



Undergraduate Student Handbook

2011-2012





Dear Bellin College Students,

Welcome to the 2011-12 academic year. I am pleased that you have selected Bellin College for your education. The faculty, staff, and administration are here to assist you by offering individual guidance, tools, and mentors to assist you during your program of study. Bellin College offers you the opportunity to explore your own values and incorporate the college values of excellence, integrity, community, and caring as you learn and expand your knowledge of the profession.

The College Handbook serves as your guide for the year ahead. It contains invaluable information about our programs, services, and policies that will help you and challenge you during the academic year. I encourage you to explore the possibilities available to you during this exciting and challenging time. Best of luck to you in your educational journey and make 2011-12 and important year for yourself as you explore, grow, and gain new knowledge while advancing your Nursing and Radiologic Sciences education.

Positively,

A handwritten signature in cursive script that reads "Connie J. Boerst".

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

The Bellin College Graduate 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 Bellin College 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 adhere to the policies contained in these documents. Bellin College reserves the right to make changes in its policies and procedures as conditions warrant.

Student Handbook
UNDERGRADUATE PROGRAMS
2011-2012

TABLE OF CONTENTS

Introduction to Bellin College **1**

Mission Statement.....	1
Values.....	1
Philosophy of Teaching and Learning	1
School of Nursing Philosophy.....	1
School of Nursing Purposes.....	1
School of Nursing Program Outcomes	1
American Nurses Association Code of Ethics for Nurses	2
School of Radiologic Sciences Philosophy.....	3
School of Radiologic Sciences Program Goals	3
American Registry of Radiologic Technologists Principles/Professional Conduct	3
Academic Calendar	5
Add – Drop Calendar	7
Directory of Staff/Faculty	8

► Campus Information **11**

Map of College - Quick Reference	11
College Map	12
1st Floor	12
2nd Floor	13
Lower Level.....	14
Parking at Bellin College.....	15
Student Access to Building	16
Bellin College Wellness Center	17
Bellin Health Fitness Centers	17
Bulletin Boards	18
Student Printing and Copying Resources	18
Wireless Internet.....	18
Emergency Student Contact.....	18
Emergency Procedures.....	18
Campus Safety.....	19
Inclement Weather/Class Cancellations	19
Mail	19
Food Service.....	19
Student Activity Area/Student Lounges.....	19
Smoke Free/Tobacco Free Campus	20

► Student Services and Policies **20**

Non-Discrimination Policy	20
Accommodations Request for Students with Disabilities	20
Change of Demographic Information	20
College Logo.....	20
Graduation	21
Lucyanna Hitch Award for Excellence	21

Criminal Background Information Reporting	21
Employment Guidelines	22
Child Care	22
Death in the Family	22
Drug and Alcohol Policy	22
FERPA: Family Educational Rights and Privacy Act	23
FERPA- Procedure for Review of Records	24
Harassment	25
Social Networks Advisement	25
Reference Request	25
Student Behavior	25
Student Bill of Rights	27
Student Leave of Absence	27

► Tuition – 2011-2012 27

2011-2012 Tuition	27
Out-of-State Tuition	28
Veterans	28

► Fees – 2011-2012 28

Mandatory Fees	28
Audit Fee	29
Challenge Exam Fee	29
Credit for Prior Learning Fee	29
Orientation/Lab/Simulation/Computer Training/HESI Make-up Fees	29

► Payment Policies and Procedures 29

Billing Statements	29
Payment Methods	30
Institutional Withdrawal Due to Nonpayment of Tuition and Fees	30
Late Fees	30
NSF Checks (Non-Sufficient Funds)	30
Tax Benefits	31

► Financial Aid Policies and Procedures 31

Application Deadline (Priority Date)	31
How Aid Eligibility is Determined	31
Required Documentation	31
Agency Forms	32
Consortium Agreement with UW-Green Bay and St Norbert College	32
Financial Aid and Enrollment Status	32
Satisfactory Academic Progress (SAP) for Financial Aid Recipients	33
Merit Scholarship Program	35
Private Scholarship Applications	37
Loretta Wells Nursing Scholarship Trust	37
Scholarship Reception and Thank You Acknowledgement Requirement	37

► Transfer Credits 38

Credit Evaluation	38
Undergraduate Residency Credits- BSN-Traditional Option	38
Undergraduate Residency Credits- BSN-15 Month Option.....	38
Undergraduate Residency Credits- BSRS	38
Transfer Credits: After Admission	38
Transfer Credits: Bellin College Transcripts	38
Submission of Transcripts for General Education Courses.....	38
Transfer of Nursing Courses	39
Transfer of Radiologic Science Courses	39
Challenge Exam Policy for Nursing Courses	39
College Level Examination Program (CLEP)	40
Credit for Prior Learning	40
Independent Study Courses	40
Veterans	41

► Registrar Policies and Procedures 41

Repeated Courses	41
Grade Point Average	41
Grade Appeal Policy.....	41
Academic Honors	42
Graduating with Honors.....	42
Course Add Procedure.....	42
Course Drop Procedure	42
Exit/Withdrawal from the College.....	42
Determination of Official Exit Date	43
Course Grade Reports	44
Transcripts.....	44
Transcript Request.....	44
Incompletes	45
External Independent or Correspondence Study Courses.....	45
Requests to Change Bellin College Program Options.....	45
Re-entry Students.....	45

► Student Performance Remediation & Due Process 46

Classroom/Lab/Clinical Monitoring.....	47
Probations – Overview	47
Academic Probation	47
Progression Policy	47
Academic Misconduct-Overview	48
Academic Misconduct – Due Process.....	48
Non-Academic Misconduct – Overview	49
Non-Academic Misconduct – Due Process Procedures	50
Dismissal from the College.....	51
Appeal of Dismissal.....	51

► Student Grievance 52

Student Grievance Procedure	52
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► Academic Policies and Procedures 52

Academic Advising.....	52
Credit Load	53
Attendance Policy	53
Audio/Video Taping of Faculty Lectures/Conferences	53
Clinical Compliance Requirements	54
Confidentiality of Protected Health Information	55
Dress Code Policy	55
Medication Calculation Competency Policy - BSN.....	57
Grading Policy	59
Late Assignment Policy	60
Late Exam Policy	60
Student Academic Achievement Tracking Tool (SATT) - BSN	61
Requirements for Eligibility for Admission to the NCLEX-RN® - BSN.....	61

► Academic Policies – Student Health 62

Fitness for Class, Lab and Clinical.....	62
Student Pregnancy - BSN	63
Student Pregnancy - BSRS	64
Health Services.....	64
Reporting Illnesses.....	65
Health Records	67
Health Fee	Error! Bookmark not defined.
Health Care/Hospitalization Insurance.....	67
Malpractice Insurance	67

► Health Science Resource Center Resources 67

Health Sciences Resource Center (HSRC) 67

HSRC Practice Lab Hours	67
HSRC Guidelines	67
Skills Labs.....	68
Health Assessment Labs	68
Use of Equipment in the Health Sciences Resource Center.....	68
Simulation Labs.....	68
Skills Lab Practice.....	68
Radiology Room	69
Skills Lab Testing - BSN.....	69
Student Supervision in Clinical Setting - BSRS	69
Radiation Safety - BSRS.....	70
Radiation Monitoring - BSRS.....	71
Repeat Imaging - BSRS.....	71
Image Quality Assessment & Identification - BSRS.....	71
Holding Patients During Examinations - BSRS	72

► College/Academic Resources 72

Hendrickson Library.....	72
Computer Lab	73
Student Peer Tutor Program.....	73
Writing Resources – APA Style	74
Evaluation Guidelines: Internet & Website Resources in Assignments.....	76
Writing Resources – Copyright Policy	77

Papers/Proofing Advice	83
Information Technology – Student Technology Requirements.....	83
Information Technology – Acceptable Use Policy	83
Information Technology – Electronic Mail Policy.....	85
Information Technology – Online Verification.....	88

▶ **Student Organizations** **88**

Student Organizations and Fundraising Guidelines	88
IHI - Open School for Health Care Professionals	88
Kappa Pi of Sigma Theta Tau Nursing Honor Society	88
Ambassador Club.....	88
Bellin Student Nurses' Association	90
Student Senate	95

Introduction to Bellin College

Mission Statement

Bellin College (BC) 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.

Values

Excellence – being the best

Integrity – honest and ethical behavior

Community – partnership and shared participation

Caring – empowering relationships based on empathy and respect

Philosophy of Teaching and Learning

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

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

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

School of Nursing Philosophy

We believe professional nursing is an interactive, caring process based on knowledge attained from nursing research, nursing theory, professional nursing values, the arts, sciences, and humanities. Professional nurses assume leadership roles in health promotion and maintenance, disease prevention, illness management, and end of life care. Nurses are responsible for the delivery of effective, high-quality patient care in collaboration with other health care professionals. Graduates of Bellin College 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.

School of Nursing Purposes

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

School of Nursing Program Outcomes

At the completion of the program, the graduate will:

1. Apply the critical thinking process to professional nursing practice.
2. Possess a philosophy that encompasses the values and attributes of professional nursing.
3. Synthesize general education and nursing knowledge into professional practice.
4. Use effective interpersonal and technological communication in the provision of nursing care.

5. Achieve quality health care outcomes by integrating the professional nursing roles into practice.
6. Incorporate the principles of health promotion and maintenance, disease prevention, illness management, and end-of-life care into nursing practice.

American Nurses Association Code of Ethics for Nurses

(Approved July 2008)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
 - Respect for human dignity
 - Relationships to patients
 - The nature of health problems
 - The right to self-determination
 - Relationships with colleagues and others
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
 - Primacy of patient's interests
 - Conflict of interest for nurses
 - Collaboration
 - Professional boundaries
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
 - Privacy
 - Confidentiality
 - Protection of participants in research
 - Standards and review mechanisms
 - Acting on questionable practice
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
 - Acceptance of accountability and responsibility
 - Accountability for nursing judgment and action
 - Responsibility for nursing judgment and action
 - Delegation of nursing activities
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
 - Moral self-respect
 - Professional growth and maintenance of competence
 - Wholeness of character
 - Preservation of integrity
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
 - Influence of the environment on moral virtues and values
 - Influence of the environment on ethical obligations
 - Responsibility for the healthcare environment

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
 - Advancing the profession through active involvement in nursing and healthcare policy
 - Advancing the profession by developing, maintaining, and implementing professional standards in clinical, administrative, and educational practice
 - Advancing the profession through knowledge development, dissemination, and application to practice
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
 - Health needs and concerns
 - Responsibilities to the public
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.
 - Assertion of values
 - The profession carries out its collective responsibility through professional associations
 - Intra-professional integrity
 - Social reform

School of Radiologic Sciences Philosophy

In association with the mission of the institution, it is the intention of the School of Radiologic Sciences to educate medical imaging personnel who will function as proficient health professionals and as team members possessing a constant concern for quality patient care and technical competency. It is the School's intention to maintain the highest program standards, thus insuring accreditation by the Joint Review Committee in Radiologic Technology (JCERT) guaranteeing graduates their eligibility for examination by the American Registry of Radiologic Technologists (ARRT).

School of Radiologic Sciences Program Goals

1. Graduates will demonstrate competency to include problem solving and critical thinking skills in patient care to assist in continually improving the health and well being of all people in the community they serve.
2. Graduates will have an understanding and professional appreciation for optimum radiation protection and MRI safety practices for patients, themselves, and other health personnel.
3. Graduates will demonstrate professional behavior and effective communication skills with patients, the public, and all health personnel.
4. Graduates will demonstrate entry-level competency as a medical imaging professional.
5. Graduates will portray leadership skills, demonstrating initiative, effective communications, and teamwork traits.

American Registry of Radiologic Technologists Principles/Professional Conduct

These Principles are intended to serve as a guide by which Radiologic Technologists may evaluate their professional conduct as it relates to patients, colleagues, other members of the medical care team, health care consumers, employers and to assist Radiologic Technologists in maintain a high level of ethical conduct.

Principle 1

Radiologic Technologists shall conduct themselves in a manner complete with the dignity and professional standards of their profession.

Principle 2

Radiologic Technologists shall provide services with consideration of human dignity and the needs of the patient, unrestricted by consideration of age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem.

Principle 3

Radiologic Technologists shall make every effort to protect all patients from unnecessary radiation.

Principle 4

Radiologic Technologists should exercise and accept responsibility for independent discretion and judgment in the performance of their professional services.

Principle 5

Radiologic Technologists shall judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence.

Principle 6

Radiologic Technologists shall apply only methods of technology founded upon a scientific basis and not employ those methods that violate this principle.

Principle 7

Radiologic Technologists shall not diagnose, but in recognition of their responsibility to the patient, they shall provide the physician with all information they have relative to radiologic diagnosis or patient management.

Principle 8

Radiologic Technologists shall be responsible for reporting unethical conduct and illegal professional activities to the appropriate authorities.

Principle 9

Radiologic Technologists should continually strive to improve their knowledge and skills by participating in educational and professional activities and sharing the benefits of their attainments with their colleagues.

Principle 10

Radiologic Technologists should protect the public from misinformation and misrepresentation.

Academic Calendar

Semester	Bellin College (BC) 2011-2012 Academic Year	Undergraduate BSN & BSRS
Fall 11	FALL 2011	
Fall 11	BSN - 15 Month Option (Jan 2011 Start Only) - Orientation	Aug 19
Fall 11	BSN - 15 Month Option - Classes Begin - Term I	Aug 22
Fall 11	BSN/BSRS - Freshmen Transfer Orientation	Aug 24
Fall 11	BSRS - Juniors and Sophomores - Fall Orientation	Aug 25
Fall 11	BSN - Juniors - Fall Orientation	Aug 25
Fall 11	BSN - Seniors - Fall Orientation	Aug 26
Fall 11	BSN/BSRS - Traditional Option - Classes Begin	Aug 29
Fall 11	St Norbert College - Classes Begin	Aug 29
Fall 11	UWGB - Classes Begin	Sep 6
Fall 11	BC/SNC/UWGB - Labor Day Holiday (Bellin College Closed)	Sep 5
Fall 11	BSN/BSRS - Tuition Due	Sep 15
Fall 11	SNC - No Classes (Long Weekend)	Oct 6-7
Fall 11	BC - 15 Month - October Graduation (7:00 pm BC Atrium)	Oct 13
Fall 11	BSN - 15 Month Option - Classes End - Term I	Oct 14
Fall 11	BSN - 15 Month Option - Classes Begin - Term II	Oct 24
Fall 11	BSN - Tuition Due - 15 Month Option - Term II	Nov 1
Fall 11	SNC - Thanksgiving Break	Nov 23 - Nov 27
Fall 11	Thanksgiving Break (Bellin College Closes 4:30 pm Nov 24)	Nov 24 - Nov 27
Fall 11	UWGB - Thanksgiving Break	Nov 24 - Nov 27
Fall 11	BSN/BSRS - Traditional Option - Classes End	Dec 9
Fall 11	BSN/BSRS - Final Exams	Dec 12-Dec 15
Fall 11	SNC - Final Exams	Dec 12- Dec 16
Fall 11	UWGB - Final Exams	Dec 15- Dec 21
Fall 11	BSN - 15 Month Option - Classes End - Term II	Dec 16
Fall 11	BC Faculty - Last work day	Dec 20
Fall 11	Christmas Holiday (Bellin College Closed)	Dec 23
Fall 11	New Years Holiday (Bellin College Closed)	Dec 30
Spring 12	SPRING 2012	
Spring 12	BC Faculty - Return	Jan 5
Spring 12	BSN - 15 Month Option – Orientation	Jan 12
Spring 12	BSN/BSRS - Traditional Option - Classes Begin	Jan 16

Spring 12	BSN - 15 Month Option - Classes Begin - Term III	Jan 16
Spring 12	UWGB/SNC - Classes Begin	Jan 23
Spring 12	BSN/BSRS - Tuition Due	Jan 26
Spring 12	BSN – 15 Month Option – Classes End – Term III	Mar 9
Spring 12	BC/SNC/UWGB - Spring Break	Mar 12-Mar 16
Spring 12	BSN - 15 Month Option - Classes Begin - Term IV	Mar 19
Spring 12	SNC - Easter Break	Apr 6 – Apr 9
Spring 12	BSN - Tuition Due - 15 Month Option - Term IV	Mar 29
Spring 12	Easter	Apr 8
Spring 12	BSN/BSRS - Traditional Option - Classes End	May 4
Spring 12	BC - Final Exams	May 7 - May 8
Spring 12	SNC/UWGB- Final Exams	May 7 - May 11
Spring 12	BSN - 15 Month Option - Classes End - Term IV	May 11
Spring 12	Alumni Breakfast for Graduates/Commencement Practice	May 11
Spring 12	Commencement (2:30 Meyer Theatre/downtown GB)	May 13
Summer 12	Summer 12	
Summer 12	Orientation - Sophomore Option	May 24
Summer 12	Orientation - 15 Month Option	May 25
Summer 12	BC - Last Day Faculty	May 25
Summer 12	BSN - Class Begins - NUR-103 (Online) - Sophomore Option	May 29
Summer 12	BSN - Classes Begin - 15 Month Option - Term V	May 29
Summer 12	BSN - Tuition Due	Jun 7
Summer 12	BSN/BSRS - Orientation - Traditional 4 Year Fresh @ BC (R&R)	TBD
Summer 12	BSN - Class Ends - NUR-103 (Online) - Sophomore Option	Jun 15
Summer 12	BSN - Class Begins - NUR-105 (Online) - Sophomore Option	Jun 18
Summer 12	Independence Day Holiday (Bellin College Closed)	Jul 4
Summer 12	BSN - Class Ends - NUR-105 (Online) - Sophomore Option	Jul 20
Summer 12	BSN - Classes End - 15 Month Option - Term V	Jul 20

Add – Drop Calendar

	Program/Course/Term	Term Dates	Status	Drop/Add By Dates	Tuition Refund
Summer 2011	NUR-103 Sophomore Option	05/31/11– 06/17/11	Drop/Add	Through 05/31/11	100%
			WD	06/01/11 - 06/10/11	Calculated
			WF	06/11/11 - 06/17/11	None
	NUR-105 Sophomore Option	06/20/11– 07/22/11	Drop/Add	Through 06/20/11	100%
			WD	06/21/10 - 07/09/11	Calculated
			WF	07/10/11 - 07/22/11	None
	BSN 15 Month Option-Term V	05/31/11- 07/22/11	Drop/Add	Through 05/31/11	100%
			WD	06/01/11 - 07/01/11	Calculated
			WF	07/02/11 - 07/22/11	None
Fall 2011	BSN/BSRS Classes Traditional, Sophomore Options	08/29/11- 12/09/11	Drop/Add	Through 09/06/11	100%
			WD	09/07/11 - 10/29/11	Calculated
			WF	10/30/11 - 12/09/11	None
	BSN 15 Month Option -Term I	08/22/11- 10/14/11	Drop/Add	Through 08/22/11	100%
			WD	08/23/11 - 09/22/11	Calculated
			WF	09/23/11 - 10/14/11	None
	BSN 15 Month Option -Term II	10/24/11- 12/16/11	Drop/Add	Through 10/24/11	100%
			WD	10/25/11 - 11/24/11	Calculated
			WF	11/25/11 - 12/16/11	None
Spring 2012	BSN/BSRS Classes Traditional, Sophomore Options	01/16/12- 05/04/12	Drop/Add	Through 01/23/12	100%
			WD	01/24/12 - 03/21/12	Calculated
			WF	03/22/12 - 05/04/12	None
	BSN 15 Month Option - Term III	01/16/12- 03/09/12	Drop/Add	Through 01/16/12	100%
			WD	01/17/12 - 02/16/12	Calculated
			WF	02/17/12 - 03/09/12	None
	BSN 15 Month Option -Term IV	03/19/12- 05/11/12	Drop/Add	Through 03/19/12	100%
			WD	03/20/12 - 04/19/12	Calculated
			WF	04/20/12 - 05/11/12	None
Summer 2012	NUR-103 Sophomore Option	05/29/12- 06/15/12	Drop/Add	Through 05/29/12	100%
			WD	05/30/12 - 06/08/12	Calculated
			WF	06/09/12 - 06/15/12	None
	NUR-105 Sophomore Option	05/18/12- 07/20/12	Drop/Add	Through 06/18/12	100%
			WD	06/19/12 - 07/07/12	Calculated
			WF	07/08/12 - 07/20/12	None
	BSN 15 Month Option -Term V	05/29/12- 07/20/12	Drop/Add	Through 05/29/12	100%
			WD	05/30/12 - 06/29/12	Calculated
			WF	06/30/12 - 07/20/12	None

When considering adding or dropping courses, students must consult their Academic Advisor. Withdrawing from courses has the following ramifications relating to transcripts/grades and tuition/fees:

- **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 Bellin College transcript.
- **Withdrawal Date:** Withdrawal from all courses or Dropped course(s) after the Drop/Add date through the 60% point of the term/semester. Course(s) will be reflected on the BC transcript as W (Withdrawal). For non-semester-length courses, the Withdrawal date will be calculated based upon the 60% point of that course.
- **Withdrawal/Failure Date:** Withdrawal from all courses or Dropped course after the WD date. Course(s) will be reflected on the Bellin College transcript as WF (Withdrawal/Failure).
- **Calculated Refund:** Tuition charges retained by Bellin College 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 of student signature on Withdrawal Form.

