

STUDENT HANDBOOK
Undergraduate Program
2008-2009

The Bellin College of Nursing (BCON) Student Handbook is not intended to create or represent a contractual relationship between the College and any student. The Student Handbook, in conjunction with the BCON Catalog and other official College documents such as Financial Aid Policies and Procedures are intended to provide a student reference for rules and regulations governing student behavior and the College's expectations of its students.

Students are responsible to become familiar with information in all of the above listed College documents and to adhere to the policies contained in these documents.

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



STUDENT HANDBOOK

UNDERGRADUATE PROGRAM

2008-2009

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Dear Bellin College of Nursing Students,

Welcome to the 2008-09 school year. This year promises to be an exciting one as each day brings us closer to our new Bellin College of Nursing campus and our 100th year anniversary. The work on our new building has begun, and our work at the College continues as we strive to offer you a positive experience in becoming a baccalaureate prepared nurse.

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

Have a great year. Please stop by my office at any time to keep me informed of your experiences at Bellin College and so that I can share some healthy "chocolates" with you.

A handwritten signature in black ink that reads "V. Jane Muhl". The signature is written in a cursive, flowing style.

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

► Introduction to Bellin College of Nursing

Mission Statement

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

Purpose

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

Values

Excellence – being the best

Integrity – honest and ethical behavior

Community – partnership and shared participation

Caring – empowering relationships based on empathy and respect

BSN 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 BCON 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.

BSN Program Outcomes

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

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

BSN Program Outcomes – 15 Month Accelerated

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

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

Academic Year Calendar 2008-2009

Event	BSN Traditional	Sophomore Transfer	Accelerated (21 month)	Accelerated (15 month)
FALL SEMESTER 2008				
MSN - Registration Deadline - Term I				
BCON - Faculty Return	Aug 18	Aug 18	Aug 18	Aug 18
BSN - Orientation - SNC (Freshmen)	Aug 22			
SNC - Classes Begin	Aug 25			
BSN - Orientation - Freshman Transfer & Sophomore Transfer	Aug 27			
Labor Day (College Closed)	Sep 1	Sep 1	Sep 1	Sep 1
BSN - Orientation - Junior/Senior	Sep 2			
BSN - Classes Begin - Traditional Four Year	Sep 2	Sep 2		
BSN - Classes Begin - Accelerated 21-Month			Sep 2	
BSN - Classes Begin - Accelerated 15-Month - Term I - Block IV				Sep 2
MSN - Classes Begin - Term I				
UWGB - Classes Begin	Sep 2	Sep 2	Sep 2	
BSN - Tuition Due - Accelerated 15-Month - Term I - Block IV				Sep 9
MSN - Tuition Due - Term I				
BSN - Tuition Due - Traditional Four Year	Sep 16			
BSN - Tuition Due - Sophomore Transfer		Sep 16		
BSN - Tuition Due - Accelerated 21-Month			Sep 16	
SNC - No Classes (Long weekend)	Oct 2-3			
MSN - Registration Deadline - Term II				
BSN - Classes End - Accelerated 15-Month - Term I - Block IV				Oct 24
MSN - Classes End - Term I				
BSN - Classes Begin - Accelerated 15-Month - Term II - Block V				Oct 27
MSN - Classes Begin - Term II				
BSN - Tuition Due - Accelerated 15-Month Term II - Block V				Nov 3
MSN - Tuition Due - Term II				
SNC - No Classes	Nov 26			
Thanksgiving Break (College Closed)	Nov 27-28	Nov 27-28	Nov 27-28	Nov 27-28
SNC - Classes End	Dec 5			
SNC - Finals	Dec 8-12			
UWGB - Classes End	Dec 10	Dec 10	Dec 10	
BSN - Classes End	Dec 12	Dec 12	Dec 12	
BSN - Classes End - Accelerated 21-Month			Dec 12	
BSN - Finals	Dec 15-16	Dec 15-16	Dec 15-16	Dec 15-16
UWGB - Finals	Dec 15-19	Dec 15-19	Dec 15-19	
Graduation	Dec 19	Dec 19	Dec 19	Dec 19
BCON - Last Faculty Work Day for Fall Semester	Dec 19	Dec 19	Dec 19	Dec 19
BSN - Classes End - Accelerated 15-Month - Term II - Block V				
MSN - Classes End - Term II				
MSN - Registration Deadline - Term III				
Christmas Break Begins (College Closed)	Dec 24-25	Dec 24-25	Dec 24-25	Dec 24-25
SPRING SEMESTER 2009				
BCON - Faculty Return	Jan 5	Jan 5	Jan 5	Jan 5
BSN - Accelerated 15-Month Orientation				Jan 15
BSN - Classes Begin	Jan 19	Jan 19	Jan 19	
BSN - Classes Begin - Accelerated 21-Month			Jan 19	
BSN - Classes Begin - Accelerated 15-Month - Term III - Block I				Jan 19
BSN - Classes Begin - Accelerated 15-Month - Term III - Block VI				Jan 19
MSN - Classes Begin - Term III				
SNC - Classes Begin	Jan 26			
UWGB - Classes Begin	Jan 26	Jan 26	Jan 26	
BSN - Tuition Due - Accelerated 15-Month - Term III - Block I				Jan 30
BSN - Tuition Due - Accelerated 15-Month - Term III - Block VI				Jan 30
MSN - Tuition Due - Term III				
BSN - Tuition Due - Traditional Four Year	Feb 2			
BSN - Tuition Due - Sophomore		Feb 2		
BSN - Tuition Due - Accelerated 21-Month			Feb 2	
MSN - Registration Deadline - Term IV				
BSN - Classes End - Accelerated 15-Month - Term III - Block I				Mar 13
BSN - Classes End - Accelerated 15-Month - Term III - Block VI				Mar 13
MSN - Classes End - Term III				
Spring Break (BCON - SNC - UWGB)	Mar 16-20	Mar 16-20	Mar 16-20	Mar 16-20

Event	BSN Traditional	Sophomore Transfer	Accelerated (21 month)	Accelerated (15 month)
SNC - Classes Resume	Mar 23			
BSN - UWGB Classes Resume	Mar 23	Mar 23	Mar 23	
BSN - Classes Resume	Mar 23	Mar 23	Mar 23	
BSN - Classes Begin - Accelerated 15-Month - Term IV - Block II				Mar 23
BSN - Classes Begin - Accelerated 15-Month - Term IV - Block VII				Mar 23
MSN - Classes Begin - Term IV				
BSN - Tuition Due - Accelerated 15-Month - Term IV - Block II				Mar 30
BSN - Tuition Due - Accelerated 15-Month - Term IV - Block VIII				Mar 30
MSN - Tuition Due - Term IV				
Easter	Apr 12	Apr 12	Apr 12	Apr 12
SNC - Easter break	Apr 10-13			
SNC - Classes End	May 8			
UWGB - Classes End	May 8	May 8	May 8	
BSN - Classes End	May 8	May 8	May 8	
Commencement Practice 10:30 am	May 8	May 8	May 8	May 8
COMMENCEMENT - BCON	May 10	May 10	May 10	May 10
MSN - Registration Deadline - Term V				
BSN - Finals	May 11-12	May 11-12	May 11-12	May 11-12
SNC - Finals	May 11-15			
UWGB - Finals	May 12-18	May 12-18	May 12-18	
BSN - Senior Assessment Afternoon (Traditional and 21 Month Accel)	May 12	May 12	May 12	
BSN - Senior Assessment Afternoon (15 Month Accel)				May 13
BSN - Classes End - Accelerated 15-Month - Term IV - Block II				May 15
BSN - Classes End - Accelerated 15-Month - Term IV - Block VII				May 15
MSN - Classes End - Term IV				
Memorial Day (College Closed)	May 25	May 25	May 25	May 25
BSN - Orientation - Sophomore Transfer		May 27		
BCON - Faculty Last Day Academic Year	May 29	May 29	May 29	May 29
SUMMER SESSION 2009				
BSN - Classes Begin - Accelerated 15-Month Term V - Block III				Jun 1
BSN - Orientation - BSN Traditional Four Year Fresh @ UWGB (R&R)	TBA			
BSN - Classes Begin - NUR-103 Online - Sophomore Transfer		Jun 1		
MSN - Classes Begin - Term V				
BSN - Tuition Due - Accelerated 15-Month - Term V - Block III				Jun 8
MSN - Tuition Due - Term V				
BSN - Tuition Due - Sophomore Transfer		Jun 15		
BSN - Classes End - NUR-103 Online - Sophomore Transfer		Jun 19		
BSN - Classes Begin - NUR-104 Online - Sophomore Transfer		Jun 22		
4th of July (College Closed)	Jul 4	Jul 4	Jul 4	Jul 4
BSN - Classes End - NUR-104 Online - Sophomore Transfer		Jul 24		
BSN - NUR-104 Lab - Sophomore Transfer		July 20-22		
BSN - NUR-104 Clinical - Sophomore Transfer		July 23-24		
BSN - Classes End - Accelerated 15-Month - Term V - Block III				Jul 24
MSN - Classes End - Term V				
FALL 2009				
Faculty Return	Aug 18	Aug 18	Aug 18	Aug 18

Calendar - Drop/Add Dates

	Program/Course/Term	Term Dates	Status	Drop/Add By Dates	Tuition Refund
Summer 2008	NUR-306A 21-Month Accelerated	06/02/08 – 07/25/08	Drop/Add	Through 06/03/08	100%
			WD	06/04/08 – 07/03/08	Calculated
			WF	07/04/08 – 07/25/08	None
	NUR-103 Sophomore Transfer	06/02/08 – 06/20/08	Drop/Add	Through 06/03/08	100%
			WD	06/04/08 – 06/12/08	Calculated
			WF	06/13/08 – 06/20/08	None
	NUR-104 Sophomore Transfer	06/23/08 – 07/25/08	Drop/Add	Through 06/24/08	100%
			WD	06/25/08 – 07/11/08	Calculated
			WF	07/14/08 – 07/25/08	None
	MSN-Term V BSN 15-Month Accelerated Term V - Block III	06/02/08 – 07/25/08	Drop/Add	Through 06/03/08	100%
			WD	06/04/08 – 07/03/08	Calculated
			WF	07/04/08 – 07/25/08	None
Fall 2008	BSN Classes Traditional, Sophomore Transfer 21-Month Accelerated	09/02/08 - 12/19/08	Drop/Add	Through 09/09/08	100%
			WD	09/10/08 - 11/05/08	Calculated
			WF	11/06/08 - 12/19/08	None
	MSN-Term I BSN 15-Month Accelerated Term I - Block IV	09/02/08 - 10/24/08	Drop/Add	Through 09/03/08	100%
			WD	09/04/08 - 10/03/08	Calculated
			WF	10/04/08 - 10/24/08	None
	MSN-Term II BSN 15-Month Accelerated Term II - Block V	10/27/08 - 12/19/08	Drop/Add	Through 10/28/08	100%
			WD	10/29/08 - 11/26/08	Calculated
			WF	12/01/08 - 12/19/08	None
Spring 2009	BSN Classes Traditional, Sophomore Transfer 21-Month Accelerated	01/19/09 - 05/15/09	Drop/Add	Through 01/26/09	100%
			WD	01/27/09 - 03/27/09	Calculated
			WF	03/30/09 - 05/15/09	None
	MSN-Term III BSN 15-Month Accelerated Term III - Blocks I and VI	01/19/09 - 03/13/09	Drop/Add	Through 01/20/09	100%
			WD	01/21/09 - 02/19/09	Calculated
			WF	02/20/09 - 03/13/09	None
	MSN-Term IV BSN 15-Month Accelerated Term IV - Blocks II and VII	03/23/09 - 05/15/09	Drop/Add	Through 03/24/09	100%
			WD	03/25/09 - 04/23/09	Calculated
			WF	04/24/09 - 05/15/09	None
Summer 2009	NUR-103 Sophomore Transfer	06/01/09 - 06/19/09	Drop/Add	Through 06/02/09	100%
			WD	06/03/09 - 06/11/09	Calculated
			WF	06/12/09 - 06/19/09	None
	NUR-104 Sophomore Transfer	06/22/09 - 07/24/09	Drop/Add	Through 06/23/09	100%
			WD	06/24/09 - 07/10/2009	Calculated
			WF	07/13/09 - 07/24/09	None
MSN-Term V BSN 15-Month Accelerated Term V - Block III	06/01/09 - 07/24/09	Drop/Add	Through 06/02/09	100%	
		WD	06/03/09 - 07/02/09	Calculated	
		WF	07/03/09 - 07/24/09	None	

Drop/Add Date: Courses may be added without penalty; student is responsible for any associated tuition and fees charges. Dropped courses will not appear on a BCON transcript.

WD Date: Withdrawal from all courses or Dropped course after Drop/Add date through the 60% point of the term/semester. Course will be reflected on the BCON transcript as W (withdrawal). For non-semester-length courses, the WD date will be calculated based upon the 60% point of that course.

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

Calculated Refund: Tuition charges retained by BCON for dropped or withdrawn courses will be based upon the percentage of the term/semester/course completed. No reduction of tuition charges will be made for drops/withdrawals made after the 60% point of the term/semester.

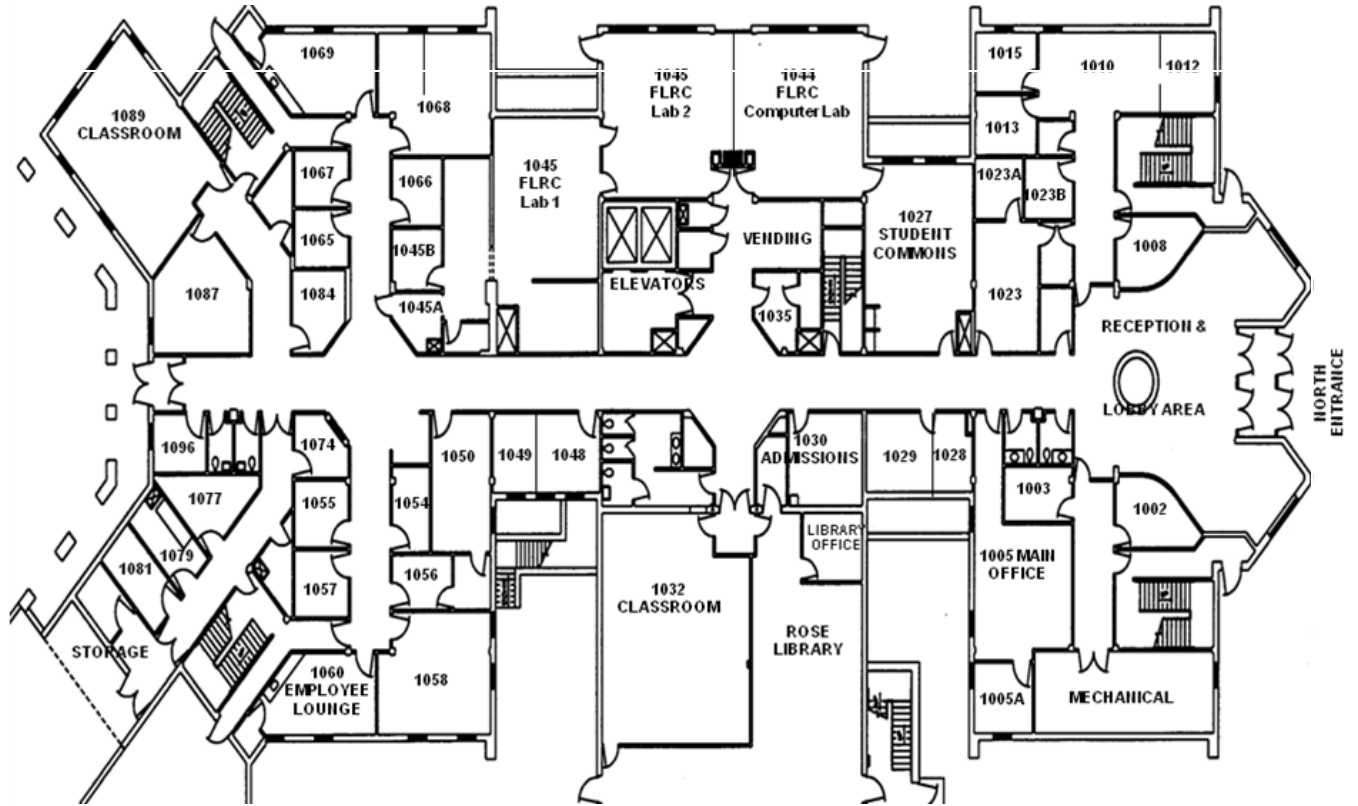
Unless otherwise noted, WD and WF dates are based upon calendar days. Students should keep in mind that drops/withdrawals can only be processed on business days (M-F, 8:00 a.m. to 4:30 p.m.) and will be official on the date received for processing by the BCON registrar.

Directory of Staff/Faculty (note: For adjunct faculty call the General Number for information)

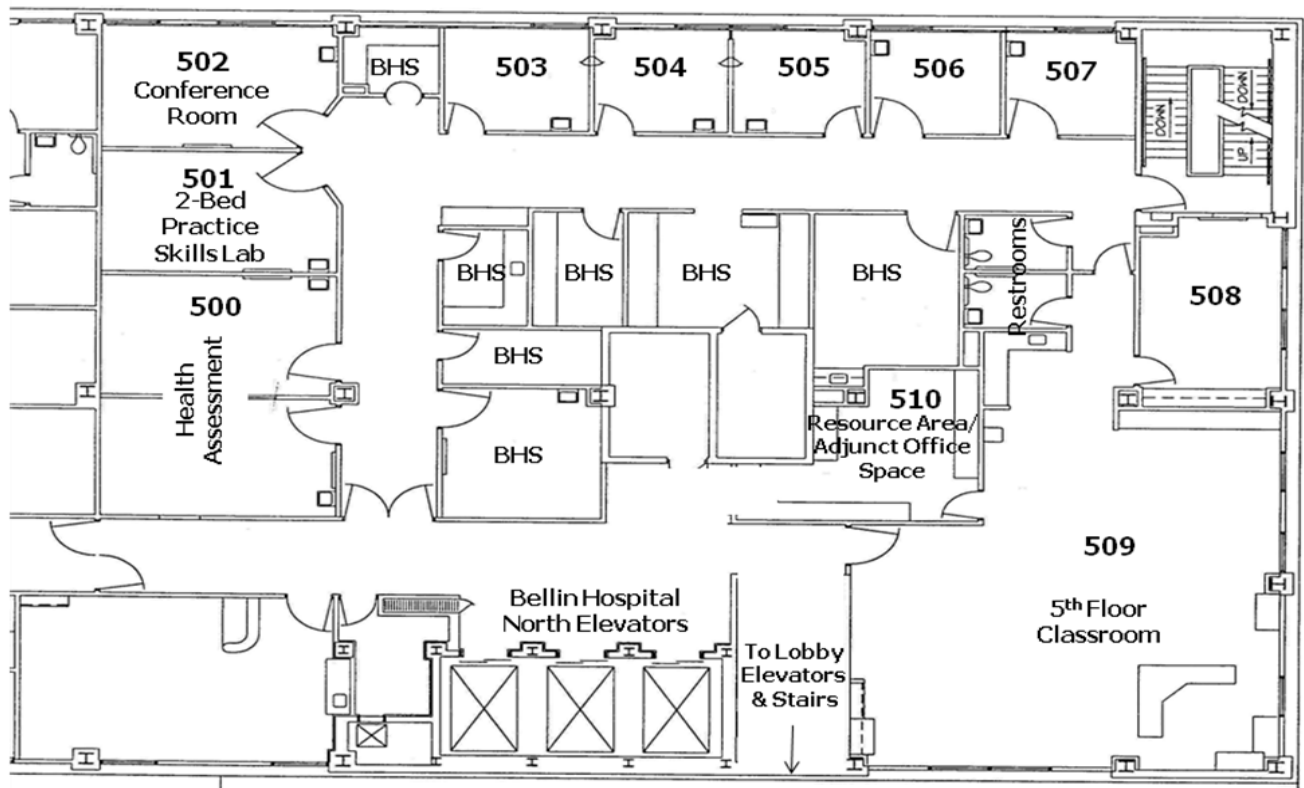
GENERAL NUMBERS				
Phone:	(920) 433-3560	Toll Free Number:	(800) 236-8707	Fax: (920) 433-7416
ADMINISTRATION				
Jane Muhl	President	jane.muhl@bcon.edu	433-7871	Rm. 1068A
Bonnie Wertepny	Administrative Assistant	bonnie.wertepny@bcon.edu	433-5809	Rm. 1068B
BUSINESS & FINANCE OFFICE				
Joseph Keebaugh	Vice-President of Business and Finance	joe.keebaugh@bcon.edu	433-7521	Rm. 1023B
Becky Mancl	Bursar	becky.mancl@bcon.edu	433-7865	Rm. 1023A
Cindy Huber	Secretary	cindy.huber@bcon.edu	433-5810	Rm. 1023
DEVELOPMENT & PUBLIC RELATIONS				
Dale Wheelock	Director of Grants	dale.wheelock@bcon.edu	433-7803	Rm. 1067
Penelope Croghan	Director of Recruitment	penny.croghan@bcon.edu	433-5805	Rm. 1066
Cristy Borchardt	Administrative Assistant	cristy.borchardt@bcon.edu	433-7904	Rm. 1069
Becky Gabriel	Project Secretary	becky.gabriel@bcon.edu	433-7813	Rm. 1069
STUDENT SERVICES				
Jo Woelfel	Vice-President/Student Services	joann.woelfel@bcon.edu	433-3465	Rm. 1005A
Carol Burt	Secretary	carol.burt@bcon.edu	433-5804	Rm. 1005
Becky Gabriel	Project Secretary	becky.gabriel@bcon.edu	433-7813	Rm. 1069
ADMISSIONS				
Katie Klaus	Director of Admissions	katie.klaus@bcon.edu	433-7825	Rm. 1030
Kathy Altergott	Admissions Counselor	kathy.altergott@bcon.edu	433-7833	Rm. 1029
Lynn Lazzari	Administrative Assistant	lynn.lazzari@bcon.edu	433-5803	Rm. 1005
FINANCIAL AID				
Lena Goodman	Director of Financial Aid	lena.goodman@bcon.edu	433-5801	Rm. 1028
Katie Buchan	Financial Aid Counselor	katie.buchan@bcon.edu	433-5812	Rm. 1023
REGISTRAR				
Vicky Schauland	Registrar	vicky.schauland@bcon.edu	433-5806	Rm. 1002
Barb Wake	Secretary	barb.wake@bcon.edu	431-5642	Rm. 1002
INFORMATION TECHNOLOGY				
Colin Pomeroy	Director of Technology	colin.pomeroy@bcon.edu	433-7830	Rm. 1087
Scott Blumreich	Information Technology Specialist	scott.blumreich@bcon.edu	433-7893	Rm. 1087

ACADEMICS				
Connie Boerst	Associate Professor Vice-President of Academic Affairs	connie.boerst@bcon.edu	433-7958	Rm. 1012
Vera Dauffenbach	Associate Professor Graduate Program Director	vera.dauffenbach@bcon.edu	433-3409	Rm. 1015
Nancy Burruss	Associate Professor Undergraduate Program Director	nancy.burruss@bcon.edu	433-7897	Rm. 1013
Lori Ashmann	Administrative Assistant	lori.ashmann@bcon.edu	433-7838	Rm. 1010
Nancy McCulley	Administrative Assistant	nancy.mcculley@bcon.edu	433-7843	Rm. 1010
Geri Lewis-Nytes	Secretary	geri.lewis-nytes@bcon.edu	433-7804	Rm. 1010
Kathie DeMuth	Instructor	kathie.demuth@bcon.edu	433-7414	Rm. 503
Lisa Dworak	Instructor	Lisa.dworak@bcon.edu	433-7849	Rm. 1077
Linda Dwyer	Assistant Professor	linda.dwyer@bcon.edu	433-7595	Rm. 1079
Sherri Hanrahan	Instructor	sherri.hanrahan@bcon.edu	433-7851	Rm. 1079
Jill Harr	Assistant Professor	jill.harr@bcon.edu	433-3778	Rm. 1055
Malina Herber	Instructor	malina.herber@bcon.edu	433-7818	Rm. 1084
Lori Kulju	Instructor	lori.kulju@bcon.edu	433-7867	Rm. 504
Judi Leisk	Faculty Learning Resource Center Assistant	judi.leisk@bcon.edu	433-6093	Rm. 1045
Debra Metzler	Assistant Professor	debbie.metzler@bcon.edu	433-7894	Rm. 1096
Heidi Monroe	Instructor	heidi.monroe@bcon.edu	433-7806	Rm. 1074
Carol Morris	Assistant Professor/Academic Advisor	carol.morris@bcon.edu	433-7847	Rm. 1008
Lynn Murphy	Assistant Professor	lynn.murphy@bcon.edu	433-3674	Rm. 1081
Brianna Neuser	Instructor	brianna.neuser@bcon.edu	433-7832	Rm. 1057
Sarah Pettus	Assistant Professor	sarah.pettus@bcon.edu	433-7852	Rm. 508
Ellen Reifschneider	Assistant Professor	ellen.reifschneider@bcon.edu	433-7415	Rm. 505
Mary Rolloff	Assistant Professor	mary.rolloff@bcon.edu	433-3461	Rm. 508
Susan Rymer	Instructor	susan.rymer@bcon.edu	433-7820	Rm. 1054
JoAnn Swanson	Assistant Professor	joann.swanson@bcon.edu	433-3628	Rm. 507
Karen Van Beek	Instructor	Karen.vanbeek@bcon.edu	433-7866	Rm. 1077
Kathleen Zellner	Associate Professor	kathy.zellner@bcon.edu	433-7408	Rm. 1048

Map of College – 1st Floor



Map of College – 5th Floor Bellin Hospital



► Campus Information

Bellin Health Fitness Center

Bellin students are eligible for membership at Bellin Health Connection. Students receive membership at a pro-rated cost. If the student utilizes 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 the membership at the Health Connection, located at 215 North Webster Avenue.

