

The Bellin College Guide

- Handbook & Catalog



Bellin College

A Better Education...A Better Future



Welcome from the President

Dear Bellin College Student,

It is a pleasure to welcome you to Bellin College which offers programs of study in both nursing and radiologic sciences. Since 1909, the College has provided a rich and stimulating environment that promotes learning in every student that enters our program. You'll learn and grow beyond your expectations. Personally, have been a part of the College for over 23 years and truly enjoy all that Bellin College has to offer the students.

Our Bellin College Mission is to prepare health care professionals by providing an intellectually stimulating environment focused on leadership, community service, and lifelong learning that promotes excellence in health care. The College values of Excellence, Integrity, Community, and Caring are clearly seen in all of our work interactions with our students, board members, alumni, friends, and the community.

The faculty, staff, and administration are committed to the academic success of our students. Our faculty members prepare students for the health care profession and provide multiple opportunities for them to learn the latest innovations through classroom, lab, and clinical settings. These learning experiences enrich the students' application of critical thinking which is necessary for success in today's evolving health care world. In the end, a Bellin College education has prepared its graduates to deliver an excellent patient experience. We are proud to say Bellin College graduates make a difference in their profession, the community, and society at large. Our graduates are able to reach their goals through lifelong learning and as leaders in health care.

I invite you to tour our website and visit our beautiful campus located in Green Bay, Wisconsin. There is always something new and exciting at Bellin College!

Positively,

Dr. Connie J. Boerst

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

If discrepancies exist between official Bellin College Guide – Handbook & Catalog, printed materials, and electronic information, the most current digital copy of the Guide available on the College website shall have precedence unless other sources specifically state that they are the official source in lieu of the digital copy of the Guide.

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

Students are responsible to become familiar with information in all of the 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.

The Bellin College Guide - Handbook & Catalog 2014-2015

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► Introduction to Bellin College

Mission Statement

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

Values

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

Vision

Bellin College will be the best health science College in the state of Wisconsin.

College 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.

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 affect social, ethical, political, and economic issues surrounding health care.

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, community service, and lifelong 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.

Undergraduate School of Nursing Program Goals

- To prepare professional nurses to meet the needs of a global society.
- To provide a foundation for graduate education.

Undergraduate School of Nursing Program Outcomes

At the completion of the program, the graduate is able to:

- Apply the critical thinking process to professional nursing practice.
- Possess a philosophy that encompasses the values and attributes of professional nursing.
- Synthesize general education and nursing knowledge into professional practice.
- Use effective interpersonal and technological communication in the provision of nursing care.
- Achieve quality health care outcomes by integrating the professional nursing roles into practice.
- 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

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 health care environments and conditions of employment conducive to the provision of quality health care 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 health care 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 health care 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 Bellin College, it is the intention of the School of Radiologic Sciences to educate medical imaging students who will function as proficient health care professionals and 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 (JRCERT) guaranteeing graduates their eligibility for examination by the American Registry of Radiologic Technologists (ARRT).

School of Radiologic Sciences Program Goals

- Graduates will demonstrate problem solving and critical thinking skills.
- Graduates will have an understanding and appreciation for optimum radiation protection.
- Graduates will demonstrate professional behavior and effective communication skills.
- Graduates will demonstrate entry-level competency as a medical imaging professional.
- Graduates will portray leadership skills.

Each program goal has specific student learning outcomes and measures that are integrated into the BSRS curriculum and assessment plan.

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.

Graduate School of Nursing Program Philosophy

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

Graduate School of Nursing Program Goals

- Prepare nurses for leadership in advanced roles.
- Provide a foundation for doctoral study.

Graduate School of Nursing Program Outcomes

At the conclusion of the program, the graduate is able to:

- Demonstrate accountability for professional practice and desire for life long learning.
- Demonstrate leadership that uses critical and reflective thinking in education and health care settings.
- Synthesize, critique, evaluate, and use theory from nursing and related disciplines to guide advanced nursing roles.
- Use information technology and evidence-based practice for implementation and evaluation of strategies for quality and safety.
- Analyze ethical, legal, cultural, and societal factors that influence access, equity, quality, and cost of health care.
- Collaborate and consult with intra- and inter-professional teams to improve outcomes.
- Exhibit competency in advanced nursing practice role across diverse populations in a variety of settings and roles.

Academic Calendar

Please see the Bellin College website at www.bellincollege.edu for the full academic calendar. Click on Current Students, Registrar.

Add/Drop Dates

Please see the Bellin College website at www.bellincollege.edu for the listing of program and course add/drop dates. Click on Current Students, Registrar.

Directory of Faculty and Staff

Please see the Bellin College website at www.bellincollege.edu for the full directory of faculty and staff. Click on About Bellin College, Faculty Directory or Staff Directory under the Contact Us tab heading.

Directory of Board of Trustees

Please see the Bellin College website at www.bellincollege.edu for the full listing of the Board. Click on About Bellin College, Governance.

► College Information

The Bellin College Guide Effective Dates

This Bellin College Guide is in effect for the current academic year 2014-2015. Any changes that may occur throughout the academic year will be reflected in the Bellin College Guide-Handbook & Catalog on the Bellin College website until it is superseded by a new Bellin College Guide.

Abbreviations

References to Bellin College may be listed as BC or the College throughout this document. In addition, abbreviations for Bachelor of Science in Nursing (BSN), Bachelor of Science in Radiologic Sciences (BSRS), and Masters of Nursing (MSN) are included throughout the Bellin College Guide.

Type of College

Bellin College is an independent, accredited, coeducational, baccalaureate and master's degree granting institution.

Degrees Conferred

- **Bachelor of Science in Nursing (BSN)**
BSN graduates are eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN™).
- **Bachelor of Science in Radiologic Sciences (BSRS)**
BSRS graduates are eligible to apply and take the radiography national board examination offered by the American Registry of Radiologic Technologists (ARRT).
- **Master of Science in Nursing (MSN)**
 - Educator
 - Family Nurse Practitioner

Accreditation

The College is accredited by the following agencies:

- **The Higher Learning Commission (HLC), a Commission of the North Central Association of Colleges and Schools**
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Phone: (800) 621-7440
www.ncahigherlearningcommission.org
 - Baccalaureate and Masters accreditation 2004-2024
 - Radiologic Sciences accreditation 2008-2024

- **Commission on Collegiate Nursing Education (CCNE)**
 One DuPont Circle, NW, Suite 530
 Washington, DC 20036-1120
 Phone: (202) 887-6791
www.aacn.nche.edu
 - Baccalaureate accreditation 2008-2018
 - Masters accreditation 2008-2018

- **Joint Review Committee on Education in Radiologic Technology (JRCERT)**
 20 N. Wacker Drive, Suite 2850
 Chicago, IL 60606-3182
 Phone: (312) 704-5300
www.jrcert.org
 - Accreditation 2007- 2015

- **Wisconsin Board of Nursing, Wisconsin Department of Safety and Professional Services**
 1400 East Washington Avenue
 Madison, WI 53703
 (608) 266-2112
www.drj.wi.gov
 - Approved since 1984

Memberships

- Administrators of Nursing Education of Wisconsin (ANEW)
- American Association of Colleges of Nursing (AACN)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Health Sciences Education Consortium (AHSEC)
- American Registry of Radiologic Technologists (ARRT)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- National Association of College Admissions Counselors
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- National League for Nursing, Council of Baccalaureate and Higher Degree Programs
- North Central Association of Colleges and Schools
- Wisconsin Association of Collegiate Registrars and Admission Officers (WACRAO)
- Wisconsin Association of Independent Colleges and Universities (WAICU)

Affiliations

Collegiate

Students take some of the required general education courses at accredited two or four-year institutions, such as University of Wisconsin-Green Bay (UWGB), St. Norbert College (SNC), and Northeast Wisconsin Technical College (NWTC). The College also works closely with Silver Lake College and the College of Menominee Nation. Bellin College does offer select general education courses.

Clinical/Practicum

A vast array of clinical sites are in place including hospitals, community health centers, geriatric facilities, maternity, critical care, home health, medical, pediatrics, psychiatric, acute care and long-term care facilities, educational institutions, public health agencies, community agencies, child care centers, and industrial health programs.

