of military management system, organization and development in land navigation. Leadership Laboratory required.

MILS 201: Basic Leadership and Management I (General Elective or Business Req.)

Military skills, first aid, communications, leadership skills, group dynamics, and decision making. Leadership Laboratory required.

MILS 202: Basic Leadership and Management II (Social Science or Political Science Elective)

Fundamentals of map reading; tactical training; military drill and ceremonies. Leadership laboratory.

MILS 301: Advanced Leadership and Management I (Social Science or Political Science Elective)

Principles and techniques of leadership and Management. Factors effecting behaviors. Introduction to basics of military justice and supply management. Leadership laboratory.

MILS 302: Advanced Leadership and Management II (Business Requirement or Upper Division Elective)

Leadership in principles of command and control, leadership techniques, and communication systems.

MIL 401: Applied Leadership and Management I (Business Requirement or Upper Division Elective)

Organization and introduction staff management, staff planning, decision making. Introduction and study of ethics and military profession. Leadership laboratory.

MILS 402: Applied Leadership and Management II (Upper Division Elective)

Military law and administration, organization leadership, military protocol. Social environment to exercise military tactical training and social courtesies. Leadership laboratory.

History 403 (Humanities Elective)

Political and social history of the modern United States.



Graduate Program Overview

Graduate Program Outcomes

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

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



Bellin College of Nursing Sample Curriculum Plan

Master of Science in Nursing Administrator and Educator Tracks

YEAR ONE

Semester I, Term I

NUR-610 Theories of Nursing & Leadership	3 cr
NUR-634 Health Systems Policy & Organization.....	3 cr

Semester I, Term II

NUR-660 Research for Advanced Role Specialization.....	3 cr
9 cr	

Semester II, Term I

NUR-622 Professional Role Development.....	2 cr
NUR-646 Health, Politics and the World	3 cr
NUR-675 Graduate Seminar.....	1 cr

Semester II, Term II

NUR-799 Leadership Integration Project	1 cr
Elective	3 cr
10 cr	

YEAR TWO: Administrator

Semester I, Term I

NUR-710 Administrative Leadership.....	2 cr
NUR-712 Organizational Development.....	3 cr

Semester I, Term II

NUR-716 Administrator Practicum I.....	3 cr
NUR-799 Leadership Integration Project.....	1 cr
9 cr	

YEAR TWO: Educator

Semester I, Term I

NUR-720 Theories of Education	2 cr
NUR-722 Curriculum and Instruction	3 cr

Semester I, Term II

NUR-726 Educator Practicum I.....	3 cr
NUR-799 Leadership Integration Project	1 cr
9 cr	

YEAR TWO: Administrator

Semester II, Term I

NUR-714 Resource Management.....	3 cr
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Semester II, Term II

NUR-718 Administrator Practicum II.....	3 cr
NUR-799 Leadership Integration Project	1 cr
Elective	3 cr
10 cr	

YEAR TWO: Educator

Semester II, Term I

NUR-724 Assessment and Evaluation	3 cr
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Semester II, Term II

NUR-727 Educator Practicum II.....	3 cr
NUR-799 Leadership Integration Project	1 cr
Elective	3 cr
10 cr	

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

Prerequisites:

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

Graduate Nursing Courses

NUR-580: Advanced Pathophysiology

3 Credits

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

NUR-610: Theories of Nursing and Leadership

3 Credits

This course examines theory as the basis for advanced role specialization. Nursing and leadership theories and their interrelationship are examined with emphasis on evaluation and utilization. Selected concepts, including change, critical thinking, empowerment, and motivation will be applied to advanced nursing roles.

NUR-622: Professional Role Development

2 Credits

Professional role development in nursing as influenced by cultural, economic, political, and social forces is analyzed. Issues that develop in the changing health care environment are examined in relation to ethical and legal parameters of advanced role specialty practice.

