



Academic Catalog 2008-2009



- Bachelor of Science in Nursing Program
- Master of Science in Nursing Program

Bellin College of Nursing
725 S. Webster Ave.
Green Bay, WI 54301
(920) 433-3560

www.bcon.edu

This catalog provides general information about the undergraduate (BSN) and graduate (MSN) programs at Bellin College of Nursing. The College Catalog summarizes information pertaining to College policies, requirements for graduation regulations, and procedures. It is not intended to establish, nor does it establish a contractual relationship.

From time to time changes occur in academic requirements, courses offered, and general policies. Students will be informed of changes through established procedures which protect the student's interest and welfare and the College's integrity.

Additional information is available online at the Bellin College of Nursing website at www.bcon.edu.

BELLIN COLLEGE OF NURSING

CATALOG

2008-2009

Table of Contents

College Profile 8

Effective Dates	8
Abbreviations	8
University Policy	8
Nondiscrimination Policy	8
Accommodations	8
About Bellin College of Nursing	8
Type of College	8
Degrees Conferred	9
Accreditation	9
Memberships	9
Affiliations.....	10
Academic Calendar	10
Board of Trustees.....	10
Students and Faculty	10
Our History	11
Mission.....	11
Nursing Philosophy	11
Values.....	12
Purpose.....	12

Campus Information 13

Counseling Services	13
Bellin Health Fitness Center.....	13
Parking/Transportation.....	13
Housing.....	13
Health Services	13
Educational Facilities.....	14
Library Resources.....	14
Food Service.....	14
Day Care.....	14
Inclement Weather/Class Cancellations.....	14
Student Organizations	15

BSN-Program Options and Admission Overview 16

BSN - Undergraduate Program Admissions	16
Enrollment as a Nursing Student.....	16

BSN Program Options	16
BSN Admissions Requirements.....	16
Admission Requirements at Liberal Education Colleges	17
Student Technology Requirements	18
Non-United States Citizens	18

BSN-Educational Qualifications & Application Procedure .. 18

Traditional Option Educational Qualifications	18
Regular Transfer Option Qualifications	19
Sophomore Transfer Educational Qualifications	19
15-Month Accelerated Transfer Educational Qualifications	20
BSN Application Procedure	20
Re-Entry Students	20

BSN-Ways to Transfer Credits 21

Credit Evaluation.....	21
General Information Regarding Requests to Transfer Credits	21
Transfer of Technical College Credit.....	22
Transfer of Nursing Credits.....	22
Transfer Admission Requirements.....	23
Residence Credit.....	23
Veteran Applicants.....	23
Advanced Placement (AP).....	24
Credit for Prior Learning.....	24
College Level Examination Program (CLEP)	24

MSN-Program Options and Admissions Overview 25

MSN - Graduate Program Admissions	25
MSN Program Overview.....	25
MSN Admission Requirements	25
Recommendations	25
Student Technology Requirements	26

MSN-Application Procedures 26

MSN - Graduate Application Procedure	26
MSN Reference/Release Form	27
MSN Applicant Goal Statement.....	27
Resume/Curriculum Vita.....	27
Graduate Interview	27
Special Student Status	27

MSN-Ways to Transfer Credit 28

Credit Evaluation.....	28
------------------------	----

Credit for Prior Learning.....	28
Transfer Credit	28
Residence Credit.....	28
Veteran Applicants.....	28
Tuition and Fees – General Information	30
Payment Methods.....	30
Payment Policy.....	30
Late Fees.....	30
Institutional Withdrawal Due to Nonpayment of Tuition and Fees	30
Tuition.....	30
Charges Prior to Enrollment at BCON.....	30
Tuition and Fees Payment Schedules	30
Tuition and Fees - Other College/University Providing Liberal Education Courses ...	31
Traditional Option/Sophomore Transfer Tuition	31
Re-Entry, 15-Month Accelerated and Graduate Tuition	31
Out-of-State Tuition.....	31
Tuition/Fees Charges Refunded	31
Accelerated Transfer Option Students and Graduate Students	32
Notification to Student.....	32
Institutional Withdrawal Date (Due to Non-Attendance).....	32
Dual Enrollment at other Colleges.....	32
Fees	32
Mandatory Fees Charged Each Semester	32
Other Fees and Expenses	33
Additional Fees.....	33
Graduation Fee.....	33
Challenge Exam Fee	33
Credit for Prior Learning Fee	33
Audit Fee.....	33
Orientation Make-up Fee	33
Lab Testing Rescheduling Fee	34
State Board Exam Fees	34
Financial Aid.....	34
Financial Aid Philosophy.....	34
General Information- BSN	34
Sources of Financial Aid	34
Grants.....	34
Loans.....	35

Other Sources of Financial Aid	35
BCON Merit Scholarship.....	35
Outside Aid	36
Endowed and Current Scholarships.....	36
Full-Time/Part-Time Status (Academic Load)	36
Financial Aid Application and Processing Information	36
Satisfactory Academic Progress for Financial Aid Recipients	37
Refund Policy	37
Return of Unearned Aid	37
Student’s Responsibility for Return of Aid	38
Repayment Agreement with BCON.....	38
Maintaining Eligibility for Financial Assistance	38
Post-Withdrawal Disbursements of Aid	39

Student Services Policies 40

Student Behavior.....	40
Drug and Alcohol	40
Safety and Security	40
Harassment Policy	40
Family Educational Rights and Privacy Act (FERPA)	40
FERPA- Procedure for Review of Records	41
Student Responsibility for Reporting Grades	42
Withdrawal Policy.....	43
Grievance Procedure	43
Complaint Procedure	43

Academic Policies 44

Academic Advising	44
Attendance Policy	44
BSN Grading Policy	44
MSN Grading Policy	45
Repeated Courses.....	45
Grade Point Average.....	45
Academic Honors.....	46
Completion of a Minor	46
Program Completion Requirements	46
Residency Requirements	46

Graduation..... 46

Graduation Requirements – BSN.....	46
Graduation Requirements – BSN (15-Month Accelerated Option).....	46
BSN Graduation Honors	47
Licensing Examination	47
MSN Graduation Requirements	47

Commencement	47
BSN - Program Options	48
<hr/>	
BSN Program Outcomes	48
BSN Program Outcomes – 15-Month Accelerated	48
BSN Curriculum Requirements.....	48
Course/Credit Requirements.....	49
Academic Plans General Information.....	49
Traditional Option: Academic Plan.....	50
Sophomore Transfer Option: Academic Plan	51
St. Norbert College Transfer Option: Academic Plan	52
15- Month Accelerated Transfer Option: Academic Plan.....	53
Military Science Program Reserve Officer Training Corps (ROTC)	54
BSN - Nursing Courses	55
BSN - Nursing Elective Courses.....	59
Undergraduate- Military Science (Transfer Courses)	60
BSN Nursing Courses – 15- Month Accelerated Option	61
MSN Program Options	63
<hr/>	
MSN Program Outcomes	63
Course/Credit Requirements.....	63
Curriculum Planning.....	63
Sample Curriculum Plan.....	64
MSN Nursing Courses.....	65
Administration.....	69

College Profile

Effective Dates

This catalog is in effect from August 15, 2008, until it is superseded by a new Bellin College of Nursing Catalog.

Abbreviations

References to Bellin College of Nursing will be listed as BCON throughout this document. Further references include University of Wisconsin–Green Bay as UWGB, St Norbert College as SNC, and Silver Lake College as SLC.

University Policy

The provisions of this catalog are not to be regarded as an irrevocable contract between a student and BCON.

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 announced via established procedures such as the college newsletters or email.

Nondiscrimination Policy

It is the policy of BCON 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, BCON 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 BCON 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 of Student Services prior to the beginning of the academic year to discuss the required documentation, his/her needs and arrange for the provision of services.

About Bellin College of Nursing

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

Type of College

BCON is an independent, accredited, coeducational, baccalaureate and masters degree granting institution.

Degrees Conferred

Bachelor of Science in Nursing (BSN)

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

Master of Science in Nursing (MSN)

- Administrator Track
- Educator Track

Accreditation

The College is accredited by the following agencies:

- 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
Phone: (800) 621-7440
<http://www.ncahigherlearningcommission.org>

Baccalaureate and Masters accreditation 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 2006-2011

- 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

Memberships

- 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
- National Association of College and University Business Officers
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Wisconsin Association of Collegiate Registrars and Admission Officers (WACRAO)

Affiliations

Collegiate: Students take the required liberal education courses at accredited 2 or 4 year institutions, such as UWGB or SNC. BCON also has agreements with Lakeland College and Silver Lake College.

Clinical/Practicum: Vast arrays of clinical sites are in place including community health, geriatrics, maternity, critical care, home health, medical, pediatrics, psychiatric, acute care and long-term care facilities, educational institutions, public health agencies, community agencies, child care centers, and industrial health programs.

Academic Calendar

Option	BSN-Undergraduate (Traditional/Transfer and Sophomore Online)	BSN-Undergraduate (15-Month Accelerated)	MSN-Graduate
Timeline	Semesters	Terms of (8) Week Blocks	Terms of (8) Week Blocks
Calendar Months	Fall: Aug/Sep-Dec Spring: Jan-May Summer: June-July	Term III (Block 1) Jan-March Term IV (Block 2) March-May Term V (Block 3) June-July Term I (Block 4) Aug-Oct Term II (Block 5) Oct-Dec Term III (Block 6) Jan-March Term IV (Block 7) March-May	Term I Aug/Sep-Oct Term II Nov-Dec Term III Jan- March Term IV March-May Term V June - July

Board of Trustees

A thirteen (13) member Board of Trustees constitutes the policy making body of the College.

Students and Faculty

In the Fall of 2007, BCON enrolled 304 students, with 259 enrolled as BSN students and 44 as students seeking an MSN degree.

Students

BSN Enrollment:	259	MSN Enrollment:	45
• Women:	239	Women:	43
• Men:	20	Men:	2
• Minority:	17	Minority:	1
• Full-time:	209	Full-time:	4
• Part-time:	50	Part-time:	41

Student/Faculty Ratio:

There is a 13:1 student/faculty ratio.

Faculty:

• Full-time:	18
• Part-time:	3
• Adjunct:	7

17% of the faculty has doctoral degrees.

Our History

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

BCON 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 BCON 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, granting a Bachelor of Science degree in nursing (BSN). In 1984, the school 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. January 2008 marked the first cohort of students entering a 15-Month Accelerated Transfer Option.

BCON'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 HLC in 2004 for the College to offer the Master of Science in Nursing (MSN) in leadership with two specialty tracks, nursing education and nursing administration.

The first MSN students enrolled in fall 2004, taking courses in a compressed scheduling format with online and traditional classroom options.

Today, BCON 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.

Construction on a new Bellin College of Nursing campus is underway. The campus will be located on the east side of Green Bay in the Village of Bellevue. The targeted move in date is the summer of 2009.