Our History

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

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

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

In the early 1980's, faculty and administration examined the changes in the profession and the educational trends in nursing. Based on this examination, a decision was made in 1983 to phase out the 3-year diploma nursing education program and implement a 4-year baccalaureate nursing education program, granting a Bachelor of Science Degree in Nursing (BSN). In 1984, the school reincorporated as Bellin College of Nursing. This major transition represented the commitment of Bellin College of Nursing's faculty and staff to continue the preparation of quality professional nurses. For the Fall Semester 1997, the Transfer Option was started to accelerate the nursing component of the curriculum for advanced transfer students. In the Summer Session 2001, the Sophomore Transfer Option was added as another portal of entry to the nursing program. January 2008 marked the first cohort of students entering a 15 Month Option.

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

In 2004, permission was received from the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) for the College to offer the Master of Science in Nursing (MSN) in leadership with 2 specialty tracks, nursing education and nursing administration. The first MSN students enrolled in Fall 2004, taking courses in a compressed scheduling format with online and traditional classroom options.

In 2008, HLC granted permission for the College to offer a Bachelor of Science in Radiologic Science (BSRS) degree and the ability to offer general education courses. In 2014, HLC reaffirmed accreditation of Bellin College through 2024.

In July 2009, Bellin College moved from its downtown Green Bay location to 3201 Eaton Road, Green Bay, WI, in the Village of Bellevue. With the addition of the Radiologic Science Program and the move to Eaton Road, Bellin College of Nursing officially changed its name to Bellin College. The College is a separately incorporated, not-for-profit entity of Bellin Health System, Inc., a multi-faceted health care organization.

During the Spring Semester of 2011, the Bellin College Board of Trustees approved the Family Nurse Practitioner Track. The first cohort of students entered in the Fall of 2012. In May of 2013, the first class graduated from the School of Radiologic Sciences program.

► Campus Information

Bellin College Campus – Quick Reference

Bellin College administrative offices, classrooms, library, computer laboratory, Health Science Resource Center (skills and simulation labs) are located at 3201 Eaton Road, Green Bay, WI 54311.

First Level

- Academic Affairs
- Admissions
- BC Express Cafe' and Vending Area
- Business and Finance
- Classrooms
- College Assessment Program (CAP)
- Conference Rooms
- Dean of Academic Affairs
- Dean of Student Services
- Information Technology
- Program Directors - BSN, BSRS, MSN
- Reception Desk (Volunteer and Security station)
- Reflection Room
- Student Activities Area/Student Lounge
- Student Mailboxes
- Student Services - One Stop Shop (Registrar, Director of Financial Aid, Bursar, Advisor and Career Services Coordinator, Student Services Specialist, Information Technology and Student Services Coordinator)
- Vice President of Business and Finance

Second Level

- Board, Executive, Faculty Conference Rooms
- Computer Resource Room
- Development, Public Relations, and Alumni Offices
- Faculty, Adjunct Faculty Offices
- Library (including group study rooms/testing rooms)
- Presidential Suite
- Wellness Center

Lower Level

- Classroom
- Health Assessment Labs
- Health Sciences Resource Center Director
- Practice Lab
- Radiology Labs
- Simulation Lab
- Skills Labs
- Student Lounge

Parking

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

Parking/Transportation

All students are responsible for transportation to and from the Bellin College campus, general education campus, field trips, and clinical experiences. On campus parking is available free of charge. While attending clinical, students must adhere to the parking regulations specific to the clinical locations.

Student Access to Building

- Students can enter and exit the College via the main entrance or back entrances.
- The main entrance will be open from 7:45 am - 4:30 pm (M-F).
- Access with personal ID badge is required before 7:45 am and after 4:30 pm (M-F).
- The College Main Entrance door is open to the public during regular business hours from 8:00 am - 4:30 pm (M-F).
- Personal ID badge is **always** required to access back doors.
- Individual college department hours of operation are 8:00 am - 4:30 pm (M-F). Students will not have access via ID swipe cards before or after regular business hours.
- Hours are subject to change, particularly during holiday and summer months.

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

Counseling and Support Services

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

The EAP program is designed to help the individual with issues before it affects the person's health, family life, or performance level. There is no cost for initial assessment and short-term counseling. EAP can be contacted at: 920-433-7483.

Students who are dually enrolled are encouraged to investigate services available at their other campus. For example, students attending UWGB have access to the services of the UWGB Student Counseling Center, Disability Services, and Tutoring Services.

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

Bellin Health Fitness Center

The Bellin Health Fitness Centers offer membership to Bellin students at a pro-rated cost. Students register and pay for their membership at any location. Membership includes free participation in group fitness classes. Specialty classes and group personal training programs are available at a pro-rated cost.

Fitness Center Locations:

- Fitness Center - Ashwaubenon
- Fitness Center - Bellevue
- Fitness Center - Oconto (Bond Community Center)

Housing

Students make their own housing arrangements while attending Bellin College. Students who are dually enrolled in general education courses may explore housing options available at those campuses.

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

Mail

Individual student mailboxes are located in the Student Activities Area. 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

Food service is available at the college campus. The “BC Express” is the cafe’ available that provides choices such as sandwiches, soups, salads, snacks etc. The hours of operation are posted at the College. Access to vending machines, microwaves, and refrigerators are always available.

Bulletin Boards

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

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.

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 - One Stop Shop 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 the student information system.

Emergency Procedures

Bellin College is equipped with emergency phones and call buttons. The emergency phones in the parking lots can be identified by their blue lights. The Colleges emergency phones access external 911 emergency services. There is also an emergency call button located in the campus Wellness Center. Pressing this button will access 911 emergency services immediately.

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

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

Students are encouraged to monitor the College website, their student e-mail, and personal cell phone for information in the event of a campus emergency has taken place.

Campus Safety and Security

Providing a safe learning environment is important and Bellin College is committed to the safety and security of all students, faculty, staff, and visitors. Campus safety and security is a shared responsibility between the College and its campus community members.

Security is provided during regular hours of operation that the students have access. During the school year, security personnel patrol the campus after regular business hours, and will have a primary desk area in the main floor atrium. The campus is defined as the College building, grounds, and parking lots. During regular business hours safety concerns and/or suspicious activity should be reported to the Student Services - One Stop Shop Office by calling 920-433-6699.

When contacting Security or Student Services - One Stop Shop, students should be prepared to provide the following information:

- Full name
- Location of the incident being reported
- A description of the scene and suspects
- A description of any vehicles involved in the incident, especially a license plate number

Suspicion is the only reason needed for contacting security. Please do not assume that someone else has reported criminal activity.

If a student witnesses suspicious activity, suspects that a crime is being committed or has been committed, or any other emergency on campus whether the individual is the victim, a witness, or person information was shared with, please contact Student Services - One Stop Shop or security immediately.

Bellin College is required to publish campus crime and security information on a yearly basis. The 2013-14 Security Report showed zero arrests, violations, or criminal incidents on campus.

The College campus is also a weapon-free environment. No weapons are allowed in any of the College buildings.

Inclement Weather/Class Cancelations

Should the hours of College operation be altered (cancelation of classes, labs, and/or clinicals) details will be communicated via the College's Information Line, School Messenger, website, student e-mail notifications, and/or local radio and television stations. Students are encouraged to monitor the College website as well as their student e-mail and personal cell phone for messages in the event of inclement weather or that a campus emergency has taken place.

Information Line: Information about any closings will typically be available as early as 5:00 a.m. for day classes, labs, and clinical; and typically by 1:00 p.m. for evening classes, labs, and clinical. The information will be communicated via the Bellin College Information Line. The phone number is 920-433-1933.

Website: Check <http://www.bellincollege.edu> for cancelations.

School Messenger: When the College is closed due to weather or an emergency there will be a message sent out from the college via text, phone, and/or e-mail. This will be sent via a third party platform and will explain the situation and reasoning for closing.

Radio/Television Stations: When the College is completely closed (all course and extracurricular activities have been canceled) due to weather, it will be announced on the following local radio stations:

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	WGVA Channel 26

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

Please note: Students are responsible for using personal judgment regarding their safety and travel to Bellin College during inclement weather.

► College and Academic Resources

Library Resources/Photocopying and Printing

The Phil and Betsy Hendrickson Library is located on the second floor of Bellin College and offers a variety of electronic and print resources covering medicine, nursing, radiologic technology, and other health-related subjects. During orientation new students are provided information regarding library policies and procedures, resources, and literature searching.

Hours

The library is open Monday-Friday, 7:30 a.m. – 8:00 p.m. Hours are subject to change during the summer session and vacation periods.

Phone: (920) 433-6659 **E-mail:** library@bellincollege.edu

Research Assistance

Library staff is available to assist with locating information, using electronic and print resources, and operating library equipment. Research assistance is also available via the phone, e-mail, and by appointment.