Bulletin Boards

Students assume the responsibility for reading notices on the bulletin boards. The Financial Aid and Employment and Housing bulletin boards are outside of the College Office. Announcements are also posted in the Student Lounge.

Copy Machine(s)

There is a copy machine in the computer lab. This machine may also be used as a printer from the computers in the computer lab. Copies are free of charge. It is expected that this machine is for student use and copies are to be related to course/college materials.

Students may also use the copy machine in the Rose Library. There is a cost of 10 cents per copy with these machines. Photocopying of library related resources is free (ex. journal articles, sections from books, reserve articles, and search print-outs). All other copies are 10 cents per copy.

The copy machine in the Student Services Office is for College faculty and staff use only.

Emergency Student Contact

Contacting students: Students should inform their families that calls of an urgent or emergency nature should be directed to the BCON Student Services Office at (920-433-3560). Office personnel will attempt to locate the student as soon as possible.

Emergency contact numbers: It is important that student emergency contact information remain up to date. Any changes are to be provided to the Student Services Office.

Emergency Codes

Bellin Health System and BCON use “emergency codes” to announce emergency situations. There are Emergency Kardex instructions posted throughout the college with further explanations of procedures.

Codes to become familiar with include:

- Code Windy (Watch or Warning) = tornado awareness

- Code Red = fire or smoke

- Code Gray = someone enters Bellin Health property with a visible or implied weapon with the intent or threat to cause harm

Fire/Evacuation

Note that some BCON courses/activities occur in buildings that provide services to Bellin Hospital patients. If a Code Red (Fire) is alerted while on the 5th floor of the hospital, students are to follow the directions of faculty and staff and may be required to assist.

Evacuation of the 5th Floor Area:

In case of fire:

Rescue

--Remove patients in immediate danger

Announce

--Delegate someone to immediately pull the fire alarm pull box (located near exits)
--First person available who is not removing people should dial 3722 and inform operator
"Code Red (wing, floor, and specific location)"

Confine the Fire

--Close all doors in the area to protect people from smoke
--Close doors and seal with wet blankets or towels
--Turn off oxygen (Respiratory Care responds to all Code Reds and is primarily responsible for main valves)

Extinguish/Evacuate

--If safe to do, use fire extinguisher to fight the fire (Remember PASS below)
1. **P**ull the pin
2. **A**im at the base of the fire
3. **S**queeze the handle
4. **S**weep from side-to-side
--Smother the fire with blankets, sheets, etc
--Get out of the room/area if fire is out of control
--Place waste basket by the door to indicate that the room is cleared

Types of Evacuation

1. Horizontal Evacuation
-- People in rooms near the fire are evacuated horizontally to a corridor away from the fire beyond the nearest fire doors (smoke compartment)
2. Vertical Evacuation
--People are evacuated vertically to areas designated by the supervisor of Fire Department
Use enclosed stairwells away from the fire during vertical evacuation

Evacuation of the 725 N. Webster College Area:

-- Upon announcement of a Code Red, students should immediately evacuate the building
--The last person out of a room should place a waste basket by the door to indicate that the room is cleared

Inclement Weather/Class Cancellations

When weather conditions in Green Bay warrant, the College will cancel classes, labs, and clinicals. Students should call **920-433-7805** to obtain current information on the cancellation of classes, labs, and clinical.

Information about the closing will typically be available by 6:00 a.m. for day nursing classes, labs, and clinical, and 1:00 p.m. for evening nursing classes, labs, and clinicals. When the College is totally closed (all course and extracurricular activities have been canceled) due to weather, it will be announced on local radio stations:

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

Closings will also be announced 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.

Examples that might warrant the closing, cancellations or a delayed opening include: Ice storms, wind chill temperatures 40 degrees below zero degrees, and blowing and drifting snow making roads impassable.

Students are responsible for using their own judgment regarding their safety and travel to the College in inclement weather.

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

Mail

Individual student "mailboxes" are located in the Student Lounge in the designated lateral file. Students are responsible for checking their mailboxes regularly. Contents of the mailboxes are private. UWGB Freshmen and SNC students' mail is brought to their nursing class each week. An on-site public mailbox is located at the North entrance of the College.

Meals

Students may purchase food in the Bellin Hospital cafeteria at the employee rate. The Bellin Hospital Tree Top Cafe is open daily:

- Breakfast 6:30 a.m. - 8:30 a.m.
- Lunch 11:00 a.m. - 1:30 p.m.
- Dinner 4:30 p.m. - 6:30 p.m.

Parking – General Information/Map

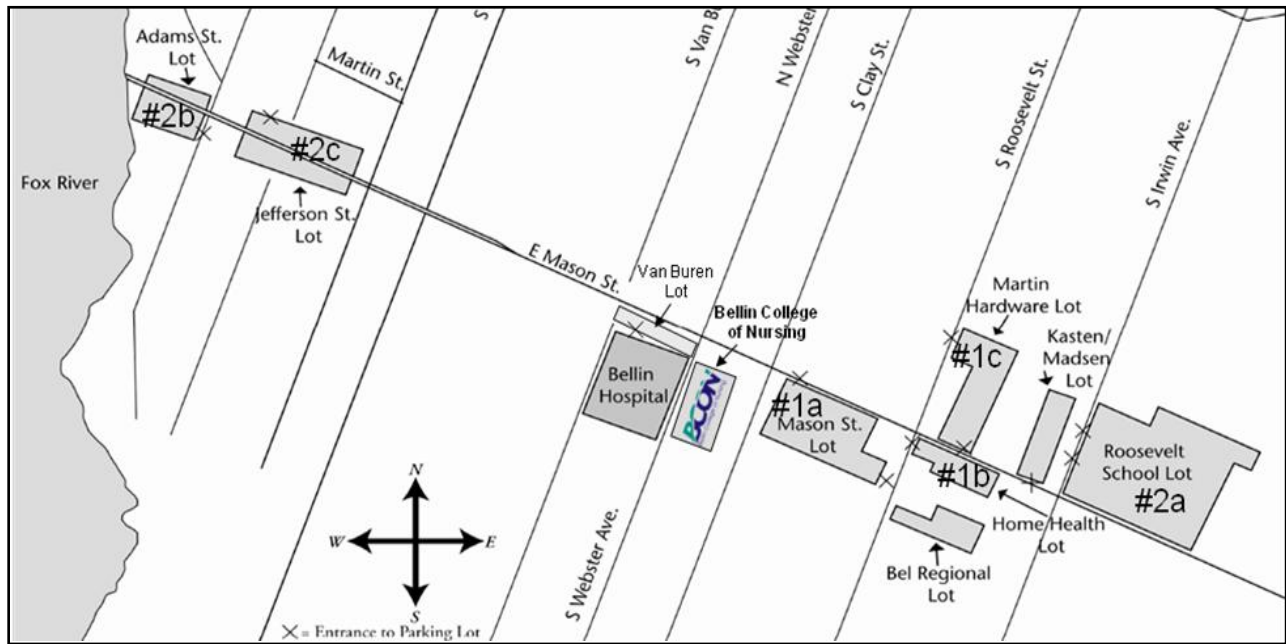
BCON students, faculty, staff and administration may park in any/all Bellin Health Employee parking lots. These do **NOT** include the patient lots, such as in front of the College.

See the following map of the Employee Lots, some are Walking Lots and some are Shuttled Lots.

The Numbers below correspond to the Parking Lot locations on the map. The X's on the map indicate the entrance to the lot.

1. The **Walking Lots** are the
 - a. Mason St. Lot (typically full by 6:40 a.m.)
 - b. The Home Health Lot (typically full by 7:00 a.m.)
 - c. The Martin Hardware Lot (typically full by mid morning)
2. The **Shuttled Lots** have a bus that runs every 15 minutes from the lot to the Hospital, unloading on the Van Buren side of the hospital, beginning at 6:00 am.
 - a. Roosevelt School Lot
 - b. Adams St,
 - c. Jefferson St.

Lots fill up fast, so be sure to allow extra time to make it to class, clinical or orientation on time. Parking is on a first-come-first-serve basis. For further assistance, please contact The Student Services Office at (920) 433-3560.



Parking – Vandalism to Vehicle Policy

Purpose

To provide equitable compensation to Bellin employees and associates for vandalism damage to their vehicle when parked in an authorized employee parking lot according to the policy.

Policy

It is the policy of Bellin Health to reimburse employees and associates for expenses not to exceed \$250.00 resulting from vandalism damage. Payment for each incident shall not exceed the cost of the damage, or the amount of the insurance deductible. Whichever is less. Vehicles must have been intentionally damaged while parked in an authorized employee parking lot (Roosevelt, Mason, 1200 E. Mason, Bethel, Adams, Jefferson, Van Buren, 725 N. Webster, 725 S. Webster, 704 S. Webster Medical Arts).

Bellin Health does not cover expenses from incidental damage to vehicles or theft from vehicles. The Security Team Facilitator will investigate each claim and determine if the damage was caused intentionally or unintentionally. Damage occurring from day to day routine driving will not be covered. This damage may include dents, dings, small scratches, etc.

Lot users will take steps to protect their vehicles from being targeted, such as locking their vehicle and concealing valuables in their vehicle.

Definitions

Vandalism: Intentional or malicious destruction or damage of another's property. Incidental Damage: Damage that occurred by chance or without intention.

Procedure

To have vandalism claim investigated:

1. Do not touch the damage or remove the vehicle from the location where it was damaged. Removing the vehicle or touching the damage may destroy important evidence that will be used in the investigation process.
2. Immediately notify the Bellin Health Security Team (ext. 7917) of the incident. The Security Team will investigate the incident by completing a Security Incident Report, gathering witness statements, notifying the Green Bay Police Department, and photographing the damage.

3. The Security Team Facilitator will review the Security Reports, photographs, Police Reports, and witness statements to determine if the damage was caused intentionally or unintentionally. The Security Team Facilitator will take his/her findings to the Support Care Center Leader for review. The Support Care Center Leader will make the final decision if a claim will be approved or denied.
4. The following must be brought to the Bellin Health Security Office within two weeks of the incident:
 - a. Two estimates of repair from two different licensed auto repair shops
 - b. Vehicle owner's insurance policy declarations page (deductible)

Safety

Campus safety is a shared responsibility between the College and its campus community members. Suspicion is the only reason needed to call security. The 2007-08 Security Report showed zero arrests or violations or criminal incidents on campus. For non-emergencies call the Security Office at x 7917. For emergencies call x 3722, or dial 9-911.

Student Lounge/Snack Area

A Student Lounge area is located in the College. The lounge is furnished with tables and chairs for writing, eating, and studying. There are also several overstuffed chairs, a TV, microwave, and radio with CD player. The students' mailboxes are also located here.

A vending area located across from the elevators is equipped with a water and ice machine, soda machine, a sandwich/fruit machine, ice cream machine, coffee and snack machines. Two microwave ovens and a refrigerator are also provided for those who wish to carry a lunch. Students may, of course, also eat their lunches in the Bellin Hospital Tree Top Cafeteria or St. Vincent Cafeteria. There are no formal rules for use of these rooms but students are expected to clean up after themselves.

The Student Lounge is open from 7:00 a.m. to 8:30 p.m., Monday through Thursday and 7:00 a.m. to 4:30 p.m., Friday.

Smoke Free/Tobacco Free Campus

BCON is a smoke and tobacco free campus. All areas of the College are designated as non-smoking/non-tobacco areas. Additionally, smoking or the use of any tobacco products is prohibited on all properties owned, operated or leased by Bellin Health System, including the buildings, parking lots, grounds, vehicles and sidewalks lateral to the hospital.

This policy is consistent with the Bellin Health System Mission and Vision to engage individuals in their lifelong journey towards optimal health.

▶ Student Services and Policies

Accommodations Request for Disabled Students

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

Change of Address Information

It is important to maintain up-to-date and accurate student information. Students are required to submit changes, in writing, to the Student Services Office via the Change of Address Form. This form is available in the Student Services Office or via the BCON website. This form is used for:

1. Change of address (local and/or permanent)
2. Change in telephone number
3. Name change (requires official documentation)
4. Change in contact or contact information of who to notify in case of an emergency

As the student information system (SONIS) becomes available for student use, changes to demographic information can be submitted electronically.

College Logo

The Bellin College of Nursing logo is the property of BCON. Anyone wishing to use the BCON logo (see samples below) must obtain written permission from the Development/Public Relations Office.

This logo may not be altered or embellished. With permission, the words "Bellin College of Nursing", "BCON", may be used. This policy also applies to all items that may be offered for sale through BCON student organizations.



and



Commencement/Graduation

Commencement occurs at the conclusion of the spring semester. Students who complete program requirements in December and May are invited to participate in the spring ceremony. The spring commencement date is established via the academic calendar.

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

An "Intent to Graduate Form" must be completed by all Seniors prior to graduation. Upon receipt of the intent form, the Registrar's office performs a degree audit to verify that all requirements have been met to graduate. The due date will be communicated, but students can begin submitting this form during the first semester of their Senior year. Forms can be accessed via the college website or from the Student Services Office.

Graduation dates are established as the last day of the semester or summer session which is the final examination date. There are three graduation dates: December, May and July.

Diplomas are issued approximately one month following the commencement ceremony.

Criminal Background Information Reporting

Criminal Background Checks of all students and personnel are required. This is in compliance with the Wisconsin Caregiver Background Check and Investigation Legislation. BCON reserves the right to deny admission or to terminate enrollment of any student because of his or her criminal history. The background check is completed prior to acceptance and every four years throughout enrollment in the program. Those who have been convicted or have charges pending of specific crimes/offenses that would bar them from

clinical experiences as a student or employment and/or licensure as a caregiver will not be admitted to the College.

An enrolled student is responsible to report any criminal charges to the Vice President of Student Services. The Vice President will review the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Background Check law and a student's continued enrollment at the College.

Employment Guidelines

Students employed under the federal work-study program are governed by its policies. Work-study employment is coordinated through BCON in collaboration with the Bellin Human Resource Management department.

Students may also seek positions in a hospital that are non work-study positions. As such, they are governed by the employment policies of the hospital.

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

Child Care

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

Death in the Family

Students must notify course facilitators of a death in the family. Upon notification to, and arrangements made with the course facilitators, a student will be allowed a maximum of three days leave of absence for a death in the immediate family. Immediate family consists of father, mother, spouse, brother, sister, child, step-parent, step-child, or significant other. Up to two days leave of absence may be taken for father-in-law, mother-in-law, grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law or son-in-law. Attendance at any other funeral will need to be discussed with the course facilitators.

Drug and Alcohol Policy

The purpose of this policy is to provide an alcohol and drug-free environment for faculty, students, administration and support staff at BCON in order that the College may carry out its mission and comply with the Drug-Free Workplace Act of 1988.

The College does not oversee the personal lives of College community members on or off campus. However, everyone is expected to be responsible for her/his own conduct and abide by all state and federal laws and follow College policies and guidelines. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance or alcohol is prohibited within the BCON building, on the campus grounds or in other settings in which the faculty, staff, or students may be carrying on the business of the College. Any exceptions to the College policy of not serving alcoholic beverages at College-sponsored events must be approved through the President's Office. Consumption of alcohol at such events must be in moderation.

Violations of federal and Wisconsin laws regarding drugs will be considered violations of College regulations and the American Nurses' Association Code for Nurses. BCON cooperates with civil authorities in the enforcement of local, state and federal laws.

Penalties against persons found in violation of this policy include disciplinary action up to and including termination from the College program or employment. Persons found in violation may be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program which is approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Registered Nurses or Licenses Practical Nurses who are nursing students may be reported to the Wisconsin Board of Nursing.

Resources available for alcohol and drug abuse problems include, but are not limited to, the Bellin Health Office, the assistance program at the Bellin Psychiatric Center, resources affiliated through colleges that students are co-enrolled and/or other community resources.

To comply with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College annually distributes to each student and employee: the College policy regarding drugs and alcohol, a description of the legal sanctions and health risks, a description of available treatment programs and sanctions to be imposed if violations occur.

FERPA: Family Educational Rights and Privacy Act

BCON complies with the Family Education Rights & Privacy Act. (FERPA). Once enrolled, all students have a right to inspect and review most of their educational records maintained about them by 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
- Instances when state or federal agencies request information essential to fulfill legal requirements for accreditation
- Requests from agencies or organizations from which students have received financial aid
- Requests in accordance with a lawful subpoena or court order
- Requests from College officials with legitimate educational interests

A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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 of Nursing by appointment with the Registrar or VP of Student Services.

Student may not have access to: 1) personal records of College of Nursing personnel; 2) employment records; 3) medical, psychiatric or similar records used solely for treatment purposes and available only to recognized professionals in connection with such treatment, although students would be able to have such records inspected by a doctor or appropriate professional of their choice; 4) financial records of their parents used for financial aid purposes; 5) confidential letters and statements of recommendations placed in their records prior to January 1, 1975; and 6) confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admissions, or award purposes. 7) records accumulated prior to enrollment (admission records).

FERPA- Procedure for Review of Records

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

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

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

Fitness for Class, Lab and Clinical

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

1. When a student/faculty member/College employee suspects that a student may be unfit for class/lab/clinical, s/he should report their observations to the person supervising the student.

Observed behaviors must be documented by supervising person and witnesses prior to leaving class/lab/clinical that day.

2. Any student suspected of not being fit for duty, based on personal observation of appearance, behavior, speech, or breath odor will be requested to undergo a drug and alcohol test by their faculty member or appropriate Administrative member of the College at the time of the observed behavior.
3. The student will be removed from class, lab or clinical.
4. A voluntary signature will be obtained on a consent and release form prior to any specimen collection. Refusal to sign the consent to release information form and/or to undergo a drug and alcohol test, when there is reasonable cause for testing, will result in presumed positive test results and an immediate suspension from class or clinical pending further disciplinary action. (Further disciplinary action may include possible dismissal from the College, independent and regardless of the results of any subsequent drug and alcohol test.)
5. Transportation home of the student involved in a reasonable cause circumstance, whether tested or not, will be arranged by the faculty member or appropriate Administrator to prevent the student from attempting to operate her/his own vehicle while under the possible influence of drugs and/or alcohol. These efforts may include contacting law enforcement officials if necessary.
6. Any faculty member or other person who has reasonable cause to suspect that a student is under the influence of drugs and/or alcohol will submit a written statement of all observations made.
7. When a student's drug/alcohol screening is positive and an Assistance Program referral is made, the student's return to school will be based on the following:
 - a. Evidence of ongoing compliance with the recommended treatment plan as outlined by Assistance Program.
 - b. Signed return to school contract, as coordinated by the appropriate Administrator which may include:
 1. Additional drug and/or alcohol testing prior to return to class or clinical,
 2. Additional drug and/or alcohol tests, without notice, at anytime, within 24-months from the date.
 - c. The student returned to school with successful completion of the Assistance Program.

Note: Positive test results, for any of the above drug and/or alcohol testing, will render the student subject to discipline, up to and including dismissal.

Confidentiality and privacy rights of BCON students will be protected. Test results and/or the identities of any student participating in a rehabilitation program will not be revealed by BCON to anyone outside this policy without the express written consent of the student.

Harassment

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

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or unsolicited verbal, written or physical conduct of a sexual nature when:

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

Students of BCON who believe they are objects of such conduct should contact the Vice President of Student Services or another member of the College's Administration.

Discipline for sexual harassment may include, reprimand (verbal or written), law enforcement involvement and/or up to and including dismissal from the College, depending upon the severity of the harassment.

Information Technology – Student Technology Requirements

Office 2007 is the standard Office Suite for 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.

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

Information Technology – Acceptable Use Policy

Introduction

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

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

Scope

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

Policy

Access to BCON technology resources is a privilege granted to guests, contractors, faculty, staff, and students. This privilege is predicated on the user's acceptance of and adherence to all College Information Technology & Services policies. The College reserves the right to limit, restrict, or extend access to technology resources. Access to technology resources will be documented on the *Network Access Request Form* for all guests, faculty, staff and work study students. This form is not required for students except for work study students requiring access to an administrative system. See the *Network Access Policy* for additional information. The BCON technology resources are a private system. As such, the information stored on its computers and servers are the property of the College with the exception of material expressly developed by users for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on College systems under their use accept full responsibility for maintaining compliance with copyright laws. The use of technology resources for personal purposes is allowed as long as the use (a) is minimal and of short duration, (b) does not interfere with the user's duties and responsibilities or that of others, (c) does not violate any College policies and local, state, or federal laws, (d) does not interfere with the primary purposes of the system, and (e) does not adversely affect technology resources.

1. User Responsibilities

User responsibilities and expectations include but are not limited to:

- **All student work is to be submitted using Microsoft-Word format**
- Abide by applicable laws, College policies, contracts and licenses
- Use only those technology resources and data for which you have authorization and only in the manner and to the extent authorized
- Maintain all electronic files, including e-mail, in accordance with the College Records Retention policy (*not applicable to students*)
- Respect the copyright and intellectual property rights of others, including the legal use of copyrighted material
- Use technology resources only for their intended purpose
- Protect the access and integrity of technology resources
- Maintain privacy and security by keeping all passwords confidential
- Respect the privacy and personal rights of others
- Delete old and unused e-mail and files on a regular basis
- Maintain the accuracy of personal e-mail distribution lists
- Develop adequate proficiency in the tools and technologies appropriate to his/her needs

2. Inappropriate Network Usage

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

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

3. Administrative Systems

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs the rights and responsibilities regarding the privacy of student record information. All employees of BCON are required to abide by the regulations of FERPA and College policies regarding access to and use of student, College financials, and College alumni development information. Directors and other supervisory personnel are responsible for

ensuring employees follow FERPA and College policies and procedures. The College houses its administrative data on its servers. Various software packages include programs managing admissions, registration, student records, financial aid, billing, accounts payable, general ledger, and alumni development. Employees having access to administrative system data must understand and accept the responsibility of working with confidential data. In addition to FERPA, the following apply to all employees with an administrative system account:

- Access to administrative systems is granted through the use of individual system accounts consisting of a username (userid) and password/PIN. These accounts are for the employee's use only and should not be shared with anyone.
- Each employee is fully responsible for any data input, data retrieval, or other system action initiated on an administrative system via his/her account
- Administrative system accounts are for educational/work-related activities only; as such there are measures in place that block websites/content not related to educational/work
- Employees will not discuss or share any confidential data with any other person except as is needed to carry out his/her job responsibilities
- All access to electronic data and documents will be secured. Log off the system, secure documents in lockable drawers, cabinets, or behind locked doors when leaving your work area. Use your computer's password protected screen saver to minimize unauthorized disclosure of confidential information.

4. Enforcement Procedures

The College retains the right, without restriction, to monitor, authorize, control, or stop the use of any technology resource found on its computers or networks. Violations of any College policy will be referred to the appropriate Administrator for action through the established disciplinary processes of the College. The results of such referral may include but is not limited to:

- Files and/or programs may be deleted
- User accounts may be disabled
- User access privileges may be withdrawn
- Users may be suspended, expelled or terminated from College employment

Information Technology – Electronic Mail Policy

Introduction

Electronic Mail (e-mail) is a tool provided by the College to complement traditional methods of communications and to improve academic and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the College e-mail system implies consent to all College IT policies and practices. Violations of the policy may result in restriction of access to the College e-mail system and/or other appropriate disciplinary action. The purpose of this policy is to ensure the proper use of the College's e-mail system by its students, faculty, staff and other authorized persons.

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

Scope

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

Policy

The College Microsoft Exchange e-mail system is the only recognized e-mail system used to communicate between faculty, staff and students. This is necessary to ensure the delivery and receipt of official communications.

1. Account Creation

Reference the *Network Access Policy* for guidance on network account creation and management.

2. Acceptable Use

Reference the *Acceptable Use Policy* for guidance on acceptable use, inappropriate use, and user responsibilities. Users must exercise caution when forwarding messages, either internally or externally. Sensitive information such as: social security numbers, addresses, age, gender etc. must not be forwarded to any party outside of the College without the prior approval of an appropriate authority. Automatic forwarding of messages by faculty or staff to a non-BCON e-mail address is prohibited due to the possibility of protected information being inadvertently sent to a public server.