Directory of Staff/Faculty

GENERAL NUMBERS	<ul style="list-style-type: none"> ▪ College Office: (920) 433-6699 ▪ Toll Free: (800) 236-8707 ▪ Fax: (920) 433-1922 	<i>(Adjunct faculty please call the College Office for assistance)</i>		
NAME	TITLE	EMAIL	PHONE (920)	OFFICE
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FACULTY				
Connie Buttrick	Instructor of Nursing	connie.buttrick@bellincollege.edu	433-6687	219
Kathie DeMuth	Instructor of Nursing	kathie.demuth@bellincollege.edu	433-6671	231

Lois DePouw	BSRS Program Clinical Coordinator	lois.depouw@bellincollege.edu	433-6677	213
Lisa Dworak	Instructor of Nursing	lisa.dworak@bellincollege.edu	433-6680	222
Linda Dwyer	Assistant Professor of Nursing	linda.dwyer@bellincollege.edu	433-6682	211
Jessica Freund	Instructor of Radiologic Sciences	jessica.freund@bellincollege.edu	433-6676	214
Sherri Hanrahan	Instructor of Nursing	sherri.hanrahan@bellincollege.edu	433-6672	230
Malina Herber	Instructor of Nursing	malina.herber@bellincollege.edu	433-6675	225
Lori Kulju	Associate Professor of Nursing	lori.kulju@bellincollege.edu	433-6670	236
Judi Leisk	Health Science Resource Center Faculty Assistant	judi.leisk@bellincollege.edu	433-6690	L-12B
Meghan Liebzeit	Instructor of Nursing	meghan.liebzeit@bellincollege.edu	433-6679	211
Debbie Metzler	Assistant Professor of Nursing	debbie.metzler@bellincollege.edu	433-6683	217
Heidi Monroe	Assistant Professor of Nursing	heidi.monroe@bellincollege.edu	433-6674	226
Jason Mott	Instructor of Nursing	jason.mott@bellincollege.edu	433-6685	215
Lynn Murphy	Assistant Professor of Nursing	lynn.murphy@bellincollege.edu	433-6681	223
Cindy Parker	Instructor of Nursing	cindy.parker@bellincollege.edu	433-6686	209
Sarah Pettus	Assistant Professor of Nursing	sarah.pettus@bellincollege.edu	433-6668	235
Ellen Reifschneider	Assistant Professor of Nursing	ellen.reifschneider@bellincollege.edu	433-6684	232
Mary Roloff	Assistant Professor of Nursing	mary.rolloff@bellincollege.edu	433-6669	234
Sue Rymer	Assistant Professor of Nursing	sue.rymer@bellincollege.edu	433-6673	227
JoAnn Swanson	Assistant Professor of Nursing	joann.swanson@bellincollege.edu	433-6678	216
Karen Van Beek	Health Sciences Resource Center (HSRC) Coordinator/ Associate Professor of Nursing	karen.vanbeek@bellincollege.edu	433-6667	237
Amber Young Brice	Instructor of Nursing	amber.young@bellincollege.edu	433- 6696	205
Kathy Zellner	Director of College Assessment Program (CAP)/ Associate Professor of Nursing	kathy.zellner@bellincollege.edu	433-6644	106

► Campus Information

Map of College - Quick Reference

First Level

- Academic Affairs
- Admissions
- BC Express Cafe' and Vending Area
- Business and Finance
- Classrooms
- Conference Rooms
- Reflection Room
- Reception Desk (Volunteer and Security station)
- Student Activities Areas/ Student Lounge
- Student Mailboxes
- Student Services (Main College Office, Registrar, Financial Aid, Bursar)
- Technology
- Vice President of Academic Affairs
- Vice President of Business and Finance
- Vice President of Student Services

Second Level

- Computer Resource Room
- Development, Public Relations and Alumni Offices
- Faculty, Adjunct Faculty Offices
- Library (including group study rooms)
- Presidential Suite
- Testing Rooms
- Vice President Development and Public Relations
- Wellness Center

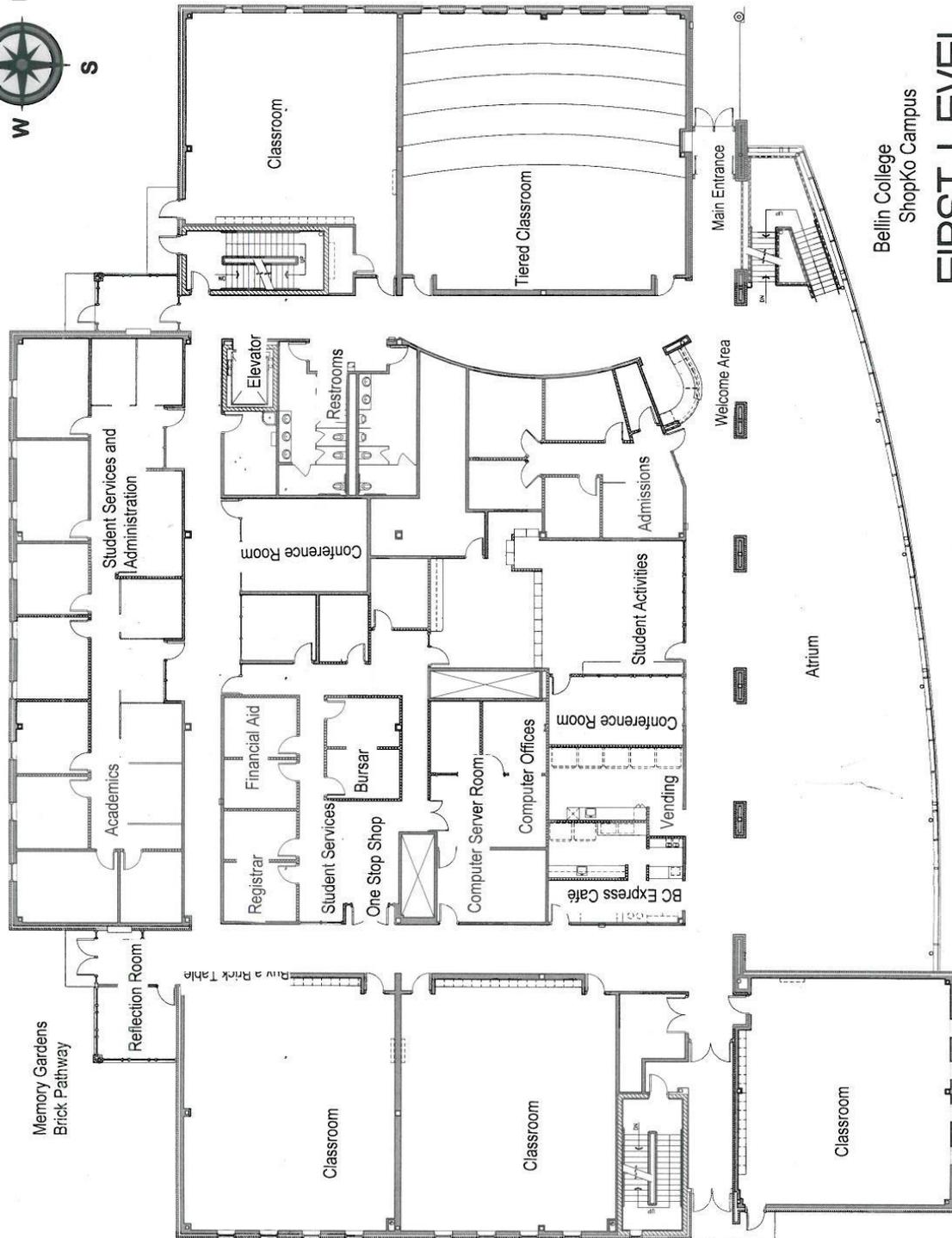
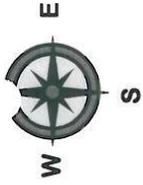
Lower Level

- Classroom
- Health Assessment Labs
- Learning Resource Faculty Assistant
- Practice Lab
- Radiology Labs
- Simulation Lab
- Skills Labs
- Student Lounge

Parking

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

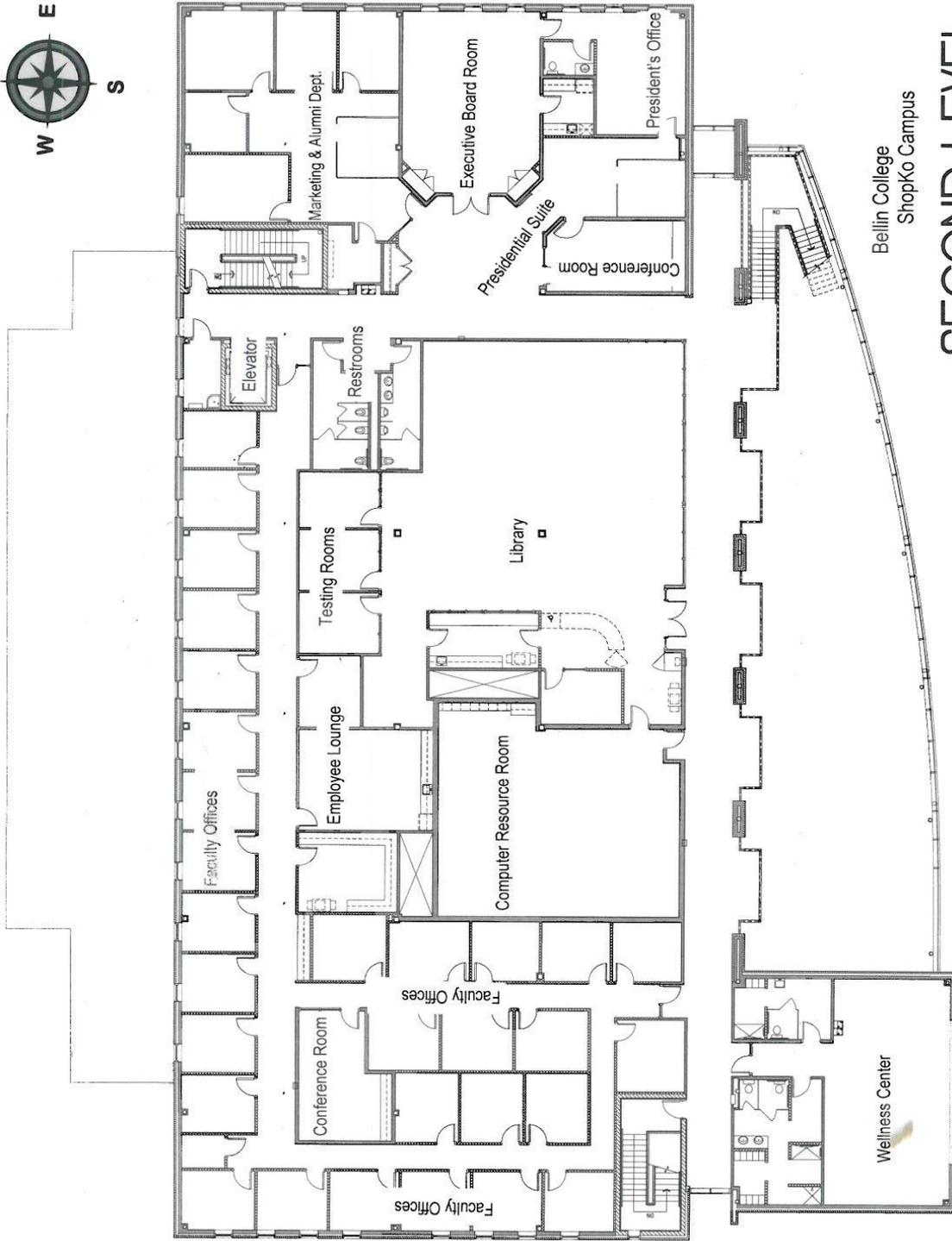
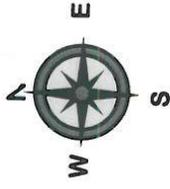
College Map
1st Floor