NUR-634: Health Systems Policy and Organization

3 Credits

Multidisciplinary systems are analyzed in relation to policy and organizational structure, function, and governance. The concepts of organizational culture and change, case management system development, integrated health care systems, and labor/resource modes are examined as they affect the advanced role specialization in education and administration.

NUR-646: Health, Politics and the World

3 Credits

Nursing leadership roles involving regional, national, and global health care are examined within a health promotion/disease prevention perspective. Examines nursing leadership responsibilities in shaping health policy, developing programs and services, being responsive to intercultural and world communities, and in envisioning the future of health care systems.

NUR-660: Research for Advanced Role Specialization

3 Credits

The primary focus of this course is the development of knowledge and skills to disseminate research and other scholarly activities. Specific emphases are: research methods, critique of projects and studies for scientific merit, interpretation and dissemination of findings, and application to an advanced specialization role.

Prerequisite: Research course (undergraduate nursing), Statistics course (undergraduate)

NUR-675: Graduate Seminar

1 Credit

The Graduate Seminar familiarizes the student with the College's expectations for graduate students and the concept and process of scholarship. Through a combination of assigned readings, guest speakers, and discussion, students will have an opportunity to identify, examine, and explore the theoretical and applied realities of advanced role specialization.

NUR-710: Administrative Leadership

2 Credits

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

(Prerequisite: Nine credits from MSN core courses including NUR 610 and NUR 660.)

NUR-712: Organizational Development

3 Credits

This course is designed to assist the learner in exploring and defining organizational development from both a personal and institutional perspective. Specific emphasis will be placed on an exploration of the theoretical basis of organizational development, with additional focus placed on the exploration of the organization as a complex, adaptive system. Problem identification and analysis, exploration of change strategies and conflict management principles, and an evaluation of work environment and performance management issues will also be examined.

NUR-714: Resource Management

3 Credits

The focus of this course is on resource management in the support of organizational goals. Issues of economy and efficiency are discussed in relationship to organization systems including information exchange, fiscal accountability, and human resource development. Principles of management and current business trends are discussed in the context of health care delivery and outcomes. (Prerequisite: Nine credits from MSN core courses including NUR 610 and NUR 660.)

NUR-716: Administrator Practicum I

3 Credits

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

NUR-718: Administrator Practicum II

3 Credits

The focus of this course is the application of nursing, leadership, and management theory in health care and other practice settings where Advanced Practice Nurses have an administrative role. The student will participate in evaluating programs, processes and services appropriate to their selected setting. The Leadership Portfolio initiated in Practicum I will be enhanced and finalized in this Practicum. A seminar component will challenge the student to reflect and synthesize practicum experiences. (Prerequisite: NUR 716)

NUR-720: Theories of Education

2 Credits

Students examine a variety of theories of education. Major learning theories, including cognitive, humanistic, and developmental perspectives are applied to diverse groups. The interaction of cognition, emotion, and motivation are explored as the student develops a personal theory of learning. (Prerequisite: Nine credits from MSN core courses including NUR 610 and NUR 660.)

NUR-722: Curriculum and Instruction

3 Credits

This course focuses on the principles and processes of curriculum, course development and instructional methodologies. Emphasis is placed on cultural competence and learner-centered environments as students develop and implement curriculum and instruction to diverse learners. (Prerequisite: Nine credits from MSN core courses including NUR 610 and NUR 660.)

NUR-724: Assessment and Evaluation

3 Credits

The role of the educator in the documentation of learning outcomes is the core of this course. The assessment and evaluation of student learning and of program effectiveness will be discussed in relationship to established outcomes. Learning experiences will include test item development, competency assessment, as well as innovative strategies to evaluate the overall curriculum or educational program. (Prerequisite: Nine credits from MSN core courses including NUR 610 and NUR 660.)

NUR-726: Educator Practicum I

3 Credits

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

NUR-728: Educator Practicum II

3 Credits

The focus of this course is the application of nursing, leadership and educational theory in educational settings that focus on individuals and groups of learners. The student will participate in curriculum delivery and evaluation strategies. The teaching portfolio initiated in Practicum I will be enhanced to demonstrate the scholarship of teaching. A seminar component will challenge the student to reflect and synthesize practicum experiences. (Prerequisite: NUR 726.)