3. User Responsibility

Users are expected to read e-mail on a regular basis and manage their accounts appropriately. E-mail messages regarding College matters sent from an administrative office, faculty, or staff member is considered to be an official notice.

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

4. Privacy

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

5. E-mail Etiquette

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

- Use a meaningful subject line when sending a message
- Be concise and to the point
- Use proper spelling, grammar and punctuation
- Avoid abbreviations that the reader may not be familiar with
- Do not attach unnecessary files
- Use proper layout and structure
- Do not overuse the high priority option
- Use upper and lower case letters in your message. Messages typed in all upper case give the impression of shouting
- Be selective about recipients to avoid wasting people's time. Use of distribution lists or 'reply to all' features of e-mail should be carefully considered and only used for legitimate purposes
- Read the e-mail before sending
- Only use delivery and read receipts when necessary

6. System Monitoring

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

7. Mailbox Size Limits

Due to finite resources, the College has the right to restrict the amount of user space on the e-mail server as necessary and to revise the size restrictions as necessary with appropriate Administrative Council approval and advance notice.

- Administrative Officers – 1 GB
- Staff and Faculty – 500 MB
- Students – 100 MB

8. Records Retention

a. Individuals are responsible for saving e-mail messages as they deem appropriate. Messages are automatically purged from folders as follows in order to save storage space:

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

b. Users are highly encouraged to utilize a .pst file to store messages beyond the time periods above. E-mail messages requiring retention in accordance with the College Records Retention policy should be printed and filed by the user as appropriate.

9. E-Mail Size Limits

A 10 megabyte size restriction for all e-mail is enforced whether being sent or received. This is necessary to preserve network bandwidth and mailbox storage resources.

10. E-Mail Signature

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

11. Data Backup

The e-mail system is NOT backed up on a regular basis due resource capabilities. This capability may be available in the future.

12. Organizational Accounts

Shared organizational accounts can be created for those offices requiring shared access to a central mailbox to better support customer communications.

13. Supported Mail Clients

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

14. Junk Mail & Virus Protection

The College employs the following products to prevent junk e-mail (aka, spam mail) and virus-infected e-mail from user inboxes:

- Lightspeed – used to block known junk e-mail sources by domain or address and also scan incoming messages to identify and quarantine virus-infected messages
- Lightspeed – used to scan mailboxes on the server to identify and quarantine virus-infected messages
- Microsoft System Manager – a second tool used to block known junk e-mail sources
- Lightspeed Antivirus – installed on each campus computer and server to identify and quarantine any virus-infected file
- Microsoft Intelligent Message Filter – used to filter junk e-mail from user inboxes
- Microsoft Outlook Junk E-Mail – a user tool to identify and block junk e-mail from your Inbox by sender or by applying a filter. Reference *Microsoft Office Outlook Help* for information on using the Junk E-Mail tool

It is impossible to guarantee protection against junk and virus-infected e-mail. Users are encouraged to use the MS Outlook junk e-mail tool to filter spam messages from their inbox. You may also forward nuisance messages to the spam mailbox (spam@bcon.edu) and we will block the domain through Lightspeed and Microsoft System Manager. Users should use proper care and actions to prevent the spread of viruses. Virus-infected e-mail often appears to be sent from a friend or coworker and will contain an attachment. This attachment is the virus carrier and, by opening the attachment, the virus code is executed. Attachments should be opened only when you are sure of the sender and message. Contact the Helpdesk (helpdesk@bcon.edu) if any doubt exists.

Reference Request

Students needing a reference from BCON personnel must provide the following information in writing by letter, or via a release form. If composing a request via letter, it must include:

- Date of request
- Date reference is required to be returned
- Name of institution, mailing address, and contact person, if applicable
- Indicate if reference is to be submitted to an institution or to the student
- Criteria for the reference, e.g. job description, if applicable
- Self-addressed stamped envelope attached, if applicable
- Special instructions, if any
- Indicate if reference is to be marked confidential
- Include this sentence in the request letter: "By completing this form/sending this letter I give BCON personnel permission to provide this reference"

Forms are available in the Student Lounge Reference Drawer. Note: any student with a "Hold" placed on their records can not receive a reference.

Student Behavior

Students are expected to follow general College rules. Violations of College rules, including violations of the American Nurses' Association Code for Nurses will be handled administratively and may result in disciplinary action such as probation, suspension, or dismissal.

Any student who shows behavior which is undesirable and a detrimental influence to students, clients, and/or values of the College which violate College policies will be disciplined based upon the severity of the offense.

The student has an obligation to conduct himself/herself in a manner compatible with the College of Nursing's values as an educational institution.

Therefore, the student has the following responsibilities:

Responsibilities Related to Persons

1. Never act in a manner that would pose a threat to the health (physical and/or mental) or safety of a member or members of the College community.
2. Never conducts self in a disorderly, lewd, indecent, or obscene manner on College controlled property or at College sponsored or supervised functions.
3. Always conducts self appropriately to reflect a professional nurse. When engaging in activities students represent nursing image as a profession in both their attire and demeanor.

Responsibilities Related to Property

Students shall:

1. Never forge, alter, or misuse college documents, records and/or other college or hospital records.
2. Never steal or damage property belonging to the College, the hospital, community, or an individual.
3. Only use College or clinical facilities as authorized and appropriate.

Responsibilities Related to Operation of the College

Students shall:

1. Be honest in all activities relating to the education program.
2. Never obstruct or disrupt teaching activities, administrative functions, or other College or clinical activities.
3. Always uphold the rules, regulations and College policies, as printed in the student handbook.
4. Always comply with the directions of College personnel acting in the performance of their responsibilities.
5. Always uphold rules of any college or university or any medical, hospital or community facility associated with the College.

Responsibilities Related to Welfare, Health & Safety

Students shall:

1. Never use, possess, or distribute narcotics, hallucinogens, mind or body altering drugs, controlled substances or dangerous drugs except as expressly permitted by law.
2. Never consume, possess, distribute or be under the influence of alcoholic beverages in violation of Wisconsin State Law or College policy.
3. Never misuse fire and fire emergency equipment such as, alarms, extinguisher, hoses, etc.
4. Never possess or use firearms, explosives, dangerous weapons or other articles/substances potentially injurious to persons or property.

Students NOT in compliance with these responsibilities are subject to disciplinary action including: disciplinary probation, contract, suspension and/or termination. An immediate suspension may result when the student's behavior threatens the health or safety of others. This suspension will be in effect until the incident has been investigated by the President's Cabinet and results in the student's return to good standing, probation or dismissal.

Student Bill of Rights

The following Student Bill of Rights used at BCON is based on the National Student Nurses Association (NSNA) Student Bill of Rights.

1. Students have a right to engage in a sustained and independent search for truth, utilizing good judgment.
2. Because freedom to teach and the freedom to learn are inseparable facets of academic freedom; students should exercise their right to learn and to teach in a responsible manner.
3. Students have a right to be admitted to a particular institution regardless of their race, color, religion, national origin, creed, gender, marital status, or physical disability.
4. Students are free to take reasoned exception to the data or views offered in any course of study, reserving judgment about matters of opinion.
5. Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation.
6. Students have the assurance that information about their views, beliefs, and political associations which instructors acquire in the course of their work is considered confidential and is not released without their knowledge or consent and should not be used as a basis of evaluation.
7. Students have a right to a responsible voice in the determination of the curriculum.
8. Students have a right to examine their permanent education records and be aware of the conditions governing its disclosure, according to the established school policy.
9. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
10. Students have a right to invite and hear any person of their own choosing within the College's acceptable realm.
11. The student body has a right to participate in the formulation and application of institutional policy affecting academic and student affairs.
12. The students have a right to be informed of standards of behavior guidelines set by the institution which it considers essential to its educational mission and its community life.
13. Students have the right to belong or refuse to belong to any organization of their choice.
14. Students have a right to a voice in the establishment of the dress code.

15. Students have a right to periodically review grading systems with faculty for clarification and better student-faculty understanding.
16. Students have a right to provide input into the evaluations of nursing courses and faculty.
17. Students have the right to participate in an educational environment at BCON free of racial/ethnic/sexual harassment or intimidation.

Student Pregnancy

Pregnancy is a state of health that may render the expectant mother susceptible to environmental conditions.

It is the responsibility of the student who thinks or knows she is pregnant to inform her Academic Advisor and complete required paperwork. In addition, potential implications to the academic plan will be discussed. Course faculty must be informed so that reasonable steps are taken to plan client care assignments that will help protect the student's health and the pregnancy.

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

Voting

As a United States citizen and a future nurse, the faculty encourages students to participate in the political process. Students who are 18 or older on Election Day and a resident of their election district or ward for 10 or more days prior to an election being held, are eligible to vote in the State of Wisconsin.

In the City of Green Bay voters must be registered. This can be done in person at City Hall at 100 North Jefferson Street or by requesting forms from the City Clerk's Office at the same address. Those that miss the normal registration deadline may go to the polls on Election Day with proof of residence and request to be registered. If the current address is not the student's permanent address, he/she may wish to vote in his/her home district by absentee ballot. Information and ballots can be obtained from the clerk in the student's home election district.

► Transfer Credits

Credit Evaluation

An Official Credit Evaluation of prior coursework in liberal education and in nursing is completed at the time of application by BCON. The credit evaluation will outline courses/credits accepted prior to admission to the College.

Resident Credit

A student who transfers into the nursing program must complete a minimum of 44 credits in nursing in residence at BCON. Thirty (30) of these credits must be in the upper division.

Transfer Credits: After Admission

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

Only courses from an accredited institution with a grade of "C" or better are acceptable for transfer.

Students who plan to transfer courses to BCON after admission should consult the Academic Advisor prior to registration to verify course equivalency.

Transferring Credits: BCON Transcripts

Subsequent courses taken at other institutions of higher learning after enrollment at BCON will be recorded by the Registrar as transfer credit only after receipt of an official transcript with a final course grade.

Transcripts will reflect "TR" Transfer Credit. Transfer grades will not be reflected on BCON official transcript nor in the cumulative grade point average.

Transfer of Nursing Courses

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

1. Nursing courses taken more than five years prior to application for admission will not be considered.
2. Prerequisites required at BCON will apply.
3. Students will be notified of the credit evaluation outcome.
4. A denial of transfer credit may be appealed to the Undergraduate Program Director.

Transfer of Technical College Credit

College credit 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 (1000) level if a grade of C or better is earned and they are equivalent to the courses required at BCON.

Diploma (300) level courses will not be accepted. College Parallel (200) level courses taken at one of the three technical colleges that offer this program (Nicolet College, Madison Area Technical College, and Milwaukee Area Technical College) will be accepted as any other college credit.

Any Technical College course listed on the University of Wisconsin Transfer Information System (TIS) identified as equivalent at UWGB for required liberal education course may be transferred. Courses not listed on TIS will be reviewed for equivalency. Courses listed as NDC (no degree credit) will not be accepted.

Transfer Credit for Liberal Education Courses

Transfer credit is awarded for courses taken at an accredited college or university if they meet the BCON liberal education course requirements.

Liberal education courses accepted for transfer credit by BCON will appear as transferred credits (not as letter grades) on the BCON official transcript.

It is the student's responsibility to submit an official transcript for all liberal education courses taken at an institution other than University of Wisconsin-Green Bay (UWGB), St Norbert College (SNC) or Silver Lake College (SLC). For students dually enrolled at BCON and UWGB, SNC, or SLC official transcripts and enrollment data will be reported to BCON on a routine basis.

The deadline for submission of official transcripts reflecting any liberal education courses must be received no later than 4 weeks after the last day of the course. Contact the Student Service Office if unique situations arise.

Challenge Exam Policy for Nursing Courses

The Challenge Exam Option is based on the premise that students have prior knowledge and competence to successfully complete the theory and clinical portions of a nursing course without participating in that course on a prescribed schedule. In a Challenge Exam Option, the responsibility for demonstrating course outcomes rests with the student. Students who do not successfully pass the challenge exam will be required to register and pay for the course that was challenged.

1. All nursing courses can be challenged; however at least one of the BCON required nursing courses must be taken each year of the curriculum.
2. A plan for challenging a course will be developed when a request to challenge has been proposed by a student. Proposed models for a clinical and a non-clinical course have been developed. A model that differs from the proposed model must be approved by the Undergraduate Program Director before it can be implemented. The course syllabus, outcomes and required readings form the basis for every challenge option. The syllabus will be given to students prior to the challenge.
3. The student who is interested in challenging a nursing course (clinical and theory) should indicate their intent during the academic advising conference the semester prior to the actual challenge and complete a Challenge Request Form.
4. The actual challenge should be able to be completed in 3-4 weeks and will take place prior to when the course would ordinarily be scheduled. If the student does not pass the challenge, she/he will be able to take the course in sequence.
5. In all cases the student will be required to meet course outcomes. A grade of C or above is required on all written challenge exams and assignments. A “satisfactory” rating is required for the clinical component.
6. Challenge courses will be recorded as “Credit by Exam” on the Official Transcript. The Registrar will be notified. The Form will not be released to the Registrar until all components of the challenge are passed.
7. Students will pay a flat rate of one-half the regular per credit charge for that course. The fee must be paid before the challenge begins. Students who anticipate challenging a course are advised to carry enough credits that semester, so if they are successful they will still have enough credits to maintain full time status (12 credits) and meet financial aid qualifications. If the challenge is unsuccessful, the student must register for the course.
8. Credits earned through the challenge option will not meet the residency requirement.

Procedure

1. The student who is interested in challenging a nursing course should indicate her/his intent during the academic advising conference the semester prior to the actual challenge. The Academic Advisor will notify the course facilitator. The Challenge Request Form will be completed with the course facilitator and routed to the Registrar, course faculty, and the student.
2. The student must take the initiative to schedule a conference with the Director of Financial Aid to discuss financial implications of the challenge course.
3. The faculty member(s) will describe the challenge plan for the particular course.
4. The theoretical aspect of the challenge must be passed before the student may progress to the clinical exam.
5. Other requirements may be stipulated by the faculty member/course facilitator.

Guidelines

Course facilitators and/or faculty may select two or three of the following assessment options:

1. Comprehensive exam of not more than 100 questions.
2. Comprehensive paper (length will vary based on course objectives/outcomes).
3. Paper(s).
4. Comprehensive project.
5. Other options related to the course as designed by facilitator/faculty. (These may include; lab testing, ATI exam if appropriate, etc.)

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) allows students who have gained college-level knowledge to take examinations for possible college credit.

For information on CLEP exams, policies and course equivalency, contact the BCON Academic Advisor.

Credit for Prior Learning

Students who have a combination of 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 Academic Advisor for further details. A fee is charged for evaluation of credit for prior learning.

Veterans

Students who are veterans may receive credit for military experience. Applicants must submit an official transcript (AARTS, SMART, CCAF) or DD 214. In granting credit, 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 – 2008-2009

2008-2009 Tuition

4 Year Traditional Students:

Students enrolled at UWGB may expect annual costs of approximately \$17,600.

Students enrolled at St Norbert College may expect annual costs including room and board of approximately \$35,000 (Less \$5,000 St Norbert nursing scholarship).

15 Month Accelerated Students:

Students enrolled in the first semester starting January 2008 can expect to pay an average of \$15,656 per semester (or \$7,828 per term). There are 7 terms (3 semesters + 1 summer) in the 15 month program. Tuition rates for this program are reviewed and adjusted each July.

Students completing the 21 Month Accelerated Option:

(Note: BCON is not accepting new applicants to this option at this time.)

Students enrolled in the second year of the accelerated program may expect annual costs of approximately \$28,160.

Students paying tuition on per credit basis:

\$824 per credit (See the Bursar for individual tuition costs.)

**Book costs are not included in the tuition and fees charges. Please see the Textbook and Supply List on the website.

Out-of-State Tuition

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

► Fees – 2008-2009

Application and Reservation Fees

Charges prior to enrollment at BCON:

- BCON Admission Application Fee \$ 30 (non-refundable)
- Reservation Fee (applied to first semester's tuition and BCON) \$100

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

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

Audit Fee

Students who wish to enroll in a nursing course or courses without receiving credit may audit any nursing course. The tuition charge for auditing a course is one-third the regular per-credit charge for that course. (i.e. a student auditing a 4-credit course in the fall of 2008 (per credit charge of \$824) would pay \$1,098.56 [$\$824 \times 33.33\% \times 4$ credits]).

Challenge 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 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.

Graduation Fee

In the semester prior to graduation the student will be charged a \$200 graduation fee. This fee helps to defray the costs related to: 1) the diploma, caps & gowns, announcements and programs, speaker, room, musicians, and reception, 2) class picture-sitting fee, 3) photo of graduate receiving diploma, 4) school nursing pin, 5) Processing - closing out final records, electronic and storage and future references.

Additionally, there are a number of variable costs that are not covered by the fee. A listing of these approximate costs and when they may occur are listed below:

- Optional: Class Picture Packages (December)
 - Package of portraits: \$39 - \$120
 - Class composite: \$14

- State Board Exam \$200 (Mid to late March)
- Licensing Fee: \$68 (estimated fee for WI; other states may vary)
- Temporary Permit: \$10

Lab Testing Fee

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

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.

► Payment Policies and Procedures

Billing Statements

The BCON Bursar will mail tuition and fees billing statements to all students approximately two weeks prior to the start of each semester/block. BCON statements will indicate charges for BCON tuition and fees as well as those assessed by UW-GB or Lakeland College. Payment in full or partial payment with the selection of the installment payment plan must be made by the due date specified on the bill. Failure to do so will result in a \$25.00 late fee and class attendance restrictions will be placed on the student until satisfactory payment arrangements have been made. Note: SNC students will receive billing statements through SNC which will reflect BCON charges.

Payment Methods

Payments are due by the date specified in the billing statement, unless a payment arrangement has been initiated with the Bursar. Payment(s) to BCON may be made via cash, personal check, certified check, or money order. MasterCard and Visa will be accepted with an additional charge of 2.45% of transaction.

Institutional Withdrawal Due to Nonpayment of Tuition and Fees

If a student fails to make payment or initiate the installment payment plan by the tuition due date, the student may be institutionally withdrawn from the BCON program. If a student has not made adequate payment arrangements they will not be allowed to attend any classes and a "Hold" will be placed on all records. The student will be notified of the withdrawal via certified letter.

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

Institutional withdrawal decisions will be made in a fair and equitable manner by the Vice President of Business and Finance in conjunction with the Registrar, Bursar, Director of Financial Aid, and other applicable BCON personnel.

Late Fees

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

In the event of extremely unusual circumstances, a waiver of the \$25.00 late fee may be granted. Examples of extremely unusual circumstances may include (but are not limited to): death in the student's immediate family, illness, inclement weather conditions which pose a danger to travelers, or other emergencies. Note: students will be required to call the BCON Bursar to notify of circumstances and request an extension of the reporting date. When the student calls, and if an extension is granted, a new payment due date will be established; if the student fails to make payment on or before the new deadline date, the \$25.00 late fee will be charged and the student will be subject to the institutional withdrawal policy.

Students who require an extension of time for an installment payment may request an extension by contacting the Bursar before 4:00 pm on the day payment is originally due. Extensions may be granted for unusual circumstances. When granted, extensions will be for a specified length of time (generally one week). If the payment is not made by the extended due date, the student will be charged a \$25.00 late fee and the student will be subject to the institutional withdrawal policy.

Students who have previously demonstrated a tendency for late payments may not be granted exceptions and will be charged the applicable late fee(s).

NSF Checks (Non-Sufficient Funds)

If any BCON charges are paid (e.g. tuition and fees) via a personal check from the student or the student's parent(s) and the check is returned because there are not adequate funds on deposit in that account to cover the amount of the check, BCON will:

1. Notify the student, in writing, of the returned NSF check via certified mail,
2. Assess the student a \$25 NSF penalty fee,
3. Require the student/parent to submit payment in full by the date designated in the certified letter; failure to make this payment by this date will result in a late payment fee and may be subjected to the institutional withdrawal policy and
4. Require the student/parent to make all current and future payments to BCON by cashier's check or certified check/money order. Personal checks from any party will not be accepted.

If payment arrangements are not met, the services of a collection agency will be utilized. This may result in a notation on the student's credit record. All records will remain on "Hold" until the situation is fully resolved.

Tax Benefits

If you pay for college and pay taxes in the same year, you may qualify for federal and state education tax benefits.

BCON does not provide individual tax advice. Information may be obtained through a tax professional or you can request information via the following websites:

IRS Publication 970. This IRS publication provides a comprehensive explanation of the federal education tax benefits available to you. Such programs may include Hope Credit, Lifetime Learning Credit and/or Student Loan Interest Deduction. You can access this publication online (www.irs.gov) or order it for delivery by mail.

FinAid.org. This financial aid website provides information on federal education tax benefits (see the "Other Types of Aid" section of the website).

► Financial Aid Policies and Procedures

Application Deadline (Priority Date)

For maximum aid consideration, a student should complete and file a *Free Application for Federal Student Aid (FAFSA)* no later than March 1 (for the enrollment period beginning the following fall)--e.g. for the 2008-2009 academic year, the *FAFSA* should be filed between January 1, 2008 and March 1, 2008. Applications will be accepted after this date, however, the student should be aware that some forms of financial aid are limited and filing late may result in the loss of this aid. The preferred method for filing a FAFSA is online at www.fafsa.ed.gov; a pdf version may be downloaded and printed for those who wish to file a paper form.

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

How Aid Eligibility is Determined

The amount of aid offered to a student is determined by the *FAFSA*. Every student who wishes to be considered for financial assistance must complete and file a *FAFSA* every year.

*The *FAFSA* is processed by the US Department of Education resulting in what is known as an “expected family contribution” (the amount of financial resources a student and family should be able to contribute toward the costs of education over the course of that academic year). The expected family contribution (EFC) is subtracted from the estimated costs of attending college during that academic year. The result is called “financial need”. Most federal, state, and institutional financial aid programs are need-based, meaning that the total amount of aid awarded to the student cannot exceed the student’s financial need (excluding Unsubsidized Federal Stafford Loans, Federal PLUS Loans, and Private Education Loans).

FAFSA college codes: BCON = 006639; UWGB = 003899; SNC = 003892

Required Documentation

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

Agency Forms

Students receiving funds from outside agencies, such as a tribal organization, Social Services, or the Department of Vocational Rehabilitation may be required to submit a form to the financial aid office. These forms are available through the awarding agencies and are required to verify the student’s eligibility for financial assistance. NOTE: Not all agencies have separate forms which must be completed; it is best to check with a representative of the awarding agency to determine if a form is required. It is the student’s/agency’s responsibility to submit the form to the financial aid office in a timely manner.

Consortium Agreement with UW-Green Bay and St Norbert College

BCON has consortium agreements with both the University of Wisconsin-Green Bay and St Norbert College (UWGB/SNC) which state that UWGB/SNC will provide financial assistance to qualified students concurrently enrolled at UWGB/SNC and BCON. These agreements provide that UWGB/SNC will award financial

assistance during the first two years (freshman and sophomore) of the program and that BCON will award financial assistance during the remaining two years (junior and senior). Information regarding financial assistance for the first two years of the program may be obtained from the respective financial aid offices. The BCON financial aid office processes financial aid for all students enrolled in the accelerated transfer option. Freshmen and sophomores taking general education courses at a college other than UWGB/SNC should contact the BCON financial aid office.

For financial aid purposes only, the combined credit load from the institutions, BCON and UWGB/SNC, are considered in computing full or part-time enrollment status. Full-time status is defined as enrollment in a minimum of twelve (12) credits during any given enrollment period. * A student must be enrolled in a minimum of six (6) credits in order to be considered for some form of financial aid.** The student's cost of attendance will include the combined cost of expenses at both institutions (BCON and UWGB/SNC). This "budget" is reviewed and updated annually.

*8 credits per term/block for 15-Month Accelerated students

**4 credits per term/block for 15-Month Accelerated students

Financial Aid and Enrollment Status

Some forms of financial assistance are based upon enrollment status and may require adjustment for those students who are enrolled part-time (less than 12 credits). Students who will be enrolled part-time should consult the Director of Financial Aid to determine what affect, if any, this will have on their financial aid packages. Generally, a student must be enrolled at least half-time in order to defer student loan payments.

Students who will be taking general education courses at a college or university other than UWGB/SNC must notify the BCON financial aid office so those credits may be used to determine financial aid eligibility. Credits reported and verified by the institution will be used to determine full or part-time status for financial aid purposes.

Satisfactory Academic Progress for Financial Aid Recipients

Federal regulations require that each college establish and consistently apply both a qualitative and quantitative method of measuring a student's progress toward degree/program completion. Students are required to meet such standards in order to maintain continued eligibility for federal, state, and institutional aid programs. These standards measure a student's performance in the following three areas: completion rate, cumulative nursing GPA, and maximum time allowed. The following is the SAP policy applied to all students enrolled at and receiving financial aid from BCON effective for all enrollment terms beginning on or after January 1, 2007. It should be noted that SAP standards for financial aid are separate from academic standards set by the College for all enrolled students.