Bellin College
ShopKo Campus

FIRST LEVEL

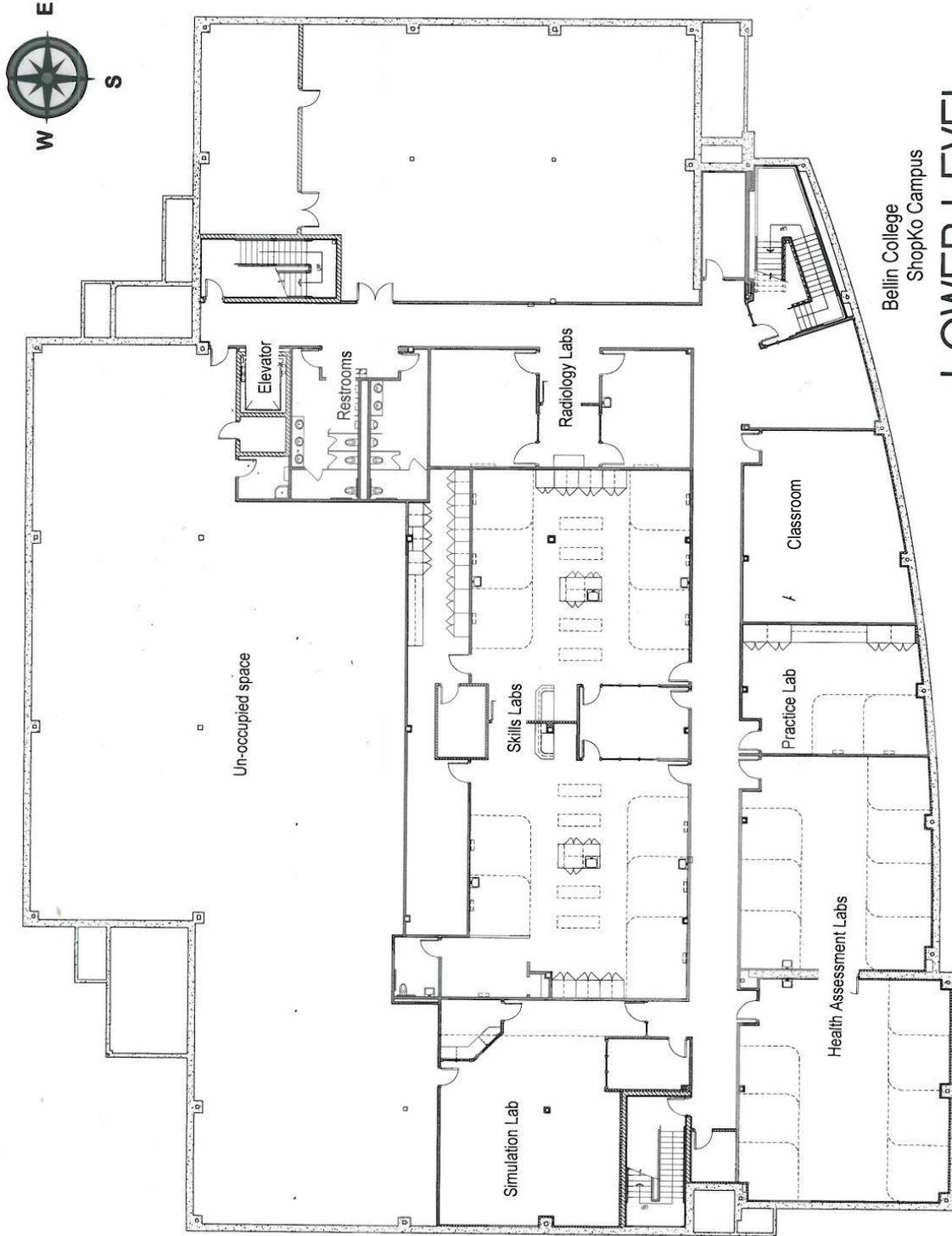
2nd Floor



Bellin College
ShopKo Campus

SECOND LEVEL

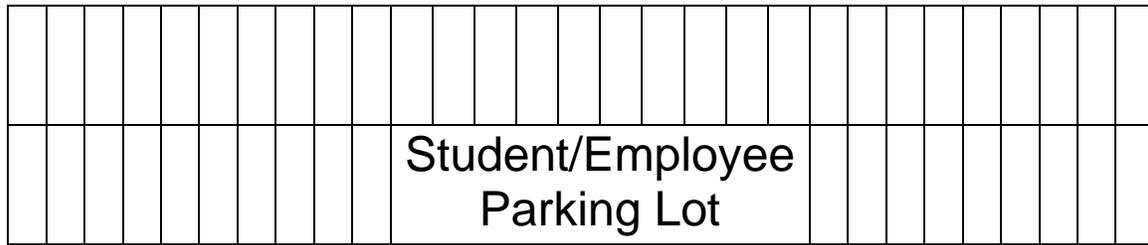
Lower Level



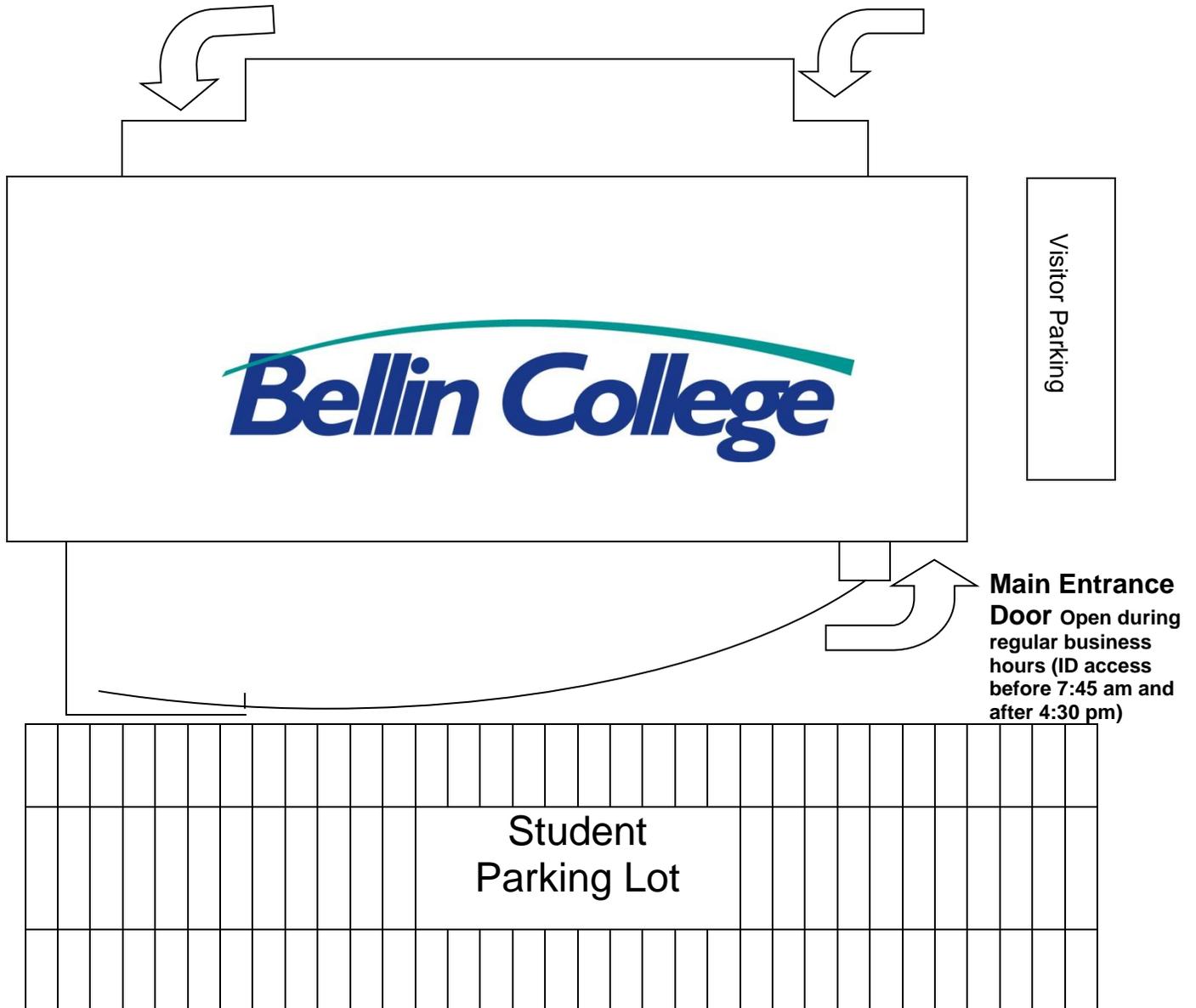
Bellin College
ShopKo Campus

LOWER LEVEL

Parking at Bellin College



Back doors accessible via Student ID badges only



Student Access to Building

- Students can use main entrance or back entrances.
- Main entrance will be unlocked from 7:45 am – 4:30 pm (M-F).
- Access with ID badge before 7:45 am & after 4:30 pm (M-F).
- ID badge **always** required to access back doors.
- The College is open to the public from 8:00 am-4:30 pm (M-F). The Main Entrance door will be open during regular business hours.
- Hours are subject to change, particularly during holiday and summer months.

	Card Access	Hours of Operation
Monday	7:00 am – 7:30 pm	7:00 am – 8:00 pm Students must leave building by 8:00 pm
Tuesday	7:00 am – 7:30 pm	7:00 am – 8:00 pm Students must leave building by 8:00 pm
Wednesday	7:00 am – 7:30 pm	7:00 am – 8:00 pm Students must leave building by 8:00 pm
Thursday	7:00 am – 7:30 pm	7:00 am – 8:00 pm Students must leave building by 8:00 pm
Friday	7:00 am – 7:30 pm	7:00 am – 8:00 pm Students must leave building by 8:00 pm
Saturday	Closed	No student access
Sunday	Closed	No student access

Library

	Card Access	Hours of Operation
Monday	None	7:30 am – 8:00 pm
Tuesday	None	7:30 am – 8:00 pm
Wednesday	None	7:30 am – 8:00 pm
Thursday	None	7:30 am – 8:00 pm
Friday	None	7:30 am – 8:00 pm
Saturday	Closed	No student access
Sunday	Closed	No student access

Computer Resource Center

	Card Access	Hours of Operation
Monday	7:00 am – 7:45 am 4:30 pm - 8:00 pm	7:00 am – 8:00 pm
Tuesday	7:00 am – 7:45 am 4:30 pm - 8:00 pm	7:00 am – 8:00 pm
Wednesday	7:00 am – 7:45 am 4:30 pm - 8:00 pm	7:00 am – 8:00 pm
Thursday	7:00 am – 7:45 am 4:30 pm - 8:00 pm	7:00 am – 8:00 pm
Friday	7:00 am – 7:45 am 4:30 pm - 8:00 pm	7:00 am – 8:00 pm
Saturday	Closed	No student access
Sunday	Closed	No student access

Health Sciences Resource Center: Practice Lab

- Practice labs have Open Practice hours from 8:00 am – 4:00 pm (Monday – Friday).
- Lab is available until 7:00 pm if sign up occurs one week in advance.
(Sign up via the “Student – S Drive” via “Lab Sign Up” folder)
- Practice time is subject to cancellation if no one is signed up 1 week in advance.
- Extended hours announced as needed.

	Card Access	Hours of Operation
Monday	None	8:00 am – 7:00 pm
Tuesday	None	8:00 am – 7:00 pm
Wednesday	None	8:00 am – 7:00 pm
Thursday	None	8:00 am – 7:00 pm
Friday	None	8:00 am – 7:00 pm
Saturday	Closed	No student access
Sunday	Closed	No student access

Student Services / Administration-Academics / Development & Public Relations / Presidential Suite / Faculty Office Areas

- Doors to these areas will be open during regular business hours: 8:00 am – 4:30 pm Monday-Friday.
- Students will not have access via ID swipe cards before or after regular business hours.

Bellin College Wellness Center

The Bellin College campus has a Wellness Center accessible to students and college employees. The use of the exercise equipment and facilities are available at designated times. Showers and lockers are available. Participants are asked to bring their own towels, soaps etc.

There is no membership costs associated with the use of the Bellin College Wellness Center.

The Wellness Center is located on the 2nd floor of the college. Hours are subject to change during holiday and summer months.

Hours of Operation

- The Wellness Center door will always need ID badge/swipe card access

	Card Access	Hours of Operation
Monday	7:00 am – 8:00 pm	7:00 am – 8:00 pm
Tuesday	7:00 am – 8:00 pm	7:00 am – 8:00 pm
Wednesday	7:00 am – 8:00 pm	7:00 am – 8:00 pm
Thursday	7:00 am – 8:00 pm	7:00 am – 8:00 pm
Friday	7:00 am – 8:00 pm	7:00 am – 8:00 pm
Saturday	Closed	No student access
Sunday	Closed	No student access

Bellin Health Fitness Centers

Bellin College students are eligible for membership at the [Bellin Health Fitness Centers](#). Students receive membership at a prorated monthly cost of \$25 single and \$40 family (family members include any legally married couple and any dependent children 14-25 years old). Students register and pay for their membership at any of the Centers listed below:

Locations:

- Bellevue Wellness Center (3263 Eaton Road, Bellevue)
- Bond Community Center (1201 Park Avenue, Oconto)
- Cornerstone Community Center (1640 Fernando Drive, De Pere)
- Fitness Center West (1630 Commanche Ave, Green Bay)

In addition to the wide variety of exercise facilities, membership includes free participation in group fitness classes. Specialty classes and group personal training programs are available at a prorated rate. Each location has unique features and a variety of fitness programs. Childcare is available at the Bond Community Center, Bellevue, and West Side locations. See locations for available hours.

Students dually enrolled at SNC receive free membership.

Bulletin Boards

Students assume the responsibility for reading notices on the bulletin boards. The Student Activity area has a bulletin board that displays information relating to student life. Items associated to such as housing, financial aid, veteran's affairs, NCLEX, Employee Assistance, Student Senate, BSNA, etc are posted. Students are also encouraged to utilize the Bellin College website for information regarding scholarships, updates and similar items of interest.

Student Printing and Copying Resources

Printing and copying (non-color) is provided to students in the library at 8 cents per page. However, this charge is not initiated until the student exceeds the predetermined quota provided by the College. Printing can be generated from all student computer resources in the building, including the library and Computer Resource Center.

Traditional BSN/BSRS student quotas are \$50 per academic year. This amount is reset on August 15th of each academic year.

15 Month Option student quotas are \$150 awarded at the start of the option. These quotas are not reset.

Wireless Internet

The campus is equipped with wireless internet. All users of Bellin College technology resources must exercise responsible, ethical behavior when using these resources and are expected to abide by College policies and local, state, and federal laws. To utilize the wireless internet on the Bellin College campus students must agree to terms of use provided. The College utilizes hardware and software products to prevent junk email and virus-infected email. See the [Information Technology – Student Technology Requirements](#), [Acceptable Use](#) and [Electronic Mail](#) policies for more detailed information.

Emergency Student Contact

- Contacting students: Students should inform their families that calls of an urgent or emergency nature are to be directed to the Bellin College Student Services Office at (920-433-6699). Office personnel will attempt to locate the student as soon as possible.
- Emergency contact numbers: It is important that student emergency contact information remain up to date. Students can update the emergency contact information via SONIS Web.

Emergency Procedures

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

The College is equipped with emergency phones and call buttons. There are emergency phones in the parking lots which can be identified by their blue lights. These phones access 911 Emergency responses. There is an emergency call button located in the campus Wellness Center. Activation will access 911 Emergency responses.

The College has a cardiac arrest mobile unit (A.E.D. or Automated External Defibrillator) located at the reception desk in the Atrium.

Students are encouraged to monitor the college website and email in the event of an emergency.

Campus Safety

Campus safety is a shared responsibility between the College and its campus community members. There are security personnel on campus when students have access to the building. For assistance during regular business hours (8:00 am – 4:30 pm) contact the Student Service Office. Security personnel will be patrolling the campus during non-business hours, and will be stationed at the reception desk in the atrium.

Campus crime and security information is required to be published yearly: The 2010-11 Security Report showed zero arrests or violations or criminal incidents on campus.

Inclement Weather/Class Cancellations

If the hours of operation of the college are altered (cancellation of classes, labs, and/or practicum) details will be communicated via the College Information Line, website and/or local radio and television stations.

Information Line: (920-433-1933) Information about any closings will typically be available as early as 5:00 am for day classes, labs, and practicum, and typically by 1:00 pm for evening classes, labs, and clinical experiences.

Website: Check the [home page](#) for any cancellations.

Radio/Television Stations: When the College is totally closed (all course and extracurricular activities have been canceled) due to weather, it will be announced on the local media stations (TV and radio stations frequently do not begin announcing closings until 6:00 a.m.)

Radio Stations	TV Stations
WIXX 101.1-FM	WBAY Channel 2
WNCY 100.3-FM	WFRV Channel 5
WTAQ 1360-AM	WLUK Channel 11
WDUZ 1400-AM	WGBA Channel 26

Students are responsible for using personal judgment regarding their safety and travel to the college during inclement weather.

If the College closes for reasons other than weather, check the website.

Mail

Individual student mailboxes are located in the Student Activities Area. Students are responsible for checking their mailboxes regularly. Contents of the mailboxes are private and for use of college related purposes. It is the student responsibility to check their mailboxes on a regular basis.

Food Service

“BC Express” is the café’ that provides sandwiches, soups, salads, snacks, breakfast items, etc. Hours of operation are posted and typically 7:15 am – 2:00 pm. The café’ is not open in the summer months. Access to vending machines, microwaves, and refrigerators are always available.

Student Activity Area/Student Lounges

A Student Activities area is located adjacent to the atrium on the first floor of the College. Student mailboxes are located here, along with a conference room and lounge designated for student use. There are multiple locations throughout the building that also serve as areas to lounge, relax, and socialize. The Student Activity Area/Student Lounge is open during the hours that the campus is open for student use.

Smoke Free/Tobacco Free Campus

Bellin College is a smoke and tobacco free campus. All areas of the College are designated as non-smoking/non-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

Non-Discrimination Policy

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

Accommodations Request for Students with Disabilities

Consistent with federal law, it is the policy of Bellin College 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 Demographic Information

It is an important student responsibility to maintain up-to-date and accurate demographic information. Changes can be submitted electronically via the student information system (SONIS). The following demographic changes should be reported as soon as changes occur.

- Change of address (local and/or permanent)
- Change in telephone number
- Name change (requires official documentation to be submitted to the Student Service Office)
- Emergency contact

College Logo

Bellin College logos are the property of Bellin College. Anyone wishing to use these logos (see samples) must obtain written permission from the Development/Public Relations Office.

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

Graduation

Graduation dates are established as the last day of the semester or summer session. Undergraduate students have four possible graduation dates: October, December, May and July.

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

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 for graduation have been met. The due date will be communicated, but students can begin submitting this form during the first semester of their final year. Forms can also be obtained via the website or from the Student Services Office.

Commencement Ceremonies

The Fall Commencement Ceremony is designated for students completing the 15 Month Option in October. The fall commencement date is established via the academic calendar (typically mid-late Oct).

Students who complete program requirements in December, May or July participate in the Spring Commencement Ceremony. The spring commencement date is established via the academic calendar (typically in May).

Lucyanna Hitch Award for Excellence

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

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

Criteria: Behaviors which consistently demonstrate the College values of Excellence, Integrity, Community, and Caring.

Definitions:

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

Application: All applicants must submit a written narrative describing how they have demonstrated the College values throughout their educational program. The student must also request one letter of recommendation from a Bellin College faculty member who can best attest to the student's achievements.

Application Process: The call for applications is made two to three months prior to graduation with a deadline for application submission clearly stated.

Selection Committee: Faculty members as solicited and appointed by the Program Committee Chair with the chairperson/facilitator selected by the committee.

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.

Criminal Background Information Reporting

Criminal Background Checks of all students are required. This is in compliance with the Wisconsin Caregiver Background Check and Investigation Legislation. Bellin College reserves the right to deny admission or to terminate enrollment of any student because of his or her criminal history. Information surrounding criminal history is collected via the Application for Admission and a background check is completed. Those who have been convicted or have charges pending of specific crimes/offenses that

would bar them from practicum experiences as a student or employment and/or licensure as a caregiver will be denied admission and/or dismissed from the College.

An enrolled student is responsible to report any criminal charges to the 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, the ability to participate in clinical experiences and the 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 Bellin College in collaboration with the Bellin Human Resource Management Department.

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

Though the College does not control the employment of students (with the exception of work study 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 counseling when they believe employment is adversely affecting the health and/or achievement of any student.

Child Care

Encompass Early Education and Care Inc. (2589 South Webster Ave, Green Bay) offers a discounted rate for childcare. Information regarding rates and availability can be obtained by calling 920-436-7540 or visiting their website: www.encompasseec.org

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 absence for a death in the immediate family. Immediate family consists of father, mother, spouse, brother, sister, child, step-parent, step-child. Up to two days of absence may be taken for father-in-law, mother-in-law, grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law or son-in-law. Attendance at any other funeral will need to be discussed with the course facilitators.

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 Bellin College 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 Bellin College building, on the campus grounds or in other settings in which the faculty, staff, or students may be carrying on the business of the College. Any exceptions to the College policy of not serving alcoholic beverages at College-sponsored events must be approved through the President's Office. Consumption of alcohol at such events must be in moderation.

Violations of federal and Wisconsin laws regarding drugs will be considered violations of College regulations and the American Nurses' Association Code for Nurses. As a nursing student enrolling in the BSN program, a violation of drug and alcohol use must be reported to the Board of Nursing with application of State Licensure. It is the Board of Nursing discretion to determine eligibility for state licensure. Students in the BSRS program follow procedures relating to the national board examination offered by the American Registry of Radiologic Technologists (ARRT).

Bellin College 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. Licensed 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 Bellin Health Employee Assistance Program, resources affiliated through colleges that students may be 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 provides information regarding: 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. This information is available via the College website and through printed material.

FERPA: Family Educational Rights and Privacy Act

Bellin College 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 Bellin College 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 Bellin College.

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.

Bellin College 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
- 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. Within our Student Data System ([SONIS](#)) students are able to select the transparency of the specific information visible to other students.

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

Students may not have access to: 1) personal records of College 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).

Disclosure to parents:

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student’s consent. For example:

- Schools may disclose education records to parents if the student is a dependent for income tax purposes.
- Schools may inform parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.

Student and Exchange Visitor Information System (SEVIS):

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

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 business 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 Bellin College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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 Bellin College 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.

Social Networks Advisement

Facebook, Twitter, and other social networking websites are great innovations which enable users to express themselves and create opportunities to form or maintain friendships over a distance. Due to the nature of this forum, it allows users to make choices about their identity and how they represent themselves to the public at large. Students are reminded that pictures and information posted on the internet via programs such as Facebook and Twitter are public information, and permission must be granted for use of the [Bellin College logos](#).

Pictures or information from these sources that describe or document behavior that are brought to the attention of the College and which reasonably suggest that behavior violating College policy or code of conduct has taken place, on campus or at a College sponsored function off-campus, is subject to further investigation and verification by the College. **Students are reminded of the importance of upholding the standards of confidentiality as they progress through community, lab/simulation, patient and clinical experiences.** Any College policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

Reference Request

Students needing a reference from Bellin College personnel must complete a Reference Request Form. Any student with a "Hold" placed on their records can not receive a reference. The Reference Request Form is available from the College website or the Student Service Office.

Student Behavior

Students are expected to follow general College rules. Violations of College rules, including violations of the [American Nurses' Association Code of Ethics \(2008\)](#), or the [American Registry of Radiologic Technologists Principles of Professional Conduct \(2009\)](#) will be handled administratively and may result in disciplinary action such as monitoring, probation or dismissal.

Any student who shows behavior which is undesirable or has a detrimental influence on other students, clients, and/or the 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's values. Therefore, the student has the following responsibilities:

Responsibilities Related to Persons

Students shall:

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 health care provider. When engaging in College activities, students should project a professional image in both their attire and demeanor.

Responsibilities Related to Classroom/Coursework

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

1. The student who registers for Bellin College courses must be the same person who participates in and completes and receives the academic credit.

Responsibilities Related to Property

Students shall:

1. Never forge, alter, or misuse College documents, records and/or other College or hospital/healthcare agency records.
2. Never steal or damage property belonging to the College, the hospitals, community, or an individual.
3. Only use College or practicum 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 practicum activities.
3. Always uphold the rules, regulations and College policies.
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, emergency phones or call buttons, extinguisher, hoses, etc.
4. Never possess or use firearms, explosives, dangerous weapons or other articles/substances potentially injurious to persons or property.
5. Never smoke or use tobacco on Bellin College property, and adhere to such policies of practicum agencies.