Leadership Integration Project

1-3 Credits

The Leadership Integration Project (LIP) is the final evidence for meeting the graduate program outcomes. An integration of knowledge and experience from coursework and practica are applied to this Project as a demonstration of the advanced nursing role and nursing scholarship. Students will work with their individual graduate program advisor throughout the entire process. The three credits may be taken individually, or in combination, as long as the student meets the required outcome for each credit assigned. (Prerequisite: NUR 660 Research for Advanced Role Specialization)

Project Outcomes:**NUR 797 First (1) Credit:**

The evidence for successful completion of the first credit is written documentation of all planning elements of the Project. This is to include, but not be limited to the problem statement; hypothesis, question or specific aim; theoretical framework or perspective; needs assessment or review of the literature, proposed methods, and appropriate completion of required project review processes (institutional review).

NUR 798 Second (1) Credit:

The evidence for successful completion of the second credit is completion of the implementation phase of the Project. This evidence may be a written chapter on project analysis and results or evaluation; a product/service or program that is ready to be marketed or shared; or other evidence that the project has met all the requirements of a scholarly project. (Prerequisite: NUR 797)

NUR 799 Third (1) Credit:

The evidence for successful completion of the third credit is dissemination of the Project findings. All students will be required to do a scholarly presentation of their Project. This includes, but is not limited to a poster presentation, development of an article for publication, or development of a professional presentation. For students doing a thesis as a Project, an oral defense with their Advisor, the Graduate Program Director and one other graduate faculty person will also be required. (Prerequisite: NUR 797 and NUR 798)

Electives Policy

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

Graduation Requirements

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

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

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

Health Requirement

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

Background Check

Students must have a background check completed in the semester prior to entering the nursing practicum courses.



*Academic/Graduation
Information*

Academic/Graduation Information

Academic Calendar

Undergraduate: Semesters

Fall: August/September- December

Spring: January-May

Summer Session: June-July

Graduate: Eight (8)-Week Terms

Fall: Term I, August/September-October;

Term II, November-December

Spring:

Term III, January-March; Term IV, March-May

Summer: Term V, June-July

Achievement

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

1. A grade point average of 2.0, or above, is required each semester, term, or summer session.

and

2. A grade of C, or above, must be attained in each nursing, required liberal and elective courses necessary to fulfill graduation requirements.

Attendance Policy

Students are expected to attend class. **Attendance in lab and clinical in addition to all course examinations is required.** Some courses require class attendance as a condition of passing the course. Student attendance records are maintained for the purpose of work references and some financial aid programs.

Clinical Anecdotal 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 student's clinical progression towards meeting course outcomes. A final written clinical assessment will be placed in the student's assessment file.

Curriculum Progression

A student must complete the prerequisites for each course prior to enrollment in subsequent courses. Prerequisites include academic and clinical educational outcomes as well as successfully completing the related student academic achievement assessment requirements.

The Assessment of Student Academic Achievement Plan is a program that provides integral data for student growth and for curricular decisions. The Assessment Plan determines student competency in specific content and practice areas. All testing and remediation required as part of the Assessment plan must be completed prior to progression into subsequent courses.

Lab and Clinical Achievement

Safe practice is considered the minimum criterion for lab and clinical achievement. Achievement is documented as PASS (P) or FAIL (FL)

through faculty evaluation of student performance compared with pre-established outcomes.

Satisfactory performance in lab is required for progression into clinical. A student who receives a failing grade for skills lab testing may repeat the test one time only. A fee of \$100 is charged for the re-test.

A student who receives a clinical FAILURE may complete the classroom portion of that course. A student who receives a clinical FAILURE 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.

A student cannot graduate with a terminal clinical FAILED EVALUATION.

Performance Notification

Nursing Courses: Performance Notifications are given to students to provide a notice of academic, clinical/lab, or professional performance issues. This allows for student consultation with appropriate College personnel to determine steps for success.