Mission

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

Nursing Philosophy

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

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

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

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

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

Campus Information

Counseling Services

Professional, personal, financial and academic counseling are available through the staff of BCON 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. Services are provided through the Bellin Psychiatric Center, or at Bellin Hospital. The EAP can be contacted at: 920-433-7483 or 1-888-433-3111.

Bellin Health Fitness Center

Bellin students are eligible for membership at Bellin Health Connection. Students receive membership at a prorated cost. If the student uses the facility at least 12 times during the month her/his cost for membership will be reimbursed. The membership permits the student to use the facility for exercise, and circuit weight training and aerobics. Educational wellness programs are also available at cost. These programs include stress reduction, weight reduction, yoga and running. Students register and pay for their membership at the Health Connection, 215 N. Webster Ave., Green Bay.

Parking/Transportation

All students are responsible for transportation to and from the BCON 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 BCON. The College posts available housing notices.

Students who are dually enrolled in liberal education courses at UWGB or SNC may explore housing options available at those campuses.

Health Services

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

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

Costs of hospitalization or physician care beyond those covered by insurance are the responsibility of the student and the student's family.

Health care/hospitalization insurance is mandatory for all BCON students. At the time of acceptance to BCON applicants will be required to identify their intended healthcare coverage.

Educational Facilities

BCON administrative offices, classrooms, and Learning Resource Center are located in the 725 S. Webster Avenue 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 use 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. The library holdings include 7,000 volumes, books, journals, newspapers, and 3,050 videos and DVDs.

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 use cafeteria services available at the Bellin Hospital or St. Vincent Hospital. Students receive a discount at the Bellin Hospital cafeteria. Vending machines are available in the BCON building. Students may also use food services available on the campus where they are taking liberal education courses.

Day Care

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

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 on 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.

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

Student Organizations

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

Student Senate

All students are members of the BCON Student Senate. The student body authority for this organization is vested in the Senate. In addition to 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 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's Club

The Ambassador's 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 is a chapter of Sigma Theta Tau International Honor Society of Nursing. It is a joint chapter sponsored by BCON and UWGB. Membership is by invitation to graduate and undergraduate students who meet standards of academic excellence and integrity.

BSN-Program Options and Admission Overview

BSN - Undergraduate Program Admissions

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

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 applicants must reapply.

Enrollment as a Nursing Student

Students are admitted to the nursing program as they are admitted to BCON. Nursing courses are taken concurrently with liberal education courses starting with the first semester of enrollment.

Nursing courses are offered at BCON. Liberal education courses are completed at accredited 2 or 4 year institutions, such as UWGB or SNC. BCON also has agreements with Lakeland College and Silver Lake College.

BSN Program Options

BCON offers multiple entry options to students. Once a student enters an option they are not allowed to change to another option.

- **Traditional Option** is designed for students who have or will have a high school diploma at the time of enrollment and have 11 or fewer transferable college credits. Traditional students begin as freshmen and complete the BSN degree in four years. Students dually enrolled in SNC and BCON follow this option.
- **Regular Transfer Option** is designed for students with 12 or more transferable college credits but do not meet the criteria for the Sophomore or Accelerated Transfer Option. Students enter the Traditional Option and complete the BSN degree in four years.
- **Sophomore Transfer Option** is designed for students who have completed all freshman required liberal education courses (29 credits). Students begin in the summer, completing two nursing courses, and continue in the fall semester as a sophomore student. Students complete the BSN degree in 3 years.
- **15-Month Accelerated Transfer Option** is designed for students who have completed the required 60 liberal education credits. Students complete their BSN in 15 months.

BSN Admissions Requirements

Requirements for admission to the Bachelor of Science in Nursing Program:

- **High School Graduate:** Applicant must be a graduate of a recognized high school or its equivalent.
- **Background Check:** In compliance with the Wisconsin Caregiver Background Check and Investigation Legislation, a background check will be completed prior to acceptance. 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. A background check approved by BCON does not guarantee successful clinical placement. Any clinical agency reserves the right to ban a student from clinical experiences based on the results of the background check.

- **Drug Screen:** A drug screening prior to entry is mandatory. Any applicant whose drug screen notes the use of illegal drugs will have their admission cancelled.
- **Health Qualifications:** Each applicant is required to have a physical examination and complete specific immunizations and testing. The general health of the applicant must be deemed adequate for meeting the program outcomes of the degree.
- **Tuberculosis Testing:** The Wisconsin Administrative Code states that all persons having direct contact with hospital patients must be assessed for the presence of active pulmonary tuberculosis. It is a requirement of all applicants to have two (2) TB test results on file before the start of the academic year. Once enrolled as a BCON student yearly screening is mandatory.
- **CPR Certification:** CPR certification specific to American Heart Association – Healthcare Provider (infant/child/adult) is required prior to entry.
- **Personal Qualifications:** The successful applicant must demonstrate motivation, initiative, self-direction, responsibility, integrity, maturity, effective communications, an interest in people and leadership potential. The applicant must provide three (3) references which address these qualifications.
- **Minimal Technical Criteria:** In compliance with the Americans with Disabilities Act, BCON 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.
- **Official Transcripts:** Official transcripts for all colleges/universities attended must be submitted as part of the application process. If courses are in-progress (IP) at the time of credit evaluation or application, official transcripts must be presented after the courses are complete. The 2.7 GPA requirement and grades of “C” or above must be met to remain a viable applicant.
- **Health Care/Hospitalization Insurance:** Health care/hospitalization insurance is mandatory for all BCON students. At the time of acceptance to BCON applicants will be required to identify their intended healthcare coverage.

In addition to the above requirements for admission see the specific requirements for the particular program options.

Admission Requirements at Liberal Education Colleges

Applicants are responsible for meeting admission requirements for any college in which liberal education courses are taken, including placement tests. All requirements must be met in full before entrance to BCON; timelines will be communicated during the admission process.

Students co-enrolled at UWGB must meet the requirements for Math and English proficiency. To determine mathematics and English competency and appropriate course placement for students, UWGB uses the Wisconsin Mathematics Placement Test (WMPT) and the English portion of the American College Testing Program or the Verbal/Critical Reading portion of the SAT I. This is a requirement for all new freshmen and all transfer and re-entry students who have not satisfactorily completed a college level course in English or Mathematics. Contact UWGB for further details.

Student Technology Requirements

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

Option 1: Office 2007 Compatibility Pack

When using a previously released version of Office, installation of the Office 2007 Compatibility Pack is necessary. *Office 2007 Compatibility Pack* allows users with older versions to view the current Office 2007 format. It is a free download from Microsoft and can be accessed with the following link. <http://office.microsoft.com/enus/products/HA101686761033.aspx>.

The compatibility pack is one way to help ensure exchange of documents between different Microsoft Office releases.

Option 2: Office 2007 Purchase

Office 2007 is available for purchase to all students for only \$10 through Information Technology Services. Computers must meet minimum requirements set by Microsoft for Office 2007 to function correctly.

Non-United States Citizens

Non US citizens are encouraged to refer to the BCON website for detailed instructions regarding the application process and requirements.

The application process encompasses: proof of immigration status, evidence of English proficiency, official transcripts evaluated by the ECE (Educational Credential Evaluators), ACT or SAT scores, Financial Support Statement and Financial Certification (if applicable), Financial Aid (FASFA) form (if applicable), Transfer Clearance Form (if applicable), three (3) References and proof of health insurance.

BSN-Educational Qualifications & Application Procedure

Traditional Option Educational Qualifications

The Traditional Option is designed for students who have or will have a high school diploma at the time of enrollment and have 11 or fewer transferable college credits. Traditional students begin in fall as freshmen students and complete the BSN degree in four years. Students dually enrolled in SNC and BCON follow this option.

- If an applicant is applying for entry directly after high school, a high school Grade Point Average of 3.25 or higher on a 4.0 grade scale is required. If out of high school and some college courses have been taken, a minimum GPA of 2.7 and no grades lower than a "C" in required liberal education courses must be met.

If an applicant is applying for entry directly after high school, American College Test (ACT) scores or Scholastic Achievement Test (SAT) scores are required. An ACT composite score of 23 or higher is required for admission. A 21 or 22 composite score may be reviewed for admission. An SAT score of 1070(Verbal + Math) is required.

- The following high school courses are required:

English - 4 Years	Biology – 1 Year
Social Science - 3 Years	Chemistry – 1 Year
Algebra - 1 Year	Advanced Science – 1 Year
Advanced Math - 2 Years	

- Official admission is contingent upon receipt of the final official high school transcript, CPR certification and completion of the health requirements by July 15 for fall enrollment.
- Applicants who are not applying directly after high school, or who are interested in the SNC/BCON agreement should contact the Admissions Office for further details regarding admission qualifications.

Regular Transfer Option Qualifications

The Regular Transfer Option is designed for students who have 12 or more transferrable college credits, but do not meet the criteria for either the Sophomore or Accelerated Transfer Option. A minimum GPA of 2.7 in transfer courses and no grade lower than a “C” in required liberal education courses must be met. Students complete required liberal education courses at accredited 2 or 4 year institutions, such as UWGB or SNC. Students enter the Traditional Option in fall and complete the BSN degree in four years.

A credit evaluation will assist in determining eligibility for this option. A BCON advisor will assist in outlining a plan to fulfill the remaining liberal education credits that are required.

Final admission is contingent upon receipt of official transcripts (for any courses in progress at the time of application), CPR certification and completion of the health requirements prior to enrollment. (Date will be communicated).

Sophomore Transfer Educational Qualifications

Applicants to the Sophomore Transfer Option must have completed the entire freshman-required liberal education courses (29 credits) and have a minimum GPA of 2.7 in transfer courses and no grade lower than a “C” in required liberal education courses. Students complete the required liberal education courses at accredited 2 or 4 year institutions, such as UWGB or SNC. Classes begin in the summer (two nursing courses), and continue in the fall semester as they join the sophomore class. Students are able to complete the program in a summer session and three years.

The following 29 credits are required:

Classes	Credits
Principals of Biology	4
General Chemistry (Must be equivalent to UWGB Chem 108)	5
Anatomy and Physiology	5
Introduction to Psychology	3
Introduction to Sociology/Cultural Anthropology	3
Introduction to Human Development (Must cover the lifespan from birth to death)	3
Writing Requirement (Must be equivalent to UWGB Expository Writing course Eng Comp 105)	3
General Elective	3

A credit evaluation will assist in determining eligibility for this option. A BCON advisor will assist in outlining a plan to fulfill the remaining liberal education credits that are required.

Official admission is contingent upon receipt of any official transcripts (if courses are in progress at the time of application), CPR certification and meeting of the health requirements prior to summer enrollment. (Date will be communicated).