Students not in compliance with these responsibilities are subject to disciplinary action including: monitoring, probation, 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

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

1. 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.
2. 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.
3. Students are free to take reasoned exception to the data or views offered in any course of study, reserving judgment about matters of opinion.
4. Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation.
5. 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.
6. Students have a right to a responsible voice in the determination of the curriculum.
7. 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.
8. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
9. Students have a right to invite and hear any person of their own choosing within the College's acceptable realm.
10. The student body has a right to participate in the formulation and application of institutional policy affecting academic and student affairs.
11. 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.
12. Students have the right to belong or refuse to belong to any organization of their choice.
13. Students have a right to a voice in the establishment of the dress code.
14. Students have a right to periodically review grading systems with faculty for clarification and better student-faculty understanding.
15. Students have a right to provide input into the evaluations of nursing courses and faculty.
16. Students have the right to participate in an educational environment at Bellin College free of racial/ethnic/sexual harassment or intimidation.

Student Leave of Absence

A student may apply for a leave of absence from Bellin College. An approved leave entitles the student to waive the re-admission process. The student must contact the Academic Office when requesting or returning from a Leave of Absence.

Requests for Leave of Absence must be approved prior to departure with the exception of bereavement and certain personal necessity leaves. Leave of Absences are not allowed for students to attend another academic institution.

Student must provide supporting documentation, which will differ for each situation (i.e. Medical, Military etc.) as part of Leave of Absence request and before permission to return. Return date, course program of study, and mandatory clinical compliance requirements (i.e. immunizations, CPR, TB, Fit Testing, etc.) will be discussed prior to return.

► Tuition – 2011-2012

2011-2012 Tuition

BSN and BSRs Tuition:

- Are posted on the Bellin College website. [Tuition and Fees Schedules](#).
- Students have access to account information via SONIS Web and can inquire at the Bursar's Office.
- Charges reflect the program option and year within the program and will vary depending on the curriculum schedule.
- The 2011-12 tuition charge for undergraduate nursing and radiologic science courses is \$945 for those students paying on a per credit charge.
- Book costs are not included in the tuition and fees charges. See the website [Textbook and Supply List](#)

General Education Tuition:

- The 2011-12 tuition charge for general education courses is \$291 per credit.
- Book costs are not included in the tuition and fees charges. See the website [Textbook and Supply List](#)

Out-of-State Tuition

While Bellin College does not discriminate between in or out-of-state students when determining tuition and fees costs, UWGB (or other state-supported colleges or universities where general education courses are taken) may charge out-of-state tuition rates to Bellin College 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.

Veterans

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:

- Chap. 30 Montgomery GI Bill - Active Duty (MGIB-AD) Servicepersons and Veterans)
- Chap. 31 Montgomery GI Bill - More information at [Vocational Rehabilitation Program](#)
- Chap. 33 Post 9/11 GI Bill – Individuals with at least 90 days of aggregate service on or after 9/11/2001
- Chap. 35 Montgomery GI Bill - Survivors' and Dependents' Educational Assistance Program (DEA)
- Chap. 1606 Montgomery GI Bill - Selected Reserve (MGIB-SR)
- Chap. 1607 Montgomery GI Bill - Reserve Educational Assistance Program (REAP)
- VA Tutoring Program
- National Testing Fee Reimbursement

Additional Information:

- Visit [Federal Veteran's Benefits](#) for more information
- Contact your local County VA Representatives for additional resources.
- 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.
- Student Veterans are encouraged to refer to the [Bellin College website](#) for pertinent information.
- A bill has been passed by the Federal Government as of 8/1/11 whereby the VA has placed a \$17,500 maximum benefit per student per academic year for all private colleges.

► Fees – 2011-2012

Mandatory Fees

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

- **Assessment Fee** covers the costs related to the mandatory participation in the college assessment program.
- **Health Science Resource Center** includes all resources needed for laboratory and clinical instruction: facilities, simulated equipment and assessment, and laboratory supplies.
- **Health Fee** includes supporting the costs incurred in the maintenance of the student related health requirements and health records. This fee helps to defray the cost of drug testing, annual TB tests and flu vaccines.

- **Student Activity Fee** covers student related functions, events and organizations.
- **Instructional and Technology Fee** includes the support for computers, media supplies and Web-based features.
- **Graduation Fee** is assessed in the semester prior to graduation. All graduates will be charged a \$225 graduation fee. This fee is related to: the diploma, caps & gowns, announcements, programs, speaker, room, musicians, reception, photo of graduate receiving diploma, school pin, processing of student records, electronic and storage and future references.

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

- Optional: Class Picture Packages of portraits and class composites are available for purchase directly from vendor.
- BSN: National Board Exam \$200 (estimated fee as of 8/11)
- BSN: State RN Licensing Fee: \$90, additional \$10 for Temporary Permit optional (estimated fee for WI; other states may vary). Fee is required 2-3 months prior to graduation.
- BSN Temporary Permit: \$10

Audit Fee

Students who wish to enroll in a Bellin College course or courses without receiving credit may audit any course pending availability. The tuition charge for auditing a course is one-third the regular per-credit charge for that course.

Challenge Exam Fee

Students who believe they have the prior knowledge to successfully complete a nursing course without participating in the day-to-day activities of that course may elect to challenge the course via a challenge exam. Students earn credit for prior learning for challenged courses successfully completed. The tuition charged is one-half the regular per-credit charge for that course. The challenge fee is nonrefundable and not applied to tuition if the student fails the challenge. The exam is only available to BSN students in the traditional option.

Credit for Prior Learning Fee

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

Orientation/Lab/Simulation/Computer Training/HESI Make-up Fees

Attendance at all parts of orientations, labs, simulations, computer trainings, and HESI Testing are mandatory. All fees must be paid prior to re-scheduling date.

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

► Payment Policies and Procedures

Billing Statements

Billing (tuition and fees) statements are available in [SONIS](#) before the enrollment term. Billing statements are also mailed to all students. Payment in full or partial payment with the selection of the installment payment plan must be made by the due date specified on the bill. Failure to do so 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.

Bellin College statements will indicate charges for Bellin College tuition and fees as well as any assessed by UWGB (BSN/BSRS Traditional Option students). Traditional BSN students attending SNC will receive billing statements through SNC which reflect Bellin College 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 Bellin College 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 Bellin College program. If a student has not made adequate payment arrangements they will not be allowed to attend any classes and a "Hold" will be placed on all records. The student will be notified of the withdrawal via certified letter.

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

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

Late Fees

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.

Extension to payment due dates may be granted for extremely unusual circumstances. To request an extension of time or for an installment payment plan contact the Bursar before 4:00 pm on the day payment is originally due. If granted, extensions will be for a specified length of time. If the payment or installment payments are not made by the due date, the student 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 Bellin College charges are paid (e.g. tuition and fees) via a personal check from the student or the student's parent(s) and the check is returned because there are not adequate funds on deposit in that account to cover the amount of the check, Bellin College will:

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 Bellin College by cashier's check or certified check/money order. Personal checks from any party will not be accepted.
5. If payment arrangements are not met, 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. Bellin College 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 provides information on federal education tax benefits (see the [Financial Aid](#) section of the College website for further suggestions).

► 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 2012-2013 academic year, the FAFSA should be filed between January 1, 2012, and March 1, 2012. 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.

Nursing students in their Junior and Senior years and Radiologic Science students in their Sophomore, Junior, and Senior years who wish to be considered for any Bellin College 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 may not be considered for need-based Bellin College patron scholarships for the upcoming academic year. If funds should become available, 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 Direct Loans, Federal Direct PLUS Loans, and Private Education Loans).

FAFSA college codes: Bellin College: 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

Bellin College has consortium agreements with both the University of Wisconsin-Green Bay and St Norbert College (UWGB/SNC) which determines what campus will award financial aid. Please refer to the table below to determine the campus through which students should anticipate aid. Bellin College should always be listed on the FAFSA as well as any other campus for general education courses should students be dually enrolled.

<u>Program/Option:</u>	<u>Financial Aid by:</u>			
BSN Traditional / Sophomore Options	Freshman Year	Sophomore Year	Junior Year	Senior Year
▪ Enrolled at UWGB/SNC	UWGB/SNC	UWGB/SNC	BC	BC
▪ Not enrolled at UWGB/SNC	Consult with BC Financial Aid Office	BC	BC	BC
BSRS	Freshman Year	Sophomore Year	Junior Year	Senior Year
▪ Enrolled at UWGB	UWGB	BC	BC	BC
▪ Not Enrolled at UWGB	Consult with BC Financial Aid Office	BC	BC	BC
BSN 15-Month Option	NA	NA	BC	BC

Financial Aid and Enrollment Status

For financial aid purposes only, the combined credit load from the institutions, Bellin College and UWGB/SNC, are considered in computing full or part-time enrollment status. Refer to the table below for the definition of full-time, $\frac{3}{4}$ -time, and $\frac{1}{2}$ -time enrollment status based upon program and option.

<u>Program/Option</u>	<u>Full-Time</u>	<u>$\frac{3}{4}$-Time</u>	<u>$\frac{1}{2}$-Time</u>
BSN Traditional/Sophomore Option	12 or more credits per semester	9.0 – 11.5 credits per semester	up to 8.5 credits per semester
BSN 15-Month Option	8 or more credits per block	6.0 – 7.5 credits per block	4.0 – 5.5 credits per block
BSRS	12 or more credits per semester	9.0 – 11.5 credits per semester	up to 8.5 credits per semester

Some forms of financial assistance are based upon enrollment status and may require adjustment for those students who are enrolled part-time. Students who will be enrolled part-time should consult the Financial Aid Director 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 Bellin College 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 (SAP) for Financial Aid Recipients

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

General Guidelines

- Unless otherwise noted, BSN, BSRS, and MSN students are subject to identical standards under this policy.
- SAP will be checked by the Financial Aid Director at the end of each enrollment term.
- A student may be placed on *financial aid warning* or *probation*, but not on *academic* probation or visa versa. See Student Handbook for more information on Academic Probation.
- It is the student's responsibility to ensure that the Bellin College Registrar receives an official transcript for all transfer courses at the end of each enrollment term. The only exception to this is courses taken at the University of Wisconsin-Green Bay. 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 Financial Aid Director will track SAP status on all students, including those receiving aid through other colleges, however, the student will not be subject to the Bellin College policy until aid is applied for and received through Bellin College. Eligibility for the first enrollment term of aid through Bellin College will be based upon the student's SAP status as of the most recently completed enrollment term. For example, SAP status for a student who first receives aid for the fall term of the junior year will be based upon the SAP record as of the end of the spring or summer (if applicable) enrollment term of his/her sophomore year. Therefore, it is possible for a student to be placed on financial aid warning for her/his first enrollment term receiving aid through Bellin College.

Financial Aid Warning

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

Financial Aid Probation

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

Completion Rate

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

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

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

Cumulative Bellin GPA

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

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

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

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

Maximum Time Frame for Program Completion:

A student will not be eligible to receive federal, state, or institutional financial aid once she/he has attempted more than 150% of the normal credits required for her/his degree program. Transfer credits attempted and used to meet Bellin College degree requirements will be included in the maximum time frame calculation. NOTE: There is no financial aid warning term under this rule; a student will become ineligible for aid for the term in which the student is scheduled to reach or exceed the maximum number of credits of eligibility. Therefore, a traditional, BSN student who has attempted 187 credits will be ineligible to receive aid in the following term if she/he is enrolled for 5 or more credits for that term ($192-187=5$).

Program/Track	Required Credits	Maximum Credits of Aid Eligibility
BSN		
Traditional/Sophomore Option	128	192
15 Month Option	124	186
BSRS		
Classes of 2013 & 2014	125	187.5
Class of 2015 & Beyond	120	180
MSN	38	57

Appeal Procedure

Incomplete Grades: A student who was placed on financial aid warning or probation due to an incomplete grade may make a written request to the Financial Aid Director once the course is completed to again review the student's SAP status. The Financial Aid Director will review SAP requirements for the student; the student will be notified in writing of the outcome of the appeal within ten business days. Possible outcomes of the appeal will be that the student will remain on financial aid warning or probation or the warning status will be lifted and the student will once again be in good standing. *Credits not completed within four (4) weeks of the last day of the course will remain counted as attempted but not earned credits for SAP purposes.* The decision of the Financial Aid Director is final.

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

Merit Scholarship Program

The following guidelines will apply to students awarded a Bellin College 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.) Merit Scholarships are awarded to undergraduate students only.

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 Bellin College. Awards are divided equally between expected terms 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 Bellin College based upon academic credentials. The award will be disbursed beginning with the student's initial term of enrollment at Bellin College as indicated on the student's admission application and Merit Scholarship award notification letter. Failure to enroll at Bellin College 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 Bellin College will be used; subsequent scores will *not* be evaluated for Merit Scholarship purposes.

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 4.00	\$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 Bellin College curriculum and are accepted for transfer into the Bellin College program. *Transfer GPA* is defined as the calculated GPA on all accepted transfer credits/courses at the time of admission into the Bellin College 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. NOTE: Once Merit Scholarship eligibility is determined at the time of admission, Bellin College will NOT re-evaluate transfer credits/GPA if subsequent transcripts are received.

Transfer Scale:

Transfer GPA	24 Transfer Credits	25 or more Transfer Credits
3.50 to 3.74	\$6,000	\$6,000
3.75 to 4.00	\$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 terms (or the equivalent thereof) of enrollment at Bellin College as outlined in the Merit Scholarship notification letter. In subsequent terms, a Merit Scholarship recipient will remain eligible to receive term disbursements of awards provided he/she receives a minimum term (not cumulative) GPA of 3.50 AND earns at least six (6) Bellin College nursing/radiologic science 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 term of enrollment (or the equivalent thereof). Students who fail to meet the minimum renewal criteria will forfeit all remaining terms of Merit Scholarship Awards.

Students Re-Admitted to Bellin College:

If a student received a Merit Scholarship while previously enrolled at Bellin College, 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 Bellin College student, the student must have withdrawn from Bellin College 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 Bellin College courses) will be used in evaluating the student's eligibility for a Merit Scholarship as described under Transfer Scale.

Private Scholarship Applications

The Bellin College financial aid office receives application information from various private scholarship sponsors throughout the academic year. Bellin College 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 Bellin College financial aid office, the Financial Aid Director will notify students of the available scholarship opportunity via 1) campus e-mail account, 2) posting to the College [financial aid announcements](#) page, and/or 3) 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. Applications and other materials will be made available in pdf format; it will be the student's responsibility to print and complete the application.

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 late-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) as a Bellin College 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 \$35,000 and \$65,000.

All students who meet the eligibility requirements for this scholarship are required to apply or forfeit consideration for any other need-based Bellin College 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 Bellin College 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 Bellin College financial aid office will use the primary address of record to determine those students who will be required to apply for this scholarship. The Bellin College 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 announcements. 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 Bellin College Need-Based Scholarships.

Scholarship Reception and Thank You Acknowledgement Requirement

Students who receive scholarship monies from Bellin College are required to send an acknowledgement to their designated donors in the form of a personal note of thanks, and attend a reception.

Thank you letters must be turned in to the Development Office Assistant by September 30, 2011. Scholarship recipients are also required to attend a Scholarship Reception scheduled on October 20, 2011 at Bellin College.

Failure to submit a thank you letter and/or attend the banquet will result in the scholarship being cancelled and it will not be replaced with other grant aid.

► Transfer Credits

Credit Evaluation

An Official Credit Evaluation of prior coursework in general education and in nursing/radiologic sciences is completed at the time of application by Bellin College. The credit evaluation will outline courses/credits accepted prior to admission to the College and those needed to complete degree requirements.

Undergraduate Residency Credits- BSN-Traditional Option

A student who transfers into the School of Nursing must complete a minimum of 45 credits in nursing in residence at Bellin College.

Undergraduate Residency Credits- BSN-15 Month Option

Students in the 15 Month Option must complete the entire 64 credits in nursing in residence at Bellin College.

Undergraduate Residency Credits- BSRS

A student in the School of Radiological Sciences must complete a minimum of 65 credits in radiologic science in residence at Bellin College.

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 Bellin College student and transfer the credits into their Bellin College course requirements. It is the student's responsibility to provide supporting evidence for awarding of credit.

Students who request to transfer credits to Bellin College after admission should consult their Academic Advisor prior to registration to verify course equivalency.

Bellin College will accept transfer credits from an accredited Associate or Baccalaureate degree program within the following guidelines:

- Course grades must be "C" or better.
- Content must be equivalent to the courses required at Bellin College.
- Courses listed on the University of Wisconsin Transfer System (TIS) identified as equivalent at UWGB for Bellin College required general education courses may be transferred if they meet Bellin College course equivalency rationale. Courses listed as NDC (no degree credit) will not be accepted.
- Courses not listed on TIS will be reviewed for equivalency by the Bellin College Registrar.
- Courses must be at least at an Associate Degree (100) level. 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.

Transfer Credits: Bellin College Transcripts

Subsequent courses taken at other colleges after enrollment at Bellin College 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 Bellin College official transcript nor in the cumulative grade point average.

Submission of Transcripts for General Education Courses

It is the student's responsibility to submit an official transcript for all general 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 Bellin College and UWGB, SNC, or SLC official transcripts and enrollment data will be reported to Bellin College on a routine basis.

Students taking courses at other institutions have the responsibility of providing official transcripts to the College.

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

Transfer of Nursing Courses

Traditional and Sophomore Options: Nursing credits taken at a CCNE or NLNAC accredited Associate Degree or Baccalaureate programs may be submitted for a credit evaluation if taken within five years of application. Selective nursing courses may transfer in for the nursing major. Nursing courses may be transferrable as general education requirements if they satisfy the Human Development or Diversity requirements. A nursing course will not be used to complete a general elective requirement, as a general elective must be outside of the nursing major. Each case will be handled on an individual basis. Prerequisites required for Bellin College will apply.

15 Month Option: Students enrolled in the 15 Month Option are required to take the program in its entirety. Nursing credits earned at other colleges will not be accepted as Bellin nursing course credits. However, nursing courses taken at a CCNE or NLNAC accredited Associate Degree or Baccalaureate programs may be transferrable as general education requirements if they satisfy the Human Development or Diversity requirements.

Transfer of Radiologic Science Courses

Radiologic Science credits taken at an accredited Associate Degree or Baccalaureate program may be submitted for a credit evaluation if taken within five years of application. Selective radiologic science courses may transfer in for the radiologic science major.

Challenge Exam Policy for Nursing Courses

BSN students in the Traditional Option are eligible for a Challenge Exam. 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.

- All nursing courses can be challenged. However, at least one of the Bellin College required nursing courses must be taken each year of the curriculum.
- 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.
- 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.
- 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.
- Challenge courses will be recorded as “Credit by Exam” on the Official Transcript. The Form will not be released to the Registrar until all components of the challenge are passed.
- 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.
- 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 Financial Aid Director to discuss financial implications of the challenge course.
3. The faculty member 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, HESI 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, eligibility, policies and course equivalency, contact an 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 an Academic Advisor for further details and eligibility requirements. A fee is charged for evaluation of Credit for Prior Learning.

Independent Study Courses

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

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

General Guidelines:

- Independent study opportunities will not be approved for an enrolled student who would miss course sessions (theory, lab, clinical).
- 15 Month Option students: Independent study can be applied to clinical experiences only.
- Independent study courses must be completed before the last semester/last two terms of study.