General Guidelines

- Unless otherwise noted, students are subject to identical standards under this policy.
- SAP will be checked by the Director of Financial Aid at the end of each BCON enrollment term.
- A student may be placed on *financial aid* probation but not on *academic* probation or visa versa.
- It is the student's responsibility to ensure that the BCON Registrar receives an official transcript for all transfer courses at the end of each enrollment term. The only exception to this is courses taken at the UWGB or SNC, as they send the transcripts. If an official transcript is not received within four weeks of the last day of the course, the course will be counted as attempted but not earned credits.
- A student will be subject to the SAP policy of the college or university awarding financial aid. The BCON Director of Financial Aid will track SAP status on all students, including those receiving aid through other colleges, however, the student will not be subject to this policy until aid is applied for and received through BCON. Eligibility for the first enrollment term of aid through BCON will be based upon the student's SAP status as of the most recently completed enrollment term. For example, SAP status for a student who first receives aid through BCON for the fall term of the junior year will be based upon the SAP record as of the end of the spring or summer (if applicable) enrollment term. Therefore, it is possible for a student to be placed on financial aid probation for her/his first enrollment term receiving aid through BCON.

Financial Aid Probation:

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

Financial Aid Suspension:

A student, who fails to meet SAP standards at the end of the financial aid probationary enrollment term, will be placed on *financial aid suspension*. The student will not be eligible to receive federal, state, or institutional financial aid until all SAP requirements are met. The student will be sent a letter from the Director of Financial Aid informing her/him of the suspension status within five business days of the date it is determined that the student did not meet SAP standards.

Completion Rate:

Following each enrollment term, a student's academic progress will be measured by comparing the cumulative number of attempted credits with the cumulative number of earned credits. This will include any course for which the student has remained enrolled past the Add/Drop period. A student will be expected to earn at least 67% of the cumulative credits attempted in order to maintain satisfactory academic progress.

The following will be considered when evaluating a student's completion rate:

- Withdrawals, incompletes, and failures are considered attempted but not earned.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned credits.
- Audited courses are not considered credits attempted or earned.
- Transfer credits used to meet BCON degree requirements are included in the number of attempted credits. Courses accepted for transfer into BCON at the time of admission to the program will be counted as attempted and earned credits. General education courses attempted while enrolled at BCON will also be included in the completion rate calculation.

Cumulative Nursing GPA:

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

- All BSN students will be expected to maintain a minimum cumulative nursing GPA of 2.0 in order to meet satisfactory academic progress standards.

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

- Transfer credits are not included in the GPA calculation; only BCON courses are used to determine a student's nursing GPA.
- Pass/Fail courses will not affect a student's GPA calculation.

Maximum Time Frame for Program Completion:

A student will not be eligible to receive federal, state, or institutional financial aid once she/he has attempted more than 150% of the normal credits required for her/his degree program. Transfer credits attempted and used to meet BCON degree requirements will be included in the maximum time frame calculation.

- The BCON Bachelor of Science of Nursing Degree Program requires 129 total credits for graduation. Therefore, a student may be allowed to receive financial aid provided the student has cumulative total attempted credits of below 193.5. A student will not receive aid for an enrollment term in which the attempted credits reach or exceed this threshold.

Appeal Procedure:

Incomplete Grades: A student who was placed on financial aid probation or suspension due to an incomplete grade may make a written request to the Director of Financial Aid once the course is completed to again review the student's SAP status. The Director of Financial Aid will review SAP

requirements for the student; the student will be notified in writing of the outcome of the appeal within ten business days. Possible outcomes of the appeal will be that the student will remain on financial aid probation or suspension or the probation status will be lifted and the student will once again be in good standing. Note: Credits not completed within four (4) weeks of the last day of the course will remain counted as attempted but not earned credits for SAP purposes. The decision of the Director of Financial Aid is final.

Financial Aid Suspension: To appeal a financial aid suspension, a student must submit a signed and dated letter of appeal to the Director of Financial Aid within 14 calendar days of notification of the suspension. The letter must explain why the student failed to meet SAP standards and how the student plans to improve upon her/his academic performance if financial aid eligibility is allowed to continue. Factors which may be considered when reviewing a student's appeal may include (but are not limited to): personal or immediate family illness, death in the family, natural disaster, or other extraordinary circumstances. Documentation verifying the situation may be required. The Director of Financial Aid and the Vice President of Student Services will review the request and a decision will be made within ten business days of receipt of the letter and supporting documentation (if applicable). The student will be notified in writing of the decision. If the appeal is granted, the student will be allowed one additional enrollment term of financial aid probation. Only one suspension appeal will be allowed; no further appeals will be accepted. The decision of the Vice President of Student Services and Director of Financial Aid is final.

Merit Scholarship Program

The following guidelines will apply to students awarded a BCON Merit Scholarship for an initial enrollment period beginning after January 1, 2007. (Merit scholarship recipients enrolled before January 1, 2007 should refer to their original scholarship award letter for details.)

Annual Awards vs. Total Awards:

Merit Scholarships are awarded based upon the total maximum dollar value allowed over the course of the student's expected enrollment at BCON. Awards are divided equally between expected semesters of enrollment. For example, a student entering the four-year traditional option who is awarded a \$4000 Merit Scholarship will receive a maximum annual award of \$1000 or \$500 per semester.

Anticipated Term of Enrollment:

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

High School Students and Transfer Students with Less Than 12 Transfer Credits:

For purposes of Merit Scholarship eligibility, the same criteria will be applied to high school students and students with less than 12 transfer credits. Awards will be based upon high school GPA and composite ACT (or equivalent SAT) scores. The highest ACT (or equivalent SAT) score available at the time the student is *admitted* to BCON will be used; subsequent scores will *not* be evaluated for Merit Scholarship purposes. The GPA will be based upon the student's GPA at the end of the junior year of high school. Students who apply to BCON after completing high school will be evaluated based upon their final high school GPAs. Awards will be based upon the following scale:

HIGH SCHOOL GPA	ACT COMPOSITE 25-26 OR SAT I (Verbal + Math) 1130-1200	ACT COMPOSITE 27-29 OR SAT I (Verbal + Math) 1210-1310	ACT COMPOSITE 30-36 OR SAT I (Verbal + Math) 1320-1600
3.50 to 3.74	\$4,000	\$6,000	\$6,000
3.75 to 3.94	\$4,000	\$6,000	\$8,000
3.95 to 4.0	\$4,000	\$6,000	\$10,000

Transfer Students:

Transfer students are eligible for Merit Scholarships. Eligibility will be based upon the student's transfer credits and transfer GPA. *Transfer Credits* are those credits/courses which are required in the BCON curriculum and are accepted for transfer into the BCON program. *Transfer GPA* is defined as the calculated GPA on all accepted transfer credits/courses at the time of admission into the BCON program (GPA's from non-transferable courses are not included in the Transfer GPA). Merit Scholarship eligibility for transfer students will be based upon the following scale.

Transfer Scale:

TRANSFER GPA	24 TRANSFER CREDITS	25 OR MORE TRANSFER CREDITS
3.50 to 3.74	\$6,000	\$6,000
3.75 to 4.0	\$6,000	\$8,000

Students with GED:

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

GED TOTAL SCORE	MERIT SCHOLARSHIP AWARD
2750 to 2999	\$4,000
3000 to 3499	\$6,000
3500 to 4000	\$8,000

Renewal of Merit Scholarships:

Merit Scholarship awards are guaranteed for the first two semesters (or the equivalent thereof) of enrollment at BCON. In subsequent semesters, a Merit Scholarship recipient will remain eligible to receive semester disbursements of awards provided he/she receives a minimum semester (not cumulative) GPA of 3.5 AND earns at least six (6) BCON nursing credits the previous semester beginning with the year after the initial enrollment (i.e. sophomore year if enrolled in the traditional four-year track). The GPA requirement takes effect with the final grades of the second semester of enrollment (or the equivalent thereof). Students who fail to meet the minimum renewal criteria will forfeit all remaining semesters of Merit Scholarship Awards.

Students Re-Admitted to BCON:

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

Upon re-admission to the program the student will be considered for a Merit Scholarship based upon transfer criteria at the time of re-admission. The GPA and transfer credits (including any previous BCON courses) will be used in evaluating the student's eligibility for a Merit Scholarship as described under Transfer Scale.

Private Scholarship Applications

The BCON financial aid office receives application information from various private scholarship sponsors throughout the academic year. BCON encourages all students to apply for as many private scholarships as possible each year. When an application or other information regarding a private scholarship is received by the BCON financial aid office, the Director of Financial Aid will notify students of the available scholarship opportunity via 1) campus e-mail account, 2) posting on the scholarship bulletin board located in the northeast wing of the college near the Registrar and Student Services Office, 3) posting to the bulletin board feature of www.bcon.edu, and/or 4) listing in the monthly student newsletter distributed to all currently enrolled students. All applicable information will be included in each posting including eligibility criteria, how and where to obtain an application form and application deadlines. If paper applications are available, a supply will be posted on the scholarship bulletin board for students to pick up during regular BCON office hours.

Loretta Wells Nursing Scholarship Trust

The Loretta A Wells Nursing Scholarship Trust was established by its namesake as a means to help Brown County, WI nursing students achieve their educational and career goals of becoming a professional nurse. Applications will be made available by mid-spring semester; awards will be distributed the following fall and spring semesters (next academic year). All students who meet the following criteria are eligible to apply: 1) Brown County resident; 2) plan to enroll the following academic year (beginning in the fall semester) as a BCON junior, senior, or graduate student. Award amounts vary based upon annual earnings of the Trust and the number of applicants; the total annual dollar value of all awards ranges between \$65,000 and \$80,000.

All students who meet the eligibility requirements for this scholarship are *required* to apply or forfeit consideration for any other need-based BCON Patron Scholarships for the applicable academic year—no exceptions. Why is it required? **Every eligible student who completes and submits the application by the established due date will receive an award.** Many years ago, the BCON Board of Trustees established this policy to encourage students to apply as well as to demonstrate good stewardship of our donors' scholarship funds by rewarding those students who take the initiative to help themselves. The BCON financial aid office will use the primary address of record to determine those students who will be required to apply for this scholarship. The BCON financial aid office will notify all eligible students when applications are made available. Notification will be made via the monthly student newsletter, e-mail, and on-line and/or on-campus bulletin boards. The application deadline and any special application instructions will also be posted.

NOTE: Juniors, seniors and graduate students who are *not* eligible to apply for the Loretta Wells Nursing Scholarship and who have a demonstrated financial need will be considered for BCON Patron Scholarships.

Scholarship Reception and Thank You Acknowledgement Requirement

Students who receive scholarships from BCON are required to send an acknowledgement to the donors in the form of a thank you note or letter. These thank you letters must be turned in to the Development Office Assistant by early October.

Scholarship recipients are also required to attend a Scholarship Reception scheduled in October. Students who fail to submit a thank you letter and/or attend the banquet will not receive the scholarship the following semester.

► Registrar Policies and Procedures

Course Add Procedure

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

Students planning to add course(s) must follow the process outlined below:

1. Consult the Academic Advisor to determine the impact on their program of study.
2. An Add Form must be completed and returned to the Registrar. Add dates will be computed from the date that the official form is received by the Registrar. This is the date for determination of implications of grade and tuition adjustment.
3. Students adding liberal education courses taken at other institutions must comply with that college or university's procedure for add/drop, but must also inform the BCON advisor of the change.

***check dates of the academic calendar (page 4) to identify final dates to add courses and the ramifications that adding courses has on applicable grades/transcripts/tuition and applicable refunds.

Course Drop Procedure

A “drop” is defined as canceling some, but not all credits.

Students planning to drop courses must follow the process outlined below:

1. Consult the Academic Advisor to determine the impact on their program of study and ability to progress.
2. A Drop Form must be completed and returned to the Registrar. Drop dates will be computed from the date that the official form is received by the Registrar. This is the date for determination of implications of grade, tuition, adjustment and/or possible refund.
3. Students dropping liberal education courses taken at other institutions must comply with that college or university's procedure for add/drop, but must also inform the BCON advisor of the change.

***check dates of the academic calendar (page 4) to identify final dates to drop courses and the ramifications that dropping courses has on applicable grades/transcripts/tuition and applicable refunds.

Withdrawal From College Procedure

A “withdrawal” from college is defined as canceling all credits for the term/semester. Students not planning to return the following term/semester must also file a withdrawal.

Withdrawing students must confer with the 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 Director of Financial Aid if receiving financial aid. The student must complete a financial aid exit interview per federal guidelines. Failure to meet with the Director of Financial Aid within one week will result in a “Hold” placed on all BCON records.

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

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

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

Until the process has been completed in full, a “Hold” is placed on all BCON records.

***check dates of the academic calendar (page 4) to identify final dates to withdrawal from courses and the ramifications that withdrawal from courses has on applicable grades/transcripts/tuition and applicable refunds

Course Grade Reports

BCON grade reports will be mailed by the Registrar at the end each semester and summer session to the student's primary address of record. This occurs approximately 3 weeks after the last day of semester/term finals.

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 consideration for satisfactory academic progress.

Transcript Request

A Transcript Request Form is to be used when students request their official and/or unofficial transcripts. The forms are located in the Student Services Office or via the BCON website. Completed forms and the transcript fee(s) should be submitted to the Student Services Office. Transcripts are completed and mailed within 1-4 business days.

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.

Official transcripts bear the College seal and signature of the Registrar, and are sent directly to other educational institutions or employing agencies. Official transcripts which are released directly to the student are in a sealed envelope with the Registrar’s signature across the seal. There is a \$5 fee for each requested official transcript.

Unofficial transcripts do not have the College seal or the registrar's signature and are stamped for student use only. There is a \$1 fee for each unofficial transcript requested.

As the student information system (SONIS) becomes available for student use, unofficial transcripts will be available at no charge.

TRANSCRIPTS ARE NOT RELEASED FOR PERSONS WITH A “HOLD” ON THEIR RECORDS. A “Hold” is placed on all students’ records in instances such as when there are delinquent accounts or to students that have withdrawn who have not completed the withdrawal process according to established policies.

Release of Course Grades

BCON grade reports will be mailed by the Registrar at the end of each semester and summer session to the student’s primary address of record. If a faculty member elects to post grades, identification numbers are used instead of student names or social security numbers. Students may refuse to have their grades posted.

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, SNC and SLC will provide to BCON an official transcript for the Fall and Spring semesters as part of our agreements.) Students taking courses during the summer from any institution must provide an official transcript to BCON.

A BCON transcript cannot be completed for graduates or withdrawn students until the official transcript from campuses other than UWGB, SNC or SLC have been received.

The deadline for submission of official transcripts reflecting any liberal education courses must be received no later than 4 weeks after the last day of the course. If deadline can not be adhered to, contact the Student Service Office.

Incompletes

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

Nursing Courses: It is the responsibility of the student to request an incomplete and make arrangements with the appropriate course facilitator/faculty member to complete the required work. Incompletes must be removed within four weeks of the last day of the course, or final arrangements for course completion made, or the incomplete becomes a grade of "F". (Within the first fall semester of the 15-Month Accelerated option, each course must be complete in order to progress to subsequent courses.)

Liberal Education Courses: Students must complete requirements at a liberal education institution. Students must comply with liberal education institution(s) policies regarding "incomplete" grades. Prerequisites not met for subsequent courses will not allow the student to progress in the curriculum.

Requests to Change BCON Program Tracks

Current BCON students may not transfer BCON credits from one BCON program track to another. Once a student is admitted to a particular program track they are committed to this track. Programs are specifically designed to provide a structured learning experience.

► Academic Advising – Courses/Credit

Academic Advising

Academic advising is provided 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 each semester prior to registration. Students need to discuss any changes in their academic plan with their Academic Advisor to ensure that they will be in compliance with curriculum requirements.

Students are responsible for completing the academic advising/registration process each semester with the guidance of their BCON assigned Academic Advisor. Those students who do not schedule, attend, or complete the advising and registration steps as outlined each semester may not be able to obtain or complete their required course work, and therefore may jeopardize their ability to complete their program of studies within the usual length of time.

Credit Load

The recommended credit load is based upon the academic plan as arranged with the BCON Academic Advisor. It is recommended that a student not exceed 17 credits per semester.

External Independent or Correspondence Study Courses

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

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

Elective Independent Study Guidelines

Independent study (self-directed learning) can provide a viable alternative to a nursing elective at BCON. This allows a student to pursue an area of particular interest not offered in the current curriculum. With faculty approval and advisement, students can demonstrate self-direction by planning, implementing, evaluating, and reporting an independent learning experience focused on nursing.

Independent study guidelines:

- Independent study activities are relevant to the educational needs of the learner and to the health care needs of the consumer.
- Course outcomes act as a basis for determining content, learning experiences, and evaluation of learning.
- Learning experiences and teaching methods are appropriate to the course outcomes.
- Time allotted for each activity is sufficient for the learner to meet the course outcomes.
- Provision is made for evaluation of learning.
- The student may accumulate up to 3 credits for this study. The time frame for the implementation for the study would range from 45-60 hrs/credit.
- The student will write a proposal which will include:
 - Study area
 - Purpose
 - Outcomes
 - Learning activities
 - Evaluation plan
- Fee will be based on the current academic fee schedule.

Procedure

- The student who is interested in an independent study will indicate her/his intent during the academic advising conference.

The Academic Advisor will discuss potential focus areas with the student. The study area will be briefly outlined in writing on an Independent Study Form. The advisor will sign the form and identify for the student the faculty member(s) with expertise matching the focus of the independent study.

- The student will contact designated faculty to discuss the faculty member's interest in serving as a preceptor for the independent study.

The student and faculty (preceptor) will collaborate on acceptance of the final proposal which will be recorded on the Independent Study Form. The preceptor may require a more detailed proposal. During the implementation phase, the faculty will be available for consultation and guidance.

After the completion of the form, copies will be provided to the student, faculty preceptor, Registrar and Undergraduate Program Director.

- The project will be submitted on or before agreed upon due date. Grading of the project will be based upon an evaluation plan agreed upon in proposal.
- The faculty preceptor will submit the final grade to the Registrar.

Suggested Guidelines for Independent Study Proposal

A proposal for an independent study project needs to provide the following information:

- Study Area: What topic or area do you plan to study?
- Purpose: Why are you interested in this topic? In what way will this project help you to increase or maintain your professional competence?
- Outcomes: What are your outcomes for undertaking this study? What do you expect to be able to do as a result of this study program?

- Learning Activities: What do you plan to do in order to meet your course outcomes? What learning activities and resources do you anticipate using to complete this project? Resources may include literature, personal interviews, study groups, in-service programs, research projects, courses, conferences, workshops, television programs and other media.
- Hours: How many hours do you estimate that it will take you to complete this independent project?
- Evaluation Plan: What is the plan to evaluate the achievement of the outcomes? What documentation do you plan to submit as verification that you achieved the outcomes? Available options include written evaluations by one or more persons with expertise in the area of study, an annotated bibliography, a report of a research study, an article prepared for publication, and written peer review.

Source: Smith, C. M. (1980). Learning on your own for credit. *American Journal of Nursing*, 80(11), 2013-2015.

► Academic Policies – Student Health

Health Services

Health services to BCON students are provided by Bellin Employee Health Services (EHS).

1. **Health Screening:** Upon acceptance into the College, the EHS nurse will review student's pre-entrance medical evaluation. When necessary, the student will be contacted by the Employee Health nurse and referred to a physician.
2. **Short Term and Emergency Care:** If ill, the student should inform the appropriate course faculty. Students may seek consultation with an EHS nurse by contacting the EHS Office at 433-3587.

The student must report physician care and prescription medications that affect the ability to perform to the Undergraduate Program Director for clearance to participate in coursework including lab and clinical experiences. Students must also report any contagious diseases, or suspicion of such. Specific follow up will be conducted where there are exposure concerns.

Any student injured in class should report the injury to her/his faculty member who will facilitate referral to EHS, if appropriate. First aid will be provided at no charge by EHS, however, if further medical care is warranted, the student will be referred to her/his physician or Emergency Department and the cost for care will be billed to her/his health insurance.

Students injured when performing clinical duties will follow appropriate policy and procedures as designated by the clinical agency. The student will also report the injury to course faculty and complete the BCON incident report form. EHS should be notified as soon as possible.

A significant exposure must be reported immediately to the faculty member, EHS or the SWAT/Supervisor when EHS is closed. If the injury occurs at Bellin Hospital, the student reports to EHS, or in their absence, reports to the SWAT/Supervisor.

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

3. Every May, students are required to submit documentation of completion of an annual TB skin test and re-certification of CPR Training. The Bellin Health System is available to assist with these requirements. CPR for the HealthCare Provider through the American Heart Association (infant/child/adult) is the only certification accepted.

Reporting Illnesses

For their own safety and the patient's safety, students should immediately report all illnesses to the faculty member. If necessary, care can be facilitated under the direction of the EHS nurse.

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

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

Also:

• Measles (Rubeolla)	• Shigellosis	• Herpes Zoster (Shingles)
• Chicken Pox (Varicella)	• Salmonellosis	• Rubella (German Measles)

• Mumps	• Cholera	• Scabies
• Strep Infection	• Lice	• Infectious Conjunctivitis (Pink eye)
• Hepatitis A	• Meningitis	• Pertussis (Whooping Cough)
• TB	• Yersiniosis	• Campylobacteriosis
• Hepatitis B	• Herpes on hands	
• Giardiasis	• Impetigo	

The student should report illness as follows:

Prior to Clinical/Laboratory Experience

-Telephone faculty member and/or assigned clinical unit prior to scheduled clinical time.

During a Scheduled Theory Class or Clinical Laboratory Practice:

-Report illness to faculty member.

A student who has been absent for a significant health problem may be required to submit a physician's statement indicating the student is able to resume classroom, lab, and/or clinical practice activities.

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

Influenza (Flu) Vaccine

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

Tuberculosis Testing

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

If the student converts (positive skin test) on his/her annual health assessment or has had a past positive TB skin test, a baseline chest x-ray is required and the student must follow-up with his/her physician for treatment (and for a written statement regarding clinical status/restrictions). A Quantiferon test is also acceptable. An annual review of TB signs and symptoms will be required thereafter.

Human Immunodeficiency Virus (HIV) Testing

Confidential voluntary testing for antibodies to HIV, indicating exposure to the AIDS virus is available through the Center Project.

Baseline HIV tests are recommended as part of the follow up for significant needle stick exposure and/or other significant blood or body fluid exposures. Source patient testing is performed on all significant exposures. The student should report the exposure immediately to the clinical instructor who will then direct her/him to contact Bellin's EHS (3587) or the SWAT/supervisor for follow-up if the incident occurred at Bellin Hospital. When possible, exposures/injuries experienced at affiliating hospitals should be followed up at the facility where they occurred following their procedures. All hospitals are required to have this procedure in place (OSHA & CDC).

Health Office

Bellin Employee Health Service Office	
Mailing Address:	P.O. Box 23400 Green Bay, WI 54305-3400
Phone:	(920) 433-3587
Fax:	(920) 433-7997 (Please be sure your name and "Student" is written on every page.)
Location:	Basement of the Medical Arts Building, 704 S. Webster Avenue –across the street from BCON.

The Health Office is open during the following times: (depending upon staff availability):

Monday through Friday	6:30 a.m. - 4:30p.m. (Closed holidays)
	Appointments are recommended except in urgent situations.

Students should contact Employee Health during open hours whenever possible. When EHS is closed, a phone mail message can be left. A recording will direct the student for urgent needs.

If the student needs to be referred to a physician and does not have access to one locally, they will be referred to the Bellin Telehealth on-call for help with securing a local doctor. The student or their insurance will be charged for the health care provided.

The following are available to all students at no charge per protocol.

- a. Rapid strep throat culture. Arranged through EHS at 433- 3587.
- b. A screening mammogram can be ordered free of charge, once each 12 months, for all students after presenting a written order from their physician. Students should call Central Scheduling at ext. 7272 to arrange appointment and should indicate that they are a BCON student. (If not indicated, the student will be responsible for the cost.) If additional testing is done, those charges will be billed to the student's insurance provider.

Health Records

- Each student has a confidential cumulative health record on file in the EHS Office.
- The cumulative health record of each student is kept by the EHS for 30 years following graduation or withdrawal. Older records are electronically imaged.
- Upon written request of the student, EHS will forward health information to the student, prospective employers or educational institutions. All requests should be directed to the EHS Office. Please allow up to 14 working days to process.

Health Fee

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

Health Care/Hospitalization Insurance

Health care/hospitalization insurance coverage is mandatory for all students.

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

Students admitted to the College of Nursing who are not covered by their parents/spouses health insurance, may enroll under the hospitalization program of Bellin Hospital. Information on the Bellin Health hospitalization program is available through the Human Resources Department located in the Bellin-Allouez facility, 2020 S. Webster Ave. To be considered, students must be enrolled and carry a minimum of 6

university credits (subject to change). Students are encouraged to obtain details from any college that they are co-enrolled.