Electronic Resources

The library provides access to a variety of electronic resources including databases, books, full text articles, and point-of-care resources. These resources along with the library catalogs and instruction guides are accessible via the “Library Services” page on Canvas. Canvas is the Bellin College learning management system, which is essentially a virtual learning environment. It is managed locally by the College’s IT department.

Borrowing Materials

Books and journals may be checked out for 3 weeks. Items may be renewed once unless needed by another person. Reference resources, new journal issues, and bound journals do not circulate. Interlibrary loan services are also available.

Course Reserves

Faculty may place required readings on reserve. These readings may be available electronically or in print format. Electronic reserves are accessible via Canvas. Print reserves are available at the circulation desk and may not leave the library.

Computers/Laptops

Students may use the computers located in the library and the computer resource center when it is not reserved for testing. The library has 2 laptops that may be checked out at the circulation desk for in-library use only.

Photocopying/Printing

Printers for student use are located in the library and in the adjacent computer resource center. The copyright law of the United States (Title 17, United States) governs the making of photocopies or other reproductions of copyrighted material. This provision also applies to copying, downloading, and uploading of documents from the Internet.

Group Study Rooms

The library has 3 study rooms that may be reserved by students. These rooms are intended for group study or audiovisual viewing by 2 or more students. The rooms may be reserved in 1 hour blocks (not to exceed 2 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.

Computer Resource Center

All computers have access to the Internet and Microsoft Office 2010. The computers also provide access to a number of educational programs for nursing.

Students are expected to understand and comply with the College policies regarding use of the internet and e-mail. Failure to comply with these policies may result in consequences up to and including dismissal from the College.

A jump drive is recommended when using the computers to save any data when using a campus computer. Students are also able to save information on their College assigned H: drive.

Saving to the hard drive, downloading programs, or changing computer settings is prohibited.

The copyright law of the United States (Title 17, United States) governs the making of photocopies or other reproductions of copyrighted material. This provision also applies to copying, downloading, and uploading of documents from the internet.

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.

The APA Publication Manual is the required text utilized by Bellin College. The current edition of this Manual is available in designated College resource areas and the Library. Refer to the applicable Textbook and Supply Lists or appropriate course syllabus for resources required which may include the APA Manual.

The APA Manual provides examples of citations of references and answers to frequently asked questions. 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.

Students are encouraged to consult with the faculty for clarifications.

Papers/Proofing Advice

In order to maintain fairness and consistency, Bellin College faculty will not review drafts of a paper that will be submitted for a grade. Students seeking assistance should refer to the Publication Manual of the American Psychological Association (APA) and/or the writing center of their general education institution (if currently taking a class there). Copies of the APA Manual are available in the Hendrickson Library or can be purchased at a book store. A Bellin College peer tutor may also assist.

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 the terms of use provided. The College utilizes hardware and software products to prevent junk e-mail and virus-infected e-mail to be received by its students, faculty, and staff. Please see the Information Technology – Student Technology Requirements, Acceptable Use Policy and Electronic Mail Policy for more detailed Information Technology policy information.

Information Technology – Student Technology Requirements

Microsoft Office 2010 along with Microsoft Office 356 are the current versions of Office used by Bellin College. All submitted documentation for courses must be submitted in the Microsoft Office format.

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. The software may be purchased from the Information Technology department, located on the first floor of the Bellin College building.

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 regarding their use. This policy defines the acceptable use of these technology resources.

“Technology Resources” refers 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 logs into, uses, or attempts to log into or use, a College system; or any individual 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 a remote location.

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 and 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, contractors, faculty, staff and work study students. Please note: 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 following occurs:

- The use is minimal and of short duration.
- Use does not interfere with the user's duties and responsibilities or that of others.
- Personal use does not violate any College policies and local, state, or federal laws.
- Use does not interfere with the primary purposes of the system.
- The use does not adversely affect technology resources.

User Responsibilities

User responsibilities and expectations include but are not limited to:

- All student work is to be submitted using a Microsoft Office 2010 compatible format.
- Abide by applicable laws, College policies, contracts and licenses.
- Use only those technology resources and data for which you have authorization for 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.

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 beyond that of which the above policy states.
- Install or use any software or network hardware not approved by the Director of Technology
- Engage in software piracy or copyright infringement. Please note: 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 Dean or 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 an e-mail 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 the College technology resources for illegal behavior or activities as defined by federal, state and/or local laws.

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.

Administrative Systems

The privacy of student record information and the rights and responsibilities of handling the information is federally governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). All employees of Bellin College are required to abide by FERPA regulations and College policies regarding access to and use of College student, alumni development, or financial information.

Information Technology – Electronic Mail Policy

Introduction

Electronic Mail (e-mail) is a tool provided by Bellin 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.

Senior students who graduate in October, December, or May will have access to their Bellin College e-mail account through August 15.

Scope

This policy applies to all users of Bellin College technology resources. A "user" is defined as any individual who logs into, uses, or attempts to log into or use, a College system; or any individual 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 a remote location.

Policy

The Bellin 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. E-mail messages regarding College matters sent from an administrative office, faculty, or staff member to students is considered to be an official notice and should be treated as such by the student.

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 knowledge or approval of that particular individual.

User Responsibility

Users are expected to read e-mail on a regular basis and manage their accounts appropriately.

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.

Privacy

Bellin 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 it is in transit or on mail servers. Because messages can be stored in backup systems, e-mail actually may be retrievable when a traditional paper letter would have been discarded or destroyed.

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.

System Monitoring

Bellin 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.

Mailbox Size Limits

Bellin 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.

Records Retention

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

- Inbox - 365 days

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

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.

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.

Data Backup

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

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.

SPAM and Virus Protection

Bellin College employs the following products to prevent spam and virus-infected e-mail from user inboxes:

- **Barracuda SPAM and Virus Firewall** – used to block known SPAM sources by domain or address and also scan incoming messages to identify and quarantine virus-infected messages. A spam quarantine summary is sent to all users receiving spam on a daily basis. Users can whitelist, deliver, and delete legitimate e-mails from their summary.
- **AVG virus protection software** - installed on Microsoft Exchange server to prevent the introduction of virus' on the e-mail 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.

IT Services will make every effort to prevent these types of messages from entering our system. Contact the Helpdesk if any doubts exist; helpdesk@bellincollege.edu; 920-433-6666.

Information Technology – Online Verification

When a student initially enrolls in Bellin College, they will participate in an on-campus orientation that includes an informational technology orientation.

All coursework submitted (be it online, in person, or by mail) 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, completes, and receives the academic credit. Any violation will be subject to the College Academic Misconduct policies.

► Student Organizations

Bellin College prides itself in attracting highly engaged students that through education and experience, develop themselves into future leaders in the healthcare professions. One way students can gain opportunities for involvement is by joining any one of the College's student organizations.

Student Organizations Guidelines

Fundraising

Student organizations should consult their faculty advisor regarding fundraising activities. The "Request for Fundraiser" form must then be sent to the Vice President Development and Public Relations for approval. The form is available in the Student Services - One Stop Shop Office. The following standards apply to each organization:

- Submit the request form to the Vice President of Development and Public Relations 2 weeks prior to the fundraising activity. The VP of Development and Public Relations will notify the organization whether or not the activity is approved.
- The student organization sponsoring the fundraiser is responsible for publicity and for organizing the event.

Meetings

All student organizations are required to keep significant documents stored on Bellin College S: drive. Significant documents are defined as but are not limited to constitution, bylaws, committee agendas, meeting minutes, proposals, fundraising request documents, and organization's annual report.

Ambassador Club

The Ambassador Club is a select group of Bellin College students who work with the Admissions Office, Development Office, Office of the President, and Student Services – One Stop Shop Office in promoting the College. The Ambassadors assist with college-wide events such as campus visits, summer camps, commencement, and other designated college and community functions.

Participating members will receive a \$125 tuition credit at the completion of each semester, and the Lead Ambassador will receive a \$250 tuition credit at the completion of each semester. Each Ambassador must participate in at least 3 planned activities for the semester and maintain a cumulative GPA of 2.75. For further information regarding the Ambassador Club and how to join, please contact the College Vice President of Development and Public Relations. Ambassador Club by-laws are available on the S drive.

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 in BSNA is completely voluntary. Yearly dues are required for membership. For further information regarding BSNA and how to join the organization, please contact the Dean of Student Services. BSNA by-laws are available on the S drive.

Institute for Healthcare Improvement (IHI) Open School Chapter for Health Professions

The Institute for Healthcare Improvement (IHI) Open School for Health Professions is an inter-professional 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 approximately 1 - 2 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.