15-Month Accelerated Transfer Educational Qualifications

Applicants to the 15-Month Accelerated Transfer Option must have completed 60 required liberal education courses and have a minimum GPA of 2.7 in transfer courses and no grade lower than a “C” in required liberal education courses. The 60 credits must meet a distribution of credits in the following areas: human development, statistics, business, diversity, communication/writing, science, social science, humanities, and 6 upper division credits.

The program is designed in 8-week blocks to be completed in 7 consecutive terms (15 months). Students enter in January and graduate after 15 Months of coursework in May of the following year.

A credit evaluation will assist in determining eligibility for this option.

Official admission is contingent upon receipt of any official transcripts (if courses are in progress at the time of application), CPR certification and completion of the health requirements prior to enrollment. (Date will be communicated).

BSN Application Procedure

Application packets are available from the BCON website www.bcon.edu.

To apply, submit the following:

- Bellin College of Nursing–Undergraduate BSN Admission Application
- Three Reference/Release Forms
- Non-refundable \$30 application fee payable to: Bellin College of Nursing
- Official high school transcripts including ACT scores
- Official transcript(s) of all post-secondary (e.g. college/university) institutions attended. Transcripts must be sent directly to BCON/BSN Admissions Department by the college or university to be considered official.

Personal interview:

When all application materials have been received, a personal interview will be scheduled.

Additional Application Materials Needed:

Prior to enrollment the applicant will receive an additional checklist of items that must be submitted to complete the application process.

Re-Entry Students

Students once enrolled at BCON in the undergraduate program, who wish to resume undergraduate study after an absence of a semester or more, are considered re-entry students.

Procedure for re-entry:

1. Students requesting re-entry should submit a letter (non- electronic) to the Vice President of Academic Affairs stating reasons for seeking re-admission. Supporting information such as unofficial transcripts of academic performance since withdrawal or dismissal and any change of circumstance since withdrawal or dismissal should be provided.
2. The Vice President of Academic Affairs will provide authorization to re-apply to BCON, or will decline the request for re-application.
3. Re-entry students follow the same admission steps required for all applicants to BCON. Compliance to the current policies, procedures and timelines are necessary for re-admittance. Re-entry applicants may contact the Bellin Employee Health Office to obtain a copy of their prior immunization record if available.

4. Re-entry applicants must meet a minimum GPA of 2.7 with no grade lower than a “C” in required liberal education courses. The nursing course GPA will be calculated separately and each re-entry applicant will be evaluated on an individual basis by the academic department. Official transcripts must be presented as part of the application process.
5. The date of re-admission is determined by the Vice President of Academic Affairs and is based on availability of clinical and classroom, lab, and clinical resources.
6. Students allowed to re-enter will be bound by the catalog in effect when they re-enter.

**Any student who was dismissed from BCON can re-apply one time only.

BSN-Ways to Transfer Credits

Credit Evaluation

Applicants who have earned post-high school credits will receive a BCON credit evaluation to indicate what courses and credits are accepted as transferrable to fulfill BCON liberal education 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.

Applicants can request an Unofficial or Official credit evaluation before application to the college. This is optional, as applicants will receive an Official Credit Evaluation as part of the application process.

An Unofficial Credit Evaluation (unofficial transcripts/not reviewed by Registrar) is free of charge. An unofficial credit evaluation can assist in the evaluation of transfer courses and in planning for course requirements still needed to meet BCON admission requirements.

An Official Credit Evaluation (official transcripts/reviewed by Registrar) is \$10, and is required for the review of any nursing course. Contact the BCON Admissions office for details.

An applicant having courses in-progress (IP) at the time of credit evaluation, application or acceptance to the college must provide official transcripts after courses are completed. The 2.7 GPA requirement and grades of “C” or above must be met to remain a viable applicant.

General Information Regarding Requests to Transfer Credits

A credit evaluation considering prior college coursework is completed by BCON.

- Courses five years or older may not be accepted.
- Science courses taken beyond five years will be reviewed on an individual basis.
- Pass/fail grades will not be accepted.
- A minimum GPA of 2.7 in transfer courses is required. All college level courses taken that would meet the BCON liberal education requirements for the requested option will be included on the credit evaluation to calculate the GPA.
- If the minimum GPA requirement of 2.7 in transfer courses is not met, a full year of college level coursework is required before re-application. Coursework should reflect the BCON required courses with emphasis on the science requirements.

- A grade of “C” or better will meet the standard for transfer courses. Grades of “C-“, “C/D”, “D”, “F” or “WF” (Withdrawal–Fail) will not satisfy the course requirement and may jeopardize admission.
- An acceptable applicant will obtain a grade of “C” or better in all liberal education courses required for the requested option. If an applicant has obtained a grade of “C-“ or below in a required liberal education course, the course or its equivalent must be repeated. A grade of “C” or better must be obtained before final acceptance to the College. The GPA will be recalculated after completion of the repeated course to assure the 2.7 requirement is met.
- If multiple courses satisfy the same liberal education requirement, the course with the highest grade will be transferred.
- A required liberal education course can be repeated one time only. The repeated course (or its equivalent) is acceptable with a grade of “C” or above. The applicant is not considered viable if course grade is below a “C” after repeating. If this occurs, reapplying to the college will not be an option.
- Credits for colleges using a “quarter system” within the academic calendar will be evaluated on an individual basis.
- Credits earned at a foreign university must be evaluated by ECE (Educational Credential Evaluators). The applicant is responsible for the cost of this evaluation. The applicant must request the evaluation to be sent directly from ECE to BCON. BCON will evaluate credits based on ECE transcripts.
- An accepted applicant must report to BCON Admissions any change in the college/university enrollment from the time of the Official Credit Evaluation. Admissions personnel will approve any changes to assure that admission requirements remain intact. Failure to alert the Admissions personnel of changes may nullify admission to the college.

An applicant who has been out of school for several years is encouraged to contact the BCON Admissions Office regarding eligibility.

All applicants are encouraged to refer to the BCON website or contact the Admissions Office for specific requirements relating to the required liberal education courses.

Transfer of Technical College Credit

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

- BCON will accept up to 30 credits of technical college credit at the Associate Degree (100) level if a grade of C or better is earned and they are equivalent to the courses required at BCON.
- Courses listed on the University of Wisconsin Transfer Information System (TIS) identified as equivalent at UWGB for BCON required liberal education courses may be transferred. Courses not listed on TIS will be reviewed for equivalency by the BCON Registrar.

Transfer of Nursing Credits

- All nursing credits taken at a CCNE or NLNAC accredited Associate Degree or Baccalaureate program may be submitted for a credit evaluation.
- Nursing courses taken more than five years prior to application for admission will not be considered for possible transfer.
- Prerequisites required at BCON will apply.

Transfer Admission Requirements

An overall GPA of 2.7 and no grade lower than a “C” in required liberal education courses must be met. (See General Information Regarding Requests to Transfer Credits on page 21-22 for a detailed description.)

Residence Credit

A student who transfers into the nursing program must complete a minimum of 44 credits in nursing at BCON. Thirty of these 44 credits must be in upper level nursing courses.

Veteran Applicants

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

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

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

- Chap. 30 Montgomery GI Bill - Active Duty (MGIB-AD) Servicepersons and Veterans)
- Chap. 35 Montgomery GI Bill - Survivors' and Dependents' Educational Assistance Program (DEA)
- Chap. 1606 Montgomery GI Bill - Selected Reserve (MGIB-SR)
- Chap. 1607 Montgomery GI Bill - Reserve Educational Assistance Program (REAP)
- VA Tutoring Program
- National Testing Fee Reimbursement
- Chap. 31 Montgomery GI Bill - More information at [Vocational Rehabilitation Program](#)

Additional Resources for Federal Benefits

- Interval Pay for Montgomery GI Bill (Break Payment) - The VA may automatically continue sending you monthly payments if the break between semesters is less than 8 weeks (56 days). There are many exceptions and rules concerning Interval Pay. If you have questions, please contact your local County VA Representative.
- [Credit Status Table for Montgomery GI Bill](#)
- The GI Bill rates were increased by an average of 4% effective October 1, 2006. The new rates can be found at http://www.gibill.va.gov/GI_Bill_Info/rates.htm
- All Chap. 30 and Chap. 1606 benefit recipients must do a monthly verification on their enrollments. This is extremely important as the VA will not release your check until this is accomplished. Beginning on the last day of September, either call 1-877-823-2378 or go to <https://www.gibill.va.gov/wave/default.cfm> The VA will not allow you to verify your enrollment until the last day of the month (you are verifying for the month that is just ending). However, you may verify after that date at any time.
- Reserve Tuition Assistance. See your unit for further assistance.
- For more information on Federal Veteran's Benefits visit <http://www.va.gov/>.

Advanced Placement (AP)

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

Students who receive credit for a particular course through AP and take the same course at BCON will not receive degree credit twice. However, the grade in the BCON course will be included in the overall grade point average. Credits for AP courses will appear on the BCON transcript as Prior Learning (PL).

Credit for Prior Learning

Students who enter BCON with prior coursework 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 portfolio, narrative, 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 Prior Learning (PL) on the transcript.

Students should contact the Admission Department 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.

MSN-Program Options and Admissions Overview

MSN - Graduate Program Admissions

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

MSN Program Overview

Students in this program acquire expertise in nursing leadership as they prepare to assume positions as educators or administrators.

The 38-credit program is designed to be responsive to the registered nurse with multiple role responsibilities and a need for flexibility. All courses are offered in eight-week terms with two terms in a semester and one term during the summer. Courses are also offered in two formats: on campus in a compressed scheduling format or through Web-based courses. Students can opt to take all on-campus courses, all Web-courses, or a combination of both to progress more rapidly through the curriculum. These delivery options are designed to allow working registered nurses to pursue graduate studies with minimal interruption of professional, family or community obligations.

Administrator Track: Prepares the future administrator with the knowledge and skills for effective professional leadership in health care. Practicum experiences are designed to meet the student's career goals.

Educator Track: Prepares future nursing educators with theoretical and practical experiences designed to equip the professional nurse to work in varied educational settings.

MSN Admission Requirements

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

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

Recommendations

It is highly recommended that potential students:

- Have prior clinical experience (minimum of one year)
- Have taken a health assessment course as part of their bachelor's program

Student Technology Requirements

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

Option 1: Office 2007 Compatibility Pack

When using a previously released version of Office, installation of the Office 2007 Compatibility Pack is necessary. *Office 2007 Compatibility Pack* allows users with older versions to view the current Office 2007 format. It is a free download from Microsoft and can be accessed with the following link. <http://office.microsoft.com/enus/products/HA101686761033.aspx>.

The compatibility pack is one way to help ensure exchange of documents between different Microsoft Office releases.

Option 2: Office 2007 Purchase

Office 2007 is available for purchase to all students for only \$10 through Information Technology Services. Computers must meet minimum requirements set by Microsoft for Office 2007 to function correctly.