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

Malpractice Insurance

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

► Academic Due Process

Academic Dishonesty

Definition of Academic Dishonesty:

Academic dishonesty is active and/or passive participation in giving information, taking information, allowing information to be given and allowing information to be taken from an unauthorized or unacknowledged source in a situation where individual performance is required.

Academic dishonesty includes but is not limited to:

- Cheating on an examination:
- Revealing or receiving examination content.
- Plagiarism,
- Stealing examinations or course materials or knowingly using such stolen materials.
- Falsifying any record or other data.

Observation of Academic Dishonesty

Student Observation:

If a student suspects that a classmate is cheating:

- The student is to report the alleged dishonest student(s) to the faculty member in charge immediately or within 24 hours of the alleged incident. Written documentation may be requested.
- The faculty member will report the allegation to the course facilitator.

Faculty Observation:

When a faculty member has reasonable grounds, which might include conferring with the student(s), to believe that a student(s) has/have engaged in academic dishonesty, the faculty member shall notify the course facilitator immediately.

Course Facilitator:

The course facilitator, upon notification of alleged academic dishonesty, shall promptly notify the Vice President of Academic Affairs. The course facilitator will notify the student(s) in writing of:

- The facts, on which the belief is based, and the date, time and place for a conference on the matter.
- The written notification, including a copy of the Policy on Academic Dishonesty, shall be delivered to the student(s) in person or by certified mail to her/his school address as filed with the College.

Conference with the Student

- The course facilitator shall confer with the involved student. At the conference, the facts underlying the faculty member's belief that academic dishonesty has occurred shall be explained to the student. The student shall have an opportunity to respond on the issue of dishonesty, present evidence, and

witness testimony. If the course facilitator believes academic dishonesty did occur, a conference between the student, course facilitator and Vice President of Academic Affairs will take place.

- The Vice President of Academic Affairs shall confer with the course facilitator and student and review the evidence presented. If the Vice President of Academic Affairs believes academic dishonesty occurred, the Vice President of Student services will receive the surrounding documentation and discipline shall be imposed.

Discipline

The Vice President of Student Services shall impose one or a combination of the following penalties in accordance with the severity of the academic dishonesty.

- A reduction in the grade for the assignment or examination in question to a lower passing grade, failure, or to a zero, and/or require performance of additional work or some combination thereof.
- A written reprimand.
- Disciplinary probation, suspension or dismissal from BCON.

Decision

- Notification of Decision: Within ten business (10) days from the conference, or if the student fails to appear at the conference, the appropriate college personnel shall notify the student in writing of the decision and of any disciplinary penalty. Written notification will be given to the student in person, or sent by certified mail to her/his school address as filed with the College. If it is the decision that the student did engage in academic dishonesty, the letter shall include a full explanation of the facts on which the conclusions were based. A copy of this letter shall be placed in the student's official file. The information surrounding the situation will be shared with others within the College on a need to know basis.
- Notification of Right to Request a Hearing: The letter shall include a statement that the student has a right to request a hearing before the Student Grievance Sub-Committee. A copy of the Student Appeals Procedure and the appropriate forms shall accompany the letter.

Confidentiality

The Vice President of Student Services and all College personnel will observe the proper confidentiality for all persons.

Performance Notification

Nursing Courses: Performance Notifications are given for the purpose of formally notifying a student of an unsatisfactory performance level in academics, lab, and clinical. A notice will be given to a student whenever his/her overall performance level is less than a C or professional behavior does not meet the expected standards. This notification may occur any time during a course up to the final exam. A student having difficulty with a nursing course is encouraged to speak to the course facilitator and/or faculty teaching in the course. Additional assistance can also be sought from the student's Academic Advisor.

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

Probation(s)

A student may be placed on academic or disciplinary probation. Probation is a period of not less than one year in that the student is expected to fulfill standards of academic achievement, performance, and behavior commensurate with College policy. Students being placed on probation are notified in writing of their probationary status and will be required to sign a formal written contract which provides written evidence of present status, required remedial action, expected outcomes, and consequences. Contracts are issued by the appropriate administrator. The contract is sent to the Registrar and becomes part of the student's official file.

The following results in an automatic probation:

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

A student on probation who does not achieve satisfactorily is covered by the same policies relating to termination as any other enrolled student.

A student who withdraws from the College while in academic probation status will reenter on probation until a satisfactory grade for the failed course is achieved.

To be eligible to achieve Dean's List status and/or graduate with honors, a student must complete all requirements including being in good academic standing; meaning a person can not achieve Dean's List status and/or graduate with honors if on academic or disciplinary probation.

Academic Probation

A student is placed on Academic Probation when failing to meet the appropriate course/grade or lab/clinical requirements, i.e. failed to attain a "C" or better in a nursing, required liberal education or required elective course. The student is allowed to continue in the program on probation and may repeat the course one time only. Placement in the course is subject to space availability. If a space is not available or the course is not offered the student may be required to withdraw from the College until the failed course can be repeated.

When academic probation occurs, the student must sign a written contract with the Undergraduate Program Director. A satisfactory grade must be achieved in a failed course or the appropriate terms of lab/clinical must be met according to the signed contract. A student who does not achieve a satisfactory grade in a failed course or meet the requirements of the contract is subject to termination from the program.

The College reserves the right to immediately terminate any student from the program when that student's health, performance, and/or behavior jeopardize the safety of the patients, other students, or College personnel.

Classroom/lab/clinical monitoring: A student, who is not making satisfactory progress toward classroom, lab, and clinical outcomes, may be placed on strict monitoring during the course. The student will be given written directions via a contract for remedial work and required expectations as determined by the faculty and Undergraduate Program Director. Failure in a lab or clinical portion of a nursing course will result in probation and may preclude enrollment in another nursing course with a lab or clinical component until the course is successfully repeated.

Disciplinary Probation

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

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

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

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

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

Termination from the College

The following situations result in an automatic dismissal from BCON:

1. Failure to provide accurate information on the admission application/during admission process.
2. Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.
3. Failure to resolve unsatisfactory academic progress after the term of probation.
4. Failure to complete the degree during the specific time frame (6 years for BSN).
5. Receipt of an incomplete in more than two grading periods.
6. Failure to fulfill or resolve academic or disciplinary probation requirements via breach of contract.
7. The College reserves the right to terminate any student from the program when that student's health, performance, and/or behavior jeopardize the safety of patients, other students, or College personnel.
8. Not maintaining a letter grade of C or better in 2 courses in one semester/term.

Appeal of Termination

Any student dismissed from the College has the right to appeal. A student may appeal for readmission to the College one time only.

To initiate an appeal process to remain in the program, the prior student should write a letter to the Undergraduate Program Director. The letter should:

1. Be submitted to and received by the Undergraduate Program Director within two weeks following dismissal, automatic or other, from the program,
2. Identify any extenuating circumstances contributing to the termination and changes that will contribute to success if the appeal is granted; and
3. Include the prior student's contact information including address, telephone number, and e-mail address.

The appeal is reviewed by an appointed committee, and the student will receive written notification of the appeal outcome.

Readmission after Termination Policy

Any student who is terminated from the program for academic and/or disciplinary reasons may reapply to the College one time only. A person reapplying to the college should consult the Academic Catalog for re-entry procedures.

Grievance Procedure

The faculty members teach students to be assertive client advocates through concern about client rights in health care settings. The principle of inherent rights is applicable to student-teacher relationships as well. Consistent modeling mandates faculty concern for students in the educational setting.

If a student feels that her/his guaranteed rights have been infringed upon:

Procedure

1. The student may present a completed Student Appeals Form (available in the Student Services Office) to the Vice President of Student Services within seven (7) days of the alleged incident. Failure to meet this deadline will result in waiver of appeal rights unless the student is excused by the committee due to incapacitation.
2. The student may request a faculty member not involved in the situation to assist with the process. This person may be present at the hearing.
3. A committee shall meet and review the appeal within seven working days after the student's written appeal is submitted.
4. The aggrieved shall be notified in writing of the hearing time and place at least three working days in advance.
5. All committee members, the aggrieved student, and involved parties must consent to an emergency causing delay of the hearing.
6. All written documentation, evidence, etc., will be made available to all committee members at least 24 hours before any hearing.
7. The student is responsible to present her/his case at the hearing, e.g., questioning any witnesses, presenting documentation. The committee has the right to obtain any further documentation or call additional witnesses. The committee may question any witnesses in exploration of the situation. Attendance will be limited to those directly involved, committee members, witnesses, and the faculty assisting the student.
8. Faculty members who are directly involved in the grievance will have the right to present facts and question the aggrieved student at the hearing.
9. Decisions by the committee will be determined by closed ballot, majority ruling and reported to the student within 24 hours.
10. The committee will make one final decision on all matters coming to the attention of the committee and if the aggrieved student is dissatisfied with that decision, he/she may appeal to the President of the College of Nursing.
11. Documentation of all meetings and notifications shall be recorded and distributed to the aggrieved student, to the President of the College of Nursing and to the Vice President of Student Services.
12. A written report of the grievance and committee decision shall be placed in the student's file, but will not become a part of the student's transcript or recommendations in the student's future.

Exceptions

The student grievance procedure is not available to challenge certain actions taken by the College which are considered final determinations including (a) discipline resulting from behaviors or actions which pose a threat to the physical or mental well-being of a member or members of the College community, including clients; and/or (b) discipline resulting from a finding that the student engaged in behaviors in violation of the College's policy prohibiting racial, ethnic, or sexual harassment intimidation.

Structure

The Vice President of Student Services shall chair the committee and any hearing.

1. The committee shall be appointed by the Vice President of Student Services and shall be made up of members as follows:
 - 2 faculty members

- 3 student representatives (Student Governance representatives)
 - 1 other, non-faculty, non-student
 - Vice President Student Services
2. Each member is entitled to one vote.
 3. Any committee member, student or faculty directly involved in the situation that precipitated the appeal shall be replaced by the Vice President of Student Services. Students shall always replace students and faculty shall always replace faculty on the committee.

Functions of persons participating in a grievance committee

1. To keep all matters coming to the committee held confidential.
2. To withhold subjective feelings, prejudice or unauthorized comments from the committee structure or functioning.
3. To review grievances presented to the committee following designated procedural guidelines and collect data regarding a grievance petition.
4. To conduct hearings regarding a grievance.
5. To make one final committee decision regarding a grievance and submit that decision in writing to the aggrieved student, student's file and the Dean of the College of Nursing.
6. The committee reserves the right to decline involvement in any situation it feels is outside its jurisdiction.

Complaint Policy and Procedure

The purpose of this policy is to assist students with the resolution of various academic and non-academic complaints not addressed in other policies or procedures of the College as found in the Student Handbook. Utilizing this procedure, the College seeks to help students resolve problems at the lowest possible organizational level.

Student Complaint Resolution Procedure

Where a student has a good cause to believe that he/she has a complaint not addressed in other policies or procedures of the College, that student needs to follow the steps below.

- Step I - Within 7 business days of the alleged incident the student *will* confer with the faculty or staff member against whom the complaint exists. If resolution cannot be reached through discussion, the student within 7 business days of the meeting will complete the Complaint Form (available in the Student Services Office).
- Step II - The Complaint Form will be forwarded to the appropriate administrator. Within 10 business days, the student, faculty/staff member and immediate supervisor will meet to discuss a resolution. If a resolution is reached, a written copy of the resolution must be attached to the Complaint Form and submitted to the Vice President of Student Services within seven business days.
- Step III - If the student feels that the complaint is unresolved after the Step II meeting, the student may appeal in writing, within seven (7) business days, to the Vice President of Student Services. At this time, the Vice President of Student Services will call for a meeting of the Campus Complaint Committee. The Committee shall be formed and meet within seven business days of the request.

In the case of a complaint against a faculty member, the Committee shall consist of the Vice President of Student Services, Undergraduate Program Director, two (2) faculty members, and two (2) Student Senate representatives.

In the case of a grievance against an administrator, a staff member or another student, the committee shall consist of the Vice President of Student Services, appropriate departmental Vice President, two staff members, and two Student Senate representatives.

No person shall serve on the committee if there is an indication of a potential conflict of interest.

During the hearing, opportunity will be given for all parties to the complaint to make statements, answer questions, and present witnesses. The Committee may confer with other individuals at its discretion. Each party to the complaint may bring an advisor to provide support and guidance. In the event that a party brings

an advisor to the hearing, such person will have no official standing at the hearing and will be welcome to speak only to the party they are advising. Such person will not be allowed to speak to the committee.

Within ten (10) days of its formation, the Campus Complaint Committee shall determine findings of fact and resolution of the complaint. The resolution may include denial of the validity of the complaint, or a specific remedy limited to curing the complaint. The Campus Complaint Committee shall make its decision by majority vote. A tie vote shall be broken by the decision of the Chair (Vice President of Student Services). The Committee' decision shall be the final recommendation to the President for disposition of the complaint.

Records

Complaint forms and documentation of their resolution are kept on file in the office of the Vice President of Student Services for a period of seven calendar years.

► Academic Policies and Procedures

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 Fees 2008-2009)

Attendance – Lab Testing Fee

Students who do not attend lab testing at the scheduled time are required to re-schedule with the course facilitator and will be charged a \$100 lab testing re-scheduling fee. If a student is unsuccessful with lab exam, they are allowed to re-take the exam one time only and will be charged \$100 to re-take the exam. All fees must be paid prior to testing.

Clinical Readiness Policy

The purpose of this policy is to ensure student preparation for clinical at a standard that is satisfactory to both the College and the cooperating clinical agencies.

Students must meet the following expectations or will be unable to participate in clinical:

Requirements and Consequences

Students are required to be fully prepared for clinical as described below. Any student who is not prepared will not be allowed to participate in the clinical experience until the expectations are met.

Expectations

1. **Update CPR Training:**

Each student must have verification of current CPR training. Certification must be renewed annually in May for eligibility through May of the following year. CPR certification must be renewed annually regardless of the expiration date on the holder's CPR card (most cards are issued for a two-year period). A new CPR card must be submitted to the Student Service Office by June 15th.

The only CPR re-certification accepted is American Heart Association – Healthcare Provider – infant/child/adult.

Available sites include but are not limited to:

- Bellin Health CPR Training Center: (920) 433-7930
- Northeast Wisconsin Technical College: (920) 498-5484, www.nwtc.edu
- American Heart Association: Northeast Wisconsin Chapter: (920) 662-2268

Note: online courses are not acceptable.

The Student Services Office will maintain a record of certifications. **Students are responsible to present a copy of their CPR card valid through the upcoming May to the Student Services Office no later than June 15th of the start of each academic year.**

If a photocopy of the student's CPR card is not received by the Student Service Office/or if it is not valid through May of the upcoming year, noncompliance will result in the student's removal from clinical placement(s) and inability to progress in the program.

2. **Update Computer Training:**

Students must attend the computer training as scheduled even if they are an employee of the clinical agency providing the training. The training for students is different than for employees. Students who do not attend as scheduled will require a personal session with associated fee of \$100.

3. **TB/Health Records:**

Students are required to have an up-to-date health record, including the required immunizations and the annual TB skin tests. **Annual TB skin tests must be completed each May and documentation submitted to the Student Service Office by June 15th of the start of each academic year.** Noncompliance will result in the student's removal from clinical placement(s) and inability to progress in the program.

4. **Orientation:**

Students are required to attend their respective orientation day as assigned in order to be fully prepared for the semester. Students who do not attend as scheduled will require a personal session with an associated fee of \$100.

Confidentiality of Protected Health Information

Clinical experience requires students to access protected health information about clients. The American Health Insurance Portability and Accountability Act (HIPAA) requires health information about clients to be secured and kept confidential. As a student, there is a legal and ethical need to protect a client's right to privacy; no records may be photocopied for any reason. While students may write down essential information for the preparation and care of clients, information that identifies a client in any way may not be taken from the clinical site. It is unlawful to disclose all individually identifiable information that is transmitted electronically, maintained in any electronic medium, or transmitted or maintained in any other form or medium, including oral communication. This relates to information about past, present and future:

- Physical and mental health
- Provision of health care to the client
- Payment for the client's health care

Violation of this policy may result in clinical and/or disciplinary probation, dismissal, and/or legal and financial consequences.

References

- Federal Registrar 65, no. 250. (December 28, 2000). Standards for the Privacy of Individually Identifiable Health Information, Final Rule. 45 CFR Parts 160 through 164. Available at <http://aspe.hhs.gov/admn>
- State of Wisconsin Department of Regulation and Licensing, Board of Nursing (1998). Confidentiality of patient health care records (Chapter 146.82), in Wisconsin Statutes and Administrative Code Relating to the Practice of Nursing. Madison, Wisconsin: Author.
- Wisconsin Nurses Association (2005). Client privacy standards. Retrieved May 2, 2005 from the World Wide Web: www.wisconsinnurses.org.

Dress Code Policy

Purpose

The purpose of this policy is to provide direction for appropriate appearance and demeanor to maintain the quality and excellence associated with BCON's tradition, to maintain professional image and to be fair and reasonable to all students in considering the environment that they are in (classroom/clinical sites on non-clinical time/clinical sites on clinical time).

Policy/Procedure

1. Classroom:

- a. Classes on the BCON campus may be attended in street clothes or uniforms.
- b. Wearing uniforms and lab coats to off- BCON campus classes is discouraged. Discretion should be used when wearing uniforms in other public places.
- c. Students are not allowed to wear hats during exams.

2. Clinical Sites on Non-Clinical Time:

- a. A BCON lab coat and a BCON name pin must be worn over professional street clothes. The street clothes should be clean and neat. Socks or hose must be worn at all times. Footwear must be worn at all times and be closed-toed, clean, and in good repair.
- b. Unacceptable attire includes:
 - Midriff tops
 - Low-cut shirts
 - T-shirts with inappropriate words or pictures
 - Denim, spandex, metallic, leather, suede, sheer or clinging fabrics
 - Sweatshirts or pants
 - Shorts
 - Capri pants
 - Open-toed footwear
 - High heels

3. Clinical Sites on Clinical Time:

A professional appearance is expected. The goal of the uniform is to maintain this professional appearance. The BCON uniform must be clean and wrinkle free at all times. The BCON name pin must be worn at all times and may not be altered under any circumstances. Faculty members are responsible for evaluating student appearance; if deemed unacceptable, a student will be dismissed from clinical until acceptable dress code is met.

The BCON uniform consists of selections from a list of clothing supplied for students by The Elite Group. The clothing is embroidered with BCON on the upper left pocket area. All pieces of clothing worn as part of the uniform must be ordered through The Elite Group. Uniform substitutions are not acceptable.

Required Pieces of the Uniform for Males and Females:

- Short sleeved royal blue scrub top with white BCON logo
- Royal blue straight leg drawstring waist pants
- White lab coat with blue BCON logo

Optional uniform pieces:

- Sleeveless crew neck white t-shirt
- Long sleeved crew neck white t-shirt
- Royal blue lab jacket with white BCON logo
- The sleeveless and long sleeved t-shirts may be worn under the royal blue scrub top. They are not to be worn alone.

It is the student's responsibility to order and purchase their uniform pieces in a timely manner. Information regarding ordering of uniforms is available through the Student Service Office

Guidelines:

- Pieces of the uniform are to be worn only when functioning in the student role.
- Shirts worn under the scrub top must be tucked in. The blue scrub top is not to be tucked in. Short-sleeved T-shirts are not to extend below the sleeve of the scrub top.
- Dress code for community health clinicals are dictated by the agencies and faculty. Requirements will be reviewed by faculty prior to clinicals.
- Hair: Length and style should not interfere with performance of nursing activities. Hair should be neatly styled, clean and drawn back from the face. Shoulder length hair must be appropriately pulled back and secured off of face in a manner that will not fall forward. Hair ribbons are not allowed. Barrettes, hair clips and cloth-covered bands must be plain and without ornamentation. Beards, sideburns, and mustaches must be neatly trimmed. Hair should not be extreme in color or style.
- Hose/socks: White or light beige, non-textured nylon hose without runs, or white socks are to be worn. Hose or ankle socks may be worn with pants.
- Shoes: White, clean shoes/shoelaces are required. Athletic shoes that are all white with no color are acceptable. No clogs, open-toe or open-heel shoes. Students should have a pair of shoes that are for client care only.
- Jewelry: Only the following jewelry may be worn:
 - Smooth wedding band (no stones)
 - Conservative wristwatch
 - Small (less than ½ inch size) post earring in earlobe (worn in lowest pierced part of earlobe).
 - Unacceptable body jewelry includes: multiple earrings; dangling or hoop earrings; earrings placed in site other than earlobe; body jewelry in any site other than earlobe including the tongue; necklaces, and bracelets.
- Fingernails: Students may NOT wear artificial nails. Well maintain natural nails clean and short; not to exceed 1/4 inch past the fingertip. Clear, fresh, non-chipped nail polish is allowed.
- Students are expected to practice good hygiene.
- Students need to consider whether lines or patterns of underwear are visible through their uniform. Faculty will determine whether the student's personal choice distracts from a professional appearance.
- No gum is allowed in patient care areas.
- Tattoos must be covered.

Dress code compliance: Students are responsible for complying with the dress code. The uniform, or any part of the uniform, is not to be worn outside of BCON classes or clinical experiences.

Faculty members are responsible to ensure that students comply with the policy.

Consequences may include an unexcused dismissal from clinical with mandatory makeup for the day; disciplinary probation; an unsatisfactory clinical evaluation related to "Member of the Profession" performance category which would result in failure to progress in the program.

Writing Resources – APA Style Sheet for Documentation in Nursing

The following guidelines are intended to assist the student in preparation of typed papers for submission in nursing courses at BCON. This is not meant to replace the APA Publication Manual 5th ed. (2001), but rather to assist students with key information in its application.

The American Psychological Association style (APA) is the common method of documentation in nursing. APA style uses parenthetical citation within the text to identify source material and uses a reference list at the end of the work to give detailed information about sources cited in the paper. The APA style also provides other basic guidelines about preparing papers for submission. Some of those are outlined below and all are detailed in the most recent APA Publication Manual 5th ed. (2001).

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

MARGINS, SPACING, AND FONT: All pages are typed with a 1" margin on all four sides. Only the left margin is justified. Page numbers are in the upper right corner beginning with a 1 on the title page. All text is double-spaced. Acceptable fonts (type of print) are Times New Roman and Courier 12 pt.

TITLE PAGE: A title page with the following elements must be attached to each paper: title of the paper, student's name, university or college name, course name (2nd line in APA program), date (3rd line in APA program). A running head (brief title) should be typed at the upper left margin in all upper case letters. The running head should not exceed 50 characters. See attached example of a properly prepared title page.

BODY OF TEXT: The title of the paper should be centered at the beginning of the paper on page 2. The text follows.

REFERENCES WITHIN TEXT: When summarizing material in the text of the paper, put the author(s) last name and the date of the publication in parentheses, like this; (Brown, 2006). If quoting exact words, use quotes around the text and list the page number in addition to the author's last name and the publication date, (Smith, 2006, p. 83). Additional examples of citations within text can be found in the APA Publication Manual.

REFERENCE LIST: Start the reference list on a new page and type References centered at the top of the page. All references cited in the text must be in the reference list, and all sources in the reference list must be cited in the paper. All references should be alphabetized, typed, double spaced, and entries should have a hanging indent. The first line of the reference is flush to the margin and any remaining lines of the same reference are typed with 1 tab indent. Capitalize only the first word of the title and subtitle, if any, and any proper nouns. Italicize the title, do not underline it. When using the APA computer program, select the manuscript style, not student style when preparing references to achieve this. Examples are attached that demonstrate journal, book, and internet references as they should be typed. An extensive list of specific examples is found in the APA Publication Manual.

ABSTRACT: The need for an abstract is course specific. Verify with each course facilitator that has a paper assignment if an abstract is necessary.

Running head: WRITING PAPERS

Writing Papers (Title of paper)

Student Name

University Name

Course Name and number

Date of paper

Writing Papers (Title of the paper repeats itself here and is centered)

Begin your paper here. The APA program will automatically format the page and will number pages appropriately. The program will place the title of the paper at the top of the page as you can see. When summarizing material from a reference within the text of the paper, include the author's last name and the date of the publication in parentheses (Brown, 2006).

If the writer of the paper is quoting exact words from the text or reference, list the page number in addition to the author's last name and publication. Example: Power can be defined as, "The capability of acting or producing some sort of an effect, usually associated with the ability to influence the allocation of scarce resources" (Huber, 1996, p. 382). Another way to cite this is: Huber (1996) defines power as "the capability of acting or producing some sort of an effect, usually associated with the ability to influence the allocation of scarce resources" (p. 382).

Remember with any paper written to include an introduction help the reader better understand the purpose of the paper and an conclusion to summarize the main points of the paper. Review the beginning chapters of the APA manual for grammar, sentence structure, and general knowledge for writing successfully. The next page provides examples of different types of references and how to cite this in the reference list.

References

American Psychological Association. (1998). *How to cite information from the Internet and the World Web*.

Retrieved September 15, 1998 from the World Wide Web: <http://www.apa.org/journals/webref.html>

Ball, B. & Abner, L. (2006). *Building with rocks* (2nd ed.). Bedrock: Zippy Publishers.