- No independent study opportunities will be approved in the last semester of study.
- Students must complete the course within the semester in which they have registered.
- The student may accumulate up to three independent study credits within their academic career at Bellin College.
- The time frame for the implementation for the study should equate to at least 45 hours per lab/clinical credit and 15 hours per theory credit.
- Fees for independent study will be based on the current Bellin College academic per credit fee schedule.
- See an Academic Advisor for student guidelines, procedures and the Independent Study Proposal Form.

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, Bellin College follows the American Council on Education (the [ACE Guide](#)) recommendations and College policies. After admission to Bellin College, prior military credits are evaluated by the Registrar. The Registrar is the VA representative for Bellin College students.

▶ Registrar Policies and Procedures

Repeated Courses

Students may repeat a Bellin College course in which they obtained a grade of C or better for the purpose of grade betterment. The repeated course grade is recorded on the transcript and is the only grade calculated into the GPA. Financial aid may not be obtained for courses that are repeated. Students can repeat a nursing or radiologic science course one time only.

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. All course grades taken at Bellin College (non-general education) 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 Bellin College during that period. The GPA is on a four-point scale.

Transfer credits are not utilized in the computation of the Bellin College grade point average. Although most students elect to take their general education courses at UWGB or SNC, they may take their general education courses at another institution of higher learning during enrollment at Bellin College and transfer these credits to Bellin College. However, consultation with the Academic Advisor is recommended prior to enrollment. Bellin College will offer limited general education courses at the Bellin College campus.

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 must 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 should contact the appropriate Program Director within five business days. The student must present in writing the reasons she/he believes the grade should be changed.

4. The appropriate 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 appropriate 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 Bellin College courses, are in good disciplinary standing, and carry at least 6 Bellin College credits.

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

Semester honors are announced following the completion of fall semester and spring semester.

Graduating with Honors

Fall grades are used to calculate the honors listing for May graduation. Summer grades are used to calculate the honors listing for October graduates. Graduation honors will be recorded on the final transcript. Students must be enrolled at least half-time to graduate with honors.

Highest Honors (Summa Cum Laude)....	3.90 – 4.00
High Honors (Magna Cum Laude)	3.75 – 3.89
Honors (Cum Laude).....	3.50 – 3.74

Course Add Procedure

A course “add” is defined as enrolling in a class after the first day 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 the program of study.
2. An Add Form must be completed by the student and Academic Advisor 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 general education courses taken at other institutions must comply with that college or university's procedure for add/drop, but must also inform their Bellin College Academic Advisor of the change.

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

Course Drop Procedure

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

Students planning to drop courses must:

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

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

Exit/Withdrawal from the College

“Exit” from the College is defined as cancelling or withdrawing from all credits for the term/semester. Students may electively withdraw or be dismissed by the College.

Students exiting the College for any reason, elective or due to College policy must meet with an 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 appropriate Program Director, Bursar, Financial Aid personnel, and the Registrar if a veteran. Failure to meet with appropriate personnel within 5 business days will result in a "Hold" placed on all Bellin College records.

An Academic Advisor will assist the student with the exit process.

- If a student notifies the College that s/he will be withdrawing at the end of an enrollment period (term/semester), it is permissible for them to complete the Official Withdrawal Form on or before the last day of the enrollment term. The student may meet with the designated College personnel before the last day of the enrollment period in anticipation of the exit.
- If the student completes the Official Exit Form prior to the end of the enrollment term but is electing to finish specific courses, an Academic Advisor will initiate the completion of an Add/Drop Form for each course the student is dropping. This Add/Drop Form must be completed at the time the student notifies the College of plans to drop specific courses.
- If a student is withdrawing from the College before the end of the enrollment period (term/semester) an Official Exit Form must be completed at that time.
- If a student does not complete the Official Exit Form or fulfill the withdrawal requirements, the student will be automatically withdrawn and a "Hold" will commence the day of the official exit date.
- If applicable, the student must request from any college/university where taking general education courses to forward an official transcript to Bellin College Registrar. Bellin College transcripts cannot be completed until this transcript is on file. Students who are also exiting from general education courses need to notify that institution, and complete the appropriate paperwork. Note that separate refund policies are in effect at each institution.
- Any undergraduate student that is not registered for credits must complete the exit procedure.
- If a student is not able to progress in their curriculum plan due to space or course availability they will be dismissed from the College.

*Check dates of the academic calendar to identify final dates to withdrawal from courses and the ramifications that exit/withdrawal from courses has on applicable grades/transcripts/tuition and applicable refunds.

Determination of Official Exit Date

A student may electively exit or withdraw from the College at any time. The College requires the student notify the College of her/his intent to withdraw in writing. The only exception to this is a personal emergency in which a verbal intent to withdraw will be accepted. This written notification should identify the student's intended last date of class attendance, and becomes the official exit date. Notification must be made to the Academic Advisor, appropriate Program Director, Vice President of Academic Affairs, Vice President of Student Services, or her/his representative. If a student withdraws from the program during an enrollment term without completing that enrollment term, the exit date will be the date the notification is received from the student.

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

If a student is dismissed from the College due to academic issues, the official exit date will be the date the Academic Department reviews the official transcript(s) and determines the student is no longer eligible to continue in the program.

If a student is dismissed from the College due to academic or non-academic misconduct the official exit date will be determined by the Vice President of Academic Affairs (academic misconduct) or the Vice President of Student Services (non-academic misconduct).

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

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

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

Leave Of Absence

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

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

Students should contact the Bellin College - Academic Office when requesting to return from Leave of Absence. Student must provide supporting documentation, which will differ for each situation (ie. medical release etc.) before permission to return from Leave of Absence is granted. Return date and course program of study will be discussed prior to return.

Course Grade Reports

Bellin College grade reports will be available through SONIS at the end each semester/term. This occurs approximately 10 business days after the last day of the semester/term.

Transcripts

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

Bellin College required course(s) that have been completed prior to entrance at the College and any accepted transfer credit(s) are recorded on the Bellin College transcript as "(TR) transfer credit". General education courses taken at other institutions of higher learning after enrollment accepted for program requirements are also recorded on the Bellin College transcript as "transfer course". These courses are not included with the grade point average (GPA). However, general 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 Bellin College website. Completed forms and the transcript fee(s) should be submitted to the College Office. Transcripts are completed and mailed within 1-4 business days. Payment must be received before transcripts are released.

Note: Nursing and radiologic science grades are posted approximately three weeks after the last day of semester/term. However, general education courses may not be posted until later, depending upon receipt of official transcripts from other institutions as submitted by the college or student.

Official transcripts bear the College seal and signature of the Registrar. Typically, they 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. Unofficial transcripts are also available through the student information system (SONIS) 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 who have withdrawn but have not completed the withdrawal process according to established policies.

Incompletes

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

Nursing and Radiologic Science courses:

It is the responsibility of the student to request an incomplete and make arrangements with the appropriate course facilitator/faculty to complete the required work. Incompletes must be removed within four weeks of the last day of the course, or final arrangements for course completion made, or the incomplete becomes an "F". Within the 15 Month Option each course must be completed in order to progress to the next term.

General Education courses:

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

External Independent or Correspondence Study Courses

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

Requests to Change Bellin College Program Options

Current Bellin College students may not transfer Bellin College credits from one Bellin College program option to another. Once a student is admitted to a particular program they are committed to that curriculum plan.

Programs are specifically designed to provide a structured learning experience, prohibiting enrolled students the opportunity to move from one program option to another. In limited cases, a student who has exited Bellin College may be eligible to re-apply for another program option.

Re-entry Students

Prior students once enrolled at Bellin College in the undergraduate program, who wish to resume undergraduate study, are considered re-entry students.

Any student that exits the College may re-apply one time only. If a student appeals a dismissal from the College and the dismissal is upheld, this exhausts the opportunity to re-apply.

A student who is afforded the opportunity to return to the College is not able to re-apply a second time if they do not complete their program of study after re-admission.

Procedure for re-applying:

1. Prior students requesting re-entry should submit a letter to the Vice President of Academic Affairs stating the reasons for seeking re-admission. Supporting information such as Unofficial transcripts of academic performance since withdrawal or dismissal and any change of circumstance since withdrawal or dismissal should be provided.
2. The Vice President of Academic Affairs will provide authorization to re-apply to Bellin College, or will decline the request for re-application.
3. Prior students requesting re-entry must comply with the current policies, procedures and timelines necessary for re-admittance. (The Bellin Health – Employee Health Office may have copies of prior immunization records if available). Contact the Admissions Department for a review of information that will be required to submit.
4. A minimum GPA of 3.0 with no grade lower than a “C” in required general education course must be met. Required general education courses include: Biology, Chemistry, Anatomy and Physiology, Microbiology, Psychology, Sociology/Anthropology, Human Development, Writing, Communication/Speech, Human Diversity, Statistics, Business, Philosophy/Ethics. The nursing course GPA will be calculated separately and each re-entry applicant will be evaluated on an individual basis by the Academic Department. If coursework was completed after withdrawal or dismissal, Official transcripts must be presented as part of the application process.
5. The date of re-admission is determined by the Vice President of Academic Affairs and is based on classroom, lab and clinical resources.
6. Students allowed to re-enter will be bound by the catalog in effect when they re-enter.

► Student Performance Remediation & Due Process

Commitment to the College values of integrity and excellence is essential to the learning process and the responsibility of all students and faculty members. Bellin College has the responsibility to promote academic honesty, provide an environment conducive to student success, and to develop processes to intervene when necessary.

The College has interventions in place to assist students with academic, behavioral, and performance issues. Students are responsible to familiarize themselves with the College policies and to conduct themselves in a manner that reflects the information provided in the handbooks, catalog, and college resources. Students should report suspicious incidences to the applicable College personnel.

Even in the most challenging situations, the College seeks first and foremost to educate its students and make decisions regarding academic and professional performance issues from an educative perspective.

In each case, the nature and gravity of the incident, the motivation underlying the behavior, the student's academic, performance and disciplinary history, precedent in similar cases and other mitigating circumstances will be considered in determining the appropriate action(s). Repeat cases of violations of the College values will normally result in more severe penalties. The College cooperates with local, state, and federal law enforcement authorities as appropriate.

Interventions can range from lowering a grade or assignment, oral or written reprimand, restitution, referral to law enforcement, suspension, classroom/lab/clinical monitoring, probations, to dismissal from the College.

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 or property.

In instances of classroom/lab or clinical monitoring or probations a Student Performance Notification Form serves to provide students formal and written notification of academic performance issues, professional performance/disciplinary issues, and/or probationary status.

Students are required to sign this form which provides written evidence of present status, recommendations for improvement, expected outcomes, timelines, and consequences. The signed form becomes part of the student's official file. The process allows for the student consultation with appropriate College personnel to determine steps for success in the College, classroom, lab and/or clinical setting.

The descriptions provided below are intended to inform students of the corrective actions to uphold the academic, performance and behavioral exceptions and may be used separately or in combination with one another.

Classroom/Lab/Clinical Monitoring

A student, who is not making satisfactory progress toward classroom, lab, and/or clinical outcomes, may be placed on strict monitoring at any point during their program of study. The duration will be determined by the appropriate Program Director.

- Classroom/Lab/Clinical Monitoring is not considered a probationary status; however failure to meet the terms of the monitoring will result in probationary status.
- Classroom monitoring may occur when a course average grade drops below a 77% during the enrollment term, or when behaviors or performance is not conducive to course outcomes and success.
- Lab or clinical monitoring may occur when student behaviors lead to a negative outcome or injury (incident) or when skills, behaviors and actions are not conducive to course outcomes and success.
- Each situation is measured on a case-by-case basis.

Probations – Overview

A student may be placed on academic and/or disciplinary probation.

- Probations are typically a period of one year.
- The student is expected to fulfill the terms of the probationary status as outlined in the Student Performance Notification.
- Students are allowed one occurrence of probation during their enrollment at Bellin College. The need for a second probation will result in dismissal. (Exceptions may apply to students in their last block/semester.)
- A student on probation is not eligible for Dean's List status.
- A student who does not meet the terms of probation is subject to dismissal from the program.

Academic Probation

A student is placed on Academic Probation when failing to meet the appropriate course/grade or lab/clinical requirements or in some cases of academic performance.

The following results in automatic academic probation:

- Failure to maintain a 2.0 GPA (grade point average) each block/semester and summer session in nursing or radiologic science courses.
- Failure to attain a C or better in a nursing or radiologic science course.
- Failure to attain a C or better in a required general education course.
- Failure to attain a C or better in a required general education elective.
- Receipt of an unsatisfactory final clinical evaluation.
- Failure to meet the terms or expected outcomes of classroom/lab or clinical monitoring.

Progression Policy

A student having failed (grade below C) in a nursing, radiologic science or general education course should be aware:

- A student is allowed to continue in their program while on probation.
- A student's curriculum plan may be altered and likely extend the student's graduation date.
- Any failed course may be repeated one time only.
- Placement in any course requiring repeat is subject to space availability.
- If a space is not available or the course is not offered the student may be required to exit/withdraw from the College until the failed course can be repeated.

- Any undergraduate student not enrolled in a Bellin College course must withdraw from the College. Re-application will then be necessary.
- Each student situation will be reviewed on an individual basis.
- The student will be notified in writing of their individual situation and must complete the requirements outlined in their Student Performance Notification to avoid dismissal from the program.
- Incomplete status must be addressed in order for students to progress in the curriculum. (See Incomplete Policy)

Nursing and Radiologic Science Traditional Option/Sophomore Option students:

The student must repeat the failed nursing or radiology course at Bellin College in its entirety with a grade of a “C” or better to be allowed to progress into a course with a lab and/or a clinical component. The student who fails a nursing or radiology course may be allowed to progress to a “theory only” course as appropriate per the pre-established course prerequisites. The exception to this is NUR-205 Pharmacology.

Nursing 15 Month Option students:

Each course must be completed with a grade of “C” or better in order to progress to the next block. A failed nursing course results in immediate dismissal. The student that fails a nursing course must re-apply and repeat the failed course at Bellin College when the course is available.

Exceptions may apply to students in their last block/semester.

Academic Misconduct-Overview

Academic misconduct includes the 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. Students are responsible to pursue their studies with integrity and honesty.

Academic misconduct includes but is not limited to:

- Cheating on an examination
- Revealing or receiving examination content
- Plagiarism including insufficiently documenting of sources or using another’s work as own
- Stealing examinations or course materials or knowingly using such stolen materials
- Falsifying any record or other data
- Violating course expectations as stated by the faculty member teaching the course
- Giving or receiving improper collaboration or assistance on assignments/exams

Academic Misconduct – Due Process

If a report of academic misconduct is received or if faculty suspects that misconduct has occurred:

Step 1: Faculty and Student Meeting

Faculty member discusses the situation with the student within three (3) business day of the incident or becoming aware of the incident.

- a. The faculty may conclude that the suspicion of academic misconduct was unfounded.
- b. It may be concluded that evidence supports a claim of academic misconduct.
- c. The student may acknowledge the behavior occurred.

Proceed to Step 2.

Step 2: Program Director Notification

The appropriate Program Director will determine if evidence supports a claim of academic misconduct by investigating the allegation. The Program Director will meet with the faculty member and the student individually. If student does not choose to physically meet with the Program Director the process will continue with the information available. The Program Director may request information from other students/parties. The student may request for others to provide information regarding the allegation. Each party will be asked to document the details of the incident in writing.

Within three (3) business days of receiving the information from the faculty member:

- a. The Program Director may conclude that academic misconduct was unfounded.
- b. The student may acknowledge the behavior occurred.
- c. The Program Director may conclude that there is sufficient evidence to support the claim, and reports the information to the Vice President of Academic Affairs.

Proceed to Step 3.

Step 3: Vice President of Academic Affairs Notification

Within 3 business days of receiving the information from the Program Director:

- a. The Vice President of Academic Affairs may conclude that academic misconduct was unfounded.
- b. The student may acknowledge the behavior occurred.
- c. The Vice President of Academic Affairs may conclude there is sufficient evidence to support the claim, and render consequences.

If the student acknowledges the behavior and/or academic misconduct is determined by the Program Director, the Vice President of Academic Affairs will determine the consequences with consultation with Program Director.

Further more, the Vice President of Academic Affairs will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information as needed.
- Communicate with the student as necessary. If student does not choose to meet with the Vice President of Academic Affairs the process will continue with the information available.
- The faculty member, student and/or other parties may be asked to provide further information.
- Consult with the College President.

The decision of the Vice President of Academic Affairs is final.

Step 4: Dismissal from the College

If the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Vice President of Student Services. Appeals must be received within 10 business days of termination.

Non-Academic Misconduct – Overview

Consideration for others and respect for each person and property is valued within the Bellin College community. The basic behavioral philosophy of the College is that all students, College employees and those associated with the College community must be able to work and study in an environment that is safe, free from harassment, discrimination, intimidation and other disruptions. It is an expectation that all members of the community are entitled to fair treatment, and will conduct themselves appropriately, respectfully and responsibly. Behaviors inconsistent with this premise are considered non-academic misconduct.

Non-Academic Misconduct includes but is not limited to:

- Behaviors that constitute harassment, discrimination and/or intimidation.
- Conduct which constitutes actual or threatened serious danger to the personal safety or health of self or members of the College community.
- Unauthorized use, possession or storage of any weapon or explosive.
- Unlawful possession, use, distribution or sale of any narcotic or drug as defined by the statutes of the State of Wisconsin.
- Possession or consumption of alcoholic beverages in contradiction of state law and/or College policy.
- Forgery, counterfeiting, alterations, or misuse of any College record, logo, document or ID card.
- Attempts or actual stealing, destroying or defacing materials or property belonging to the College or College community.
- Unauthorized entry into or alteration of any Bellin College computer records or the violation of the Informational Technology policies and procedures.
- Failure to comply with the lawful directives of College employees or College security.
- Signing in for someone else.
- Persistent or inappropriate behaviors that interrupt the teaching and/or learning environment/process.

- Conduct that violates the American Nurses Association Code of Ethics for Nurses or the American Registry: Radiologic Technologists Principles of Professional Conduct.
- Violations of policies/procedures as stated in the student handbooks, and College resources.
- Behaviors inconsistent with the College values, mission and/or procedures.

Non-Academic Misconduct – Due Process Procedures

If a report of academic misconduct is received or if College representative suspects that misconduct has occurred:

Step 1: Program Director and Student Meeting

If the incident occurred involving a faculty member or classroom/lab/clinical setting the involved faculty discusses the situation with the student within three (3) business days of the incident or becoming aware of the incident.

- a. The faculty member may conclude that the suspicion of non-academic misconduct was unfounded.
- b. It may be concluded that evidence supports a claim of non-academic misconduct.
- c. The student may acknowledge the behavior occurred.

Proceed to Step 2.

Step 2: Program Director and Student Meeting

The appropriate Program Director will determine if evidence supports a claim of non-academic misconduct by investigating the incident. The Program Director will meet with the student and others applicable to the incident individually. If the student does not choose to meet with the Program Director the process will continue with the information available. The student may request for others to provide information regarding the allegation. Each party will be asked to document the details of the incident.

If the student acknowledges the behavior and non-academic misconduct is determined the Program Director, the Vice President of Student Services will determine the consequences with consultation with Program Director.

Within three (3) business days of receiving the information regarding the allegation:

- a. The Program Director concludes that non-academic misconduct was unfounded.
- b. The student may acknowledge the behavior occurred.
- c. The Program Director concludes that there is sufficient evidence to support the claim and reports the information to the Vice President of Student Services within three (3) business days.