MSN-Application Procedures

MSN - Graduate Application Procedure

The application packet may be downloaded from our website, www.bcon.edu or obtained by telephone, letter, or email to MSN-Admissions@bcon.edu. Graduate applications are reviewed on an ongoing or rolling basis.

To apply, applicants must submit the following:

- Bellin College of Nursing Graduate Admission Application
- Set of three Graduate Reference/Release Forms
- Non-refundable \$50 application fee (payable to: Bellin College of Nursing)
- One official copy of all post-high school (e.g. college/university) transcripts. Transcripts must be sent directly to Bellin College of Nursing/Graduate Admissions Department by the college/university to be considered official.
- Goal Statement (see goal statement guidelines)
- Resume' or curriculum vita
- Three reference forms (professional and/or academic)
- Copy of current registered nurse licensure. If license will expire prior to enrollment, an updated license must be provided
- Test of English as a Foreign Language (TOEFL), if applicable
- Personal interview

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

- Criminal Background Information Disclosure Form
- Drug Screen
- Health Records

MSN Reference/Release Form

Three professional and/or academic references are required. References should provide information about each applicant's personal qualifications as well as leadership qualities and an appraisal of potential for success in graduate studies. Reference forms can be downloaded from our website – www.bcon.edu.

- Reference Release and Confidentiality Waiver (Page 1). Completed by the applicant for each reference form.
- Reference Form (Page 2). The applicant should print their name (last, first) and forward to the persons indicated as references on the application.
- Completed Reference Forms should be mailed directly to:
Bellin College of Nursing Graduate Admissions
PO Box 23400, Green Bay WI 54305-3400

MSN Applicant Goal Statement

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. The applicant is required to provide a two to three page goal statement 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
- Goals and plans for a professional career

Resume/Curriculum Vita

Provide a resume or curriculum vita of professional work, including:

- Employment history as a registered nurse (employers, dates, positions/titles)
- Current licenses and certifications
- Memberships in professional organizations (dates and positions held)
- Scholarly endeavors such as:
 - Research activities (projects, funding sources, dates, role)
 - Presentations (titles, dates, organizations, locations)
 - Publications (titles, dates, journals, or book titles, publishers)
 - Honors awarded for scholarship and professional recognition (titles, dates, sponsors)
 - Community service activities (dates, organizations, activities)

Graduate Interview

When all application materials have been received, a personal interview will be scheduled with the Director of the Graduate Program. This interview may take place in person or by phone.

Special Student Status

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

MSN-Ways to Transfer Credit

Credit Evaluation

A Credit Evaluation of prior graduate coursework is completed by BCON. The accreditation status of the previous institution or institutions attended, the quality of a student's achievement, and the dates the courses taken are factors for determining course and credit transferability.

Credit for Prior Learning

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

Transfer Credit

In order to be credited as transferable coursework, the courses must be successfully completed with a "B" or better grade at an accredited college or university. Grades of "B-", "B/C", "C", "C-", "C/D", "D", "F" or "WF" (Withdrawal-Fail) are not accepted.

- Courses five years or older may not be accepted.
- Pass/fail grades will not be accepted.
- A maximum of 9 credit hours or 15 quarter hours of graduate academic credit may be transferred from a comparable regionally accredited academic institution. The credit must be in courses similar in content and rigor to BCON-MSN Program.
- Credit evaluation requests must be submitted, along with a course description from the College Catalog at the time of application for admission.
- Official transcripts are required.

Residence Credit

A student who transfers into the nursing program must complete a minimum of 29 credits in nursing at BCON.

Veteran Applicants

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

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

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

- Chap. 30 Montgomery GI Bill - Active Duty (MGIB-AD) Servicepersons and Veterans)
- Chap. 35 Montgomery GI Bill - Survivors' and Dependents' Educational Assistance Program (DEA)
- Chap. 1606 Montgomery GI Bill - Selected Reserve (MGIB-SR)
- Chap. 1607 Montgomery GI Bill - Reserve Educational Assistance Program (REAP)
- VA Tutoring Program

- National Testing Fee Reimbursement
- Chap. 31 Montgomery GI Bill - More information at [Vocational Rehabilitation Program](#)

Additional Resources for Federal Benefits

- Interval Pay for Montgomery GI Bill (Break Payment) - The VA may automatically continue sending you monthly payments if the break between semesters is less than 8 weeks (56 days). There are many exceptions and rules concerning Interval Pay. If you have questions, please contact your local County VA Representative.
- [Credit Status Table for Montgomery GI Bill](#)
- The GI Bill rates were increased by an average of 4% effective October 1, 2006. The new rates can be found at http://www.gibill.va.gov/GI_Bill_Info/rates.htm
- All Chap. 30 and Chap. 1606 benefit recipients must do a monthly verification on their enrollments. This is extremely important as the VA will not release your check until this is accomplished. Beginning on the last day of September, either call 1-877-823-2378 or go to <https://www.gibill.va.gov/wave/default.cfm> The VA will not allow you to verify your enrollment until the last day of the month (you are verifying for the month that is just ending). However, you may verify after that date at any time.
- Reserve Tuition Assistance. See your unit for further assistance.
- For more information on Federal Veteran's Benefits visit <http://www.va.gov/>.

Tuition and Fees – General Information

Payment Methods

Payment(s) to BCON may be made via cash, personal check, certified check, or money order. MasterCard and VISA are accepted, however, for an additional fee.

Payment Policy

The BCON Bursar will mail tuition and fees billing statements to all students at the start of the semester, term or block in correlation with the option the student is enrolled.

For students dually enrolled at UWGB, the UWGB and BCON tuition charges will be reflected on the BCON tuition bill. For students dually enrolled at SNC, the SNC and BCON tuition charges will be reflected on the SNC bill.

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 holds on records and registration 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 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 BCON. Tuition and fee charges for which the student is responsible will be based upon the applicable refund policy as stated in the Student Handbooks. The student will be notified of the withdrawal via certified letter. Academic records will be withheld and collection efforts will be pursued with an agency. This may result in a notation on the student's credit record. The student may appeal this decision.

Tuition

Charges Prior to Enrollment at BCON

A nonrefundable \$30.00 fee is charged for undergraduate application.

A nonrefundable \$50.00 (US Dollar) fee is charged for International/Non-US citizen application.

A nonrefundable \$50.00 fee is charged for graduate application.

Upon acceptance into the undergraduate and graduate program a Reservation Fee of \$100 (applied to first semester's tuition at BCON) is required. If an applicant fails to enroll, this fee is nonrefundable.

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

Tuition and Fees Payment Schedules

Tuition is set each year by the BCON Board of Trustees. Students should refer to the BCON Academic Calendar (available on the website) for due dates relating to BCON tuition and fees. An installment plan is available for eligible students.

Note: for students dually enrolled at BCON and UWGB the tuition charges (including housing charges) will be reflected on the BCON tuition bills.

Note: for students dually enrolled at BCON and SNC the tuition charges (including housing charges) will be reflected on the SNC bills.

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

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

Traditional Option/Sophomore Transfer Tuition

Students in the Traditional Option (including transfer students) pay a flat tuition and required fees each year. Students in the Sophomore Transfer 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.

Re-Entry, 15-Month Accelerated and Graduate Tuition

Students who re-enter after a semester of non-enrollment, 15-Month Accelerated Option and graduate students pay tuition on a per-credit basis with additional required fees.

Out-of-State Tuition

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

Tuition/Fees Charges Refunded

The U.S. Department of Education requires that any tuition 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 to students who have completed at least 60% of the enrollment term. The amount of tuition and fee 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 BCON refund the following fees:

1. Application fee
2. Reservation fee
3. Late fee
4. Penalty fees
5. Tuition discounts or rebates

Students who receive no financial assistance from any of the programs listed in the "Financial Aid: Return of Unearned Aid" section of this catalog, 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.

Accelerated Transfer Option Students and Graduate Students

Because of the format of the Accelerated Option(s) 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.

Notification to Student

BCON 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.

Institutional Withdrawal Date (Due to Non-Attendance)

In accordance with Section 668.22 of the Higher Education Act, the withdrawal date for a student who ceases attendance at BCON prior to the end of an enrollment period (i.e. semester/term) 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.
5. 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.

If a student is institutionally withdrawn due to non-attendance, they are responsible for all tuition, fees and applicable charges.

Dual Enrollment at other Colleges

Students dually enrolled at other colleges are advised to check with the institution regarding Fee Schedules, Return of Financial Aid and Tuition Refund procedures.

Fees

Mandatory Fees Charged Each Semester

Students will note the following fees included on the tuition bills:

- **Assessment Fee** covers the costs related to the mandatory participation in the college assessment program.
- **Learning Resource Fee** includes all resources needed for laboratory and clinical instruction: facilities, simulated equipment and assessment, and laboratory supplies.

- **Health Fee** includes supporting the costs incurred in the maintenance of student related health requirements and health records. This fee helps to defray the costs of drug testing, annual TB tests and flu vaccines.
- **Student Activity Fee** covers student related functions, events and organizations.
- **Instructional and Technology Fee** includes the support for computers, media supplies and WEB based features.

Note that the fees vary via program option and semester.

Other Fees and Expenses

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

- Books (contingent upon courses taken)
- Room and Board
- Transportation
- Miscellaneous Expenses

Additional Fees

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, programs, speaker, room, musicians, and reception, 2) class picture-sitting fee, 3) school nursing pin, 4) and processing - closing out of student records, storage and maintenance for future reference.

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

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 challenge 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-third the regular per-credit charge for that course.

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.

Lab Testing Rescheduling 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 or payment arrangements made prior to testing.

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 BCON.

Financial Aid

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- BSN

BCON freshman and sophomore students who take their liberal education courses at UWGB apply for and (if eligible) receive financial aid through the UWGB.

BCON freshmen and sophomores who take their liberal education courses at SNC apply for and (if eligible) receive financial through SNC.

If liberal education courses are taken at an institution other than UWGB or SNC, the student must discuss his/her financial aid options with the BCON Financial Aid Office.

During the junior and senior years at BCON, all students may apply for and (if eligible) receive financial aid through BCON.

For financial aid purposes only, the combined credit load from both institutions, BCON and UWGB or BCON and SNC, 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

The list below outlines the Federal, State and BCON 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. Grant 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 actual amount awarded will depend upon financial need and other eligibility requirements.