The IHI - Open School Chapter of Bellin College provides a forum to support initiatives focused on Quality and Safety. Students are encouraged to join and become a part of an exciting opportunity for networking and learning about how to provide safe, quality care to patients along with students at the national and international level. Each academic year Chapter officers are elected by the organization members. Participation is free to students.

For further information regarding IHI and how to join the chapter, please contact the President of Bellin College. IHI - Open School Chapter of Bellin College by-laws are available on the S drive.

Student Governance Committee

The Student Governance Committee is comprised of student leaders from the Student Senate, BSNA, IHI, Ambassadors, AAMN, and the MSN program. The committee is chaired by the Dean of Student Services. All members of the committee are voting members.

The purpose of this committee is to provide a forum for student input regarding student life, student services, and make recommendations for change; provides a mechanism for student groups to make recommendations, provide feedback and analysis of the Bellin College environment; reports on the activities; encourages active participation of students in College activities; facilitates student community service; and coordinates student organization fundraising. Meetings are held two times per academic year.

Student Senate

All students are members of the Bellin College Student Senate Organization. Students pay a nominal fee to support Senate activities. The fee is collected at the time of tuition/fee payment each semester. Membership fees are subject to change. 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 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. Please see the Senate By-Laws on the S drive.

American Assembly for Men in Nursing (AAMN)

The Bellin College Chapter of AAMN is a student and professional organization focused on improving the diversity equalization in nursing. This includes equitable treatment of nurses of all diverse backgrounds. While the focus is on men and men's health, the AAMN promotes equality in all aspects in nursing. Please see the AAMN By-Laws on the S drive.

Kappa Pi of Sigma Theta Tau Nursing Honor Society

The Kappa Pi Chapter at Large of Sigma Theta Tau is a professional 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 by invitation to nursing 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.

► Student Services and College Policies

Accommodations Request for Students with Disabilities

Bellin College is in compliance with the Americans with Disabilities Act (ADA) to provide all students with the appropriate, necessary, reasonable, and affordable accommodations for those with documented disabilities. If a student anticipates requiring any auxiliary aids or services, he/she should contact the Advisor and Career Services Coordinator, who acts as the College's Accommodations Specialist, prior to the beginning of each academic semester to discuss their needs and what documentation is required, as well as determine if any prior accommodations need any alterations.

Accommodations are determined as a result of self-disclosure by the student of their disability. This is completed in confidentiality to the Accommodations Specialist. This is followed up with a comprehensive individualized assessment and review of the required documentation from a licensed medical professional. The following are the written documentation requirements:

- Current diagnosis (testing must be within 3 years).
- Submitted by a licensed clinician qualified to make the diagnosis in the area of specialization.
- Clearly stated diagnosis.
- Names and scores of psychological and psycho-educational instruments used in arriving at the diagnosis.
- How the diagnosis impacts the students functioning.
- Recommendations for accommodations.
- Any related supporting medical or academic documentation.

Peer Tutor Program

The Peer Tutor Program is a voluntary program designed to connect current students needing or seeking additional course help with students who have been successful in the given class and are willing to tutor other students.

Any student interested in becoming a Peer Tutor should have received a course grade of a "B" or higher in a course for which they will tutor.

Though being a Peer Tutor is a paid position, the responsibility for learning remains with the student. The tutor may suggest study tools, explain content, and assist the student with learning however; the tutor will not complete any of the student's assignments.

Procedure for Requesting Tutor

The Bellin College student requesting a tutor should contact the Advisor and Career Services Coordinator within Student Services - One Stop Shop to make known their desire for a tutor and complete a Peer Tutor Program Application form.

Procedure for Applying to be a Tutor

At any time, the potential tutor should contact the Advisor and Career Services Coordinator within Student Services - One Stop Shop Office to make known their desire to be a tutor, and complete the Peer Tutor Program Application Form.

Advisor and Career Services Coordinator

In process of managing the Peer Tutor Program, the Advisor and Career Services Coordinator completes the following items:

- Charts students' tutor requests, course requests, and Peer Tutor applications.
- Contacts course facilitator(s) and provides the form for recommendation of Peer Tutor applicants.
- Follows-up with the course facilitator for indication if he/she recommends the student as a suitable candidate for the Peer Tutor Program. Additional comments may be written and initialed in the comments section. (The course facilitator's initials are required so that possible multiple course facilitator comments may be identified.)
- Completes the recommendation form and notates any appropriate comments.
- Notifies the potential tutor via e-mail of recommendation.
- Pairs Peer Tutors with student requests for a tutor.

At the conclusion of the tutoring sessions, the student will complete the documentation and Evaluation Form as requested by the tutor. This form is turned in to the Advisor and Career Services Coordinator.

Work-Study 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 Health Human Resource 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.

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 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. offers a discounted rate for childcare. Information regarding rates and availability can be obtained by calling 920-436-7540 or visiting their website at www.encompasseec.org.

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. The following demographic changes should be reported as soon as changes occur:

- Change of address (local and/or permanent).
- Change in phone number.
- Name change (requires official documentation to be submitted to the Student Services - One Stop Shop).
- Emergency contact.

Death in the Family/Bereavement

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 3 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 2 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.

Graduation

Graduation dates are established as the last day of the semester or summer session. Undergraduate students have 3 possible graduation dates: May, October, and December.

Undergraduate students who have 6 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.

Bellin College's standard transcribed graduation dates are May, October, and December. Ceremonies are held in May for the BSN Traditional Option, BSRS, and MSN programs, and October for the BSN 15 Month Option program. A transcribed August graduation date may be allowed if students have special/extenuating circumstances that require they take summer courses. These cases must be reviewed and approved by the Program Director and the Dean of Academic Affairs.

An Intent to Graduate Form must be completed by all Seniors and graduate students prior to graduation. Upon receipt of the 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 must submit this form during the first semester of their final year. Forms can also be obtained via the website or from the Student Services - One Stop Shop Office.

Lucyanna Hitch Award for Excellence

The purpose of this award is to recognize the graduating student who best exemplifies the Bellin 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 also the first Board President for the BSN program. Lucyanna Hitch's dedication to fundraising has enabled many students to receive scholarships.

Eligibility: A graduating student 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 1 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 2 to 3 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.

College Logo

Bellin College logos are the property of Bellin College. Anyone wishing to use these logos (see samples on next page) 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.



Logos are available in multiple file formats as well as single color versions. Please contact the Development and Public Relations department for more information.

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 disclosure of 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 in any self-initiated communication on any social sites.

Pictures and/or information from these sources that describe/document behavior, that is 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.

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, gender identity, sexual orientation, marital status, or disability in the admission of students, in student programs, and in the employment of College faculty and staff.

Anti-Harassment Policy

The Bellin College environment should be one of positivity, civility and collaboration. Bullying/harassment in any of its forms can have a negative impact on the College environment. Bellin College does not tolerate or condone any form of harassment including sexual harassment and bullying. College administration, faculty and staff are to treat students and co-workers respectfully in every interaction.

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. It is defined as unwelcome sexual advances, requests for sexual favors, or unsolicited verbal, written, or physical conduct of a sexual nature of any kind and especially 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 of discrimination 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.

Harassment can also come in various forms of bullying. Anti-bullying provision defines bullying as:

- Verbal, mental and/or physical abuse.
- Threatening, humiliating, or intimidating conduct towards another person.
- Sabotage or interference that prevents completion or performance of one's academic or work responsibilities.
- Exploitation of a known psychological or physical vulnerability.

- Belittlement of others.
- Asserting superiority over others.
- Excluding others.
- Making condescending remarks to others.

These behaviors may decrease work output, decrease motivation, decrease satisfaction, damage organizational culture, and increase turn-over or attrition. Students of the College who believe they are or have been the object of such conduct outlined above should contact the Dean of Student Services or another member of the College's administration.

Depending upon the severity, discipline for sexual and other forms of harassment may include verbal or written reprimand, law enforcement involvement, and/or up to and including dismissal from the College, depending upon the severity of the harassment.

Deliberately making a false report about bullying/harassment for the purpose of getting another individual reprimanded will not be tolerated. Deliberately making false reports may result in disciplinary action.

Student Behavior

Students are expected to follow Bellin College rules and conduct themselves in a manner compatible with its values. 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 herself/himself in a manner compatible with the College's values. Therefore, the student has the following responsibilities:

Responsibilities Related to Persons

Students shall:

- 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.
- Never conducts self in a disorderly, lewd, indecent, or obscene manner on College controlled property or at College sponsored or supervised functions.
- 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 are not permitted.