Liberal Education Courses: A student experiencing academic difficulty within liberal education courses are encouraged to contact the liberal education campus for tutoring services and to consult with the course faculty or other personnel for assistance.

Graduation Requirements

Program Completion Requirements

Undergraduate students must successfully complete all curriculum requirements no later than six years after initial entrance into the program or after completion of the first undergraduate nursing course.

Graduate students must successfully complete all coursework no later than eight years after initial entrance into the program or after completion of the first graduate-level course.

Residency Requirement

Undergraduate: A minimum of 44 credits in nursing, 30 in the upper division, must be earned at Bellin College of Nursing.

Graduate: A minimum of 29 credits in nursing must be earned at Bellin College of Nursing.

Undergraduate

A Bachelor of Science in Nursing degree is awarded to a student who has

1. Completed a minimum of 129 credits including 65 in liberal education and 64 in nursing
2. Achieved a cumulative GPA of 2.0 or higher;
3. Completed all required courses with a grade of C or higher;
4. Fulfilled the student assessment requirements

Licensing Examination

A graduate of the baccalaureate program is eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN™), under the jurisdiction of the respective Board of Nursing in the state in which the graduate intends to become licensed. The College assists the students in the preparation and application process.

Graduate

A Master of Science in Nursing degree is awarded to a student who has

1. Completed a minimum of 38 credits;
2. Achieved a cumulative GPA of 3.0 or higher;
3. Completed all courses with a grade of C or higher;
4. Successfully completed the Leadership Integration Project; and fulfilled the student assessment requirements.





Grading Policy

The following 4.0 grading system is used to determine course achievement:

	Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent	Description
	A	4 points	93-100	Excellent
	AB	3.5 points	90-92	Very Good
	B	3 points	85-89	Good
	BC	2.5 points	82-84	Above Average
BCON MINIMUM PROGRESSION REQUIREMENT	C	2.0 points	77-81	Average
	D	1 point	70-76	Below Average
	F	0 point	below 70	Failure

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

Grades without Associated Grade Points

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

Definitions

Student Class Standing, Undergraduate/Four Year Traditional --

- Freshman: A student enrolled in 100 level nursing courses
- Sophomore: A student enrolled in 200 level nursing courses
- Junior: A student enrolled in 300 level nursing courses
- Senior: A student enrolled in any of the 400 numbered nursing courses

Student Class Standing, Undergraduate Accelerated Option --

- Semester 1: Freshman/ Sophomore taking 100 and 200-level nursing courses
- Semester 2: Junior taking 200-level nursing courses
- Summer: Junior taking 200-level nursing courses
- Semester 3: Junior/Senior taking 300 and 400-level nursing courses
- Semester 4: Senior taking 400 level nursing courses

Audit Enrollment – If space permits and pre-requisites are met, a student may audit a course. Auditors do not receive a grade or degree credit for audited courses.

Credit – A quantitative unit used to measure effort devoted to reading, discussion, lecture, lab and clinical activities associated with the learning process.

Credit Equivalence Values --

..... Classroom	1 credit = 15 hours per semester (1 hour = 55 minutes class time) Final Exam Days follow completion of the semester
..... Laboratory	1 credit = 45 hours per semester (1 hour = 60 minutes laboratory time)
..... Clinical	1 credit = 45 hours per semester (1 hour = 60 minutes clinical time)
..... Practicum	1 credit = 60 hours per semester (Graduate Program) 1 hour = 60 minutes clinical time

Credit Load – the total credits a student is carrying at a given time, for example, at registration, during or at the end of a semester. All credits, regardless of grading status, count toward credits for certain purposes.

Attempted or Grade Point Credits – The number of credits taken for a grade that will affect the grade point average. Some attempted credits may not count toward degree credits.

Degree Credits – those credits that count toward the 129 credits required for a bachelor's degree in nursing. Remedial course do not result in degree credits even though they may have a credit value assigned for measuring credit load for some purposes.