Proceed to Step 3.

Step 3: Vice President of Student Services Notification

Within three (3) business days of receiving the information from the Program Director:

- a. The Vice President of Student Services may conclude that non-academic misconduct was unfounded.
- b. The student may acknowledge the behavior occurred.
- c. The Vice President of Student Services may conclude there is sufficient evidence to support the claim, and render consequences.

Furthermore, the Vice President of Student Services will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information is needed.
- Speak with the student as necessary. If student does not choose to meet with the Vice President of Student Services the process will continue with the information available.
- The students and/or other parties may be asked to provide further information.
- Consult with the Bellin College President.

Applicable documentation becomes part of the student's official file.

The decision of the Vice President of Student Services is final.

Step 4: Dismissal from the College

If the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Vice President of Academic Affairs. Appeals must be received within 10 business days of termination.

Dismissal from the College

A student may be dismissed from the College as a result of academic-misconduct, non-academic misconduct, academic performance reasons and/or for behaviors that are not in accordance with College policies or values.

The following situations result in an automatic dismissal from Bellin College:

- Not maintaining a letter grade of C or better in 2 courses in one semester/term.
- Student is dismissed for a letter grade below a “C” in nursing, radiologic science, or general education courses if they are currently on probation or if have been on probation previously.
- Students are allowed one occurrence of probation during their tenure at Bellin College. The need for a second probation will result in dismissal. (Exceptions may apply to students in their last block/semester.)
- Failure to fulfill or resolve academic or disciplinary probation requirements via breach of contract.
- A failure in any course in any block within the 15 Month Option is an automatic dismissal since all courses must be completed in sequence.
- Receipt of an incomplete in more than two enrollment terms or two incompletes in one semester or grading period.
- If a student is not able to progress in their curriculum plan due to space or course availability they will be dismissed from the College.
- The College reserves the right to dismiss any student from the program when that student’s health, performance, and/or behavior jeopardize the safety of patients, other students, or College personnel.
- Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.
- Failure to complete the degree within 6 years.

Appeal of Dismissal

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

The student shall appeal via writing, and must:

- Be received within 10 business days of receipt of notice of dismissal.
- Identify any extenuating circumstances contributing to the dismissal,
- Identify changes that will contribute to success if the appeal is granted; and include the contact information including address, telephone number, and e-mail address.

Reason for Dismissal:	Student has the right to appeal to:
Academic Misconduct	Vice President of Student Services
Non-Academic Misconduct	Vice President of Academic Affairs
Reasons outlined in “Dismissal from the College”	Vice President of Academic Affairs

The student will receive written notification of the appeal outcome within 10 days of receipt of appeal.

If the appeal for dismissal is denied, the opportunity to be readmitted has been exhausted.

► Student Grievance

Student Grievance Procedure

A grievance is a student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. A student has a right to express grievance without prejudice, penalty, or reprisal. The College believes in resolving issues at the lowest level possible.

To provide students with a direction to voice their concerns, a four-step grievance procedure has been established. The steps need to be completed sequentially within the timeframes outlined in each step.

If resolution is obtained in any given step, that resolution is considered final. The issue can be resolved at any step, eliminating the need to progress to further steps.

Step 1:

The student communicates to the applicable College personnel about their concern within 24 hours of the incident.

- a. The issue is resolved.
- b. The issue is unresolved and proceeds to Step 2.

Step 2:

The student documents their grievance and the steps that have been taken to resolve the situation using a Student Grievance Form (available in Student Services Office). The Student Grievance Form is submitted to the applicable College personnel with a copy submitted to the appropriate Program Director within two (2) business days of the initial discussion. The College personnel have three (3) business days from receipt of form to respond in writing to the student. A copy of the response should be provided to the appropriate Program Director.

- a. The issue is resolved.
- b. The issue is not resolved and proceeds to Step 3.

Step 3:

The student meets with the appropriate Program Director. Program Director investigates the incident and may ask for additional information or clarification from any or all involved. The Program Director responds in writing within three (3) business days to the student, with a copy provided to the applicable College personnel.

- a. The issue is resolved.
- b. The issue is not resolved and proceeds to Step 4.

Step 4:

The student meets with the Vice President of Student Services within three (3) business days of receipt of response from Program Director. The Vice President of Student Services meets with the Student Grievance Ad Hoc Committee within three (3) business days of meeting with the student. This committee is chaired by the Vice President of Student Services and members include: Vice President of Academic Affairs, appropriate Program Director, a staff member, a student representative chosen from the Student Senate. The Student Grievance Ad Hoc Committee has seven (7) business days to make a recommendation based on review of information provided and applicable College policies, procedures and regulations to the Vice President of Student Services. The student and applicable College personnel will be given the opportunity to meet with the committee. The committee may ask for further information or clarification from any or all involved. The decision of the Vice President of Student Services is final.

► Academic Policies and Procedures

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 Bellin College 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 Bellin College Academic Advisor. It is recommended that a student not exceed 17 credits per semester.

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 in lab and clinical is mandatory. Progress and continuation in the course may be at risk, in the event of an absence. A student who is absent from a skills laboratory or clinical experience may be required to withdraw from the lab/clinical if the student is not able to meet the expected course outcomes. Make up for clinical absences will be considered individually by the faculty in consultation with the appropriate Program Director.

There are associated fees with missing orientations, labs, lab testing re-takes, simulations and computer training/HESI exams (BSN).

Attendance/Testing Fees

Orientations: Students who do not attend orientations are required to contact the appropriate personnel to arrange for re-scheduling. A \$100 re-scheduling fee is assessed and must be paid before make up date.

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

Computer Training/HESI Exam (BSN): Students who do not attend computer training or HESI exams as scheduled are required to re-schedule and will be charged a \$100 fee for re-scheduling. All fees must be paid prior to re-scheduled date.

Simulation: Students who do not attend simulation activities as scheduled are required to re-schedule with the course facilitator and will be charged a \$100 fee for re-scheduling. All fees must be paid prior to re-scheduled date.

Audio/Video Taping of Faculty Lectures/Conferences

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

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

In the event the faculty member approves the audio/videotaping, the obtaining and utilizing 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.

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

Clinical Compliance Requirements

Students must show preparation for clinical participation by maintaining clinical requirements set by the College and the clinical agencies. Failure to provide timely documentation will result in an inability to participate in the clinical settings, thus jeopardizing a student's ability to progress.

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:

TB Testing:

Students are required to have an up-to-date health record, including the required immunizations and the annual TB skin tests. The Bellin Health Employee Health Office maintains student health records. Vaccines/immunizations must meet mandatory requirements. **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.**

CPR Certification and CPR Refresher 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).

The only CPR certification and 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
- American Heart Association: Northeast Wisconsin Chapter: (920) 662-2268
Note: online courses are not acceptable.

FIT Testing:

Each student must complete an annual evaluation to assure they are properly fitted for a mask to be used within particular clinical settings. All students must be FIT Tested through the Bellin Health System. Alternate testing sites will not be accepted. **Students are responsible to present verification of FIT Testing to the Student Services Office no later than June 15th of the start of each academic year.**

Flu Vaccines:

Each clinical agency has established rules regarding mandatory flu vaccines. Flu vaccines are administered for free at Bellin College; proof of compliance is required for some clinical sites. Students are encouraged to be cognizant of communication regarding this requirement. For the 2011-12 academic year flu vaccines are mandatory.

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 an associated fee of \$100.

Clinical Orientation:

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

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.

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

Dress Code Policy

The purpose of this policy is to provide direction for appropriate appearance and demeanor to maintain the quality and excellence associated with Bellin College'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).

Student Uniforms

The Bellin College uniform consists of selections from a list of clothing supplied for students by the Elite Group. The clothing is embroidered with the applicable Bellin College logo on the upper left pocket area. All required pieces of clothing worn as part of the uniform must be ordered through The Elite Group. Uniform substitutions are not acceptable. See the Student Services Office for ordering questions.

BSN Uniform

- Royal blue scrub tops and bottoms (Bellin College School of Nursing logo)
- White lab coat (Bellin College School of Nursing logo)
- White shoes
- Bellin College ID Badge (must be visible)

BSRS Uniform

- Teal scrub tops and bottoms (Bellin College School of Radiologic Sciences logo)
- White lab coat (Bellin College School of Radiologic Sciences logo)
- White shoes
- Bellin College ID Badge (must be visible)

BSN/BSRS Optional uniform pieces

- Short sleeved, sleeveless, or long sleeved white t-shirt or turtleneck
- If wearing a short-sleeved t-shirt, the sleeves must not extend below the sleeves of the scrub top
- T-shirt must be logo-free
- T-shirts must be tucked in

General Guidelines

ID Badge:

- No alterations to the badge are allowed.
- Badge must be clipped to the collar of the scrub top or lab coat.
- Must be visible.

Uniform:

- Pieces of the uniform are to be worn only when functioning in the student role.
- Clean and wrinkle-free uniform is required.
- The scrub top is not tucked in.
- The uniform must be of appropriate size. Items too small or too large, too long or short are not acceptable.
- Pants are to be tied at the waist level.
- Students need to consider whether lines or patterns of undergarments are visible through their uniform or with movement such as bending or reaching.
- Variations in any dress code requirements (i.e. psychiatric centers, community/public health, etc.) will be reviewed by faculty prior to clinical.

Hair, Nails, and Make-Up:

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

Hose and Shoes:

- Hose can be white or light beige, non-textured nylon hose and without runs.
- White, non-textured socks only.
- Primarily white shoes with minimal color are required. Athletic shoes that are all white with minimal color are acceptable.
- Shoes and shoelaces must be clean and in good repair.
- It is recommended students have a pair of shoes that are for patient care only.
- Students should check with faculty if they are unsure as to the appropriateness of shoes.

Jewelry, Body Piercing, Tattoos:

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

General Considerations:

- Students are expected to practice good hygiene.
- No scents should be worn as many patients are sensitive to various odors.
- No gum is allowed in patient care areas.
- Wearing uniforms and lab coats to off-Bellin College campus classes is discouraged.
- Discretion should be used when wearing uniforms in other public areas.

Classroom:

- Classes on the Bellin College campus may be attended in street clothes or uniforms.
- Students are not allowed to wear hats during exams.
- Students are required to wear their uniform (scrubs) during the lab testing activities. (BSN: Lab coat optional)

BSN - Clinical Sites on Non-Clinical Time:

A professional appearance is expected at all times.

- A Bellin College lab coat and student ID badge must be worn over professional-looking street clothes when students are at clinical sites for assignments, meetings, etc.
- Street clothes should be clean and neat.
- Socks or hose are mandatory.
- Footwear must be worn at all times and be closed-toed, closed-heeled, clean and in good repair.
- Unacceptable attire includes:
 - Midriff tops
 - Low-cut shirts
 - T-shirts with words or pictures
 - Denim, spandex, metallic, leather, suede, sheer or clinging fabrics
 - Sweatshirts or pants
 - Shorts
 - Capri pants
 - Open-toed or open heeled footwear (sandals, clog-style shoes are not acceptable)
 - Heels must not be higher than 1.5 inches

Expectations and Consequences

A professional appearance is expected. The faculty members are responsible to ensure that student's personal choice distracts from a professional appearance.

Students who fail to comply with the dress code policy will be subject to dismissal from the clinical site, disciplinary action, including the potential for an unsatisfactory clinical evaluation resulting in failure to progress in the program.

Exceptions may be made on a case-by-case basis for religious, cultural, or medical reasons; approval for exceptions must be obtained from the appropriate Program Director.

Medication Calculation Competency Policy - BSN

Medication administration is an essential nursing competency critical to patient safety. This policy outlines a consistent and systematic plan for infusing medication dosage calculation throughout the undergraduate nursing curriculum. This policy is designed to establish minimal levels of medication calculation proficiency required to progress through the nursing program as well as promote continued development in medication calculation as they transition into professional nursing practice.

Traditional Students:

Sophomore level students

Fall Semester:

- The concept of medication calculation will be introduced to all students in the Fundamentals of Nursing Care course (NUR 209).
- Medication calculation and administration will be included within the course assessment plan.

Spring Semester:

- A medication calculation exam will be given at the start of the Fundamentals Clinical (NUR 210) course. Students must pass with a minimum score of 90%. Students are allowed two attempts to meet the benchmark.
- Students who fail the medication calculation exam on the first attempt will be allowed to attend clinical. The decision as to the student's ability to administer medications will be determined at the discretion of the course faculty. The student will be counseled with a remediation plan by the course facilitator and required to repeat the exam within 1 week.
- Students who do not meet the 90% benchmark on the second attempt will be placed on clinical monitoring by the BSN Program Director and counseled with a remediation plan. The students may attend clinical and administer medications under direct supervision.
- Students who fail to complete the remediation plan may be placed on clinical probation.

Junior and Senior level students

- Junior and Senior level students will complete a medication calculation exam during orientation prior to the start of Fall classes. Students must pass with a minimum score of 90% in order to proceed to clinical and administer medications.
- Students who fail the medication calculation exam on the first attempt will be allowed to attend clinical. The decision as to the student's ability to administer medications will be determined at the discretion of the course faculty. The student will be counseled with a remediation plan by the BSN Program Director and required to repeat the exam within 1 week.
- Students who fail the second attempt will be placed on clinical monitoring by the BSN Program Director and counseled with a remediation plan. Students may attend clinical and administer medications under direct supervision.
- Students will be retested at the start of the Spring semester. If successful on the retest, the clinical monitoring will be removed.
- Students unsuccessful will continue on clinical monitoring and provided with an ongoing remediation plan.
- Students who fail to complete the remediation plan may be placed on clinical probation. The BSN Program Director is responsible for the tracking of student success in the medication competency exams.
- A minimum of 2 questions will be on each exam in every nursing theory course beginning second-semester of the sophomore year to assist students in maintaining competency (with the exception of NUR 204 Pathophysiology and NUR 320 Nursing Research).

15 Month Students:

- The concept of medication calculation will be introduced to all students in the Pharmacology I (NR 356A) and Fundamentals of Nursing (NR 366A) courses. Medication calculation and administration will be included within the course assessment plan.
- Medication calculation exams will be given at the start of NR 372A Fundamentals Clinical Practicum and NR 464A Adult Acute Care Practicum II. Students must pass each with a minimum score of 90% in order to proceed to the respective clinical and administer medications.
- Students who fail the medication calculation exam on the first attempt will be allowed to attend clinical. The decision as to the student's ability to administer medications will be determined at the discretion of the course faculty. The student will be counseled with a remediation plan by the course facilitator and required to repeat the exam within 1 week. Students must pass with a minimum score of 90% in order to continue in clinical and administer medications.
 - Students who fail the second attempt will be placed on clinical monitoring by the BSN Program Director and counseled with a remediation plan. Students may

- attend clinical and administer medications under direct supervision.
- Students will be retested at the start of the subsequent block. If successful on the retest, the clinical monitoring will be removed.
- Students unsuccessful will continue on clinical monitoring and provided with an ongoing remediation plan.
- Students who do not complete the remediation plan may be placed on clinical probation.
- The BSN Program Director is responsible for the tracking of student success in the medication competency exams.
- A minimum of 2 questions will be on each theory course exam in Blocks 3-7 to assist students in maintaining competency (with the exception of NR 353A Nursing Research).

Grading Policy

The following grading system is used to determine course achievement:

	Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent
Bellin College Minimum Progression Requirement	A	4.0 points	93-100
	AB	3.5 points	90-92
	B	3.0 points	85-89
	BC	2.5 points	82-84
	C	2.0 points	77-81
	D	1.0 point	70-76
	F	0.0 points	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 BSN/BSRS/Liberal Ed course(s) and/or the BSN/BSRS program after the sixth week of a fifteen-week semester or after 40% of the course has been completed.
W	Withdraw	Dropped course before 40% of course is completed. No effect on GPA.

Late Assignment Policy

Points for late graded assignments will be deducted as follows from the final assignment grade:

- 1 calendar day late ----- 4 percentage points
- 2 calendar days late ----- 8 percentage points
- 3 calendar days late ----- 16 percentage points
- 4 calendar days late ----- score grade of "0"

Example: If a student received a 94% on the late assignment:

- 1 calendar day late ----- final grade of 90%
- 2 calendar days late ----- final grade of 86%
- 3 calendar days late ----- final grade of 78%
- 4 calendar days late ----- final grade of "0"

Extenuating circumstances will be reviewed by faculty on an individual basis.

Late Exam Policy

1. Prior to the start of the scheduled exam, students must inform the course faculty that they will be absent for the exam.
2. Faculty will reschedule the student to take the exam within 1-7 calendar days, based on faculty discretion.
3. If the exam is not taken at the time determined by the faculty, a grade of "zero" (0%) will be recorded as the exam's final grade.
4. Extenuating circumstances will be reviewed by faculty on an individual basis.

Credit Equivalence- BSN

Courses are reported in credits according to the following values:	
Classroom:	1 credit = 15 hours per semester
Lab:	1 credit = 45 hours per semester
Clinical:	1 credit = 45 hours per semester

Credit Equivalence- BSRs

Courses are reported in credits according to the following values:	
Classroom:	1 credit = 15 hours per semester
Lab:	1 credit = 45 hours per semester
Clinical:	1 credit = 60 hours per semester

Student Academic Achievement Tracking Tool (SATT) - BSN

The Student Achievement Tracking Tool (SATT)

Assessment of Student Progress is completed as part of the College's Assessment Program (CAP) via the critical indicators for the Academic Department, and the Student Achievement Tracking Tool (SATT). Included in this process is required student participation in a comprehensive assessment and review program developed by Elsevier Publishing in conjunction with Evolve Learning Systems and Health Education Systems, Inc (HESI) exams. The program provides data for student growth and for curricular decisions and improvements. Assessment activities begin in the sophomore year for Traditional Option students and in Block II for 15-Month students. Items that are included and monitored on the SATT include:

1. HESI content exam results for Fundamentals of Nursing and Medical-Surgical Nursing
2. RN Exit (E²) exam results
3. Final cumulative nursing grade point average
4. NCLEX results
5. Membership in Sigma Theta Tau, Kappa Pi Chapter-at-Large

Benchmarks for achievement have been established for each of the areas. Results are monitored by the CAP Director and reported annually to the Vice President of Academic Affairs and to the Faculty-of-the-Whole. Areas not meeting benchmark requirements are analyzed and evaluated via CAP.

Personal Assessment for Student Success (PASS) Plan - BSN

In addition to the SATT, the Personal Assessment for Student Success (PASS) Plan has been designed and implemented to help ensure student success within the nursing program, on the NCLEX examination, and in future practice. The PASS plan will be implemented for any of the following:

1. Inability to meet designated benchmark on the HESI Fundamentals or Med-Surg nursing examinations;
2. Any student who is required to repeat a sophomore, junior, or senior nursing course; or
3. Any student who is readmitted to the nursing program

Completion of assigned PASS plan activities is a requirement for progression within the nursing program.

Requirements for Eligibility for Admission to the NCLEX-RN[®] - BSN

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?"

Convictions and Pending Charges:

Applicants for the licensure exam must also report any convictions and pending charges. This includes all felonies, misdemeanors, and other violations of state or federal law of which you have ever been convicted, in this state or any other, whether the conviction resulted from a plea or no contest or a guilty plea or verdict. Applicants need to report the date and location of each conviction. All convictions that involved alcohol or other drug use, including convictions for operation while intoxicated, must be disclosed. This does not include municipal ordinance violation or other traffic offenses.