- 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:

- Never forge, alter, or misuse College documents, records and/or other College or hospital/health care agency records.
- Never steal or damage property belonging to the College, the hospitals, community, or an individual.
- Only use College or practicum facilities as authorized and appropriate.

Responsibilities Related to Operation of the College

Students shall:

- Be honest in all activities relating to the education program.
- Never obstruct or disrupt teaching activities, administrative functions, or other College or practicum activities.
- Always uphold the rules, regulations and College policies.
- Always comply with the directions of College personnel acting in the performance of their responsibilities.
- Always uphold rules of any college or university or any medical, hospital or community facility associated with the College.

Responsibilities Related to Welfare, Health and Safety

Students shall:

- Never use, possess, or distribute narcotics, hallucinogens, mind or body altering drugs, controlled substances, or dangerous drugs except as expressly permitted by law.
- Never consume, possess, distribute, or be under the influence of alcoholic beverages in violation of Wisconsin State Law or College policy.
- Never misuse fire and fire emergency equipment such as alarms, emergency phones or call buttons, fire extinguishers, hoses, etc.
- Never possess or use firearms, explosives, dangerous weapons, or other articles/substances potentially injurious to persons or property while on Bellin College, Bellin Health or clinical site property.
- Never smoke or use tobacco on Bellin College property, and adhere to such policies of clinical agencies.

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

- 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.
- Students have a right to be admitted to a particular institution regardless of their race, color, religion, national and ethnic origin, creed, age, gender, marital status, sexual orientation or physical disability.
- Students are free to take reasoned exception to the data or views offered in any course of study, reserving judgment about matters of opinion.
- Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation.
- 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.
- Students have a right to a responsible voice in the determination of the curriculum.
- 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.
- Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
- Students have a right to invite and hear any person of their own choosing within the College's acceptable realm.
- The student body has a right to participate in the formulation and application of institutional policy affecting academic and student affairs.

- 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.
- Students have the right to belong or refuse to belong to any organization of their choice.
- Students have a right to a voice in the establishment of the dress code.
- Students have a right to periodically review grading systems with faculty for clarification and better student-faculty understanding.
- Students have a right to provide input into the evaluations of nursing courses and faculty.
- Students have the right to participate in an educational environment at Bellin College free of harassment or intimidation.

Criminal Background Information Reporting

Criminal Background Checks of all applicants/students are required. This is in compliance with the Wisconsin Caregiver Law. 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 Certified Background, Inc. during the application process. Those who have been convicted or have charges pending of specific crimes/offenses that would bar them from clinical experiences as a student or employment and/or licensure as a caregiver will be denied admission and/or dismissed from the College.

An enrolled student is responsible to report any criminal charges to the Dean of Student Services within two business days. The Dean will review the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Law, the student's ability to participate in clinical experiences, the student's continued enrollment at the College as well as licensure implications. The Dean of Student Services will inform the Dean of Academic Affairs and appropriate Director related to any positive findings.

Student Services is responsible for the management and maintenance of information and records related to Background Information Disclosure by each student and the required criminal background checks for each student. Upon processing, documentation is confidentially recorded and filed according to current Student Services procedure.

NOTE: An applicant/student should keep all documentation of any event leading to a positive background check for application to their licensure exam.

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 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 and alcohol 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's 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 dually 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.

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 a leave of absence. Students must provide supporting documentation, which will differ for each situation (i.e., medical release, etc.) before permission to return from a leave of absence is granted. The official return date and course program of study will be discussed prior to the return date.

Reference Request

Students requesting a reference from Bellin College personnel must complete a Reference Request Form. Any student with a "HOLD" placed on their records cannot receive a reference. The Reference Request Form is available on the College website or the Student Services - One Stop Shop Office.

Family Educational Rights and Privacy Act (FERPA)

Bellin College complies with the Family Education Rights and Privacy Act (FERPA). Once enrolled, all students have a right to inspect and review most of their educational records maintained about them by Bellin College under FERPA 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. (Please see below for what is considered 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 if the need to review an education record is in order to fulfill her/his professional responsibility. (Please see below for the definition of a College official.)

A College official is defined as a person employed by the College in an administrative, supervisory, academic, 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 College official in performing his or her tasks.

Bellin College has defined the following as directory information:

- Name
- Address (city only)
- E-mail Address
- Cell phone number
- Date of Birth (month and day for internal notification purposes)
- 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.
- Academic honors
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Please note: Students wishing to keep confidential some or all of the “directory information” must complete a form available in the Student Services - One Stop Shop 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 information system, 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 the Dean of Student Services.

Students may not have access to:

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

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 Student and Exchange Visitor Information System (SEVIS).

Family Educational Rights and Privacy Act – Procedure for Review of Records

Students wishing to review their files will need to follow the procedures below:

- 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.
- Allow a College official (Registrar or Dean of Student Services) to be present when the record is reviewed.
- Sign a required waiver of responsibility of the College for further confidentiality if copies of any information are made and given to the student.
- Pay a \$1 per side charge for the 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 is 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. In the communication, clearly identify 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

► Student Health and Safety Policies

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. The following procedural steps will be followed when there is reasonable suspicion of impairment:

- When a student/faculty member/College staff suspects that a student may be unfit for class/lab/clinical, she/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.
- 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.
- The student will be removed from class, lab, or clinical with assistance from the faculty and/or Administrative member. Students will not be allowed to leave unescorted.

- 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).
- 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.
- 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.
- 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:
 1. Evidence of ongoing compliance with the recommended treatment plan as outlined by the Employee Assistance Program
 2. Signed return to school contract, as coordinated by the Dean Of Student Services which may include additional drug and/or alcohol testing prior to return to class or clinical, as well as additional drug and/or alcohol tests, without notice, at anytime, within 24 months from the date.
 3. Successful completion of the Employee Assistance Program.

Please 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 from Bellin College.

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.

Clinical Health Requirements

Prior to entering the clinical practicum courses, students must be able to provide evidence of meeting the health requirements for the clinical agency in which they will complete their clinical education.

Student Pregnancy

Pregnancy is a state of health that may render the expectant mother susceptible to environmental conditions during their educational/clinical experiences at Bellin College.

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

BSN and MSN Students

It is the responsibility of the student who thinks or knows she is pregnant to inform the appropriate Program Director and complete the required paperwork. During that meeting, potential implications to the academic plan will be discussed. The BSN Program Director and MSN 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 evidence of ability to return will be provided to the Program Director.

BSRS Students

Female students who enter the BSRS Program pregnant or become pregnant while enrolled must declare/un-declare their pregnancy and 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 solely the student's responsibility to inform the BSRS Program Director of a suspected or confirmed pregnancy. The student is encouraged to declare pregnancy as soon as possible for the needed precautions while in the BSRS program. In the absence of this voluntary written disclosure, a student can not be considered pregnant. Most importantly:

- When the student declares pregnancy, it must be in writing, include the expected date of confinement (due date), and be given to the BSRS Program Director.
- 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 BSRS Program.

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

Upon pregnancy declaration, options for BSRS 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 1 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.

Student Safety in Magnetic Resonance Clinical – BSRS

Because of the nature of the medical, magnetic resonance (MR) environment, it is required that students, faculty, and staff demonstrate medical proof of her/his personal MR safe condition. It is the individual's responsibility to show acceptable proof to the BSRS Program Director and Dean of Academic Affairs. Acceptable proof should consist of a formal medical report from a licensed practitioner. No student will be allowed to participate in any MR clinical experiences without demonstration of this proof.

Health Services for Students

Bellin Health System – Occupational Health Services (OHS) is the primary provider of student health care services for Bellin College. Upon acceptance to the College, the student's pre-entrance physical, immunization and health records will be reviewed.

OHS is available to provide students with such things as yearly TB skin screening and flu shots. 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. Costs of hospitalization or physician care beyond those covered by insurance are the responsibility of the student and/or the student's family. The following services are available to all students at no charge:

Health Records Screening

Upon acceptance into the College, the Student Services Specialist will review student's pre-entrance medical information. When necessary, the student will be contacted by OHS and referred to a health care provider.

Short Term and Emergency Care

If ill, the student should inform her/his course faculty. The student must report health care provider 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. Basic first aid will be provided by the College. If further medical care is warranted, the student will be referred to her/his health care provider or Emergency Department. 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. Any 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 - One Stop Shop Office.

TB Skin Tests and CPR Certification

Students are required to submit documentation of annual TB skin test. 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 Occupational Health Services (OHS) through Bellin Health for all Bellin College students.

If the student converts (positive skin test) on her/his 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 her/his health care provider for treatment. A written statement is required from treating health care provider regarding clinical status/restrictions. A Quantiferon test is also acceptable. An annual review of TB signs and symptoms will be required thereafter. Please consult with the Student Services Specialist in the One Stop area for questions.