Rubble, B. & Flintstone, F. (2006). The Flintstone years remembered. *Cartoon Digest*, 9 (3), 25-30.

- The above references are examples of how to type references from the Internet, a book, and a journal.
- Aggregated databases.
Cite as you would a printed source, followed by a retrieval statement that includes date of access and the name of the database. Start it with the word, Retrieved and end with the word, database. E.g.:
Retrieved Month day, year, from Database Name database. See the following examples:

Journal article.

Jennings, B. (2004). Lessons learned in the trenches: The experiences of an urban middle Principal.

Educational Leadership, 54,12. Retrieved May 9, 2004, from Wilson Web Education Full Text database.

Cookson, C., Hargreaves, D., & Parker, G. (1999, March 21). Mad cow disease linked to Humans.

Financial Times, 1. Retrieved April 17, 2002, from Health Reference Center Academic database.

"We were just happy freaks, man:" Garcia in his own words. (2003). *Rolling Stone*, 16, Retrieved May 16, 2004, from Expanded Academic ASAP database.

- Encyclopedia.
Cockrum, E.L. (2002). Galapagos Islands. *Encyclopedia Americana*. Retrieved January 6, 2003, from Encyclopedia American Online database.
- Remember www.apastyle.org gives examples of how to cite and type references.
- References Pages for Use Within the APA Manual 5th Edition
 - Quotation of sources, p. 117-8
 - Works with multiple authors, p. 208
 - Personal communications, p. 214
 - Journal articles, p. 240
 - Sample paper, p. 306

Writing Resources – Internet/Website Evaluation Guideline

This guideline is designed to serve as a resource during the evaluation of Internet/Website Resources.

1. Authorship/Authority:

- Can you easily identify who is responsible for the site?*
- What are the author's qualifications/credentials (may include occupation, position, affiliation, education and experience)?
- Is there any information about the author available on the internet; e.g. PubMed, Google?
- Does the site include information on how to contact the individual/institution responsible for the site?
- Is the site copyright protected/give permission to share the information?

2. Timeliness/Continuity:

- When was the site created?
- Last time the site was updated?
- Are all links up-to-date?

3. Purpose/Relevance:

- What is the purpose of the site? (Educate, sell a product, information, support group.)
- What does the site address tell you about the type of site?
 - .gov (government)
 - .edu (education)
 - .org (nonprofit organization)
 - .com (business)
 - .net (network address)
- Who is the target audience? (Specific professionals, patients, particular age group, specific patient population.)
- Is disclaimer present on the home page? e.g. statement that the site is informational or
- Statement that the site is not a substitute for professional medical care?

4. Content:

- Accuracy, comprehensive, up-to-date and objectivity of content.
- Is clinical or scientific evidence clearly stated and referenced?
- Does the site include testimonials or non-professional opinions?
- Is the site biased?
- Does it contain advertisements?
- Are there links to quality sites; e.g. unbiased, relevant resources?
- Does information match its site's objectives?
- Is the information useful to you?
- How does the site compare with others on the same subject?
- Does the page offer anything not offered elsewhere?

5. Structure, access and navigation:

- Is the site easy to navigate/logically organized?
- Does it include site map, site index, and about site's purpose?
- Does the site download quickly?
- Do graphics on the page serve a purpose?
- Is it a secured site?
- Do the links work?
- Is it easily printed or is there a print version available?

6. Quality of writing:

- At what age or education level is the site written?
- Are there misspelling or typographical errors?

7. Ownership:

- Who owns the site? (private business, pharmaceutical company, government agency, news agency, educational or health care institution).

*Note: Remember the Webmaster (person who designs and updates the site) may be different than the site's author (who is responsible for the content and is the expert on the subject matter).

References:

- Brooks, B. (2001). Using the internet for patient education. *Orthopaedic Nursing*, September-October 2001, 20(5), 69-74.
- Cader, R., Campbell, S., & Watson, D. (2003). Criteria used by nurses to evaluate practice-related information on the world wide web. *CIN*, March-April 2003, 97-102.
- Grissian, E. Thinking critically about world web resources. Retrieved May 16, 2004 from the World Wide Web: <http://www.library.ucla.edu/libraries/college/help/critical>
- Jacobsen, T. & Cohen, L. (1997). Teaching students to evaluate internet sites. *The Teaching Professor*, August 1997.
- McGonigle, D. (1998). *How to evaluate web sites*. Retrieved March 3, 2004 from the World Wide Web: http://eaa-knowledge.com/ohni/ni/602/web_site_evaluation.htm.
- Nicoll, L. (2001). Quick and effective web site evaluation. *Lippincott's case management*, September/October 2001, 220-221. Wilkes, L. (2002). Evaluating health web sites for research and practice. *JSPN*, 7(1), 38-41.

Writing Resources – Copyright Policy

BCON respects and recognizes intellectual property rights. This policy sets forth the rights and responsibilities of BCON administration, faculty, and staff regarding copyrighted works in accordance with the copyright law, balancing the rights of the creator and user.

Copyright protects “original works of authorship fixed in a tangible medium of expression.” It provides the copyright owner with the rights to make copies, derivative works, distribute, display, and perform works publicly.

Ramifications of Copyright Infringement

Penalties for copyright infringement are very harsh: the court can award up to \$150,000 for each separate act of willful infringement. Willful infringement means that you knew you were infringing and you did it anyway. Ignorance of the law, though, is no excuse. If you don't know that you are infringing, you still will be liable for damages - only the amount of the award will be affected. Then there are [attorneys' fees...](#)

There is one special provision of the law that allows a court to refuse to award any damages at all if it so chooses, even if the copying at issue was not a fair use. It is called [the good faith fair use defense](#) [17 USC 504(c)(2)]. It only applies if the person who copied material **reasonably** believed that what he or she did was a fair use - as would likely be the case if you followed this Policy! If you qualify for this defense, it makes you a very poor prospect for a lawsuit. On the other hand, if you disregard sound advice about fair use, a court would be free to award the highest level of damages available. This makes someone who ignores policies a handsome target for a lawsuit (Harper, G., n.d.).

Determining if an item is copyrighted

Since March 1, 1989, a copyright notice is no longer required for copyright protection. Because of this, it should be assumed that most works are copyright protected. Works published prior to March 1, 1989, generally require a copyright notice to be protected. The Copyright Office Circular 22 (<http://www.copyright.gov/circs/circ22.pdf>) explains how to determine the copyright status of a work.

Duration of Copyright

The copyright term has been extended many times. The Copyright Office Circular 15A (<http://www.copyright.gov/circs/circ15a.pdf>) discusses the provisions of the law that deal with length of copyright protection.

Determining if you are infringing on someone's copyright

The three questions listed below can help you determine whether or not you are infringing on someone's copyright:

1. Is the work protected?

Anyone may freely use the following as copyright does not protect:

- Works that lack [originality](#)
 - logical, comprehensive compilations (e.g. phone book)
 - unoriginal reprints of public domain works
- Works in the [public domain](#) (e.g. copyright expired)
- Freeware (not shareware, but really, expressly, available free of restrictions-ware -- this may be protected by law, but the author has chosen to make it available without any restrictions)
- [US Government works](#)
- Facts
- [Ideas, processes, methods, and systems described in copyrighted works](#)

2. If the work is protected, do you wish to exercise one of the owner's exclusive rights?

- Make a copy (reproduce)
- Use a work as the basis for a new work (create a derivative work)
- Electronically distribute or publish copies (distribute a work)
- Publicly perform music, prose, poetry, a drama, or play a video or audio tape or a CD-ROM, etc. (publicly perform a work)
- Publicly display an image on a computer screen or otherwise (publicly display a work)

3. Is your use exempt or excused from liability for infringement?

If an exemption does not excuse infringement and eliminate the need to ask permission or pay fees to exercise the owner's rights, you need permission.

- Fair use
- Library's special rights
- Educational performances and displays
- Even if all or part of a work is not protected by copyright law, it may be protected by other laws. For example, you may need to consider rights of privacy and publicity, ask permission to use a trade or service mark, or get a license to practice a patented process or system, but discussion of these rights and interests is beyond the scope of this Policy statement.

Fair Use

The purpose of the copyright law is to protect the rights of the creator. Section 107 of the copyright law; however, allows a user to exercise an exclusive right in certain circumstances without prior authorization of the copyright holder and without paying a royalty or permission fee. This section is also the defense in an infringement suit.

To determine if a use of a work in a particular case is fair use, the following four factors are used:

FACTOR 1: What is the character of the use?

- | | | |
|---------------|----------------------------------|--------------|
| • Nonprofit | • Criticism | • Commercial |
| • Educational | • Commentary | |
| • Personal | • News reporting | |
| | • Parody | |
| | • Otherwise "transformative" use | |

Uses on the left tend to tip the balance in favor of fair use. The use on the right tends to tip the balance in favor of the copyright owner - in favor of seeking permission. The uses in the middle, if they apply, are very beneficial: they add weight to the tipping force of uses on the left; they subtract weight from the tipping force of a use on the right.

Imagine that you could assign a numerical weight to each use. A nonprofit educational use *other than the middle uses*, for example, making a copy of a journal article for a university class, might weigh 5 in favor of fair use. But a nonprofit educational use that is also criticism, for example, the inclusion by a faculty member of a quote from another's work in a scholarly critique, would weigh even more in favor of fair use: about 6 or 7. That's because the uses in the middle are "core" fair uses; the ones most dearly protected.

Even if they are for-profit, the core fair uses weigh in favor of fair use: that's why they subtract from the weight against fair use of a commercial use. A commercial duplication of an article from a journal might weigh 5 against fair use. But a commercial commentary or quotation would barely tip the scale, if at all. This is not to suggest that fair use can be precisely quantitatively analyzed. Numbers are just a tool to illustrate how the facts interact and affect each other. Actually, numbers wouldn't make the analysis any easier: copyright owners and users would have just as much trouble agreeing on weights as we have agreeing on any other judgment about fair use.

FACTOR 2: What is the nature of the work to be used?

- Fact
- Published
- A mixture of fact and imaginative
- Imaginative
- Unpublished

Again, uses on the left tip the balance in favor of fair use. Uses on the right tip the balance in favor of seeking permission. But here, uses in the middle tend to have little effect on the balance.

Which way is your balance tipping after assessing the first two factors?

FACTOR 3: How much of the work will you use?

- Small amount
- More than a small amount

This factor has its own peculiarities. The general rule holds true (uses on the left tip the balance in favor of fair use; uses on the right tip the balance in favor of asking for permission), but if the first factor weighed in favor of fair use, you can use more of a work than if it weighed in favor of seeking permission. **A nonprofit use of a whole work will weigh somewhat against fair use.** A commercial use of a whole work would weigh significantly against fair use.

For example, a nonprofit educational institution may copy an entire article from a journal for students in a class as a fair use; but a commercial copy shop would need permission for the same copying. Similarly, commercial publishers have stringent limitations on the length of quotations, while a student writing a paper for a class assignment could reasonably expect to include lengthier quotes.

Which way does your balance tip after assessing the first three factors? The answer to this question will be important in the analysis of the fourth factor!

FACTOR 4: If this kind of use were widespread, what effect would it have on the market for the original or for permissions?

- After evaluation of the first three factors, the proposed use is tipping towards fair use
- Original is out of print or otherwise unavailable
- No ready market for permission
- Copyright owner is unidentifiable
- Competes with (takes away sales from) the original
- Avoids payment for permission (royalties) in an established permissions market

Guidelines for Classroom Copying of Books and Periodicals

The purpose of the following guidelines is to state the *minimum* standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying may not permitted under these guidelines [but] may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

I. Single Copying for Teachers

A single copy may be made of any of the following or any part thereof by or for any faculty or staff member at his or her individual request:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple Copies for Classroom Use:

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the faculty giving the course for classroom use or discussion, *provided that*:

- A. The copying meets the following tests of brevity and spontaneity as defined below; *and*,
- B. Meets the cumulative effect test as defined below; *and*,
- C. Each copy includes a notice of copyright

Definitions

Brevity

- (i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- (ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

- (iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- (iv) "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity

- (i) The copying is at the instance and inspiration of the individual teacher, and
- (ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- (i) The copying of the material is for only one course in the school in which the copies are made.
- (ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- (iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. PROHIBITIONS AS TO I AND II ABOVE

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying may not be used to create or to replace or substitute for anthologies, compilations or collective works. A prohibited replacement or substitution occurs regardless of whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 - 1. substitute for the purchase of books, publisher's reprints or periodicals;
 - 2. be directed by higher authority; or

3. be repeated with respect to the same item by the same teacher from term to term.

D. No charge may be made to the student beyond the actual cost of the photocopying.

[The aforementioned guidelines on classroom copying are an adaptation of the actual copying guidelines agreed to by the Association of American Publishers and The Author's League of America with minor editorial changes.]

Fair Use Rules of Thumb

The following Rules of Thumb may provide additional guidance for certain situations. It is best to interpret them conservatively.

Rules of Thumb for Digitizing and Using Images for Educational Purposes

1. Is the image you wish to digitize readily available online or for sale or license at a fair price?

- If YES: [then] ...to, purchase or license the image. Do not digitize it unless you are in the process of negotiating a license. If you have a "contract pending," digitize and use the image in accordance with these Rules of Thumb until the license is finalized and you have received the licensed digital image.
- If NO: [then] Digitize and use the image in accordance with the following limitations:

Limit access to all images except small, low resolution "thumbnails" to students enrolled in the class and administrative staff as needed. [Terminate access at the end of the class term](#).

Faculty members also may use images at peer conferences.

Students may download, transmit and print out images for personal study and for use in the preparation of academic course assignments and other requirements for degrees, may publicly display images in works prepared for course assignments etc., and may keep works containing images in their portfolios.

2. Periodically review digital availability. If a previously unavailable image becomes available online or for sale or license at a fair price, point to or acquire it.

Rules of Thumb for Digitizing and Using Others' Works in Multimedia Materials for Educational Purposes

The CONFU [Fair Use Guidelines for Educational Multimedia](#) suggest that fair use requires adherence to specific numerical portion limits, that copies of the multimedia work that includes the works of others should be strictly controlled, and that fair use "expires" after 2 years. Our Rules of Thumb acknowledge that these are important considerations, but the [Guidelines](#) numbers do not describe the outer limits of fair use. Despite their tightly controlled approach, the [Guidelines](#) can provide helpful guidance and we recommend that you read them.

Please keep in mind that the rights described here are rights to *create* unique works, but *not to make multiple copies and give them out (distribute them)*.

1. Students, faculty and staff may

- incorporate others' works into a multimedia work
- display and perform a multimedia work in connection with or creation of:
 - class assignments
 - curriculum materials
 - remote instruction
 - examinations
 - student portfolios
 - professional symposia.

2. Be conservative. Use only small amounts of other's works.

3. Don't make any unnecessary copies of the multimedia work.

Rules of Thumb for Research Copies

Limit research copies to:

- single articles from a journal issue
- several charts, graphs, illustrations
- other similarly small parts of a work.

Guidelines for Media

Use of Prerecorded Videotapes / CD Rom / DVD (Media)

1. Media labeled "For Home Use Only" may not be used for public performance.
2. Media may not be used if the person responsible has any reason to believe that the product was unlawfully made.

Duplication of Media

1. Media may not be copied without permission of the manufacturer or producer. See the original purchase agreement regarding duplication and for the permission procedure.

2. Use of Broadcast Programs:

"Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

These may be recorded and retained by a non-profit educational institution for a period not to exceed the first 45 consecutive calendar days after the recording. Written permission should be sought for use beyond the 45-day limitation.

Off-air recordings, portions of in their entirety, may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instruction reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive days in the forty-five (45) calendar day retention period.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

Recorded programs may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

References

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

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

United States Copyright Office. (2004). *Circular 15a Duration of Copyright: Provisions of the Law Dealing with the Length of Copyright Protection*. Retrieved on March 28, 2007 from <http://www.copyright.gov/circs/circ15a.pdf>

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

United States Copyright Office. (2006). *Circular 22 How to Investigate the Copyright Status of a Work*. Retrieved on March 28, 2007 from <http://www.copyright.gov/circs/circ22.pdf>

The majority of this policy is adapted with permission from:

Harper, G. *Copyright Crash Course*. Austin, TX: University of Texas System. Retrieved on March 29, 2007 from <http://www.utsystem.edu/ogc/Intellectualproperty/cprtindx.htm#top>

Writing Resources – Audio/Video Taping of Faculty Lectures/Conferences

All individuals wishing to audio/videotape faculty lectures and/or conferences presented as part of the BCON curriculum must obtain verbal approval prior to the lecture and/or conference from the specific teaching faculty member.

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

In the event the faculty member approves the audio/videotaping, the obtaining of the audio/videotape and the recorder is the student's responsibility. It is further understood that the recording is to be used for current educational purposes only.

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).

Grades without Associated Grade Points

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

Late Assignments and Exams

The student must inform the faculty person that her/his work will be late and why. Special reasons for late work will be reviewed on an individual basis. When the reason given by the student is considered inappropriate, the following grade deduction will apply:

- 1 - 7 days late - Down 8 points (one letter grade - proportionate to their earned grade)
- 8 - 14 days late - Down 16 points (two letter grades - proportionate to their earned grade)
- 15 days or more - Grade of Zero

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.

Incompletes

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

Nursing Courses: Notice of an incomplete status for a nursing course is given to the student. It is the responsibility of the student to make arrangements with the appropriate faculty member to complete the required work. Incompletes must be removed within four weeks of the last day of the course, or final

arrangements for course completion made, or the incomplete becomes an “F”. Within the first fall semester of the accelerated track, each course must be complete in order to progress to subsequent courses.

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

Grade 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 UW-GB or SNC, they may take their liberal education courses at another institution of higher learning during enrollment at BCON and transfer these credits to BCON. Transfer credits are not utilized in the computation of the BCON grade point average.

Grade Appeal Policy

A student may appeal a grade for computation or interpretive error. No grades will be reviewed after 20 business days from official Registrar posting unless it can be demonstrated that a grade was incorrectly recorded or that it was impossible for the student to initiate review during the designated time period.

Procedure

1. The student is expected to contact the course facilitator within 10 business days of the grade return.
2. The course facilitator will review with the student how the grade was determined based on written criteria in the course outline.
3. If the issue is not resolved, the student is to contact the Undergraduate Program Director within five business days. The student must present in writing the reasons she/he believes the grade should be changed.
4. The Undergraduate Program Director will request from the course facilitator a written explanation of the grade. This explanation must be submitted within two work days.
5. The Undergraduate Program Director's decision on the grade appeal is final.

Academic Honors

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

Honors.....	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 can not 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.

Assessment of Student Academic Achievement

The Assessment of Student Academic Achievement Plan (ASAAP), a requirement for graduation, is an integral part of the curriculum and of the student's learning experience. Throughout the student's course of study, they will participate in the ASAAP. The program provides data for student growth and for curricular decisions and improvements. Assessment activities that students are involved in include written tests, papers, laboratory and clinical experiences, Assessment Technologies Institute (ATI) nursing specific content exams, and a liberal education assessment exam (BASE Test).

The BSN Program Outcomes provide the framework for the ASAAP. These outcomes reflect the knowledge and skills essential to baccalaureate education and professional nursing practice. The student who successfully completes the curriculum will have demonstrated these abilities.

Assessment Philosophy

Assessment is an integral part of the learning process, providing feedback to encourage student development as a professional nurse. Aggregate student data also provides feedback to promote continuous improvement of the curriculum. Both student and faculty are integral participants in the assessment process. Students will demonstrate the Program Outcomes, as a requirement for graduation, through participation in ASAAP. Faculty will facilitate an environment supportive of learning through assessment. Students and faculty, together, will demonstrate their commitment to excellence in the educational experience.

Assessment Plan Assumptions

1. Critical thinking is essential to nursing.
2. Students possess essential communication skills.
3. Students are motivated to learn.
4. The ASAAP will assist students to identify strengths and areas of concern and the development of a plan to facilitate learning.
5. The College provides supportive resources.
6. Students have diverse learning styles and needs.
7. The assessment process enhances professional growth.
8. Learning is life long.

Course/Clinical Assessment

As a practice profession, nursing involves both didactic and clinical learning experiences. Course learning experiences support achievement of course outcomes and the ASAAP through provision of regular, ongoing feedback on examinations, papers, projects, laboratory and clinical activities. Grading policies are consistent with the Academic Program Policies and Procedures.

Comprehensive Assessment and Review Program

Assessments are further enriched by the students' participation in a comprehensive assessment and review program developed by Assessment Technologies Institute, LLC (ATI). Assessment activities begin in the freshman (first) year with a Critical Thinking Entrance Exam and continue throughout the program. The NCLEX-RN[®] blueprint provides the framework for the ATI examinations and supports the student as he or she prepares for the licensing exam.

Benchmarks established for each examination demonstrate the faculty's commitment to student achievement. Students whose scores fall below the benchmark are required to take an on-line practice exam until the desired benchmark is achieved. Remediation in the form of content review is expected prior to taking the on-line practice examination. ATI Content Review Modules are provided to assist with remediation. A copy of the student's remediate score, demonstrating the achieved benchmark, must be submitted to the Assessment Facilitator by the specified date.

Participation in the ASAAP is a requirement for graduation. A schedule of the ATI content examinations follows.

ATI Examination	Completion Date	Benchmark
Critical Thinking Entrance Exam	Freshman year/program entrance	Baseline established
Fundamentals Exam	NUR-208 completion/sophomore	50 th percentile
Maternal-Newborn Exam	NUR-305 completion/junior year	40 th percentile
Medical-Surgical Nursing Exam	NUR 302 & NUR-303 completion/junior year	40 th percentile
Nursing Care of Children Exam	NUR-400 completion/senior year	50 th percentile
Leadership in Nursing Exam	NUR-401 completion/senior year	50 th percentile
Mental Health Nursing Exam	NUR-405 completion/senior year	40 th percentile
Community Health Nursing Exam	NUR-406 completion/senior year	50 th percentile
RN Comprehensive Predictor Exam	1-2 months prior to graduation	50 th percentile
Pharmacology in Nursing Exam	week prior to graduation	50 th percentile
Critical Thinking Exit Exam	NUR-401 senior year	Compared to Entrance Baseline

Liberal Education Assessment (BASE)

The College BASE exam assesses students' liberal education knowledge and skills that all college graduates are expected to have. Subject scores are provided for English, Mathematics, Science, Social Studies, and Reasoning. The BASE exam is administered at UWGB. Those students whose composite score is 300 or higher and who have taken courses at UWGB in the past may earn one general education credit. All BCON students are required to take the exam regardless of where they complete their required liberal education courses.

Tracking of Student Academic Achievement Across the Curriculum

Student achievement will be assessed throughout the curriculum in order to identify students at-risk of being unsuccessful in the nursing program and/or NCLEX-RN[®] exam. The secure database will be maintained by the Assessment facilitator. Student progress will be communicated to the Undergraduate Program Director and Academic Advisor as appropriate. The Academic Advisor along with Assessment Facilitator will assist the student to understand the implications and advise appropriately.

Portfolio Review

Throughout the student's course of study, a secure portfolio is maintained. This portfolio contains copies of the student's assessment activities including but not limited to a Assessment of Philosophy Entrance and exit to the Program, ATI content exams, Art of Nursing Questionnaire, results of required remediation (if applicable), BASE test results, and final clinical evaluations for each course. Prior to graduation, students conduct a portfolio review and rate the degree to which the contents of their portfolio demonstrated their accomplishment of the program outcomes.