- 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).....Up to \$3,000

FEDERAL STAFFORD LOAN ANNUAL LOAN LIMITS 2008-09			
Dependent Undergraduate Students			
Grade Level	Maximum Subsidized Loan Amount	Maximum Additional Unsubsidized Loan	Total Maximum Stafford Loan (subsidized, unsubsidized or combination of both)
Freshmen	\$3,500	\$2,000	\$5,500
Sophomore	\$4,500	\$2,000	\$6,500
Junior	\$5,500	\$2,000	\$7,500
Senior	\$5,500	\$2,000	\$7,500
Independent Undergraduate Students			
Grade Level	Maximum Subsidized Loan Amount	Maximum Additional Unsubsidized Loan	Total Maximum Stafford Loan (subsidized, unsubsidized or combination of both)
Freshmen	\$3,500	\$6,000	\$9,500
Sophomore	\$4,500	\$6,000	\$10,500
Junior	\$5,500	\$7,000	\$12,500
Senior	\$5,500	\$7,000	\$12,500
Graduate Students			
Grade Level	Maximum Subsidized Loan Amount	Maximum Additional Unsubsidized Loan	Total Maximum Stafford Loan (subsidized, unsubsidized or combination of both)
Graduate	\$8,500	\$12,000	\$20,500

Other Sources of Financial Aid

Federal College Work Study is need-based. The amount of work study allowed varies.

BCON Merit Scholarship

The Scholarship amount is non-need based and is determined at the time of admission to BCON based upon academic credentials. The amount awarded can range from \$1,000 - \$2,500.

Outside Aid

Outside Aid is determined by the organization/agency providing the funds. The eligibility requirements are set by the donor. An application is required, the aid may be need or non-need based, and the amount awarded varies.

Endowed and Current Scholarships

The College administers a scholarship program through endowments and annual gifts made by individuals, businesses, or other local organizations/groups. These funds are based on need, and are generally awarded to juniors, seniors, and accelerated option students. Students who have filed the FAFSA are automatically considered for scholarships.

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

Undergraduate: (Excluding the 15-Month Accelerated Option)

Full-time enrollment.....must be registered for at least 12 credits per semester
Three-quarter time enrollment.....9 and 11.5 credits per semester
Half-time enrollment.....6 and 8.5 credits per semester

To be eligible for financial assistance, an undergraduate student must be enrolled in a minimum of 6 credits per semester. Semester credits include liberal education courses taken concurrently through the UWGB, SNC, or other institutions of higher learning and nursing courses taken through BCON.

Undergraduate: (15-Month Accelerated Option)

A student enrolled in the 15-Month Accelerated Option will be considered full-time in each term of the program based upon the established curriculum plan.

Graduate:

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

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

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

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)*. 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 enrollment periods beginning on or after July 1 of the same year.

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 calculation:

Cost of Education for the Academic Year
-Expected Family Contribution
Financial Need

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
- Satisfactory academic progress
- Selective Service registration (if required to do so)
- High school diploma or GED
- Enrollment at least half-time
- No defaults on previous student loans or 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 enrollment term.

Satisfactory Academic Progress for Financial Aid Recipients

Students attending BCON should be aware of the satisfactory progress standards, which must be met by students who desire to receive financial aid. BCON'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 Satisfactory Academic Progress Policy applies to all BCON aid recipients enrolled on or after January 1, 2007. Refer to the BCON Student Handbooks (BSN and MSN) for the full policy.

Refund Policy

BCON'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 BCON prior to completing an enrollment period (i.e. semester or term), the College must determine the amount, if applicable, of grants and loans the student earned as of the student's withdrawal date in accordance with Section 668.22 (e) of the Higher Education Act. If the total amount of aid that the student earned is less than the amount of assistance that was disbursed to the student (or 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 term of enrollment.

BCON 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 BCON 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 BCON

Overpayments paid to BCON will be returned to the appropriate aid sources in accordance with Section 668.22 of the Higher Education Act.

A student who owes a repayment of federal financial aid may choose to enter into an agreement with BCON. This agreement will specify minimum payments, frequency of payments and the maximum time allowed for repayment in full.

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, BCON 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 at any institution of higher education.

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;
 1. Signs a repayment agreement with the Secretary of the U.S. Department of Education which will include terms that permits the student to repay the overpayment while maintaining eligibility for federal aid.
 2. 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 Policies

The College catalog outlines general provisions of Student Service Policies. The Student Handbooks (BSN and MSN) provide further details and provisions.

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.

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.

Safety and Security

The College is committed to 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. The 2007-08 Annual Security Report shows zero criminal incidents.

Harassment Policy

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

Family Educational Rights and Privacy Act (FERPA)

BCON complies with the Family Education Rights and Privacy Act (FERPA). Once enrolled, all students have a right to inspect and review most of their educational records maintained about them by BCON under the Family Rights of Privacy Act of 1974 (as amended). Records accumulated prior to enrollment (admission records) are not covered under FERPA. Under most circumstances, no personally identifiable data regarding grades or professional appraisal will be released to a third party without the written consent of the student. Students may challenge information in their records which they believe to be inaccurate, misleading, or inappropriate.

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

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

A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a

disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

BCON has defined the following as directory information:

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

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

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

Student may not have access to:

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

FERPA- Procedure for Review of Records

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

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

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failure by BCON to comply with the requirements of FERPA.

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

Student Responsibility for Reporting Grades

Students taking their liberal education courses must submit proof of completion (official transcripts) at the end of each semester; including summer session. (However; UWGB and SNC will provide to BCON an official transcript for the Fall and Spring semesters). Students taking courses during the summer from any institution must provide an official transcript to BCON.

A BCON transcript cannot be completed for students until the official transcript from campuses (other than UWGB or SNC) have been received.

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

Transcripts

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

BCON required course(s) that have been completed prior to entrance at the College and any accepted transfer credit(s) are recorded on the BCON transcript as (TR) transfer credit. Liberal education courses taken at other institutions of higher learning after enrollment accepted for program requirements are also recorded on the BCON transcript as transfer course. These courses are not included with the grade point average (GPA). However, liberal education grades taken after enrollment to fulfill program requirements will be part of the consideration for satisfactory academic progress.

Transcript Request

BCON prefers that requests for official and unofficial transcripts be submitted in writing by completing the Transcript Request Form found on the BCON website or in the Student Services Office. Completed forms and the transcript fee(s) should be returned to the Student Services Office. Transcripts are typically completed and mailed within one to four working days.

Official transcripts bear the College seal and signature of the Registrar, and are typically sent directly to a third party such as other educational institution or employing agency. Official transcripts released directly to the student are so noted on the transcript and are placed in a sealed envelope, with the Registrar's signature across the seal stating that the transcripts are no longer considered official if the seal is broken. There is a \$5 fee for each requested official transcript.

Unofficial transcripts do not have the College seal or the Registrar's signature and are stamped "For Student Use Only". There is a \$1 fee for each unofficial transcript requested.

Transcripts are not released to students or graduates with a "Hold" on their records. A "Hold" is placed on all students' records in instances such as when there are delinquent accounts or to students who have withdrawn who have not completed the withdrawal process according to established policies.

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

Withdrawal Policy

Withdrawing students must confer with their Academic Advisor to assure that all necessary procedures and paperwork are completed to meet institutional, state and federal requirements. This will include contact with the Bursar and with the Financial Aid Director if receiving financial aid. Students withdrawing from the College must complete a Withdrawal Form available through their Academic Advisor. Veterans who are withdrawing from BCON must see the Registrar for advisement regarding their veteran's benefits.

(See policy regarding Institutional Withdrawal Date (Due to Non-Attendance) on page 30 for information relating to students non-attendance.)

Grievance Procedure

BCON 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. Using 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.

Academic Policies

The College catalog outlines general provisions of Academic Policies. The Student Handbooks (BSN and MSN) provide further details and provisions.

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 compliance with curriculum requirements are maintained. Students are responsible for contacting their academic advisor and following through with all advising and registration requirements. It is the student's responsibility to inform the academic advisor of the liberal education courses they are enrolled in at local universities. Failure to do so may jeopardize their ability to complete their program within the usual length of time.

Attendance Policy

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

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

There are associated fees with missing orientations and labs.

(See policy regarding Institutional Withdrawal Date (Due to Non-Attendance on page 30 for further information.)

BSN Grading Policy

The following grading system is used to determine course achievement:

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

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

The grade calculation process will be consistent across the undergraduate curriculum. Within each course, individual projects/exams/assignments will be recorded to one decimal point without rounding (for example, 92.37 will be recorded as 92.3). The final composite course grade will not be rounded (for example, a 92.8 will receive an AB).

MSN Grading Policy

The following grading system is used to determine course achievement:

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

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

The grade calculation process will be consistent across the graduate curriculum. Within each course, individual assignment or test grade will be recorded as a whole number in the grade book (e.g. 92.01 to 92 or 92.98 to 92). The final composite course grade will not be rounded (for example, a 93 must be achieved to receive an A; 92.8 will receive an AB).

Repeated Courses

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

Grade Point Average

Grade point average (GPA) is a quantitative measure of academic achievement and is computed on the basis of credits earned and grades achieved. Nursing course grades taken at BCON are used to compute the GPA each semester. Grade point averages are computed by multiplying credits by grade value and dividing the sum of course grades by the sum of credits. Grade point averages are computed at the end of each semester or summer session for all courses taken at BCON during that period. The GPA is on a four-point scale.

Although most students elect to take their liberal education courses at UWGB or SNC, they may take their liberal education courses at another accredited 2 or 4 year institution of higher learning during enrollment at BCON and transfer these credits to BCON by submitting an official transcript of grades received. Transfer credits are not utilized in the computation of the BCON grade point average.

Academic Honors

The Dean's List is composed of BSN 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	3.5-3.74
High Honors	3.75-3.89
Highest Honors	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.

To be eligible to graduate with honors, a student must earn a minimum of 44 BCON credits of graded coursework and be in good academic/disciplinary standing. (Good academic standing; meaning a person cannot graduate with honors status if on academic or disciplinary probation.)

Fall grades are used to calculate the honors listing for May graduation. Graduation honors will be recorded on the final transcript.

Completion of a Minor

BCON does not offer courses leading to a minor.

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 curriculum requirements no later than eight years after initial entrance into the program or after completion of the first graduate level course.

Residency Requirements

BSN: A minimum of 44 credits in nursing, 30 in the upper division must be earned at BCON.

MSN: A minimum of 29 credits in nursing must be earned at BCON.

Graduation

Graduation Requirements – BSN

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

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

Graduation Requirements – BSN (15-Month Accelerated Option)

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

- Completed a minimum of 124 credits including 60 in liberal education and 64 in nursing
- Achieved a cumulative GPA of 2.0 or higher
- Completed all required courses with a grade of C or higher
- Fulfilled the student assessment requirements

BSN 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. To be eligible to graduate with honors, a student must complete all requirements including being in good academic standing; meaning a person cannot graduate with honors if on academic or disciplinary probation.

Licensing Examination

A graduate of the baccalaureate program is eligible to apply for 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.

MSN Graduation Requirements

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

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

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, provided all coursework has been completed.

BSN - Program Options

BSN Program Outcomes

At the completion 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.