CPR Certification and Re-certification Training for students is coordinated with Bellin Health. Information will be provided for when and where the CPR training is scheduled. CPR for the Health Care Provider through the American Heart Association (infant/child/adult) is the only certification accepted.

Influenza (Flu) Vaccine

Each clinical agency has established rules regarding mandatory flu vaccines, and requires proof of compliance. Flu vaccines are administered for free at Bellin College each fall. Students may also receive the flu vaccination through OHS. If a student receives a flu vaccination at a facility other than Bellin, the student must provide evidence of receiving the vaccination and sign a declination form of needing to receive the vaccination at Bellin. Please consult with the Student Services Specialist in the One Stop area for questions.

Human Immunodeficiency Virus (HIV) Testing

Confidential, voluntary testing for antibodies to HIV, indicating exposure to the AIDS virus is available through Bellin Health if needed. 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 EHS or the SWAT/supervisor for follow-up if the incident occurred at Bellin Hospital. When possible, exposures 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 as per OSHA and CDC standards.

Rapid Strep Throat Culture

This test is available to Bellin College students via Bellin Health Fast Care or your health care provider for an associated fee.

Reporting Illnesses

For their own safety and the patient's safety, students should immediately report all illnesses to their faculty member. Students on clinical or practicum assignment have an obligation to avoid the transmission of illness to their patients. Accordingly, the following conditions require evaluation by a health care provider and/or faculty member before reporting to the clinical or practicum location:

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

In addition to the common ailments listed above, the following conditions require evaluation by a health care provider and/or faculty member before reporting to the clinical or practicum location:

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

The student should report illness by contacting (phone/email) their faculty member and/or assigned clinical unit prior to a scheduled clinical/practicum time.

A student who has been absent for a significant health problem may be required to submit a health care provider's statement to the Academic Office 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 faculty according to the course outcomes. Requirements for making-up lab or practicum experiences, if needed, will be established by the faculty. Arrangements to meet the course outcomes must be met before progression to the following semester.

Bellin Health System – Employee Health Services Office

Mailing Address:

P.O. Box 23400

Green Bay, WI 54305-3400

Phone: (920) 433-3587

Fax: (920) 433-7997 (Your name and "Student" should be on each faxed page)

Location: Bellin Hospital, 744 South Webster Avenue, Green Bay, Wisconsin

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

Monday – Friday 7:00 a.m. – 4:00 p.m. (closed holidays)

Saturday & Sunday Closed

Appointments are recommended except in urgent situation.

Health Records

Students that enrolled at Bellin College for a June 2014 start or thereafter, have their own confidential health record on file in Certified Background, Inc. Students that were enrolled previous to June 2014, will

have a cumulative health record kept in a locked file in the Student Services One Stop area. Upon written request by the student, Bellin College will forward health information to the student, prospective employers, or educational institutions. All requests should be directed to the Student Services One Stop Office. Please allow up to 7 working days to process.

Health Care 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 provided by Bellin Health System. 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 Occupational Health or Employee Health Services. Cost of health care beyond that covered by insurance is the responsibility of the student and his/her 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. MSN students may want to consult the MSN Program Director regarding coverage. The College liability only covers students during College-sponsored activities. Malpractice insurance coverage is available through National Student Nurses Association (NSNA) (BSN students) or local and national insurance agencies.

► Tuition and Fees – 2014-2015

2014-2015 Tuition

Tuition Costs

- Cost of per credit tuition is posted on the Bellin College website under Future Student or Current Student; Tuition and Fees.
- Students have access to their account information via the student information system and can also inquire at the Bursar's Office.
- Charges reflect the College program option and year within the program, and will vary depending on the curriculum schedule.
- Book costs are not included in the tuition and fees charges. See the website [Textbook and Supply List](#).

General Education Tuition

- The 2014-15 tuition charge for general education courses is \$324 per credit.

BSN and BSRs Tuition

- The 2014-15 tuition charge for undergraduate nursing and radiologic science courses is \$998 per credit.

MSN Tuition

- The 2014-15 tuition charge for graduate courses is \$728 per credit.

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 that college or university where general education courses are to be taken for the appropriate tuition and fee charges.

Veteran Applicants Tuition

Federal Veteran Benefits

The Bursar is the Veterans Administration (VA) representative for Bellin College students. To receive veterans' educational benefits, student-veterans must be certified. Students eligible for federal programs such as the Montgomery GI Bill, Post 9/11 and other VA programs, must be certified by both the VA and the Bellin College Bursar's Office. All VA benefits are subject to the soldier's specific length of duty and the benefits of the program. Since the College is a private institution, they are subject to the tuition cap set by the Department of Defense for each program.

It is the applicant's/student's responsibility to understand their eligibility for federal and state veteran's benefits and adhere to program requirements. The number for individual educational inquiries is 1-888-422-4551 or 1-888-GI-BILL1. The website is www.gibill.va.gov.

Please refer to the [Department of Veterans Affairs](http://www.va.gov) 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

It is extremely important that all veterans adhere to their specific chapter requirements so that tuition can be paid promptly along with any stipend or housing allowance.

A DD214 along with a letter from your branch of service is required for certification of tuition benefits. The letter can be obtained from the local county VA Office.

For more information on Federal Veteran's Benefits, visit www.va.gov.

Application Fee – BSN, BSRS, MSN

A non-refundable \$45 fee is charged for BSN and BSRS applications to Bellin College.

A non-refundable \$50 fee is charged for MSN applications to Bellin College.

Please note: Application and other fees charged by another college or university where general education courses are to be completed must be paid directly to that college or university; not through Bellin College.

Reservation Fee – BSN, BSRS, MSN

Upon acceptance into the College, a reservation fee of \$100 is required. For the BSN 15 Month Option, a \$500 reservation fee is required. For all programs, the reservation fee is applied to the student's first semester's tuition at the College. If an applicant fails to enroll, this fee is nonrefundable.

Mandatory Fees

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

- **Assessment Fee** covers the costs related to the mandatory participation in the college assessment program.
- **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.
- **Health Science Resource Center** includes all resources needed for laboratory and clinical instruction: facilities, simulated equipment and assessment, and laboratory supplies.
- **Instructional and Technology Fee** includes the support for computers, media supplies, and Web-based features.
- **Lab Fee** covers the cost of lab supplies associated with given course curriculum.
- **Practicum Fee** applies when students participate in the practicum courses. This is a per credit fee.
- **Student Activity Fee** covers student related functions, events, and organizations.

Orientation Make-up Fees

Attendance at all parts of orientation is mandatory. 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. All fees must be paid prior to re-scheduling date.:

Course 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 fee 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 or radiologic science course without participating in the day-to-day activities of that course may elect to challenge the course via a challenge exam. Credit will be earned for challenged courses successfully completed via earning a "C" or better on the challenge exam. The fee for taking the challenge exam is \$100 per course. The \$100 challenge fee is nonrefundable and not applied to tuition for financial aid needs if the individual fails the challenge. Please note: BSN 15 Month Option applicants/students are not eligible for the Challenge Exam 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 \$100 to have the portfolio reviewed. If credit is granted, the student will pay an additional \$25 fee per credit granted.

Lab, Simulation, Computer, and HESI Make-up Fees

Attendance at all parts of labs, simulations, computer trainings, and HESI Testing are mandatory. All fees must be paid prior to re-scheduling date. The following fee parameters apply:

- **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 1 time only and will be charged \$100 to re-take the exam.
- **Simulations (BSN, BSRS)** - 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.
- **Computer Trainings and HESI Exams (BSN, BSRS)** - Students who do not attend computer trainings for, or the HESI (BSN/BSRS) exams as scheduled, are required to re-schedule and will be charged a \$100 fee for re-scheduling.

Additional Expenses – BSN, BSRS, MSN

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

- Books (hard copy or e-book)
- Room and Board
- Student Uniform (scrubs, lab coat, and shoes)
- Transportation
- Miscellaneous Expenses
- Skills lab supplies

National Exam and State Licensing Fees – BSN, BSRS

There are a number of variable costs related to the National Council Licensure Examination for Registered Nurses (NCLEX-RN), the State Registered Nurse (RN) licensing application, and the American Registry of Radiologic Technologists (ARRT) that are not covered in fees paid to Bellin College. These fees are paid directly to the vendor and have varying costs. Information for the exams and licensing is provided to students in the semester prior to graduation. Please see the Dean of Academic Affairs for current information on hand.