Completed Credits – the number of credits (excluding audit and remedial credits) for which a final grade is received. Pass/Fail credits passed, degree credits and attempted credits are included. Temporary grades of I (Incomplete) are excluded.

Audited Credits – Credits for courses in which a student chooses to enroll as an auditor. These credits are counted for fee assessment, but are of no significance for any other purposes, such as graduation requirements or grade point averages.

Pass/Fail Credits – Pass/Fail credit is a specific grading option. These credits have no effect on grade point average, but, if passed, may add to the degree credits earned.

Grade Point Average (GPA) – A numerical value derived from dividing the number of grade points earned by the number of credits attempted on a regular grade basis. The GPA is on a four-point scale. P/FL, incomplete, and audit grades and credits have no effect on grade point average. Only those course attempted at BCON are included in a student's GPA. However, transfer grades are used to compute eligibility to continue in the nursing program, and to determine satisfactory progress toward degree completion.

Cumulative Grade Point Average – grade point average for all completed terms at BCON. The Cumulative GPA is calculated by dividing the cumulative total grade points earned by the cumulative total grade point credits.

Probation – an advisory warning status assigned to a student who shows lack of academic progress as measured by unsatisfactory grades below a “C” in liberal education and/or nursing courses.

Termination – A status assigned when a student fails to meet the requirements of the contractual agreement while on probation. Terminated students are not permitted to continue enrollment at the college.

Good Standing – a status assigned when a student is making adequate academic progress and his or her cumulative grade point average is 2.0 or better.

Repeated Courses

Students may repeat a Bellin College in which they obtained a grade of C or better for the purpose of grade betterment. The repeated course grade is recorded on the transcript and is the only grade calculated into the GPA. Financial aid may be obtained for nursing courses that are repeated.

Incompletes

No more than two incompletes in nursing 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 Program Director.

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

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

Grade Appeal

A student may appeal a grade for computation or interpretive error. The student will have 10 business days from the date the grade is posted by the Office of the Registrar to file a written appeal with the appropriate program director.

Academic Achievement

A student who fails a course, i.e. failed to attain a C or better in a nursing, required liberal education or required elective course and is allowed to continue in the program on probation and may repeat the academically failed course one time only. Placement in the course is subject to space availability.

If a space is not available or the course is not offered the student may be required to withdraw from the College until the failed course can be repeated.

A student who withdraws from the College while in academic probation status will be required to submit a reentry application for admission. The student reenters on probation and remains in this status until a satisfactory grade for the failed course is achieved.

The following situations result in automatic probation:

1. Failure to maintain a 2.0 grade point average each semester and summer session in nursing courses.
2. Failure to attain a C or better in a nursing course.
3. Failure to attain a C or better in required liberal education courses.
4. Failure to attain a C or better in required liberal education electives.
5. Receipt of an unsatisfactory final clinical evaluation.
6. Failure to resolve behaviors identified under disciplinary problems.



Academic Honors

The Dean's List is composed of students who have earned a grade point average of 3.5 or better in BCON courses, are in good disciplinary standing, and carry at least 6 BCON credits.

Honors (Cum Laude)	3.5-3.74
High Honors (Magna Cum Laude)	3.75-3.89
Highest Honors (Summa Cum Laude)	3.9-4.0

Semester honors are announced following the completion of fall semester and spring semester. Semester honors are recorded each semester on the transcript.

Graduation Honors

To be eligible to graduate with honors, a student must earn a minimum of 44 credits of graded BCON coursework. Honors for May graduates announced at the commencement ceremony will be on the basis of the student's cumulative BCON grade point average recorded at the end of the preceding fall semester. Graduation honors reflected on the final transcript will be recorded on the basis of the student's entire academic history at BCON.

Commencement

Commencement occurs at the conclusion of the spring semester. Students who complete program requirements in December are invited to participate in the following spring ceremony.

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

Diplomas are issued approximately one month following the commencement ceremony.



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& Board of Trustees*

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B.S., Silver Lake College

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