BSN Program Outcomes – 15-Month Accelerated

At the completion of this program, the student (graduate) will demonstrate:

- The process of critical thinking.
- A philosophy that encompasses local and global aspects of health and health care, and a commitment to life long learning.
- The synthesis of liberal education and nursing knowledge as the basis of professional practice.
- Professional communication.
- The integration of the professional roles in care of individuals, families, and communities.
- Integration of the principles of health promotion, disease prevention and health protection.

BSN Curriculum Requirements

Academic Plan Options

- **Traditional Option:** Students who have or will have a high school diploma at the time of enrollment and have 11 or fewer transferable college credits begin in the fall as a freshmen student and complete the BSN degree in four years. Students take required liberal education courses at accredited 2 and 4 year institutions such as UWGB or SNC.
- **Sophomore Transfer Option:** Students who have completed the entire freshman required liberal education courses (29 credits) begin in the summer, completing two nursing courses, and continue in the fall semester as a sophomore student, and complete the program of study in 3 years and a summer session. Students take required liberal education courses at accredited 2 and 4 year institutions such as UWGB or SNC.
- **15-Month Accelerated Option:** Students who have completed the required 60 liberal education credits begin coursework in January and complete their BSN after 15 academic months of coursework.

A student admitted to an academic plan option will remain in that plan until graduation.

Course/Credit Requirements

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

Credits required to graduate

Nursing	64
Liberal Education Requirements	
Principals 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) Electives	3
Humanities Electives	6
Social Science Electives	3
General Electives	7
Total	129

Students take the required liberal education courses at accredited two or four year institutions, such as UWGB and/or SNC. BCON also has agreements with Lakeland College and Silver Lake College.

Students who elect to take liberal education coursework at a college or university other than the UWGB, SNC or SLC must contact BCON for guidance to assure course equivalencies.

Academic Plans General Information

- 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 BCON nursing courses; all other course numbers reflect liberal education course numbers and course credits at UWGB or SNC.
- 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.
- Selection of nursing electives will vary from semester to semester based upon course offerings. Consult the BCON Academic Advisor 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 general elective 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

<u>SEMESTER I</u>			<u>SEMESTER II</u>		
Biology 202	Principles of Biology I	4 cr		Elective (General)	3 cr
Chem 108	General Chemistry	5 cr	Hum Biol 204	Anatomy and Physiology	5 cr
Psych 102	Intro to Psychology	3 cr	Hum Dev 210	Intro Human Development	3 cr
	Sociology/Anthropology	3 cr	Eng Con 105	Expository Writing	3 cr
NUR-103	Professional Foundations	1 cr	NUR-104	Fundamentals of Nursing Care I	2 cr
		<u>16 cr</u>			<u>16 cr</u>

Sophomore Year

<u>SEMESTER I</u>			<u>SEMESTER II</u>		
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	Com Sci 205	Statistics	4 cr
NUR-203	Pathophysiology I	2 cr	NUR-204	Pathophysiology II	2 cr
NUR-202	Health Assessment	3 cr	NUR-205	Pharmacology	3 cr
NUR-207	Fundamentals of Nursing Care II	3 cr	NUR-208	Nursing Care Practicum	2 cr
		<u>16 cr</u>			<u>18 cr</u>

Junior Year

<u>SEMESTER I</u>			<u>SEMESTER II</u>		
	Elective (Social Science)	3 cr		Elective (Humanity)	3 cr
	Ethics/Philosophy Requirement	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
		<u>15.5 cr</u>	NUR-307	Intro to Nursing Research	2 cr
					<u>16 cr</u>

Senior Year

<u>SEMESTER I</u>			<u>SEMESTER II</u>		
	Elective (Humanity)	3 cr		Elective (Upper Division)	3 cr
NUR-	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 the Nursing Care of Adults	4.5 cr	NUR-406	Community Health Nursing: Population Focused Care	5 cr
		<u>15.5 cr</u>			<u>16 cr</u>

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

BCON Nursing courses = NUR

Liberal Education courses = UWGB course numbers

Bellin College of Nursing College Catalog • 2008-2009

Sophomore Transfer Option: Academic Plan

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	• Intro to Soc/Cultural Anthropology	3 credits
• General Chemistry	5 credits	• Intro Human Development	3 credits
• Anatomy & Physiology	5 credits	• Expository Writing	3 credits
• Intro to Psychology	3 credits	• Elective (General)	3 credits
Total			29 credits

Summer Session

NUR-103	Professional Foundations	1 cr
NUR-104	Fundamentals of Nursing Care II	2 cr
		3 cr

Sophomore Year

SEMESTER I

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

SEMESTER II

	Elective (General)	4 cr
	Human Diversity Requirement	3 cr
	Statistics	4 cr
NUR-204	Pathophysiology II	2 cr
NUR-205	Pharmacology	3 cr
NUR-208	Nursing Care Practicum	2 cr
		18 cr

Junior Year

SEMESTER I

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

SEMESTER 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
		16 cr

Senior Year

SEMESTER I

	Elective (Humanity)	3 cr
NUR-	Nursing Elective	1 cr
NUR-400	Pediatric Nursing	3 cr
NUR-401	Nursing Leadership & Management	4 cr
NUR-402	Advanced Concepts in Nursing Care of Adults	4.5 cr
		15.5 cr

SEMESTER II

	Elective (Upper Division)	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
		16 cr

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

St. Norbert College Transfer Option: Academic Plan

Freshman Year

Semester 1			Semester 2		
BIOL 115	Principles of Biology	4	BIOL 215	Human Anatomy & Physiology	5
CHEM 103	Principles of Chemistry	4		Sociology/Anthropology Requirement	4
PSYC 100	General Psychology	4	SSCI 220	Lifespan Human Development	4
ENGL 150	Introduction to Literature	4	NUR 104	Fundamentals of Nursing Care I	2
NUR 103	Professional Foundations	1			
		17			15

Sophomore Year

Semester 1			Semester 2		
BIOL 350	Microbiology	4	SSCI 224	Basic Statistics	4
	Speech Requirement	4		Human Diversity Requirement	4
NUR 200	Nutrition for Nursing	1	NUR 204	Pathophysiology II	2
NUR 202	Health Assessment	3	NUR 205	Pharmacology	3
NUR 203	Pathophysiology I	2	NUR 208	Nursing Care Practicum	2
NUR 207	Fundamentals of Nursing Care II	3			
		17			15

Junior Year

Semester 1			Semester 2		
	Elective (General)	4		Business Requirement	4
	Philosophy/Ethics Requirement	4	NUR 303	Nursing Care of Adults II	5
NUR 302	Nursing Care of Adults I	5.5	NUR 306	Community Health Nursing: Family Focused Care	3
NUR 305	Maternity/Women's Health Care	4	NUR 307	Introduction to Nursing Research	2
		17.5			14

Senior Year

Semester 1			Semester 2		
	Elective (Humanities)	4		Elective (Upper Division)	4
NUR	Elective (Nursing)	1	NUR 403	Professional Practice Issues	2
NUR 400	Pediatric Nursing	3	NUR 404	Gerontological Nursing Care	3
NUR 401	Nursing Leadership & Management	4	NUR 405	Psychosocial Nursing	3
			NUR 406	Community Health Nursing: Population-Focused Care	5
NUR 402	Advanced Concepts in the Nursing Care of Adults	4.5			
		16.5			17

TOTAL CREDITS = 129

15- Month Accelerated Transfer Option: Academic Plan

A 15- month academic plan of study is offered for those with 60 specific liberal education credits as prerequisites to enrollment in this option.

Required Liberal Education Courses/Credits:

Sixty (60) liberal education credits must be completed before you can be considered for the program. We require a distribution of science, social science, humanities and courses in business, communications/writing, diversity, human development and statistics, along with credits in upper division courses. All courses must be at a 100+ level. A credit evaluation will be conducted as part of the application review.

16 Science Credits including courses in:	12 Social Science Credits including a course in:	12 Humanities Credits including a course in:	As part of the 60 liberal education credits there must be courses taken in the following:	6 Upper Division Credits:
Biology	Psychology	Philosophy OR Ethics	Business	(courses numbering 300 or 400)
Chemistry			Communications/ Writing	
Anatomy and Physiology			Diversity	
Microbiology			Human Development	
	Statistics			

Nursing credits*	64 cr
Liberal education credits	<u>60 cr</u>
Total required credits	124

BLOCK I			BLOCK II		
NR 350A	Nutrition for Health Promotion & Disease Prevention	2	NR 360A	Nursing Foundations	4
NR 351A	Pharmacology for Nursing	3	NR 361A	Health Assessment	2
NR 352A	Pathophysiology	3	NR 362A	Applications in Health Assessment & Nursing Foundations	2
NR 353A	Nursing Research	3			8
		<u>11</u>			
BLOCK III			BLOCK IV		
NR 370A	Psychosocial Nursing	2	NR 382A	Adult Health II	3
NR 371A	Psychosocial Nursing Practicum	1	NR 451A	Leadership & Role Development in Nursing	4
NR 372A	Fundamental Clinical Practicum	2	NR 452A	Adult Acute Care Clinical Practicum	3
NR 380A	Adult Health I	4			10
		<u>9</u>			
BLOCK V			BLOCK VI		
NR 460A	Nursing Care of Families	2	NR 470A	Maternal/Pediatric Nursing	4
NR 461A	Gerontological Nursing	3	NR 471A	Advanced Concepts in Nursing	4
NR 462A	Community-Based Clinical Practicum	3	NR 472A	Maternal/Pediatric Clinical Practicum	2
		<u>8</u>			10
BLOCK VII					
NR 480A	Professional Nursing Seminar	1			
NR 481A	Public/Community Health Nursing	3			
NR 482A	Public/Community Health Clinical Practicum	2			
NR 483A	Capstone Clinical Practicum	2			
		<u>8</u>			

*Total Credits = 64 (Theory - 47, Lab - 2, Clinical -15)

Military Science Program Reserve Officer Training Corps (ROTC)

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 BCON graduates participating in the program to be commissioned as nurse officers pending successful completion of the NCLEXRN™ 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 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, BCON 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 follow the listing of undergraduate courses.

BSN - Nursing Courses

Nursing courses are taught by the faculty of BCON. 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 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.

In addition to the prerequisites listed, the Undergraduate Program Director has the authority to grant permission for a student to register for a course. Requests will be considered on an individual basis.

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.

NUR-104: Fundamentals of Nursing Care I Course Waiver Policy

Students who are actively certified as certified nursing assistant (CNA) by the registration date the semester prior to the start of the NUR-104 course will be exempt from the lab and clinical portion. The student must provide evidence of successful completion of a (CNA) course and complete the Waiver for NUR-104 from the admissions counselor or their academic advisor. Active CNA certification will be verified by the Department of Licensing. If a student is in the process of taking a CNA course and has not successfully completed the CNA certification by the registration date, they will need to complete the entire NUR-104 course.