Graduation Fee

In the semester prior to graduation, the student will be charged a \$200 graduation fee. This fee helps to defray the costs related to the: diploma, caps and gowns, announcements, programs, speaker, room, musicians, commencement reception, class picture-sitting fee, BSN nursing pin (if applicable), and processing of student records, storage, and maintenance for future reference. Attendance at the commencement ceremony is encouraged, but not mandatory. Non-participation in the commencement ceremony does not affect the \$200 graduation fee.

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

► Payment Policies and Procedures

Billing Statements

Billing (tuition and fees) statements are available in the student information system 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 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 charges assessed by UWGB (BSN/BSRS Traditional Option students). Payment of UWGB charges for those students dually enrolled will be made to Bellin College. Financial Aid from UWGB will flow through the Bellin College statement eliminating the need for students/parents to make payment to each school. Payment for dually enrolled students should be made to Bellin College by the tuition due date.

Other College/University Providing General Education Courses

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

Payment Methods

Payments are due by the date specified in the billing statement, unless a payment arrangement has been initiated with the Bursar. Payment due dates are specified on the College website in the academic calendar. 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.

Overpayment of Account

If you are utilizing financial aid and have borrowed excess funds, your account balance will show in brackets (100). When an account is overpaid, the Bursar will immediately apply to the Bellin Health System for a check made payable to the student account. These checks are typically available for pick up in the Bursar's office within a three-day period of the overpayment. The Bursar notifies each student when the check is available to be picked up or mailed via Bellin College e-mail. In some cases students elect to leave all overpayments on account until the following semester. Because most overpayments are a result of financial aid loans and grants, all students wishing to leave funds on their account will notify the Bursar of their intent via Bellin College e-mail.

Installment Payment Plan

Bellin College offers an installment payment plan each semester. This plan allows the student to pay tuition over the semester in 3 equal payments. The student must pay the first payment on the original payment due date and sign additional paperwork to implement the plan. There is no interest or finance charges for the plan, however there is a \$10 per semester processing fee. Any student defaulting on a payment plan will not be offered the plan in subsequent semesters and their account will immediately be placed on HOLD until the installment payment is received by the Bursar.

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 5 working 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 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 late fee and class attendance restrictions will be placed on the student until satisfactory payment arrangements have been made.

Extension of payment due dates may be granted for extremely unusual circumstances. To request an extension of time or for an installment payment plan, please 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 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 complete the following:

- Notify the student, in writing, of the returned NSF check via certified mail.
- Assess the student a \$25 NSF penalty fee.
- Require the student/parent to submit payment in full by the date designated in the certified letter. Please note: Failure to make this payment by this date will result in a late payment fee and student may be subjected to the institutional withdrawal policy.
- 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.
- 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 students' College records will remain on "hold" until the situation is fully resolved.

Tax Benefits

If you pay for both college tuition and taxes in the same year, you may qualify for federal and state education tax benefits. While Bellin College does not provide individual tax advice, information may be obtained through a licensed tax professional or you can request information via the following website: [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 at www.irs.gov.

► Financial Aid Policies and Procedures

Financial Aid Information

This Financial Aid section contains various policies and guidelines related to the administration, awarding, and disbursement of financial aid at Bellin College. The section is designed to provide a basic understanding of financial aid for all students and their parents. All of the information contained in this section is correct as of July 1, 2014.

Please note: Changes may occur at any time as new regulations are implemented by federal, state, and institutional regulatory bodies for the College to follow. To assist in your understanding, we are committed to making this information available to those currently receiving or applying for financial aid.

Eligibility for Financial Aid

The basic eligibility requirements which must be met for a student to be considered for most aid programs (federal, state, and some institutional and/or private) are given below. In order to apply for aid, an applicant must meet the following criteria:

- Is a citizen or permanent resident of the United States as certified by the Department of Homeland Security (formerly the Immigration and Naturalization Service).
- Be enrolled at least half-time (some programs may allow less-than-half-time students to be awarded).
- Maintain satisfactory academic progress for financial aid recipients as defined by the institution;
- Not currently be in default on a federal student loan, owe a refund on any federal grant or show any unwillingness to repay an education loan.
- Not previously been convicted of any drug-related crime (however, eligibility may be reinstated depending upon the severity of the drug-related crime, time elapsed since conviction, and whether or not an approved drug rehabilitation program was completed).
- Be admitted to the College as a regular, degree-seeking student.

Applying For Financial Aid

The basic principle of financial aid is that the primary responsibility of paying for a college education lays with the student and her/his family to the extent that they are able to pay. Financial assistance from federal, state, and institutional or private sources is intended to supplement, not replace, what the family can afford to pay. The [Free Application for Federal Student Aid \(FAFSA\)](#) is used to determine the student's and/or family's ability to pay for educational expenses and requires data related to household size, income and assets. Please note: All information received from a student and/or parent is maintained in the financial aid office and is kept confidential as required by the Federal Educational Rights to Privacy Act.

Student's wishing to apply for financial assistance to attend Bellin College (BC) must complete and file a FAFSA each academic year of their program at www.fafsa.gov. The student and at least 1 parent (if the student is a dependent) will need to have a U.S. Department of Education PIN in order to electronically sign the FAFSA; an unsigned [FAFSA](#) will not be processed. Once you have a PIN, you will use it every year; if you (or a parent) do not have a PIN, apply at www.pin.ed.gov.

Special FAFSA filing instructions for Bellin College Students

Many Bellin College students take general education courses at the University of Wisconsin-Green Bay (UWGB). Bellin College and UWGB have an articulation agreement which provides for students in the first (BSN and BSRS) and the second (BSN only) years of their program of study to receive aid through UWGB. While Bellin College should always be listed on the FAFSA, it is important to list UWGB as well if aid will be processed by the University. The grid below indicates what college(s) should be listed on the FAFSA in the College Release section for students who will be dually enrolled at both Bellin College and UWGB; the college in *italics* will be responsible for preparing the financial aid award.

	Freshman	Sophomore	Junior (includes 15 Month)	Senior (includes 15 Month)
BSN Program*	<i>UWGB/Bellin College</i>	<i>UWGB/Bellin College</i>	<i>Bellin College</i>	<i>Bellin College</i>
BSRS Program**	<i>UWGB/Bellin College</i>	<i>Bellin College</i>	<i>Bellin College</i>	<i>Bellin College</i>
MSN Program	<i>Bellin College</i> only for entire enrollment			

***If you will not be enrolled at UWGB for general education courses during the freshman or sophomore years, please consult with the Bellin College financial aid office.**

****If you will not be enrolled at UWGB for general education courses during the freshman year, please consult with the Bellin College financial aid office.**

FAFSA School Codes: When listing a college in the College Release section of the FAFSA form, use the following codes (the order that the codes are listed has no affect on aid eligibility):

- **BC:** 006639
- **UWGB:** 003899

When to File a Free Application for Federal Student Aid Form

The Free Application for Federal Student Aid (FAFSA) is specific to an academic year. Therefore, a FAFSA must be filed every year of the program. An academic year is defined as July 1 through June 30. FAFSA filing season for each academic year begins on January 1 of the calendar year in which the academic year will begin on July 1. An academic year at Bellin College begins with the fall semester and ends with the summer session (fall, spring, summer). Therefore, a student who wishes to apply for financial aid for the fall semester should file a FAFSA after January 1 of that calendar year.

The earlier you can file the better. Some forms of financial aid are limited and are awarded on a first-come-first-served basis. Therefore, the longer you wait to file a FAFSA, the more likely you are to miss out on certain forms of aid. Remember, the FAFSA requires income tax data on the student and, if a dependent, the parents, too. Therefore, if possible, it is best to wait until your federal income taxes are completed before filing the FAFSA although, if pressed for time, the FAFSA may be filed using estimated income tax figures however, corrections will need to be made once the tax returns are completed.

For FAFSA filers who have completed their income tax returns, the US Department of Education offers the IRS Data Retrieval Tool (DRT) option when completing the FAFSA. This allows the taxpayer (student and/or parent) to upload all required data elements from the IRS tax return directly from the IRS database. Tax filers must allow at least 3-6 weeks after tax returns are filed before the IRS DRT is available (3 weeks if taxes are filed electronically; 6 weeks if filed via paper returns).

Early application and accurate data are the 2 most important factors in successfully applying for financial aid.

Free Application for Federal Student Aid Filing Deadline

To ensure maximum aid consideration, it is recommended that the Free Application for Federal Student Aid (FAFSA) be filed each academic year between January 1 and March 1. An institution may set a deadline for consideration for its own need-based funds although FAFSAs are processed throughout the academic year for consideration of federal funds (grants and loans). Beginning with the 2014-2015 academic year, Bellin College will offer its own need-based scholarships only to eligible students who file a FAFSA by April 30 (for students enrolling beginning in fall of that academic year).