Faculty and Student Guide - Refer to following table:

Assessment of Student Academic Achievement: Faculty and Student Guide CLASSES 2002 AND ON**

Outcomes	By Completion of Freshman Year	By Completion of Sophomore Year	By Completion of Junior Year	By Completion of Senior Year	Post-Graduation (1 & 3 Year)
<p>1. Critical Thinking</p> <p><i>Components:</i></p> <ul style="list-style-type: none"> • <i>Problem Solving</i> • <i>Decision Making</i> <ul style="list-style-type: none"> ○ <i>Delegation</i> ○ <i>Prioritization</i> • <i>Nursing Process</i> • <i>T/L Process</i> • <i>Research Process</i> • <i>Leadership Process</i> 	<ul style="list-style-type: none"> • ATI Critical Thinking Entrance Exam (During College orientation) • Clinical Assessment Tool (104) 	<ul style="list-style-type: none"> • Clinical Assessment Tool (207, 208) 	<ul style="list-style-type: none"> • Clinical Assessment Tool (all 300 level clinical courses) 	<ul style="list-style-type: none"> • ATI Critical Thinking Exit Exam • Graduate Survey • Clinical Assessment Tool (all 400 level clinical courses) 	<ul style="list-style-type: none"> • Alumni Survey • Alumni Employer Survey
<p>2. Philosophy</p> <p><i>Components:</i></p> <ul style="list-style-type: none"> • <i>Values</i> <ul style="list-style-type: none"> ○ <i>Personal</i> ○ <i>Professional</i> • <i>Lifelong Learning</i> • <i>Leadership</i> • <i>Futuristic Planning</i> • <i>Development of the Profession</i> • <i>Development of the Global Society</i> <ul style="list-style-type: none"> ○ <i>Human Diversity</i> ○ <i>Global Health Care</i> 	<ul style="list-style-type: none"> • Philosophy Paper (103) • Assessment of Philosophy Entrance to the Program (103) 	<ul style="list-style-type: none"> • Clinical Assessment Tool (207, 208) • Support Courses: -Human Diversity Course Requirement 	<ul style="list-style-type: none"> • Clinical Assessment Tool (all 300 level clinical courses) 	<ul style="list-style-type: none"> • Assessment of Philosophy Exit from the Program • Graduate Survey • Clinical Assessment Tool (all 400 level clinical courses) 	<ul style="list-style-type: none"> • Alumni Survey, • Alumni Employer Survey
<p>3. Synthesis</p> <p><i>Components:</i></p> <p><i>Nursing Knowledge</i> <i>Professional Nursing Standards</i> <i>Liberal Education</i></p>	<ul style="list-style-type: none"> • ACT College Entrance Exam Results • Clinical Assessment Tool (104) 	<ul style="list-style-type: none"> • ATI Exam: -Fundamentals * • BASE Test • Required Liberal Education Course Grades • Clinical Assessment Tool (207, 208) 	<ul style="list-style-type: none"> • ATI Exams: -Maternal Newborn * • -Medical Surgical * • Clinical Assessment (all 300 level clinical courses) 	<ul style="list-style-type: none"> • ATI Exams: -Nursing Care of Children * • -Leadership* • -Mental Health* • -Community Health* • -Pharmacology • -RN RN Comprehensive Predictor • Liberal Education (Grade/GPA) * • Clinical Assessment Tool (all 400 level clinical courses) • Graduate Survey • Cumulative GPA 	<ul style="list-style-type: none"> • Alumni Survey, • Alumni Employer Survey • NCLEX Results

Outcomes	By Completion of Freshman Year	By Completion of Sophomore Year	By Completion of Junior Year	By Completion of Senior Year	Post-Graduation (1 & 3 Year)
<p>4. Communication</p> <p><i>Components:</i> Verbal Written Group Process Therapeutic Relationships Technological</p>	<ul style="list-style-type: none"> • Clinical Assessment Tool (104) Communication rubric(s) Support Courses: -Expository Writing -Communication Course 	<ul style="list-style-type: none"> • Clinical Assessment Tool (207, 208) •Communication rubric(s) 	<ul style="list-style-type: none"> • Clinical Assessment Tool (all 300 level clinical courses) •Communication rubric(s) 	<ul style="list-style-type: none"> • Graduate Survey • Clinical Assessment Tool (all 400 level clinical courses) •Communication rubric(s) 	<ul style="list-style-type: none"> • Alumni Survey, • Alumni Employer Survey • NCLEX results
<p>5. Nursing Roles</p> <p><i>Components:</i> Care Provider Critical Elements Roy Adaptation Model Illness and Disease Management Teacher Manager Delegation Prioritization Member of the Profession Ethical Practice Investigator</p>	<ul style="list-style-type: none"> • Clinical Assessment Tool (104) 	<ul style="list-style-type: none"> • Clinical Assessment Tool (207, 208) • Teaching/Learning Project (208) 	<ul style="list-style-type: none"> • Clinical Assessment Tool (all 300 level clinical courses) 	<ul style="list-style-type: none"> • ATI RN Comprehensive Predictor Exam • RN Pharmacology Exam • Clinical Assessment Tool (all 400 level clinical courses) • Nursing GPA <3.25* • Graduate Survey 	<ul style="list-style-type: none"> • Alumni Survey, • Alumni Employer Survey • NCLEX Results
<p>6. Wellness</p> <p><i>Components:</i> Personal Wellness Professional Wellness Client Wellness Health Promotion Health Protection Disease Prevention</p>	<ul style="list-style-type: none"> • Clinical Assessment Tool (104) 	<ul style="list-style-type: none"> • Clinical Assessment Tool (207, 208) 	<ul style="list-style-type: none"> • Clinical Assessment Tool (all 300 level clinical courses) 	<ul style="list-style-type: none"> • Graduate Survey • Clinical Assessment Tool (all 400 level clinical courses) 	<ul style="list-style-type: none"> • Alumni Survey, • Alumni Employer Survey
<p>7. Caring</p> <p><i>Components:</i> Empathy Compassion Therapeutic Relationship</p>	<ul style="list-style-type: none"> • Philosophy Paper (103) 	<ul style="list-style-type: none"> • Art of Nursing Questionnaire (208) • Clinical Assessment Tool (207, 208) 	<ul style="list-style-type: none"> • Art of Nursing Questionnaire (302, 303) • Clinical Assessment Tool (all 300 level clinical courses) 	<ul style="list-style-type: none"> • Graduate Survey • Art of Nursing Questionnaire (401) • Clinical Assessment Tool (all 400 level clinical courses) 	<ul style="list-style-type: none"> • Alumni Survey, • Alumni Employer Survey

Requirements for Eligibility for Admission to the NCLEX-RN®

Eligibility to take the NCLEX-RN® Examination

The National Council Licensure Examination for Registered Nurses (NCLEX-RN®) is designed to test applicants to assure safe practice of nursing at the entry level. NCLEX-RN® examination results are an important component used by boards of nursing to make decisions about licensure.

To take the NCLEX-RN® Examination, candidates must satisfy the following requirements:

- Apply for licensure in the state or territory in which licensure is desired.
- Meet all of the board of nursing's eligibility requirements to take the NCLEX-RN® examination.
- Register for the examination.

Final eligibility determination is made by the Board of Nursing upon its receipt of a completed application and all supporting documents.

In the State of Wisconsin, an applicant is eligible for the examination for registered nurses if s/he has

- graduated from a board-approved school of professional nursing;
- graduated from high school or equivalent; and
- no arrest or conviction record, subject to the Fair Employment Act

The Registered Nurse Licensure by Examination Application includes the following questions:

- "Have you ever had a finding of abuse or misappropriation placed against you on the Wisconsin Nurse Aid Registry of the Department of Health & Social Services or any other state's registry?"
- "Have you ever surrendered, resigned, cancelled or been denied a professional license or other license in Wisconsin or any other jurisdiction?"
- "Has any licensing agency ever taken any disciplinary action against you, including but not limited to, any reprimand, suspension, probation, limitation, revocation?"
- "Is disciplinary action pending against you in any jurisdiction?"
- "Do you have any felony or misdemeanor charges pending against you?"
- "Have you ever been convicted of a misdemeanor or a felony?"
- "Are you incarcerated, on probation or on parole for any conviction?"
- "Have any suits or claims ever been filed against you as a result of professional services?"

Any student currently enrolled in BCON who feels s/he may have problems with any of the above questions should contact the Undergraduate Program Director.

Bellin College assists its students (as the application process begins prior to graduation) and continues to provide support to its subsequent graduates with the application and registration process in the State of Wisconsin and in other jurisdictions.

▶ College/Academic Resources

Learning Resource Center (LRC)

The Learning Resource Center provides the link between nursing theory and practice through simulated and hands-on learning experiences. A variety of learning resources are used to enhance understanding, develop psychomotor skills, and build confidence in nursing arts.

The LRC is comprised of:

- Two psychomotor Skills Labs (Room 1045)
- Computer Lab (Room 1044)
- Video Viewing/Study Room (Room 1049)
- Health Assessment Lab (5th floor, Bellin Hospital)
- Practice Skills Lab Room (5th floor, Bellin Hospital)

LRC Hours of Operation

Check the whiteboard posted near Room 1045 for changes in hours and times of scheduled labs when the skills lab may be closed to other students.

- HOURS (subject to change)
 - Monday – Thursday: 8:00 am to 8:00 pm
 - Friday: 8:00 am to 4:30 pm
 - Saturday: 11:00 am to 3:00 pm or as posted
 - Sunday: Open when posted

Hours include all rooms in 1045 (both psychomotor skills labs) 1044 computer lab, 1049 (video viewing / study room and the fifth floor areas.) The 5th floor practice areas can be opened by the LRC Assistant or Student Assistant. These areas are to be used only during regular hours or when a student assistant is on duty.

LRC Policies

1. All students must log on to the sign in computer when practicing skills in room 1045. Computer records indicating student practice are shared with appropriate course faculty.
2. A policy of no smoking, no eating, and no drinking is in effect in all areas of the LRC. This is particularly important *around computers* and other equipment.
3. Children are not permitted in any of the LRC areas.
4. Permission must be obtained from LRC personnel before borrowing any materials or equipment. If permission is granted, items must be signed-out with the LRC Assistant or Student Assistants. Items must be returned the following day and signed back in.
5. All supplies, equipment, videotapes, computer programs, etc. must be returned to the proper place when finished using them.
6. Students are not required to serve as patients for another student during practice or test-off. No invasive or harmful acts are to be done to another student or volunteer. Should a condition exist which would make practicing a certain skill or assessment unsafe, students are responsible for notifying the student practicing the skill so the unsafe practice can be avoided. Please be considerate of the option to decline a volunteer request. No children under the age of 18 are to serve as volunteers for skills and assessments. If a non-student volunteer is used, (for example, when doing the comprehensive health assessment) an informed consent must be signed by that volunteer.
7. Students are not to perform invasive procedures on one another, particularly any procedures that could involve blood exposure or injury. Students may practice physical assessment techniques on each other with the participating student's permission. If there is a reason the student being examined could be harmed by the examination, it is their responsibility to inform the faculty or the examining student and the procedure will be avoided.
8. Students working in the lab always need to be aware of avoiding exposure to blood or body fluids, just as they would in the clinical setting. If exposure occurs, the student is obligated to report it immediately so exposure precautions can be taken.

Skills Lab (Psychomotor)

There are two skills labs adjacent to each other in room 1045. Lab classes are scheduled in these on weekdays. Weekly scheduling of these rooms is posted. You are not to use these areas as a walk-through when labs are in progress. In addition, there is a practice skills lab at Bellin Hospital, 5th floor.

These areas are equipped with hospital beds and manikins for practice of nursing skills before they are attempted in a clinical setting with actual clients. Additional models are available for use for special skills such as injections, IV fluid therapy, ostomy care, etc. *No injections or other invasive procedures are to be practiced on each other!* Syringes and needles are counted and kept locked. —see the LRC Faculty Assistant or Student Assistants if you need these items.

Please use care when working with the models and manikins. If it is necessary to take a manikin out of bed, two people should carefully place it in the manikin storage cart. *Please do not alter the lab setup for lab courses.*

After working in the lab area, the student is responsible for cleaning up after him/herself. Repackage any supplies and put them away, straighten up the beds or other work areas.

Health Assessment Lab

The Health Assessment Lab is located at Bellin Hospital, 5th floor. All equipment and supplies for learning and practicing physical assessment are located in this room. Health Assessment Labs (NUR-202) are scheduled here as well. It also serves as an additional area for practice of nursing skills.

Use of Equipment in the Learning Resource Center

Every effort is made to purchase equipment for students to learn nursing skills that is the same as the students will use when caring for clients in the clinical setting. Scenarios are designed to replicate the clinical experience for the student to the extent possible without inflicting danger, pain, or harm to anyone. Because actual medical equipment is used, certain precautions must be taken to assure safety in the lab. The following guidelines are to be followed at all times in the LRC:

- Surgical masks are to be discarded after use and not reused, unless by the same student.
- Gloves (clean or sterile) are to be discarded after use and not reused, unless by the same student.
- Sharps are to be discarded in a secure sharps disposal box after use on models or manikins to avoid accidental skin puncture with a non-sterile needle. This includes the following items: needles for injections, IV catheter needles, lancets for finger-stick samples, needles for lab test venipuncture. (At times, the attached syringe may be saved; the carpuject holders are always saved and reused.)
- Tongue blades and cotton-tip applicators are to be discarded immediately after use.
- Otoscope covers are to be discarded after use on a person (may be reused on model).

Audiovisual Viewing Room

A room for viewing videotapes or for individual or group study is located in Room 1049 and houses the College videotape library. Tapes are cataloged by category and arranged on the shelves in this order.

Tapes are **not** to be checked out and **must be viewed at the College** unless permission is obtained from the LRC Faculty Assistant. The blue binder in this room lists all of the College's AV holdings and gives categories for ease in locating tapes on the shelves when viewing tapes, please use the headsets when others are using the room.

Computer Lab

The networked computers in Room 1044 are for student use only. These computers have CD ROM and sound capabilities and operate in Windows XP format. All computers have Internet access, Word, Outlook, Excel and Power Point. The computers also provide access to a number of educational programs for nursing (programs available via desktop folder called "educational programs"). Headsets must be used whenever possible to avoid disturbing others. At times the computer lab will be closed for special testing or class. These times will be posted in advance.

Students are expected to understand and comply with the College policies regarding use of the Internet and e-mail. (See: IT Acceptable Use and Email policies) Failure to comply with these policies may result in consequences up to and including dismissal from the program.

A jump drive is highly recommended when using the computers. Saving to the hard drive, downloading programs, or changing computer settings are prohibited.

Skills Practice

Nursing is a hands-on, practice profession. Competence is achieved by repetitive practice. A practice cart has supplies and equipment needed to practice current lab skills. The Faculty Assistant and Student Assistants will get any supplies or locate equipment needed, if it is not on the practice cart. This will afford the opportunity to practice during all open times. The bulletin board in 1045 is updated with information about lab room availability for practice. Plan ahead as the skills labs are heavily booked. **Practice early, practice often**, before skills testing. The practice lab is located on 5th floor at Bellin Hospital and is available during regular posted lab hours.

The lab tends to be very crowded before testing sessions and will be closed early so equipment can be set up for testing. Regular practice throughout the semester is encouraged.

Skills Testing

Students will be informed by lab faculty of the day and time of skills testing. Students are responsible for arriving promptly and fully prepared to test. If a student is unable to keep a testing appointment, she/he is expected to call the course facilitator or lab faculty to cancel. *This must be done no later than the day before the appointment.* Any cancellations on the day of testing must be accompanied by a valid excuse. Students who do not comply with this will be required to arrange make-up and pay the \$100 make-up fee. Acceptable excuses include those unforeseen, such as a sudden illness or family emergency. Unacceptable excuses may include; lack of preparation, prior schedule conflicts, or forgetting an appointment. All practicing is to be done prior to this time and questions should have been asked before test time.

Skills Lab Testing

Purpose/Policy

The purpose of lab testing is to assure safe practice before a student enters a clinical site. A passing score on skills lab testing is required before a student may advance to clinical or the next assigned course.

Procedure

A student who does not receive a passing score for skills lab testing may repeat the testing as described below:

1. The lab retest must be completed *prior* to the start of the clinical experience. Retesting will be scheduled by the course facilitator.
2. A *passing score* or *score specified in the course syllabus* must be achieved on the retest. The new score will not be used to improve a course grade. The original test score may be used to determine a course grade according to the syllabus for the course. The student will have *one* opportunity to retest. If unsuccessful, the student will receive a fail for lab and will not pass the course.
3. A fee of \$100.00 is assigned for the retest and is to be paid to the Bursar prior to the scheduled testing period.
4. A lab course may set additional conditions or criteria for successful retesting. Refer to individual course syllabus for any details.

Note: If a testing appointment needs to be rescheduled because of lateness or failure to be present for scheduled lab testing (without prior faculty notification) the student will be held to the above criteria and fee.

Library (Health Sciences)

The Meredith B. and John M. Rose Library houses a collection of books, journals, newspapers, and audio-visual materials covering medicine, nursing, and other health-related subjects. Computers with access to the Internet, online catalogs, and databases are also available. Access to some library resources is available under "Rose Library Services" in Moodle. The library is staffed by a professional librarian.

The library offers the following services:

Reference Services

The library provides ready reference services. The librarian will also do literature searches for BCON faculty and staff.

Interlibrary Loan (ILL)

Faculty, students and staff at BCON can request interlibrary loan services. The library staff can obtain many of the books, journals, and government documents not in the library collection from other libraries. For non-medical materials the library belongs to and can borrow from Northeast Wisconsin Intertype Libraries (NEWIL). While there is no limit to requests, it is important that people be prudent with requests due to the escalating Interlibrary Loan costs. Students will be charged 10 cents/page for ILL articles.

Library Instruction

New students and each of the incoming classes tour and receive an orientation to the library during their BCON orientation. The orientation covers such things as the basic library policies and procedures, student use and instruction on instruction on literature searching using online databases.

Photocopying/Printing

Photocopying of library related resources is free (ex. journal articles, sections from books, reserve articles, and search print-outs). All other copies are 10 cents per copy.

Library Hours

Monday, Tuesday, Wednesday, Thursday.....	8:00 am – 8:30 pm
Friday.....	8:00 am – 4:30 pm
Saturday.....	11:00 am – 3:00 pm
Sunday.....	Closed

Library hours are subject to change.

Student Peer Tutor Program

Purpose

This voluntary program is designed to connect students seeking additional assistance in a course with students who have been successful in the course and are willing to tutor. The responsibility for learning remains with the student though the tutor may suggest study tools, explain content, and assist the student with learning. The tutor will not complete any student assignments.

Procedures

Procedure for Selecting Tutor:

- From the Tutor List, posted in the classrooms, the computer room, and the skills lab, the student will select a tutor that best matches the need. The tutor is contacted directly using the phone number or e-mail address available in the Student Services Office.
- The student arranges a schedule and location for the tutoring sessions.
- At the conclusion of the tutoring sessions, the student will complete the Documentation and Evaluation Forms as requested by the tutor. These are turned into the Student Services Office.

Procedure for Applying as a Tutor:

- During the week of fall orientation, complete the application form and request the signature of the first course facilitator on the list. She/he will advance the form to the next course facilitator on the list. The applicant must have received a B or above in the course for which they wish to tutor.
- All applicants will be notified regarding the status of their application by the Faculty Facilitator for Peer Advisors/Student Tutors. Any questions should be directed to this individual as well.

Tutor Guidelines

- Listen to the student describe their learning strengths and needs. Summarize your perceptions back to the student to validate accuracy.
- Stimulate thinking and confidence offer assistance in reviewing content, developing study patterns, and offering learning tools.
- Briefly summarize activities and assignments at the end of each session.
- Have the student complete the Documentation and Evaluation Forms at the end of the sessions. These are turned into the Student Services Office.

Papers/Proofing Advice

Students seeking advice regarding content and style on completed, but un-graded course papers, will be referred to the writing center of their liberal education institution (if currently taking a class there), a BCON tutor, or a peer. In order to maintain fairness and consistency, BCON faculty will not review drafts of paper that will be submitted for a grade.

▶ Student Organizations

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

Students may also seek to be representatives on College committees. These positions are elected positions.

Student Organizations and Fundraising Guidelines

Student organizations should consult the advisor regarding fund-raising activities. The “Request for Fundraiser” form must then be sent to the Vice President of Student Services for approval.

1. Submit the request form to the Vice President of Student Services two weeks prior to the fundraising activity. The request forms are available in the Student Services Office.
2. The Vice President of Student Services will notify the organization whether the activity is or is not approved.
3. If the fundraiser is a raffle, contact the Vice President of Student Services office for information regarding the required State Raffle License. This should be done well in advance of the intended raffle.
4. When selling in the cafeteria:
 - a. Notify Nutrition Services (Ext. 7898) three weeks prior to the fundraiser to assure that other activities are not scheduled in the cafeteria.
 - b. Notify housekeeping (Ext. 3558) one week in advance if tables are needed in the cafeteria for the sale and tell them when they are needed.
5. Students may not solicit patients or employees on the units.
6. The student organization sponsoring the fundraiser is responsible for publicity and for entering the event on the College activity calendar.

Student Senate

All students are members of the BCON Student Senate Organization. Membership fees are \$20 per year, payable \$10 each semester out of student fees. The Senate determines how membership fees are utilized. Monies are used to support many of the all-school social activities.

The student body authority for this organization is vested in the Senate. Besides elected Senate officers, each class elects four members to serve as Senate class representatives. The purpose of this

Organization is to provide a means for students to organize and actively participate in the decision-making related to student life (see Senate By-Laws). All students are encouraged to become members of another Bellin College organization called the Bellin Student Nurses' Association (BSNA). Activities of the BSNA are primarily directed toward professional development, community involvement, participation in state and national conventions and Student Nurse's Week.

The BCON Student Senate Organization Constitution and Bylaws follow:

ARTICLE I

Name: The name of this organization shall be the BCON Student Senate Organization.

ARTICLE II

Purpose: The purpose of this Organization shall be (1) to provide a means for students to organize and actively participate in the decision-making of student service and activities and (2) to provide the student an active and equal voice in an administration advisory capacity.

ARTICLE III

Members: The members of the organization shall be elected representatives of all students enrolled at BCON.

Senate Student Activity Fee

There is a mandatory student activity fee of \$10 per semester or \$20 per year to support student senate activities. This fee is collected at the time of tuition/fee payment each semester.

ARTICLE V

Meetings: Meetings of the total student body may be called by the President of the Senate, two-thirds of the Senate members, or by a petition of one-third of the student body.

ARTICLE VI

Nominations Committee

- Section I: Nominations Committee will meet with freshman, sophomore and junior classes in March to obtain nominations for Senate officers for the following year.
- Section II: Nominations committee shall, at the time of the nominations, have available a written copy of the duties for each of the stated positions.

ARTICLE VII

Senate

- Section I: Purpose: A representative authority of the basic student unit shall be vested in the Senate.
- Section II: Membership: The Senate membership shall consist of the President, Vice-President, Secretary and Treasurer elected by the entire student body. Also, each class shall elect four representatives to serve as class representatives. Selection of class representatives will be held after new officers have been elected. The person with the highest number of votes will become their class chairperson.
- Section III: Eligibility: Students who are not on academic or disciplinary probation are eligible for election to the Senate.
- Section IV: Meetings: Scheduled Senate meetings shall be held at least five times a year with the time and place designated by the President.
- Section V: Elections:
 - Senate Officers
 - Within the first week of March the election of the President, Vice-President, Secretary and Treasurer shall be held.
 - These officers shall be chosen from the present freshmen, sophomore, junior and Accelerated Transfer Option students and elected by the entire student body. Prerequisite for all senate officer candidates is at least one-year experience as a Senate member, and have attended a minimum of four meetings as a Senate member, with no unexcused absences.
 - The officers will assume their duties following the May Senate meeting.
 - Term of office shall be from election date through election date each year.
 - Tabulation of the secret ballot shall be made by the current President and Vice-President, unless either is a candidate for office.

- Class Representatives
 - Elections of class nominees shall be held by the fourth week in March for present freshman, sophomore, junior and Accelerated Transfer Option students and by the third week of classes for incoming freshman students and Accelerated Transfer Option students.
 - Election shall take place:
 - a) Within two weeks after the nominations are made.
 - b) Each ballot submitted shall contain the names of at least four nominees (the top three are elected and the fourth is alternate).
 - The senior class chairperson is automatically the President for the senior class.
 - Tenure of the elected class representatives shall be from election date to election date of the next school year.
 - All elections shall be made by secret ballot and tabulated, recorded, and submitted to the president by the Nominations committee unless committee members are candidates for office.
 - The freshman, sophomore, junior and Accelerated Transfer Option representatives with the largest number of votes from the respective class will be designated class chairperson.
 - The junior class chairperson (if the President of the Student Senate is a Senior) or the senior class chairperson (if the President is not a senior) will receive the Senate/BSNA key from the faculty facilitator; this person will have responsibility for the Senate key until the end of the academic year and will return the key back to the faculty facilitator by the last day of the academic year.
- Section VI: Dismissal or Resignation from Senate Membership
 - Senate Committee members are subject to dismissal by a 2/3 vote of the total Senate membership by secret ballot. Any member who fails to show a genuine responsibility in regard to the work of the Senate may be subject to such action.
 - Resignation of a Senate office shall be filed with the Senate President two weeks prior to the effective date and shall include a list of three possible replacements with the consent of the individuals involved.
 - Any Senate representative who misses two scheduled Senate meetings without notifying the class chairperson with an appropriate excuse will be automatically dismissed. Necessary absences are considered on an individual basis by the Senate president, class chairpersons, and faculty facilitator
- Section VII: Vacancies
 - In the absence of a duly elected officer, the remaining members of the Senate shall appoint a temporary and/or permanent replacement (with consent of the individuals involved), with the exception of the President, in which case the Vice-President shall assume the office.
 - In the absence of a duly elected representative, all remaining representatives will move up a position in order to fill the vacancy. A new election will be held for an alternate.

ARTICLE VIII

Officers of the Senate

- Section I: Title of Officers: The officers of the Senate shall consist of the President, Vice-President, Secretary and Treasurer.
- Section II: Duties of the Officers
 - The President shall:
 1. Execute policies established by the student Senate, as long as they are consistent with the Constitution and Bylaws of this Organization.
 2. Serve as official head of the student body and represent it in all matters affecting its interests, welfare, responsibilities and jurisdiction.
 3. Represent the student body to the school administration.
 4. Preside over and conduct any meetings of the student body.
 5. Plan and conduct all regular and special meetings of the Senate.
 6. Require reports from all standing or special committees and individuals to whom responsibilities have been delegated.
 7. Serve as ex-official member of all committees except the Nominating Committee.
 8. Be responsible for all special and general organization elections, including incoming freshmen student elections.
 9. See that the Annual Reports are completed and submitted to the Student Services committee by April 1.
 10. Appoint special committees and their chairperson with the approval of the Senate.