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.

Prerequisite: 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; Microbiology.

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, NUR-204, NUR-207 and NUR-208.

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: Sophomore standing in nursing, 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. This course is taught on a pass/fail grading system.

Prerequisite: NUR-200, NUR-202, NUR-203, NUR-204, NUR-205 and NUR-207 prerequisite or concurrent.

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: Junior standing in nursing, all previously required courses.

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: Junior standing in nursing, all previously required courses.

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: Junior standing in nursing, all previously required courses.

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: Junior standing in nursing, all previously required courses.

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: Junior standing in nursing, all previously required courses, Statistics.

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: Senior standing in nursing, all previously required support courses.

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: Senior standing in nursing, all previously required support courses, Business course prior or concurrent.

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: Senior standing in nursing, all previously required courses.

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, all previously required courses.

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: Senior standing in nursing, all previously required courses.

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: Senior standing in nursing, all previously required courses.

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: Senior standing in nursing, all previously required courses.

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.

BSN - Nursing Elective Courses

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

In addition to the pre-requisites listed, the Undergraduate Program Director has the authority to grant permission for a student to register for a course. Requests will be considered on an individual basis.

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 wellbeing. Nursing's awareness of the spiritual dimensions of holistic nursing care will be emphasized.

Prerequisite: Completion of Freshman required nursing courses.

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.

Prerequisite: Completion of Freshman required nursing courses.

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.

Prerequisite: Completion of Freshman required nursing courses.

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: Junior or Senior standing, NUR-204.

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: Junior or Senior standing.

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, NUR-205, NUR-303, all previously required nursing and courses.

Undergraduate- Military Science (Transfer Courses)

Below is a listing of Military Science Courses offered at UWGB. Course equivalents taken at other colleges may be accepted.

MIL SCI 211: Leadership and Military Science I

An introductory course designed to orient the student to the ROTC program and to familiarize the student with the fundamentals of various military skills.

Prerequisite: None

MIL SCI 212: Leadership and Military Science II

An orientation of the army and its career opportunities. Introduction of the student to military leadership and military organizations.

Prerequisite: None

MIL SCI 221: Basic Leadership and Management I

Introduction to basic leadership skills to include group dynamics, decision making and communications. Familiarize student with various military skills to include map reading, first aid and physical training.

Prerequisites: Mil Sci 211 and 212.

MIL SCI 222: Basic Leadership and Management II

Introduce the student to individual and small unit tactics, basic map reading, and drill and ceremonies.

Prerequisites: Mil Sci 211 and 212

MIL SCI 224: Military Science Leadership Practicum

Comprehensive six-week summer field training environment designed to be taken in lieu of Mil Sci 211, Mil Sci 212, Mil Sci 221 and Mil Sci 222, for students unable to complete these courses but that desire entry into advanced program.

Prerequisite: None

MIL SCI 431: Advanced Leadership and Management I

Objective is to present principles and techniques of leadership and management as they apply to the military, and to prepare student for advanced ROTC camp.

Prerequisites: Mil Sci 211, 212, 221 and 222.

Field Trip: Field Trip(s) Required

MIL SCI 432: Advanced Leadership and Management II

Stress the leadership role in directing and coordinating individual and military team efforts and the tactical employment of small units.

Prerequisites: Mil Sci 211, 212, 221 and 222.

Field Trip: Field Trip(s) Required

MIL SCI 441: Applied Leadership and Management I

Introduce the duties of the staff, emphasizing staff estimates and reports, military intelligence, and staff planning. Introduction and study of ethics and the military profession.

Prerequisites: Mil Sci 431 and 432.

Field Trip: Field Trip(s) Required

MIL SCI 442: Applied Leadership and Management II

Introduce the student to military law and administration. Continue the study of organization leadership. Introduce students to military protocol.

Prerequisites: Mil Sci 431 and 432.

Field Trip: Field Trip(s) Required

BSN Nursing Courses – 15- Month Accelerated Option

Undergraduate Nursing Courses – 15- Month Accelerated Option

Nursing courses are taught by the faculty of BCON. 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 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.

Courses are scheduled with a fixed plan and sequence. Each course must be taken in succession. A prerequisite for each course in the sequence is the successful completion of the prior course.

The Undergraduate Program Director has the authority to grant permission for a student to register for a course. Requests will be considered on an individual basis. The schedule and courses are subject to change.

NR-350A: Nutrition for Health Promotion and Disease Prevention

2 Credits

This course provides an introduction to the interrelationships among nutrition, food, and the environment that impacts health. Topics of study include the basics of good nutrition throughout the lifespan with a focus on the practical application of nutritional principles as related to the nurse's role in health promotion, disease prevention, and health protection.

NR-351A: Pharmacology for Nursing

3 Credits

This course will help students to develop a foundation of pharmacotherapeutics, principles of pharmacology, drug calculations, drug classifications, and nursing implications. Students develop knowledge of the nurse's role and responsibilities in drug therapy. Legal, ethical, and life span considerations will be discussed as they apply to the nurse's role. The student will study major

classifications of drugs using a structured, systematic approach that includes general principles of drug activity, major actions, therapeutic effects, and adverse reactions.

NR-352A: Pathophysiology

3 Credits

This course is designed to engage students to achieve an understanding of the pathophysiologic processes associated with diminished health states within an individual. Prior knowledge of anatomy and physiology will be integrated into the principles of health alterations for selected disease processes. Course content provides a basis for students to apply critical thinking skills to clients in diverse health care settings.

NR 353A: Nursing Research

3 Credits

This course introduces students to the research process and evidence-based practice. Emphasis is placed on the critique of research and other forms of evidence to prepare students for the provision of care based on current knowledge, theory, and research.

NR-360A: Nursing Foundations

4 Credits

Students are introduced to the professional roles of the nurse as they develop a personal philosophy of nursing. The nursing process is introduced and applied to common health alterations. Fundamental concepts of client and personal safety, communication, and teaching/learning principles are explored. Human diversity is emphasized. This course is the theory complement to NR 362A, Applications in Health Assessment and Nursing Foundations.

NR-361A: Health Assessment

2 Credits

This course provides students with a framework for conducting systematic history and physical assessments of individuals. Critical thinking skills are developed as students learn to collect, organize, and analyze subjective and objective findings. This course is the theory complement to NR 362A, Applications in Health Assessment and Nursing Foundations

NR-362A: Applications in Health Assessment and Nursing Foundations

2 Credits

Students engage in interactive learning processes to develop health assessment and clinical nursing skills foundational to professional nursing practice. Supported by technology and evidence-based practice, students focus on skill development, critical thinking, nursing process, and professional communication. This course is the laboratory complement to NR 360A, Nursing Foundations and NR 361A, Health Assessment.

NR-370A: Psychosocial Nursing

2 Credits

This course prepares students to provide safe, effective, and holistic nursing care to psychologically compromised individuals across the life span. Student learning focuses on the use of therapeutic communication techniques, therapeutic use of self when providing nursing care, and collaboration with the interdisciplinary team.

NR-371A: Psychosocial Nursing Practicum

1 Credit

The students function as part of a interdisciplinary team to apply concepts and skills of psychosocial nursing, including therapeutic communication and therapeutic use of self, in caring for psychologically compromised individuals. This course is the clinical complement to NR 370A, Psychosocial Nursing.

NR-372A: Fundamental Clinical Practicum

2 Credits

This course focuses on the care provider role as the student develops health assessment and clinical nursing skills that are foundational to professional nursing practice. In the clinical setting, students focus on skill development, critical thinking, the nursing process, human diversity, and professional communication. This course is the clinical complement to NR 360A Nursing Foundations and NR 361A Health Assessment.

NR-380A: Adult Health I

4 Credits

This course provides students with the theoretical basis for the nursing care of adults with endocrine, gastrointestinal, musculoskeletal, hematologic disorders, and immune responses. Evidence-based practice will be incorporated within course content. Students enhance critical thinking skills as they integrate the principles of health promotion, disease prevention, and health protection related to disease and illness management.

NR-382A: Adult Health II

3 credits

This course provides students with the theoretical basis for the nursing care of adults with fluid and electrolyte imbalances, respiratory, cardiovascular, neurological, and urinary disorders. Evidence-based practice will be incorporated within the course content. Students enhance critical thinking skills as they integrate the principles of health promotion, disease prevention, and health protection related to disease and illness management.

MSN Program Options

MSN Program Outcomes

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

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

Course/Credit Requirements

The Master of Science in Nursing (MSN) degree requires a minimum of 38 credits of core courses, specialty courses, electives and a Leadership Integration Project for graduation.

Curriculum Planning

The Director of the Graduate Program provides academic advising to students to assist them in planning a program consistent with their personal goals and the College requirements. This process begins prior to enrollment and occurs as necessary throughout the program.

The chart on the following page serves as a sample of a curriculum plan.

Sample Curriculum Plan

Sample Curriculum Plan Master of Science in Nursing Administrator and Educator Tracks

Year One

Semester I, Term I

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

Semester I, Term II

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

Total: 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-797 Leadership Integration Project.....1 cr.
Elective.....3 cr.

Total: 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-798 Leadership Integration Project.....1 cr.

Total: 9 cr.

Year Two: Administrator

Semester II, Term I

NUR-714 Resource Management.....3 cr.

Semester II, Term II

NUR-718 Administrator Practicum II.....3 cr.
NUR-799 Leadership Integration Project.....1 cr.
Elective3 cr.

Total: 10 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-798 Leadership Integration Project.....1 cr.

Total: 9 cr.

Year Two: Educator

Semester II, Term I

NUR-724 Assessment and Evaluation.....3 cr.

Semester II, Term II

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

Total: 10 cr.

Total Program: 38 Credits

Core Courses	15 credits
Specialty Course	8 credits
Practicum	6 credits
Electives	6 credits
L.I.P.	3 credits (L.I.P.: Leadership Integration Project)

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

MSN Nursing Courses

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 models 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 at the local, national, and global health level are examined within a health promotion/disease prevention/health protection perspective. Examines nursing leadership responsibilities in shaping health policy, developing programs and services, and assuring social justice within communities.

NUR-660: Research for Advanced Role Specialization

3 Credits

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

The role of organizational structure, mission and vision as the framework for strategic planning, quality initiatives, and standards of care is explored. The opportunity to synthesize concepts related to organizational models, standards of practice, information management, program evaluation, and market development is provided. The development, implementation and evaluation of program and marketing plans are emphasized. Quality indicator development, data collection, and public reporting are addressed in concert with accreditation and credentialing aspects of organizational management.

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

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 in which nurses with advanced role specialization are functioning in 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 in which nurses with advanced role specialization are functioning in 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

The purpose of this course is to related educational theories to the teaching and learning process. Major learning theories, including behavioral, cognitive, and developmental are examined for their applicability to teaching. The student is able to explore the influence of these theories on their own teaching.