Any student currently enrolled in Bellin College who feels s/he may have problems with any of the above questions should contact the Vice President of Academic Affairs.

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.

► Academic Policies – Student Health

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

Student Pregnancy - BSN

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 the Academic Department and to complete required paperwork. In addition, potential implications to the academic plan will be discussed. The BSN Program Director will inform course faculty so that reasonable steps are taken to plan client care assignments that will help protect the student's health and the pregnancy.

If granted a leave of absence the student must provide evidence of ability to return to the College by a health care provider. Documentation must indicate the return date and any restrictions if applicable. All will be provided to the Program Director.

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

Student Pregnancy - BSRS

A pregnancy is a state of health that may render the expectant mother susceptible to environmental conditions. Female students who enter the BSRS Program pregnant or become pregnant while enrolled and choose to declare/un-declare their pregnancy will abide by the regulation concerning radiation exposure to the fetus and mother as found in the Nuclear Regulatory Guide, 8.13 (United States Nuclear Regulatory Commission).

It is the student's responsibility to inform the BSRS Program Director of a suspected or confirmed pregnancy. A student has the option whether or not to inform College officials of her pregnancy. In the absence of this voluntary written disclosure, a student can not be considered pregnant.

- If a student chooses to declare pregnancy, it must be in writing, include the expected date of confinement (due date), and be given to the BSRS Program Director or BSRS Clinical Coordinator.
 - The student is encouraged to declare pregnancy as soon as possible.
 - Upon declaration, the student will be considered in the category of a "declared pregnancy worker" and follow the Nuclear Regulatory Guide, 8.13.
- A student may un-declare her pregnancy at any time while in the Program.

All declarations or un-declarations are to be in writing and given to the BSRS Program Director.

Upon pregnancy declaration, options for Program completion include:

- Option 1: Continue in the Program without modification of didactic and clinical rotations. At the completion of the pregnancy, the student would utilize a leave of absence as needed. The student would be responsible for any missed didactic and clinical objectives, along with all clinical competencies.
- Option 2: If the pregnancy is confirmed prior to entering the Program, the student may opt to postpone her enrollment until the next academic year. The student would be guaranteed a place in the following class.
- Option 3: Take a medical leave of absence for approximately one year. The student would re-enter the Program when the courses are being covered which the student missed. The student would be responsible for all didactic and clinical objectives, along with all clinical competencies.

Health Services

Health services to Bellin College students are provided by Bellin Employee Health Services (EHS). The following are available to all students at no charge per protocol.

Health Records 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 EHS nurse and referred to a physician.

Short Term and Emergency Care:

If ill, the student should inform the appropriate course faculty. Students may seek consultation with an EHS nurse by calling 920-433-3587.

The student must report physician care and prescription medications that affect the ability to perform to the appropriate 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 Bellin College 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 the 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.

TB Skin Tests and CPR Certification:

- Every May, students are required to submit documentation to the Student Services Office showing completion of an annual TB skin test and Bellin Health can assist in re-certification of CPR Training. The EHS 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.
- 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 EHS for all Bellin College students 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.

Influenza (Flu) Vaccine:

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

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 the EHS 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).

Rapid strep throat culture:

- This test is available to Bellin College students via EHS.

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 practicum 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 practicum areas:

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

Also:

- Measles (Rubeolla)
- Herpes Zoster (Shingles)
- Salmonellosis
- Mumps
- Scabies
- Lice
- Hepatitis A
- Pertussis (Whooping Cough)
- Yersiniosis
- Hepatitis B
- Giardiasis
- Shigellosis
- Chicken Pox (Varicella)
- Rubella (German Measles)
- Cholera
- Strep Infection
- Infectious Conjunctivitis (Pink eye)
- Meningitis
- TB
- Campylobacteriosis
- Herpes on hands
- Impetigo

The student should report illness as follows:

Prior to Practicum Experience

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

During a Scheduled Theory Class or Practicum 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 practicum activities.

Following absences from the classroom, lab, or practicum experience a student's performance is evaluated by the teaching team according to the course outcomes. Requirements for making-up lab or practicum 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.

Bellin Health Employee Health Office (EHS)

Mailing Address:	P.O. Box 23400 Green Bay, WI 54305-3400
Phone:	(920) 433-3587
Fax:	(920) 433-7997 (<i>Your name</i> and " <i>Student</i> " should be on each faxed page)
Location:	Bellin Hospital 744 S. Webster Avenue, Green Bay, WI.

The Health Office is open during the following times: (depending upon staff availability):
Monday -Friday 6:30 a.m. - 4:30p.m. (Closed holidays)
Appointments are recommended except in urgent situations.

Students should contact EHS 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.

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 Care/Hospitalization Insurance

Health care/hospitalization insurance coverage is highly recommended for all Bellin College students.

Students assume responsibility for all health costs that are not a part of the routine student health services. 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.

The College assumes no responsibility for the medical expenses incurred by any student with the exception of those services routinely provided through the Employee Health Services (EHS) (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 (BSN students) or local and national insurance agencies.

► Health Science Resource Center Resources

Health Sciences Resource Center (HSRC)

The HSRC provides the link between nursing and radiologic science 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 and radiologic science arts. It is comprised of:

- Skills Labs
- Health Assessment Labs
- Practice Lab
- Simulation Lab
- Radiology Room
- Radiologic Science Labs

HSRC Practice Lab Hours

Hours are subject to change during summer and holiday periods. Changes will be announced as needed.

- Practice Labs have Open Practice Hours from 8:00am – 4:00pm (Monday – Friday)
- Practice Labs are available until 7:00pm if sign up occurs one week in advance. (Sign up via the “Student – S Drive” via “Lab Sign Up” folder)
- Practice time is subject to cancellation if no is signed up 1 week in advance.
- Extended hours are announced as needed.

HSRC Guidelines

- A policy of no eating or drinking is in effect in all areas of the HSRC.
- Children under the age of 18 are not permitted in any of the HSRC areas.
- Some of the supplies (BP cuffs, stethoscopes, and health assessment kits) are available for overnight check out and home practice. Check with the HSRC Coordinator, Faculty Assistant or any of the Student Assistants to utilize check out supplies or when returning the following day.

- HSRC supplies are for student practice only, and are not to be utilized in direct patient care at any time.
- Supplies for community projects may also be checked out through the HSRC.
- Students may voluntarily serve as patients for another student during practice or test-off.
- Individuals volunteering to assist as patients must be over 18 years of age.
- Non-students volunteers must sign a release form prior to participating in course activities.
- Invasive procedures and injections may only be performed on manikins in order to protect the health and safety of our students and faculty.
- Universal precautions should be followed at all times while working in the HSRC. All injuries, should they occur, are to be reported immediately to the course faculty or HSRC staff.
- Computer records indicating student practice are shared with appropriate course faculty.

Skills Labs

There are two skills labs in the HSRC. The primary purpose of the skills labs is to enhance classroom activities and support student learning in a safe environment.

These areas are equipped with hospital beds and manikins for practice of nursing skills before they are attempted in a clinical setting with actual patients. Additional models are available for use for special skills such as injections, IV fluid therapy, ostomy care, etc.

Students are reminded to use care when working with the models and manikins. Ask for assistance prior to taking a manikin out of a bed.

All individuals utilizing the lab are responsible for assisting with maintaining the safety and cleanliness of the lab environment.

Health Assessment Labs

There are two health assessment rooms utilized for health assessment courses and testing. All equipment and supplies for learning and practicing physical assessment are located in these rooms. Students are encouraged to bring a change of clothing with them for health assessment classes.

Use of Equipment in the Health Sciences 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. Simulated scenarios are designed to replicate the clinical experience and to enhance student learning in a safe environment. In order to promote the health and safety of our students, the following guidelines are to be followed at all times in the HSRC:

- Follow universal precautions and hand washing standards at all times.
- Surgical masks, gloves (clean or sterile) may be reused by the same student only; otherwise they are to be discarded after use.
- Needle safety devices are to be engaged immediately after use. 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 blood 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).

Simulation Labs

The College enhances student learning and experience through the incorporation of simulation with two high fidelity simulation manikins. Through simulation students participate in patient care utilizing active learning in a creative, safe and realistic environment. Students are able to develop and practice decision making as well as critical thinking to enhance their competency with patient care.

Skills Lab Practice

Healthcare is a hands on, practice profession. Competence is achieved by repetitive practice. A practice room is available for skill practice and assessment during specified hours. The HSRC Coordinator,

Faculty Assistant or Student Assistants are available to obtain any additional supplies or equipment needed for practice. Regular skill practice throughout the semester is encouraged.

Radiology Room

A fully functional radiologic room is utilized for student education and practice. Students should wear an x-ray exposure indicator badge during class and practice to assure individual safety with exposure to radiation.

Skills Lab Testing - BSN

Students will be informed by lab faculty of the day and time of skills testing. Students are responsible for arriving promptly and being fully prepared to test. If a student is unable to keep a testing appointment, she/he is expected to 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. On lab testing days students are required to wear their uniform (scrubs) during the lab testing activities. The lab coat is optional during testing.

Purpose/Policy

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

Procedure

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

1. The lab retest must be completed prior to the start of the next 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.

Student Supervision in Clinical Setting - BSRS

Students will be supervised within the clinical setting according to defined student supervision parameters.

A necessary part of student learning in radiologic sciences warrants actual experiences in “real-word” clinical environments. These interactions will involve scheduled rotations in affiliated clinical agencies. The degree of student supervision will vary depending upon the documented proficiency of the student as s/he progresses through the radiologic sciences curriculum. The rules of supervision, whether director or indirect, must be strictly adhered to by all students, clinical faculty, and contracted agency staff. The two (2) levels of student supervision are as follows.

Direct Supervision

Student supervision by a qualified practitioner (ARRT radiographer), who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat or any unsatisfactory radiographic or medical image.

Indirect Supervision

Student supervision is provided by a qualified practitioner (ARRT radiographer) immediately available to assist students, regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Radiation Safety - BSRS

The purpose of this policy is to ensure the safe operation and application of ionizing x-radiation for the education of BSRS students. The use of ionizing radiation for the diagnostic and therapeutic benefit of patients has been well established. The role of the medical imaging professional is to use the least amount of radiation necessary, in order to achieve maximum diagnostic results. The professional standard of "As Low As Reasonably Achievable" (ALARA) is vitally important to the safe use of radiation and an integral component of this policy.

It is important that students have simulated "real-world" experiences in the proper use of x-radiation and to do so in a controlled environment, with proper supervision. The use of Bellin College's energized radiographic equipment will be used exclusively for its educational value.

Requirements:

- Use of the energized radiographic system will be strictly controlled by BSRS faculty and clinical staff.
 - Under no circumstances will x-radiation be applied to living human tissues within the Bellin College learning laboratories. X-ray exposures will be permitted under the direct supervision of BSRS faculty and will be limited to tissue equivalent x-ray phantoms, inanimate objects and/or testing equipment.
- The concept of ALARA will be consistently reinforced in all classroom discussions, simulations, laboratory exercises and clinical experiences. Additionally, the Wisconsin Administrative Code and Rules of Chapter HSS 157 will be followed as it relates to student learning.
- A full copy of HSS 157 is on file with the BSRS Program Director and also in the central control area of the energized radiographic labs.
- Actual x-ray exposures will be permitted and supervised by BSRS faculty. Electrical power may be supplied to the x-ray system for the operation of equipment features such as x-ray tubehead motions, table locks and movements, collimator light, etc., but the x-ray exposure switch will be protected by a "lock and key" mechanism. X-ray exposures will be permitted only under direct supervision by qualified faculty.
- No x-ray exposures will be permitted with the x-ray room doors open and all exposures must be verbally announced to anyone in the vicinity prior to the actual exposure.
- All students and BSRS faculty who use the x-ray system as part of their education will have on their body, a personnel monitoring device (PMD), worn in the proper location.
- Whenever possible, PMDs need to be returned to the storage rack at the completion of the clinical rotation. PMDs should not be exposed to sunlight or temperature extremes and should remain at the clinical site for each clinical rotation.
- Personnel monitoring data will be maintained by College officials and reviewed regularly by the College Radiation Safety Officer (RSO).
- Lead protective devices will be provided as customary devices for a "real-world" experience and will be used accordingly.
- Students or faculty will not be used to restrain or position anatomy in its proper orientation during an actual x-ray exposure.
- In the event of x-ray equipment malfunction, the BSRS Program Director must be notified for appropriate corrective action.
- Lead protective devices will be inspected and inventoried annually by the College RSO at the conclusion of each Spring semester. Inspection will consist of visual, physical inspection. Suspect devices may be reviewed fluoroscopically for additional evaluation. Lead protection devices that are considered damaged and unsafe will be removed from circulation, and replaced.
- For portables and fluoroscopy procedures, always wear a lead apron and thyroid collar, and stand as far away as possible from the x-ray source as deemed possible.
- While in a student clinical rotation, students are expected to comply with the radiation protection policies of the clinical site.

Radiation Monitoring - BSRS

All students and College personnel will be provided appropriate radiation monitoring to ensure a safe educational and work environment. The following measures are in place in accordance with Wisconsin Administrative Code for Radiation Protection (Chapter HSS 157).

- Personnel Monitoring Devices (PMDs)
 - will be provided to all students and faculty in the clinical setting.
 - students will be issued PMDs at the onset of clinical rotations by College officials.
 - must be worn at the collar level and outside any lead protected device.
 - must be worn at all times when in the presence of ionizing radiation for College activities including clinical rotations.
 - are not to be shared or switched (exchanged) between students.
 - are not to be worn during personal medical imaging procedures.
 - will be changed on a quarterly basis and collected by the BSRS Clinical Coordinator.
- In the event of a declared pregnancy, a separate fetal badge will be worn in addition to the personal PMD.
- Lost or damaged PMDs must be reported to the BSRS Program Director immediately and replacement devices will be provided in a reasonable time frame.
- Students and faculty are responsible for reviewing their individual PMD data and maintaining awareness and understanding of the data.
- PMD exposure data will be reported quarterly as it becomes available from the contracted supplier.
 - PMD exposure data is reviewed by the College Radiation Safety Officer (RSO).
 - All students and faculty will maintain an annual radiation exposure of less than the ALARA (As Low As Reasonably Achievable) levels. This represents 1/10 of the annual permissible dose, which equates to 500 mrem or less.
 - Any student or faculty who is identified as approaching the ALARA limit will be counseled by the College RSO, with documentation placed in the student or employee file.
 - PMD exposure data records will be maintained in the BSRS Program Director's office as well as being posted in appropriate clinical radiologic areas.

Repeat Imaging - BSRS

Any student, regardless of clinical competence, must have a qualified practitioner (ARRT radiographer) present whenever unsatisfactory images are repeated. The student is responsible for completing a Repeat Form while the qualified practitioner is responsible for initialing the Form after the observation of the repeat.

There is zero tolerance for allowing an image to be repeated without observation from a qualified practitioner. Any student repeating an image without proper supervision will automatically be placed on probation with probation terms at the discretion of College officials.

On a monthly basis, College officials will randomly review Repeat Forms to confirm compliance.

This policy supports professional responsibility for provision of quality care and radiation protection. It complies with the Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, Joint Review Committee on Education in Radiologic Technology).

Image Quality Assessment & Identification - BSRS

All student images/radiographs must be assessed by a qualified practitioner (ARRT radiographer) to insure quality.

- All students must receive approval from a qualified practitioner (ARRT radiographer) on the quality of his/her images before they are sent to the radiologist to be read.
 - The student must place his/her own initials on the requisition, as well as the technologist who has approved the radiograph.
 - The qualified practitioner must provide explanation and be present whenever unsatisfactory images/radiographs are repeated.

- Proper identification must be recorded photographically on all images/radiographs.
 - Lead markers should be used and located in an area on the image receptor that does not obscure radiographic detail.
 - Proper identification is imperative. If the resultant image lacks correct markings, they may be computer generated.
 - Any and all information computer generated on a radiographic image must be initialed by the person adding the information.

Holding Patients During Examinations - BSRs

A student shall not be required to hold or restrain patients during radiographic examinations. For cases necessitating the restraint of a patient during exposures, the student may assist voluntarily.

- If the patient must be held during the x-ray exposure, such persons shall be provided with protective aprons and gloves and should never stand in the primary or useful beam.
 - Personnel monitoring devices (PMDs) shall be worn outside the protective apron at the collar level.
- In instances where patient restraining must be used, the student is encouraged to employ restraining devices such as tape, sandbags, sheets, papoose boards or Pigg-O-Stat.
 - In the event these devices fail, students are encouraged to solicit assistance from non-radiology workers such as aides, orderlies, nurses, clerical staff or members of the patient's family. Such persons shall be provided with a protective apron and gloves and be instructed to position themselves away from the primary beam.

This policy is in accordance with the National Council on Radiation Protection and Measurements, Report #105 (formerly #48) which states "no person shall be employed specifically to hold patients, nor should members of the Radiology Department, who are classified as radiation workers, be asked to do so".

▶ College/Academic Resources

Hendrickson Library

The Phil & Betsy Hendrickson Library houses a collection of books, journals, newspapers, and audio-visual materials covering medicine, nursing, radiologic technology, 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 "Library Services" in Moodle. The library is staffed by a professional librarian and assistants and offers the following services:

- **Reference Services**
The library provides ready reference services. The librarian will also do literature searches for Bellin College faculty and staff.
- **Interlibrary Loan (ILL)**
Faculty, students and staff at Bellin College 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. While there is no limit to requests, it is important that people be prudent with requests due to the escalating Interlibrary Loan costs.
- **Library Instruction**
New students are provided information regarding library policies and procedures, student use and instruction on literature searching using online databases.
- **Photocopying/Printing**
The student printer is located in the library and in the adjacent computer resource center.
- **Group Study Rooms**
The library has three study rooms that may be reserved by students. These rooms are intended for group study or audiovisual viewing by two or more students. The rooms may be reserved in one hour blocks, not to exceed two consecutive hours, by contacting the library at 920-433-6659 or library@bellincollege.edu. Reservations will be forfeited if a group does not show up within fifteen

minutes of scheduled reservation. Remote controls and an audio/video laptop cable are available for check-out at the circulation desk. Rooms must be kept clean and orderly and users are responsible for their personal property. Groups exhibiting loud or disruptive behavior will be asked to leave. These guidelines are subject to change.

▪ **Laptops**

The library has 2 laptops that will be available for check-out. The laptops may only be used in the library.

- **Library Hours** (As hours are subject to change during summer and holidays students are encouraged to check Moodle for schedule.)

Monday- Friday7:30 am – 8:00 pm
Saturday.....Closed
Sunday.....Closed

Computer Lab

All computers have access to the Internet and Microsoft Office 2010. 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.

Student Peer Tutor Program

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.

Procedure for Selecting Tutor:

- From the Tutor List, available from the Academic Advisor office, the student will select and contact a tutor that best matches the need.
- The student contacts the tutor directly and 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 to be 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.

Writing Resources – APA Style

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

Students are to submit papers using APA style. Paper submission format (electronic, hard copy, single-sided, double sided) will be at the discretion of the course faculty. Information pertaining to such requirements will be communicated to students verbally at the start of each semester and will also be published in paper/project guidelines and/or the course syllabi.

The APA Publication Manual is the required text utilized by Bellin College.

- The 5th edition is appropriate for the 2011 and 2012 graduating classes.
- The 6th edition applies to the graduating class of 2013 and future classes.