11. Sign all records including the minutes of the Senate meetings.
 12. Perform all other duties incidental to this office.
 13. Upon receiving the Senate/BSNA key from the faculty facilitator, the Senate president will have responsibility for the Senate key until the end of the academic year.
 14. To turn the Senate/BSNA office key back to the faculty facilitator by the last day of the academic school year.
 15. Review absences along with the class chairpersons and Faculty Facilitator.
- The Vice President shall:
 1. Assist the President in such duties as the President shall assign
 2. Perform the duties of the President in the event of the President's absence or disability.
 3. Serve as the chairperson for the Fundraising Committee.
 4. Submit a written copy of duties to all officers at the March meeting.
 - The Secretary shall:
 1. Record the attendance and minutes of all meetings and post them in such places that enable the student body to examine them.
 2. Keep current, subject to Senate review, all bylaws and resolutions of the Senate.
 3. Because to be printed such reports and documents as deemed necessary by the President.
 4. Submit a copy of such reports and documents to the faculty advisor for permanent filing.
 5. Perform such other duties as are usual to this office.
 6. Distribute copies of the minutes of meetings to the following: Senate President, Senate Facilitator, College of Nursing Office, College President, Vice President, Dean, Student Services Committee Chairperson, BSNA President, and BSNA Facilitator. Also post copies of the Senate minutes on all class bulletin boards, and Senate/BSNA bulletin board.
 7. Serve as the chairperson for the By-laws committee.
 - The Treasurer shall:
 1. Receive, deposit, disburse and account for all funds fully and accurately including the monies from the student activity fund.
 2. Disburse funds as authorized by the student Senate. All checks are to be signed and/or co-signed by two of the following: Senate President, Treasurer, or Senate Faculty Facilitator or a College Executive.
 3. Submit financial reports to the student Senate for each meeting.
 4. Submit financial records and checkbook, in a balanced state, to the new Senate Treasurer at the end of the academic year.
 5. Conduct annual and/or periodic audit with the Senate Facilitator.
 6. Serve as chairperson of the Budget Committee.
 7. Propose a minimum of two budget slates for the upcoming academic year at the March meeting.
 8. Gather, deposit, disburse and account for the funds fully and accurately involving the student/faculty copy machine.
 9. Contact the Registrar in May regarding any outstanding invoices that will be coming in over the summer.

ARTICLE IX

Representatives of the Senate

- Section I: Title of Representatives: Each class shall have three representatives and one alternate. The representative from each class with the highest number of votes shall be named the chair of the class.
- Section II: Duties of the Class Chair:
 - The Class Chair shall:
 1. Attend each scheduled Senate meeting.
 2. Notify Senate president if unable to attend a scheduled Senate meeting.
 3. Review absences along with the Senate president and Senate Facilitator.
 4. Verbally update students to the activities of the Senate meeting within one week of the said meeting.
 5. Be responsible for giving the Senate President a verbal update of class activities.
 6. Be responsible for communications to class representative at large from Senate officers.
 7. Serve as a chairperson or member of any special or standing committee of the Senate as appointed.
 8. The speaker at the Affirmation ceremony will be a member of the sophomore class. The sophomore class, through nomination of interested candidates, will select this person. (This person does not need to be a member of Student Senate.) The class will then vote for one candidate. The person with the most votes wins and will be the speaker at Affirmation. This

person may decline at any time without penalty. The voting for the sophomore affirmation speaker will take place in September. The Sophomore Class Chair will conduct elections to select the Affirmation speaker and report results to the Senate President. In the event there are no candidates to speak, the Sophomore Class Chair will speak at Affirmation. The Student Senate President has ultimate responsibility for facilitating this process.

9. The speaker at the graduation ceremony will be a member of the senior class. This person will be selected by the senior class through nomination of interested candidates (This person does not need to be member of Student Senate.) The class will then vote for one candidate. The person with the most votes wins and will be the senior class speaker at graduation. This person may decline at any time without penalty. The voting for the senior graduation speaker will take place in January. The senior class chair will conduct elections to select the senior class graduation speaker. Results will be reported to the Senate President. In the event there are no candidates to speak, the senior class chair will assume the responsibility. The Student Senate President has ultimate responsibility for facilitating this process.

- Section III: Duties of the Representatives-At-Large:
 - The Representatives shall:
 1. Attend each scheduled Senate meeting.
 2. Notify class chair or Senate officer 24 hours in advance if unable to attend a scheduled Senate meeting.
 3. Seek class input on potential senate concerns and relay these concerns to the Senate.
 4. Serve as a chairperson or member of any special or standing committee of the Senate as appointed.
- Section IV: Duties of the alternate
 5. To attend Senate meetings when the class chair and/or representative at large is unable to attend.

ARTICLE X

- Section I:
 - Responsibilities of all Standing Committees shall:
 1. Meet a minimum of once a year.
 2. Submit oral reports at March Senate meetings which will be compiled into an annual report.
 3. Request a subcommittee as the need arises.
 4. Submit their recommendations to the Senate for consideration.
- Section II: Standing Committees:
 - Nominating Committee:
 1. Purpose: To select and prepare a slate of nominees for the office of the Senate.
 2. Membership: Shall consist of the President and at least one representative from each class.
 3. Functions shall be to:
 - Meet prior to March Senate meeting to prepare a slate of nominees for the office of the Senate.
 - Submit the ballots for final approval at the March meeting of the student body.
 - Prepare the slate of candidates and post it on the official school and class bulletin boards after the March meeting of the Senate.
 - Constitution and By-Laws Committee:
 1. Purpose: To monitor the application of the constitution and amend as necessary.
 2. Membership: Shall consist of the chairperson (Secretary) and at least one representative from each class.
 3. Functions shall be to:
 - Review suggestions for the revision of the Constitution and By-laws and formulate recommendations annually.
 - Present recommendations to the Senate for approval.
 - Present approved recommendations to Student Services and Activities before the May meeting.
 - Budget Committee:
 1. Purpose: To formulate an annual budget.
 2. Membership: Shall consist of the chairperson (Treasurer) and at least one representative from each class.
 3. Functions shall be to:
 - Plan an annual budget in March for the coming year.
 - Submit the proposed budget to the Senate for approval in April.

- Fundraising Committee:
 1. Purpose: To select and initiate raising funds for the Organization of the Senate.
 2. Membership: Shall consist of the chairperson (Vice President) and at least one representative from each class.
 3. Functions shall be to:
 - Meet prior to the second meeting of the academic year to prepare suggestions for fundraising.
 - Present recommendations to Senate for approval by the second meeting.
 - Submit prepared schedule for year and carry out approved recommendations for fundraising ideas for the Senate.
 - Consult with BSNA about fundraising schedule and holidays.
 - Report fundraising plans to Student Services Committee annually.

- Wellness Sub-Committee:
 1. Purpose: To make wellness activities known to Senate in order to help promote involvement by all students.
 2. Membership: Shall consist of one elected representative from each class.
 3. Functions shall be to:
 - Attend each scheduled Senate meeting.
 - Notify class chair or Senate officer if unable to attend a scheduled Senate meeting.
 - Seek class input on potential wellness ideas and relay these ideas to the Senate.

ARTICLE XI

Quorum

- Section I: Eight (8) members of the Senate, one of whom must be an officer, shall constitute a quorum at any meeting of the Senate.
- Section II: A majority of committee members shall constitute a quorum at meetings of standing or special committees.

ARTICLE XII

Parliamentary Authority

- All meetings of this Organization shall be conducted according to parliamentary law as set forth in Robert's Rules of Order Revised where the rules apply and are not in conflict with this constitution.

ARTICLE XIII

Amendments

- Section I: An amendment may be proposed by the Senate or by a petition signed by a minimum of 1/3 of the student body.
- Section II: An amendment can be passed by a 2/3 vote of the Senate.
- Section III: Any amendment relative to changing fees or representation must be passed by 2/3 vote of the total student body voting.

Ambassador Club

The Ambassador Club is a select group of students who work with the Admission Department, Development Department, Office of the President and Student Services Office in promoting the College. The Ambassadors assist with college wide events such as Campus Visits, Summer Camps, Commencement, Day with a Nurse, and other designated college and community functions.

Kappa Pi of Sigma Theta Tau Nursing Honor Society

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

Bellin Student Nurses' Association

The Bellin Student Nurses Association (BSNA) is a pre-professional organization made up of and run by Bellin Student Nurses. The organization participates in community service activities aimed at improving health care and educating the public. Collaborative relationships with nursing professionals and health care organizations are encouraged through membership. BSNA is a constituent of the Wisconsin Student Nurses Association (WSNA) at the state level and the National Student Nurses Association (NSNA) at the national level. All organizations are run by student nurses and participate in community service projects. The goal is to strive to improve the nursing profession. Membership is voluntary. BSNA assesses its own dues.

The Bellin Student Nurses' Association By-Laws:

Preamble:

We, students of nursing, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing,

We believe every citizen has a right to the highest quality of health care,

We believe in the development of the whole person toward his/her professional role with its rights, responsibilities, and ideals,

We believe every right bears inherent responsibility,

We believe responsibilities are participative, not pure philosophical or ideological, and

We believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

Rights/Responsibilities:

Students have a right to sound education:

- a right to and a responsibility for having a creative educational opportunity;
- a right to and a responsibility for having the highest quality practitioner-teacher;
- a right to and a responsibility for achieving input into curriculum planning;
- a right to and a responsibility for achieving equal participation in all areas of clinical practice;
- a right to and a responsibility for participation in interdisciplinary activities.

Students have a right to due process:

- a right and a responsibility for insuring peer review and self-evaluation.

Students have a right to organize and participate in an organization directed toward achieving professional goals:

- a right to and responsibility for facilitating change in health care delivery through various channels;
- a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- a right to and a responsibility for fostering a better correlation between nursing education and practice.

Article I – Name

The name of this organization shall be Bellin Student Nurses' Association, a constituent of the Wisconsin Student Nurses' Association and the National Student Nurses' Association, Inc., hereinafter referred to as BSNA.

Article II – Purpose and Functions

The purpose of BSNA:

1. To assume responsibility for contributing education in order to provide for the highest quality health care,
2. To provide programs representative of fundamental current professional interest and concerns and,
3. To aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

The function of BSNA shall include the following:

1. To direct input into standards of nursing education and influence the education process;
2. To influence health care, nursing education, and practice through legislative activities as appropriate;
3. To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues;
4. To represent nursing students to the consumer, to institutions, and other organizations;
5. To promote and encourage students participation in interdisciplinary activities;

6. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of person's race, creed, sex, life-style, national origin, age, or economic status;
7. To promote active membership in a professional organization post graduation;
8. Being proactive in BSNA will increase the likelihood of being politically active in a professional nursing organization.

Article III – Members

Section 1. Categories of Constituent Membership.

Members of the constituent association shall be:

- The BSNA shall be composed of at least 15 members;
- Active Members.
 1. Undergraduate students enrolled in BCON and in pursuit of their Bachelor of Science in Nursing degree;
 2. Active members shall have all of the privileges of membership.
 3. Active members' responsibilities include attending at least one meeting, participation in at least one project annually and informing other students of the benefits of membership.

Section 2. Membership.

- Sustaining membership to BSNA shall be open to any individual or organization, upon approval by the Board of Directors of BSNA, interested in furthering the development and growth of BSNA.
- Honorary membership may be conferred by a vote of the membership upon recommendation by the Board of Directors of BSNA to those persons who have rendered distinguished services of valuable assistance to BSNA. Honorary members shall have none of the obligations or privileges of membership.

Section 3. Members.

Active membership may be extended six months beyond completion of a student's program in nursing. Sustaining membership shall be renewable annually. There is an open invitation to all members who wish to attend any BSNA board or general meeting. All members shall be kept apprised of all BSNA activities and information by the BSNA Vice President.

Section 4. Dues.

- The annual dues shall be \$ (total dues-including NSNA, WSNA, and BSNA*) per member, payable for the appropriate dues year.
 - NSNA/WSNA dues amount will be determined yearly by these individual organizations.
 - BSNA dues shall be \$2 per member.
- Payment of dues to NSNA, WSNA, and BSNA are prerequisites for membership in BSNA.
- NSNA and WSNA dues shall be payable directly to the BSNA Treasurer. BSNA shall remit to NSNA and WSNA the dues received on behalf of the member.
- The annual dues for sustaining members shall be established by the Board of Directors of BSNA.
- Annual dues for the Board of Directors of BSNA will be paid with BSNA funds.
- Any member who fails to pay current dues shall forfeit all privileges of membership.

Article IV – Officers and Directors

Section 1. Officers.

The officers of BSNA shall be President, Vice president, Treasurer, Recording Secretary, Projects Director, Legislative Director, Break Through to Nursing Director, Fundraising Director, Senior Liaison, Senior Accelerated Liaison, Junior Liaison, First Year Accelerated Liaison, Sophomore Liaison, and Freshman Liaison. It is the duty of all officers to attend BSNA board and general meetings and to inform the President or Facilitator of an absence.

Section 2.

Only members who shall be nursing students throughout the full term of office and have the privileges of active membership shall be eligible for these offices.

Section 3.

The term of office shall be from April of the year of election to the following April, not to be held for more than two years consecutively.

Section 4. Duties of Officers.

The officers shall perform the duties prescribed by the parliamentary authority, and more specifically shall include:

President

- Preside at all meetings of BSNA including the board of directors and general meetings.
- Appoint special committees with the approval of the Board of Directors.
- Serve as ex-officio member of all committees except the nominating committee.
- Be a member of the Student Service Committee of BCON.

- Attend Navigating Through Convention at WSNA Annual Convention.
- Maintain communication with the membership at large, the student body of BCON, the faculty of BCON, the advisors of BSNA, the Wisconsin Student Nurses' Association, the National Student Nurses' Association, the National League of Nursing, the Alumni Association, and the Bellin Auxiliary.
- Supervise the March elections.
- Submit annual report to College council, advisor, and board members.
- Schedule monthly meetings, with the front office secretary.

Vice President

- Assume the duties of President in the absence or disability of the President.
- In the event of a vacancy occurring in the office of President, the Vice President shall assume the duties of the President.
- Submit updates and news of BSNA to the BCON monthly newsletter.
- To be available as a resource person to your local chapter, nursing student body, and community through the sharing of your knowledge and your support.

Treasurer

- Act as custodian of BSNA funds.
- Be responsible for maintaining the checking account for BSNA.
- Be responsible for handling the financial transactions of BSNA.
- Present the Treasurer's report at the monthly meetings.
- Initiate an annual audit procedure prior to the April meeting.

Recording Secretary

- Take minutes at the board and general meetings.
- Distribute copies of the typed minutes to the membership and College office one week prior to the next general meeting.
- Send copies of the minutes to the Wisconsin Student Nurses' Association and the National Student Nurses' Association.
- Report BSNA activities to the WSNA STAT, NSNA Imprint, and any information for the local media should be turned into the Public Relations office.

Projects Director

- Arrange for guest speakers, refreshments, location, and anything else needed for the monthly meetings.
- Send thank-you notes to the guest speakers, to people and/or business for donations of door prizes, and any others that are needed.
- To communicate community service projects performed by local chapters by completing community service contest applications.
- To explore and implement community service opportunities available in your local and regional parameters.
- To share community service ideas with fellow nursing students through written communication to both the Projects Director and the Student Stat Editor of WSNA. It is implied that in sending a copy to the above, the idea may be published in the Student Stat to benefit other chapters and communities.

Legislative Director

- Keep the membership informed of current bills pertaining to health and education which are before all State and Federal Legislature.
- By-Laws will be reviewed and revised yearly.

Break Through to Nursing Director

- Decide on a BSNA Breakthrough to Nursing project generated by the WSNA BTN Director and submit it to the board for approval.
- Act as a resource person for BSNA board members to implement the project in our community and facilitate the project throughout the year.
- Work with the Projects Director in filling out the Breakthrough to Nursing award forms for the WSNA Annual Convention.

Fundraising Director

- Arrange, organize, and manage any fundraising activities that have been decided on by the membership.

Class Liaison

- Attend all BSNA board and general meetings.
- Be a communication link between their class and members of BSNA.
- Encourage membership of fellow classmates.
- Manage any fundraising activities that may be brought before your class.

Article V – Nominations and Elections

Section 1.

The officers shall be elected at the March general meeting by the voting body and take office in May at the old/new board meeting. After open nominations from the floor takes place, the election shall be by ballot. A majority vote shall elect. Tie vote shall be decided first by a revote and if necessary, then by casting a lot.

Article VI – Meetings**Section 1.**

The monthly meetings of the association shall be held on day agreed upon by consensus of the membership from September through May. The meeting day may be changed at the discretion of the Board of Directors to meet the needs of the Voting Body. Each meeting shall be for the purpose of carrying out the business at hand. Notice of the meeting shall be given to members of the Voting Body at least one week prior to the meeting.

Section 2. Delegate Representation.

1. The Voting Body of BSNA shall consist of the active and associate members present at the meeting.
2. Representation to the Wisconsin Student Nurses' conventions shall be in accordance with WSNA bylaws.
3. Representation to the National Student Nurses' Association conventions shall be in accordance with NSNA bylaws.

Section 3.

The privilege of making motions and voting shall be limited to the Voting Body. A voting member shall have but one vote in any election or on any question.

Section 4.

All meetings of BSNA shall be open unless voted otherwise by the Voting Body.

Section 5. Quorum

A quorum at meetings shall consist of the President or Vice President, one other officer, and all those present and voting.

Article VII – Board of Directors**Section 1.**

The Board of Directors shall consist of elected officers.

Section 2.

All the powers of the association are vested in and shall be exercised by the Board of Directors during the interim between meetings of the association, except that the Board shall not nullify nor modify any action taken by the Voting Body at the monthly meetings, and subject to the provisions of these bylaws.

Section 3.

The Board of Directors shall not be responsible for any contract, claim, or obligation of any kind incurred for any position taken by any officer or member of BSNA unless the same was duly authorized in writing by the Board of Directors.

Section 4.

Management by the Board of Directors shall include the following duties:

1. Review and approve the terms of official relationships established with other organizations singly or in coalition.
2. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in BSNA relationships with other organizations.
3. Approve the budget and provide the annual audit of accounts at the close of the fiscal year. To be done by advisor, treasure and one other board member.
4. Have the power by $\frac{3}{4}$ vote to declare an office vacant.
5. In case of any emergency, votes by referendum may be taken by the Board of Directors, provided the material is sent in the same words to each member.
6. Have the power to fill vacancies for the unexpired term, unless otherwise specified in these bylaws.

Section 5.

The quorum shall be a majority of the voting members of the Board including the President or Vice President.

Article VIII – Facilitator

Section 1.

1. Be responsible for providing for the interchange of information between BSNA and the College faculty and staff.
2. Serve as a resource person consulting with the Board of Directors, members, and staff.
3. Attend meetings of BSNA.

Article IX – Committees

The Board of Directors, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms, and membership of the committees.

Article X – Parliamentary Authority

All Meetings of this association shall be conducted according to parliamentary law as set forth in ROBERT'S RULES OF ORDER NEWLY REVISED where the rules apply and are not in conflict with these bylaws.

Article XI – Amendments

Section 1.

These bylaws may be amended at any monthly meeting by a 2/3 votes of those present and voting.

Section 2.

Proposed amendments shall be submitted in writing, carrying proponents' signature, to the Board for review prior to the next meeting. Proposed amendments may be submitted only by the Board, a BSNA committee, or a member.

Section 3.

Amendments to the bylaws of NSNA and/or WSNA adopted at the annual meeting which directly relate to the business of BSNA in the areas of conformity to NSNA and WSNA shall automatically and immediately effect the necessary amendments to the bylaws of BSNA and shall promptly be incorporated into BSNA bylaws. Revised 2004

Lucyanna Hitch Award for Excellence

PURPOSE: The purpose of this award is to recognize at the College's commencement ceremony, the graduating senior who best exemplifies mastery of the five roles of the professional nurse (see Criteria).

The award is given in the name of Lucyanna Hitch, who was a nurse, a community leader, a long-time College advocate, and a member of the Board of Trustees. In fact, she was the first Board President for the BSN program. Her dedication to fundraising has enabled many students to receive scholarships.

ELIGIBILITY: Senior baccalaureate nursing students in good academic standing.

Those students who graduate in December within the academic year prior to the spring commencement ceremony are eligible for the award and may submit his/her application prior to departure from the College in December. [Example, December 2008 graduates are eligible to apply within the same period as those May 2009 graduates.]

CRITERIA: Behaviors which demonstrate mastery of the roles of Care Provider, Manager, Teacher, Investigator, and Member of the Profession (see Definitions).

DEFINITIONS: Nursing Roles Definitions:

Care Provider... The nurse uses theory and research based knowledge to assist clients in illness-disease management, health promotion, risk reduction and disease prevention.

Manager... The nurse as a manager and coordinator of client care utilizes a variety of resources to guide and direct client outcomes within the healthcare delivery system. Strategies such as communication, collaboration, delegation, negotiation, teamwork, fiscal planning and the application of outcome based practice models are implemented to analyze and evaluate the quality of nursing care (delivered or provided).

Teacher.... The nurse assists clients to acquire and interpret knowledge, behaviors and attitudes that promote wellness.

Investigator.... The nurse uses a critical thinking approach of inquiry that involves collection, critical analysis, and interpretation of data to gain new knowledge or to verify existing knowledge.

Members of the Profession.... The nurse, as a member of the profession, requires an appropriate set of values and an ethical framework. As advocates for high quality care, nurse must be knowledgeable and active in political and legal processes related to health care delivery. As a member of the profession, the nurse is committed to life-long learning and advancement of the profession.

APPLICATION: All applicants must submit a written narrative describing his/her mastery of the five roles along with two letters of recommendation addressing the student's mastery of the five roles. One letter of recommendation must be from a BCON faculty member.

APPLICATION PROCESS: The call for applications is made early in the spring semester with a deadline for application submission clearly stated.

Those students who graduate in December within the academic year prior to the spring commencement ceremony are eligible for the award and may submit

his/her application prior to departure from the College in December. [Example, December 2008 graduates are eligible to apply within the same period as those May 2009 graduates.]

**SELECTION
COMMITTEE:**

Faculty members as solicited and appointed by the Director of the Undergraduate Program with chairperson/facilitator selected by the committee

**SELECTION
PROCESS:**

Prior to the meeting of the Selection Committee, all committee members will have reviewed application materials and will have ranked all applicants 1 to 10, 11, and 12 (as appropriate). One is the best ranking with 10 being the lesser ranking. At the committee meeting, rankings are averaged and discussion follows until final selection completed.

The committee discloses the selection to academic leadership and such is kept confidential until announcement at the commencement ceremony. Only those College personnel required to know the award recipient prior to the commencement ceremony are informed (those who must handle award details, i.e. plaque engraving, etc.).

PRESENTATION:

An individual plaque is presented to the recipient at the commencement ceremony, and the individual's name is placed on a permanent plaque at the College. The recipient also receives a modest cash award.

Lucyanna Hitch Award for Excellence Award Application

Student Name _____

Date _____

FOR OFFICE USE ONLY:

Nursing GPA _____

Cumulative GPA _____

Narrative Summary: Please attach a written narrative describing your mastery of the five roles of the professional nurse along with specific examples. The narrative should be typed and doubled-spaced. The five roles of the professional nurse include:

- **Care Provider...** The nurse uses theory and research based knowledge to assist clients in illness-disease management, health promotion, risk reduction and disease prevention.
- **Investigator...** The nurse uses a critical thinking approach of inquiry that involves collection, critical analysis, and interpretation of data to gain new knowledge or to verify existing knowledge.
- **Teacher...** The nurse assists clients to acquire and interpret knowledge, behaviors and attitudes that promote wellness.
- **Members of the Profession...** The nurse, as a member of the profession, requires an appropriate set of values and an ethical framework. As advocates for high quality care, nurse must be knowledgeable and active in political and legal processes related to health care delivery. As a member of the profession, the nurse is committed to life-long learning and advancement of the profession.
- **Manager...** The nurse as a manager and coordinator of client care utilizes a variety of resources to guide and direct client outcomes within the healthcare delivery system. Strategies such as communication, collaboration, delegation, negotiation, teamwork, fiscal planning and the application of outcome based practice models are implemented to analyze and evaluate the quality of nursing care (delivered or provided).

Letters of Recommendation: Please attach two letters of recommendation that support your mastery of the five roles. One letter must be from a BCON faculty member. If not attached to application, letters may be sent directly to the academic office but must be received by the stated application deadline.

Application Deadline: The application form, written summary, and both letters of recommendation are due to the College's academic office no later than (Date to be determined, and will be communicated).

Alumni Association

All graduates of BCON are members of the Alumni Association. For more information, contact the Student Services office.