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 LIP (Learning Integration Project) 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. Each credit will be graded Pass/Fail. A grade of "Pass" must be earned in order to progress with the project.

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 Director of the Graduate Program and one other graduate faculty person will also be required.

Prerequisite: NUR 797 and NUR 798

Administration

President's Office

V. Jane Muhl, President/CEO, Professor of Nursing
B.S.N., University of Iowa; M.Ed., University of Georgia; M.S.N., South Dakota State University;
Ph.D. University of Iowa

Bonnie Wertepny, Administrative Assistant

President's Cabinet

V. Jane Muhl, President/CEO, Professor of Nursing
B.S.N., University of Iowa; M.Ed., University of Georgia; M.S.N., South Dakota State University;
Ph.D. University of Iowa

Joe Keebaugh, Vice President/Director of Business & Finance
B.A., Boise State University; C.P.A.

Joann M. Woelfel, Vice President of Student Services
B.S., Silver Lake College; M.A., Marian College

Connie J. Boerst, Vice President of Academics, Associate Professor of Nursing
Diploma, Bellin Hospital School of Nursing; B.S.N., Bellin College of Nursing; M.S.N., University of Wisconsin-Oshkosh, EdD, Nova Southeastern University. Certified by American Nurses Credentialing Center: Medical-Surgical Nursing.

Academic Affairs

Program Directors

Nancy M. Burruss, Director of the Undergraduate Program; Associate Professor of Nursing
B.S.N., University of Illinois College of Nursing; M.S.N., Adelphi University School of Nursing.
Certified by the National League for Nursing, Certified Nurse Educator; and by the American Nurses Credentialing Center: Clinical Specialist in Medical-Surgical Nursing

Vera K. Dauffenbach, Director of the Graduate Program; Associate Professor of Nursing
B.A., Macalester College; M.S.N., New York Medical College and Pace University; Ed.D., Western Michigan University

Faculty

Connie J. Boerst, Vice President of Academics, Associate Professor of Nursing
Diploma, Bellin Hospital School of Nursing; B.S.N., Bellin College of Nursing; M.S.N., University of Wisconsin-Oshkosh, EdD, Nova Southeastern University. Certified by American Nurses Credentialing Center, Medical-Surgical Nursing

Nancy M. Burruss, Director of the Undergraduate Program; Associate Professor of Nursing
B.S.N., University of Illinois College of Nursing; M.S.N., Adelphi University School of Nursing.
Certified by the National League for Nursing, Certified Nurse Educator; and by the American Nurses Credentialing Center: Clinical Specialist in Medical-Surgical Nursing

Vera K. Dauffenbach, Director of the Graduate Program; Associate Professor of Nursing
B.A., Macalester College; M.S.N., New York Medical College and Pace University; Ed.D., Western Michigan University

Kathie DeMuth, Instructor of Nursing
B.S.N., Bellin College of Nursing; M.S.N. Bellin College of Nursing

Lisa Dworak, Instructor of Nursing
B.S.N., Bellin College of Nursing; M.S.N. Concordia University, Certified Nurse of the Operating Room

Linda M. Dwyer, Assistant Professor of Nursing
B.S., University of Wisconsin-Green Bay; B.S.N., University of Wisconsin-Green Bay; M.S., M.H. Nursing, University of Wisconsin-Madison; Ph.D., Marquette University. Certified by American Nursing Credentialing Center - Provider in Psychology; Registered Provider in Psychology, National Register of Health Service Providers in Psychology; CNS in Psychology/Mental Health, Wisconsin Licensed Clinical Psychologist

Sherri A. Hanrahan, Instructor of Nursing
B.S.N. University of Wisconsin – Oshkosh; M.S.N. Bellin College of Nursing; Orthopaedic Nurse Certified, Certified Case Manager

Jill A. Harr, Assistant Professor of Nursing
B.S.N., University of Kentucky; M.S.N., University of Wisconsin-Oshkosh

Malina B. Herber, Instructor of Nursing
B.S.N., University of Wisconsin-Eau Claire; M.S.N., University of Minnesota

Lori A. Kulju, Instructor of Nursing
Diploma, Bellin School of Nursing; B.S.N., University of Wisconsin-Green Bay; M.S.N., Cardinal Stritch University. Certified Occupational Health Nurse Specialist

Debra J. Metzler, Assistant Professor of Nursing
B.S.N., University of Wisconsin-Madison; M.S.N., University of Wisconsin-Oshkosh. Certified by American Nurses Credentialing Center: Medical-Surgical Nursing

Heidi E. Monroe, Instructor of Nursing
B.S.N. University of Wisconsin-Madison; M.S.N. Bellin College of Nursing; Certified Post Anesthesia Nurse; Certified Basic Life Support (CPR/AED) Instructor

Carol D. Morris, Assistant Professor of Nursing
B.S.N., Jacksonville State University, AL; M.S.N., University of Alabama School of Nursing, Birmingham. Nursing Management Certificate, Marquette University

Lynn M. Murphy, Assistant Professor of Nursing
B.S.N., University of Wisconsin-Oshkosh; M.S.N., Marquette University. Certified by the National Board of Pediatric Nurse Practitioners and Nurses; Certified Pediatric Nurse Practitioner

Brianna L. Neuser, Instructor of Nursing
B.S.N., Bellin College of Nursing; M.S.N., Concordia University Wisconsin

Sarah E. Pettus, Assistant Professor of Nursing
B.S.N., North Park University, Chicago, Illinois; M.S.N., University of Illinois. Certified by the International Board of Lactation Consultant Examiners, Inc.

Ellen D. Reifschneider, Assistant Professor of Nursing
Diploma in Nursing, Mary Hitchcock Memorial Hospital; B.S.N., M.S.N., University of Wisconsin-Madison; Ph.D.; University of Wisconsin-Milwaukee

Mary K. Rolloff, Assistant Professor in Nursing
B.S.N., University of Wisconsin-Milwaukee; M.S.N., University of Wisconsin-Madison

Susan D. Rymer, Instructor of Nursing
Diploma in Nursing, Deaconess Hospital School of Nursing; B.S.N., University of Wisconsin-Green Bay; M.S.N., Bellin College of Nursing

JoAnn Swanson, Assistant Professor of Nursing
B.S.N., M.S.N., University of Wisconsin-Oshkosh; Certified by National Association of Orthopedic Nurses, Certified Orthopedic Nurse. Certified by American Nurses Credentialing Center: Medical-Surgical Nursing

Karen VanBeek, Instructor of Nursing
B.S.N., University of Wisconsin Oshkosh, M.S., University of Wisconsin Milwaukee.

Kathleen M. Zellner, Associate Professor of Nursing, College Assessment Program Director
B.S.N., Marian College; M.S.N., Marquette University. Certified by the American Nurses Credentialing Center: Medical-Surgical Nursing Learning Resource Center

Jill A. Harr, Faculty Facilitator
Assistant Professor of Nursing, B.S.N.; University of Kentucky; M.S.N.; University of Wisconsin-Oshkosh

Judi Leisk, Learning Resource Center Faculty Assistant
B.S., University of Wisconsin-Oshkosh; A.D.N., Northeast Wisconsin Technical College; B.S.N., University of Wisconsin-Oshkosh

Support

Lori Ashmann, Administrative Assistant to the Vice President of Academic Affairs

Nancy Mc Cully, Administrative Assistant to the Director of Undergraduate and Graduate Programs

Geri Lewis-Nytes, Secretary to Academic Advisor

College Staff

Business & Finance

Joe Keebaugh, Vice President/Director of Business & Finance
B.S., Boise State University; C.P.A.

Becky Mancl, Bursar
B.S., University of Wisconsin-La Crosse – Finance

Cindy Huber, Secretary to the Business and Finance Office

Development & Public Relations

Penelope Croghan, Director of Recruitment

B.S., University of Wisconsin-LaCrosse; M.A., Northwestern University; Ph.D., Northwestern University

Dale Wheelock, Director of Grants

B.S., University of Wisconsin-Green Bay; M.S.E., University of Wisconsin-Oshkosh

Cristy Borchardt, Administrative Assistant to the Development and PR Department

Becky Gabriel, Project Secretary (Student Services and Development/Public Relations)

Information Technology Services

Colin Pomeroy, Director of Technology

B.S., Northern Michigan University

Scott Blumreich, Information Technology Specialist

A.S., Northeast Wisconsin Technical College

Student Services

Joann M. Woelfel, Vice President of Student Services,

B.S., Silver Lake College; M.A., Marian College

Admissions Department

Katie Klaus, Director of Admissions

B.S., Ball State University; B.A., Lakeland College, M.A., Lakeland College

Kathy Altergott, Admissions Counselor

R.N., Bellin School of Nursing; B.S.N., University of Wisconsin-Green Bay, M.S. Silver Lake College

Lynn Lazzari, Administrative Assistant to the Admissions Department

College Office

Carol Burt, Secretary

Financial Aid Department

Lena Goodman, Director of Financial Aid

B.S., Brescia College

Katie Buchan, Financial Aid Counselor

B.S., St Norbert College

Office of the Registrar

Vicky Schauland, Registrar

B.S., University of Wisconsin-Oshkosh

Barb Wake, Secretary to Student Services Department

B.S., University of Wisconsin-Green Bay

Bellin College of Nursing Board of Trustees

Officers

Chairperson: **Thomas E. Prust**

Vice Chairperson: **Kathleen T. Riley**

Secretary: **Robert Clausen**

Treasurer: **Michael (Max) Frost**

At-Large: **Charles A. Ihrke, Ph.D.**

Trustees

Debbie Breunig, EMBS, BSN, RN, Vice President-Healthcare Market, KI Inc.

Robert Clausen, Vice President/Finance, Paper Converting Machine Company (Retired)

Gerald (Cort) Condon, Attorney/CPA, Condon & Herald Attorneys

Ruth Feldhaus MS, RN, GNP, Nurse Practitioner (Retired)

Michael (Max) Frost, Owner/President, Max Frost & Company, Inc.

Fergus P. Hughes, Ph.D., Professor, Human Development and Psychology, University of Wisconsin-Green Bay (Retired)

Charles A. Ihrke, Ph.D., Associate Professor, Human Biology, University of Wisconsin-Green Bay (Retired)

George F. Kerwin, President/CEO, Bellin Health System

Ronald T. Pfeifer, Attorney-at-Law, Godfrey & Kahn, S.C.

Thomas E. Prust, Executive Vice President/Secretary, Alwin Manufacturing Company, Inc., (Retired)

Kathleen T. Riley, Director of Finance, Sonoco US Mills, Inc. (Retired)

Donald Salmon, Vice President Emeritus/Consultant, St. Norbert College

William J. Wittman, M.D., Bellin Health/Artwich Clinic - Oconto Falls