The [APA manual](#) provides examples of citations of references and answers to frequently asked questions.

See the following sample title page:

Writing Papers (Title of Paper)

Student Name

Bellin College

Course Number and Name

Date of Paper

Evaluation Guidelines: Internet & Website Resources in Assignments

Students should carefully evaluate the sources of information or data that are presented on the Internet or Websites prior to selecting them as references for an assignment. The following guidelines may assist the student in evaluating those sources.

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).

Writing Resources – Copyright Policy

Bellin College respects and recognizes intellectual property rights. This policy sets forth the rights and responsibilities of Bellin College 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](#) 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](#) 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 | • Parody |
| • Personal | • News reporting | • 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 | • A mixture of fact and imaginative | • Imaginative |
| • Published | | • 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

- A. 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.
- B. 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.

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>

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 general education institution (if currently taking a class there), a Bellin College tutor, or a peer. In order to maintain fairness and consistency, Bellin College faculty will not review drafts of paper that will be submitted for a grade.

Information Technology – Student Technology Requirements

Microsoft Office 2010 is the current version of Office used by Bellin College. All submitted documentation for courses must be submitted in a Microsoft Office format. Options are provided below to assist students with this compliance.

Option 1: Office 2010 Purchase

Office 2010 is available for purchase to all students for only \$10 through Information Technology Services. Computers must meet minimum requirements set by Microsoft for Office 2010 to function correctly.

Option 2: Office 2010 Compatibility Pack

When using a previously released version of Office, installation of the Office Compatibility Pack is necessary. Office Compatibility Pack allows users with older versions to view the current Office format. It is a free download from Microsoft and can be accessed with the following link. <http://office.microsoft.com/en-us/products/ha101686761033.aspx>. This is one way to help ensure that you can exchange documents between different Microsoft Office releases.

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 Bellin College 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 Bellin College technology resources is a privilege granted to guests, contractors, faculty, staff, and students. This privilege is predicated on the user's acceptance of and adherence to all College Information Technology & 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. The Bellin College technology resources are a private system. As such, the information stored on its computers and servers are the property of the College with the exception of material expressly developed by users for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on College systems under their use accept full responsibility for maintaining compliance with copyright laws. The use of technology resources for personal purposes is allowed as long as the 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 a Microsoft-Office 2003 or 2007 compatible 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
- 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 Bellin College 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 Bellin College 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.
- 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 Bellin College email account through August 15.

Scope

This policy applies to all users of Bellin College 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. 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.

2. 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.

3. 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.

4. 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

5. 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.

6. Mailbox Size Limits

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. Specific space restrictions can be found at www.bellincollege.edu/technology.

7. Records Retention

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

8. E-Mail Size Limits

A 50 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.

9. 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.

10. Data Backup

The e-mail system is backed up on a nightly basis and stored for 14 days.

11. Organizational Accounts

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

12. 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.

13. Junk Mail & Virus Protection

The College employs both software and hardware solutions to prevent junk e-mail, spam and virus infected messages and files from entering our systems.

It is impossible to guarantee protection against junk and virus-infected email. Users are encouraged to forward nuisance messages to the spam mailbox (spam@bellincollege.edu). IT Services will make every effort to prevent these messages from entering our system. 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 if any doubts exist. (helpdesk@bellincollege.edu)

Information Technology – Online Verification

When students initially enroll in the College they will participate in an on-campus orientation, which includes an informational technology orientation and password access.

All coursework submitted (be it on-line or not-on-line) must be an original representation of the student's work. The student who registers for Bellin College courses must be the same person who participates in and completes and receives the academic credit. Any violation will be subject to the College Academic Misconduct policies.

▶ 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 (available in the Student Services Office) to the Vice President of Student Services two weeks prior to the fundraising activity. The Vice President of Student Services will notify the organization whether or not the activity is approved.
2. 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.
3. The student organization sponsoring the fundraiser is responsible for publicity and for organizing the event.

IHI - Open School for Health Care Professionals

The IHI (Institute for Healthcare Improvement) Open School for Health Professions is an interprofessional education community that gives participants the skills to become change agents in health care improvement. The IHI - Open School offers a range of online courses in the areas of quality improvement, patient safety, and leadership. Each course takes roughly one to two hours to complete and consists of several lessons taking 15-30 minutes each. Students take a quiz and pass if at least 75% of questions are answered correctly. Certificates are offered after completion. Participation is free to students.

Kappa Pi of Sigma Theta Tau Nursing Honor Society

The Kappa Pi Chapter at Large of Sigma Theta Tau is 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.

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, Shadow a Nurse, and other designated college and community functions.

Bellin College Ambassador Club Constitution and Bylaws:

ARTICLE I: NAME

Name: The name of this organization shall be the Bellin College Ambassador Club and shall be hereafter referred to as the Ambassador Club.

ARTICLE II: PURPOSE

Section 1: The purpose of this Organization shall be:

- A. To promote Bellin College to the community.
- B. To assist the College in student recruitment activities.

ARTICLE III: SPONSORSHIP

- A. Sponsorship: The Vice President of Student Services oversees this club.

ARTICLE IV: MEMBERSHIP

Section 1: Admission of members shall be as follows:

- A. Be currently enrolled in at the College.
- B. Maintain a cumulative Grade point average of 2.75.
- C. Application and membership process will be communicated to all students.
- D. Current ambassadors will automatically be reinstated unless issues concerning conduct/participation are expressed to Vice President of Student Services.

Section 2: Composition

- A. The organization will be composed of approximately 15-20 part-time or full-time undergraduate students.

ARTICLE V: DUTIES OF MEMBERS

Section 1: Attendance Requirements:

- A. All members should attend all meetings. If unable to attend, members must contact the Lead Ambassador.
- B. If a member misses two or more events in a semester that they committed to attend without being excused and contacting the Lead Ambassador, s/he will lose their membership and their tuition credit.
- C. Members who fail to comply with the cumulative GPA of at least 2.75 will not be reinstated.

Section 2: Responsibilities

- A. All members are responsible to actively participate in 3 scheduled events each semester.
- B. All members are responsible to sign up for events of their choice.
- C. All members are responsible to participate in the events that they signed up for. If they can not attend, they must contact the Lead Ambassador before the event.
- D. If a member can not participate in an event that they signed up for, they must make reasonable attempts to find a replacement.
- E. All members are expected be on time, and follow the dress code for the event.
- F. The dress code is a blue dress shirt (provided by the College), Ambassador name badge, khaki pants and dress shoes. Any change to the dress code for a specific event will be communicated.
- G. Ambassadors are to act in a professional manner and be a positive role model for the College by upholding the values of the Bellin College mission.

Section 3: Termination of Membership

- A. Failure to participate in the above-mentioned requirements will result in termination and loss of tuition credit.

ARTICLE VI: SELECTION OF LEAD AMBASSADOR

- A. There will be one Lead Ambassador position open for selection. The Lead Ambassador will be selected in the fall of the academic year.
- B. Candidate for the Leadership role, must be an active Ambassador for a least a full academic year, show leadership characteristics and have a willingness to take the role.
- C. Current Ambassadors can recommend a Lead.
- D. Lead Ambassador will be chosen by the Vice President of Student Services, upon review of candidates.

ARTICLE VII: DUTIES OF LEAD AMBASSADOR

- A. Assist in the coordination and recordkeeping of Ambassadors for College events.
- B. Assist in recruitment, screening and training of new Ambassadors.

- C. Maintain ongoing communication with the Ambassadors and Vice President of Student Services.
- D. Act as a liaison to College Administration.
- E. Serve on Student Governance Committee.

ARTICLE VIII: STIPEND

- A. Members will receive a \$125 tuition credit at the completion of each semester.
- B. Lead Ambassador will receive a \$250 tuition credit at the completion of each semester.
- C. Second semester Senior Ambassadors will receive a check for their stipend at the completion of the semester due.

Tuition Credit requirements:

- Each Ambassador must participate in at least 3 planned activities for the semester.
- Maintain a cumulative GPA of 2.75.
- Members must project a positive attitude and professional image during their involvement as an Ambassador.

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.

Bellin College 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.
 - a. Undergraduate students enrolled in Bellin College and in pursuit of their Bachelor of Science in Nursing degree;
 - b. Active members shall have all of the privileges of membership.
 - c. 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.

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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 perquisites 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 Liaison, Junior Liaison, First Year 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 Bellin College.
- Attend Navigating Through Convention at WSNA Annual Convention.
- Maintain communication with the membership at large, the student body of Bellin College, the faculty of Bellin College, 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 Bellin College 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.

Breakthrough 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

Student Senate

All students are members of the Bellin College [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).

Bellin College Student Senate Constitution and Bylaws:

ARTICLE I: Name

The name of this organization shall be the Bellin College Student Senate.

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; (2) to provide the student an active and equal voice to Bellin College Administration; and (3) to sponsor a minimum of two College-wide events per semester that promote student involvement and/or wellness.

Section I: Members

The members of the organization shall be elected representatives of all undergraduate students enrolled at Bellin College.

Section II: 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.

Section III: Membership

The Student Senate membership shall consist of the President, President-Elect, Vice-President, Secretary, and Treasurer elected by the undergraduate student body. Each class shall elect representatives to serve as class representatives.

- The first 40 students per class will have 2 representatives.
- Classes with 41-60 students will have 3 representatives.
- Classes with 61-80 students will have 4 representatives.
- Classes with 81-100 students will have 5 representatives.
- Classes with greater than 100 students will have 6 representatives, which is the maximum number of representatives per class.
- The class representative with the highest number of votes will become the Class Chair.

ARTICLE III: Student Senate

Section I: Purpose

A representative authority of the basic student unit shall be vested in the Student Senate.

Section II: Eligibility

Students who are in good standing are eligible for election to the Student Senate.

Section III: Meetings

Scheduled Student Senate meetings shall be held at least five times a year with the date, time, and place designated by the President.

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

Section IV: Elections

Student Senate Officers

- Within the month of March the election of the President-Elect, Vice-President, Secretary, and Treasurer shall be held.
- These officers shall be chosen from the present Student Senate Class Representatives. Prerequisites for all Student Senate officer candidates are at least one-year experience as a Student Senate member, have attended a minimum of four meetings as a Student Senate member with no unexcused absences, and in good standing at Bellin College.
- The officers will assume their duties following the May Student Senate meeting.
- Term of office shall be for one year, from election date through election date each year with the exception of President-Elect, which will have a two-year commitment serving one year as President-Elect and the second year as President.
- Tabulation of the secret ballot shall be made by the current President and Vice-President, unless either is a candidate for office.

Representatives

- Elections for class representatives shall be held in April. For blended classes, elections will be held at the beginning of the fall semester. Classes admitted at times other than the fall semester will have elections within three weeks of the onset of classes.
- Election shall take place within two weeks after the nominations are made.
- Tenure of the elected class representatives shall be from election date through election date each year. With exception for the 15-Month Transfer Option, one election will be conducted with representatives serving the entire 15 months.
- 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.

Section V: Dismissal or Resignation from Student Senate Membership

Student Senate officers and members are subject to dismissal by a two-thirds vote of the total Student Senate membership by secret ballot. Any member who fails to show a genuine responsibility in regard to the work of the Student Senate may be subject to such action.

Resignation of a Student Senate officer shall be filled by the Student Senate President within two weeks from the effective date and shall develop a list of three possible replacements with the consent of the individuals involved. Student Senate members shall elect by secret ballot one of the three nominees to fill the open position.

In the event of the resignation or dismissal of the President, the President-Elect shall assume the duties of the President.

Any Student Senate representative who misses two scheduled Student Senate meetings without notifying the President with an appropriate excuse will be automatically dismissed. Necessary absences are considered on an individual basis by the Student Senate President, Class Chairs, and Faculty Facilitator.

Section VI: Vacancies

In the absence of a duly elected officer, the remaining members of the Student Senate shall elect a replacement with consent of the individuals involved, with the exception of the President, in which case the President-Elect shall assume the office.

In the absence of a duly elected class representative, all remaining representatives will move up a position in order to fill the vacancy. A new election or appointment of a class representative will occur.

ARTICLE IV: Officers of the Student Senate

Section I: Title of Officers

The officers of the Student Senate shall consist of the President, President-Elect, 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 undergraduate student body and represent it in all matters affecting its interests, welfare, responsibilities, and jurisdiction.
3. Represent the undergraduate student body to the College Administration and on the Student Governance Committee.
4. Preside over and conduct any meetings of the undergraduate student body.
5. Preside over and conduct all regular and special meetings of the Student Senate.
6. Require reports from all standing or special committees and individuals to whom responsibilities have been delegated.

7. Serve as ex-officio member of all committees except the Nominating Committee.
8. Conduct all special and general organization elections.
9. Complete and submit the Annual Report to the Vice President of Student Services.
10. Appoint special committees and their chairs with the approval of the Student Senate.
11. Sign official records of the Student Senate.
12. Perform all other duties incidental to this office.
13. Serve as a mentor to the President-Elect.
14. Review absences along with the Class Chairs and Faculty Facilitator.
15. Facilitate selection of the speaker at the graduation ceremony who 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 will be the senior class speaker at graduation. This person may decline at any time without penalty. The Student Senate President will also conduct elections to select a class motto. Results will be reported to the Vice President of Student Services. In the event there are no candidates to speak, the Senior Class Chair will assume the responsibility.

The President-Elect shall:

1. Assist the President in such duties as the President shall assign.
2. Assume the Office of President after one year or in the event of absence or vacancy of the office of the President.
3. Serve as the Chair of the Wellness Committee.
4. Submit a written copy of duties to all officers at the May meeting.
5. Provide an orientation for the incoming President-Elect.

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 absence of the President or President-Elect.
3. Serve as the Chair of the Fundraising Committee.
4. Provide an orientation for the incoming Vice President.

The Secretary shall:

1. Record the attendance and minutes of all meetings and post them in such places that enable the undergraduate student body to examine them.
2. Keep current, subject to Student Senate review, all Bylaws and resolutions of the Student Senate.
3. Print such reports and documents as deemed necessary by the President.
4. Submit documents to the Student Services Office for permanent filing.
5. Perform other duties as are usual to this office.
6. Serve as the Chair of the Bylaws Committee.
7. Provide an orientation for the incoming Secretary.

The Treasurer shall:

1. Receive, deposit, disburse and account for all funds fully and accurately.
2. Disburse funds as authorized by the Student Senate.
3. Submit financial reports to the Student Senate for each meeting.

4. Submit financial records and checkbook, in a balanced state, to the new Student Senate Treasurer at the end of the academic year.
5. Conduct a review of the books in May with the Faculty Facilitator, outgoing treasurer, and incoming treasurer and submit a report to the Vice President of Business and Finance.
6. Serve as Chair of the Budget Committee.
7. Propose a budget for the upcoming academic year at the March meeting.
8. Provide an orientation for the incoming Treasurer.

ARTICLE V: Representatives of the Student Senate

Section I: Title of Representatives

The representative from each class with the highest number of votes shall be named the Class Chair.

Section II: Duties of the Class Chair:

The Class Chair shall:

1. Attend each scheduled Senate meeting.
2. Notify Student Senate President 24 hours in advance if unable to attend a scheduled Student Senate meeting.
3. Update students in the class on the activities of the Student Senate meeting within one week.
4. Be responsible for notifying the Student Senate President of class activities and agenda items.
5. Serve as chair or member of any special or standing committee or subcommittee of the Student Senate as appointed.

Section III: Duties of the Class Representatives

The Class Representatives shall:

1. Attend each scheduled Student Senate meeting.
2. Notify Student Senate President 24 hours in advance if unable to attend a scheduled Student Senate meeting.
3. Seek class input on potential Student Senate agenda items.
4. Serve as chair or member of any special or standing committee or subcommittee of the Student Senate as appointed.

ARTICLE VI: Committees

Section I: Responsibilities of Standing Committees

The Responsibilities of all Standing Committees shall be to:

1. Meet a minimum of once a year.
2. Submit reports to the President to be compiled into an annual report.
3. Request a subcommittee as the need arises.
4. Submit recommendations to the Student Senate for consideration.

Section II: Standing Committees:

Nominating Committee:

1. Purpose: To select and prepare a slate of nominees for the office of the Student Senate and Student Senate Representatives.
2. Membership: Shall consist of the President and at least four representatives. The President shall be the Chair.
3. Functions shall be to:
 - a. Carry out election of Student Senate Officers:

- i. Shall have available a written copy of the duties for each of the stated position at the time of the nominations.
 - ii. Prepare a slate of nominees for each office to be filled prior to the March meeting.
 - iii. Distribute ballots to the undergraduate student body and representatives at the March meeting.
 - iv. Count the ballots and record the results in the minutes.
 - v. No name shall be placed in nomination without the consent of the nominee.
 - vi. Provision shall be made on the ballot for write-in candidates.
 - b. Carry out election of Student Senate Representatives:
 - i. Shall have available a written copy of the duties for each of the stated position at the time of the nominations.
 - ii. The current Class Chair shall prepare a slate of nominees for their class and distribute ballots to each class member in the first week of April.
 - iii. The current class representatives shall count the ballots and report the results to the class and Senate President.
 - iv. No name shall be placed in nomination without the consent of the nominee.
 - v. Provision shall be made on the ballot for write-in candidates.

Constitution and Bylaws Committee:

1. Purpose: To monitor the application of the Constitution and Bylaws of Student Senate and amend as necessary.
2. Membership: Shall consist of the Secretary and at least four representatives. The Secretary shall be the Chair.
3. Functions shall be to:
 - a. Review suggestions for the revision of the Student Senate Constitution and Bylaws and formulate recommendations as needed.
 - b. Present recommendations to the Student Senate for approval.
 - c. Present approved recommendations to the Vice President of Student Services.

Budget Committee:

1. Purpose: To formulate an annual budget.
2. Membership: Shall consist of the Treasurer and at least four representatives. The Treasurer shall be the Chair.
3. Functions shall be to:
 - a. Plan an annual budget in March for the coming year.
 - b. Submit the proposed budget to the Student Senate for approval in April.

Fundraising Committee:

1. Purpose: To select and initiate raising funds for the Student Senate.
2. Membership: Shall consist of the Vice President and at least four representatives. The Vice President shall be the Chair.
3. Functions shall be to:
 - a. Prepare suggestions for fundraising.
 - b. Present recommendations to Student Senate for approval.
 - c. Obtain approval of all fundraising activity from the Vice President of Student Services.
 - d. Implement approved fundraising activities for the Student Senate.

Wellness Committee:

1. Purpose: To plan activities that promotes wellness and student involvement.
2. Membership: Shall consist of the President-Elect and four representatives. The President-Elect shall be the Chair.
3. Functions shall be to:

- a. Seek class input on potential wellness activities and relay these ideas to the Student Senate.
- b. Plan and organize approved wellness activities.

ARTICLE VII: Quorum

Section I: Student Senate

Eight (8) members of the Student Senate, one of whom must be an officer, shall constitute a quorum at any meeting of the Student Senate.

Section II: Standing Committees

A majority of committee members shall constitute a quorum at meetings of standing committees, subcommittees or special committees.

ARTICLE VIII: Parliamentary Authority

All meetings of the Student Senate 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 IX: Amendments

Section I: Proposals

An amendment may be proposed by the Student Senate or by a petition signed by a minimum of one-third of the undergraduate student body.

Section II: Ratifications

An amendment can be passed by a two-third vote of the Student Senate.