Determining Financial Need

The amount of aid offered to a student is determined by their [Free Application for Federal Student Aid \(FAFSA\)](#) information. The FAFSA form is processed by the US Department of Education and results in an "expected family contribution" (EFC) amount. The EFC is 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 EFC is subtracted from the estimated costs of attending college during that academic year which includes allowances for tuition, fees, housing, food, transportation, books, supplies, and other miscellaneous expenses, direct or indirect. 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. While some sources of aid are awarded without consideration of need, such as merit-based scholarships, as per federal financial aid regulations

other funds obtained must be included in the student's aid awarded to meet need if the student is receiving any federal or state need-based aid.

Enrollment Status and Financial Aid

Generally, when the term "enrollment status" is used, it is referring to a student's credit load (full-time, etc.). Because most financial aid programs do require at least half-time enrollment and some may be adjusted, reduced, or voided for those students who are less than full-time, the financial aid office must monitor every financial aid recipient's enrollment status and make any necessary adjustments to aid awards as needed. For financial aid purposes, the combined credit load of Bellin College courses and general education courses taken at another institution (provided those credits will transfer to Bellin College to fulfill degree requirements at the College) will be used to determine a student's enrollment status for financial aid. Therefore, a student who is enrolled for 9 credits at Bellin College and taking 3 credits at UWGB, would be considered a full-time student for financial aid purposes (although the student may be reported as less-than-full-time to loan holders and other agencies since Bellin College cannot report enrollment at another institution to those agencies). At least half-time enrollment is required for most financial aid programs including federal student loans and state grants.

For some aid programs, the award amount may be prorated if the student is less than full-time. For example, if a student is eligible for a Federal Pell Grant in the amount of \$2000 for a semester based on full-time enrollment and he/she enrolls half-time instead, the award will be reduced to \$1000. In most cases, the only programs which may be prorated in this manner are the Federal Pell Grant and the Wisconsin Grant.

No aid may be received in a semester or term in which the student is not enrolled.

Financial Aid Documents and Forms

Financial aid recipients may be required to submit certain documents to the financial aid office. Most of those possible documents are listed below. Please note: If a document is required or requested, the student will receive the form from the financial aid office or may download a copy from the financial aid page of the Bellin College website www.bellincollege.edu.

Financial Aid Release Form

This form must be completed and on file in the financial aid office if the student wishes to allow the financial aid or bursar's offices to discuss any part of their financial aid or tuition and fees charges/balance with anyone. Specific individuals must be listed on the release form. If no form is on file, neither office will discuss a student's financial aid and/or tuition and fees account with anyone other than the student.

Verification Worksheet

This form is only required of students whose [Free Application for Federal Student Aid \(FAFSA\)](#) was selected for a process called 'verification' which is a random selection made by the federal FAFSA processor. When a FAFSA is selected for verification, the financial aid office is required to 'verify' certain elements/data reported on the FAFSA before the student may be offered any financial aid. This worksheet must be completed, signed, and returned to the financial aid office. It will also indicate if there are any other documentation requirements in order to complete verification. Additional documents may include official IRS Tax Return Transcripts (from the IRS) for the student and/or parent (not required if the IRS Data Retrieval Tool is used), certification of receipt of food stamps benefits, W2s, certification of child support paid, proof of identity, and copy of high school diploma or equivalent.

Federal Direct Stafford Loan Request Form

Students who wish to apply for a federal student loan must complete and return this form indicating the amount and type of loan requested (based on eligibility reflected on the student's financial aid award letter).

Federal Direct PLUS Loan Request Form

If a parent of a dependent undergraduate or graduate student wishes to borrow funds for college via a Federal PLUS Loan, this form must be completed and returned to the financial aid office.

Agency Forms

Students receiving funds from outside agencies, such as a tribal organization or a state's workforce development agency may be required to submit a form to the Bellin College financial aid office or the bursar's office. These forms are available through the awarding agencies and are required to verify the student's eligibility for financial assistance. Please 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.

Financial Aid Programs

Financial aid can come from a variety of sources such as federal and state governments, higher educational institutions, civic organizations, employers, businesses, and other sources. The following section provides basic information on individual aid programs available at Bellin College.

Grants and Scholarships

Grants and scholarships are considered "free money" because they do not, under most circumstances, require repayment. Grants are need-based unless otherwise noted; scholarships can be either need-based or non-need-based as determined by the organization providing the funds. Individual award amounts vary from year to year based upon funds available and student eligibility. Eligibility may be based on grade level, financial need, expected financial contribution (EFC), academic performance, etc.

FEDERAL GRANTS AND SCHOLARSHIPS	
Federal Pell Grant	Pell Grants are awarded to qualifying undergraduate students who have not yet earned a bachelor's or professional degree. Award amounts vary based upon annual federal appropriations, EFC, financial need, costs of education, enrollment status, and length of enrollment term. A student may receive no more than the equivalent of six years of full-time awards. A Free Application for Federal Student Aid (FAFSA) is required.
Federal Supplemental Educational Opportunity Grant FSEOG	FSEOG is awarded to undergraduate students with exceptional need; which is generally defined as being eligible for a Federal Pell Grant. Award amounts vary based upon the school's total annual allocation. However, federal regulations allow for awards between \$100 and \$4000 per year. A FAFSA is required.
WISCONSIN GRANTS AND SCHOLARSHIPS	
WI Grant	Administered by Higher Educational Aids Board (HEAB), the WG provides grants to eligible WI residents who attend private colleges or universities in WI. Recipients must be enrolled at least half-time and working on their first undergraduate degree; awards are adjusted for less-than-full-time enrollment. The maximum award is set annually by HEAB; annual maximum is currently at \$2900. A FAFSA is required.
WI Talent Incentive Program Grant WI TIP Grant	The WI TIP Grant is awarded to the most financially needy and educationally disadvantaged WI residents. First-time freshmen are nominated by the financial aid office or by Wisconsin Educational Opportunity Program counselors. Initial awards range from \$600 to \$1800; renewal award amounts are set annually by HEAB. Recipients must be enrolled at least half-time. A FAFSA is required.
WI Indian Student Assistance	Recipients must be at least 25% Native American (as certified by a

Grant	Tribal Agency) and be undergraduate or graduate students. Awards are need-based and range from \$250 to \$1100. A FAFSA is required.
WI Minority Undergraduate Retention Grant	The MRG is not available to first-year students. Recipients are nominated by the financial aid office based upon HEAB guidelines and must be enrolled at least half-time. Awards are need-based and range up to a maximum of \$2500 depending upon the individual college's approved spending level for MRG. A FAFSA is required.
WI Academic Excellence Scholarship	AES awards are made to the graduating senior with the highest grade point average in each public and private high school in WI. Awards are \$2250 per year (funded one-half by HEAB and one-half by the college or university) and are renewable provided the recipient meets program requirements. AES awards are not need-based therefore, a FAFSA is not required.
BELLIN COLLEGE GRANTS AND SCHOLARSHIPS	
Bellin College Merit Scholarship	Bellin College offers scholarships to undergraduate students with high academic credentials at the time of admission. Eligibility criteria is reviewed regularly but is generally based upon high school GPA and composite ACT score; transfer students are evaluated on the basis of the number of transfer credits accepted and the calculated GPA on those credits. A minimum GPA of 3.50 is required (high school or transfer) and a minimum composite ACT score of 25 is required for students enrolling with less than 12 transfer credits. Awards currently range from \$4000 to \$10000 with the total award being divided equally over the student's intended terms of enrollment at the College; renewal beyond the first 2 enrollment terms, or the equivalent is contingent upon a 3.5 Bellin College semester/term GPA. Renewal is on a semester by semester basis. Merit Scholarships are not need-based therefore, a FAFSA is not required.
Bellin College Annual and Endowed Scholarships	These are scholarships which are funded annually by generous friends of the College. Awards vary based upon academic achievement, field of interest, demographic information, financial need and availability of funds. Bellin College students receiving aid through UWGB are not considered for these scholarships at this time. A limited amount of funds may be available for graduate students as well. A FAFSA is recommended, but not required.
Bellin College Presidential Scholarship	<p>The Presidential Scholarship is an annual award for undergraduate students currently enrolled or who will be enrolled in the upcoming fall semester at Bellin College in either nursing or radiologic sciences. The award is not automatically renewed annually, so students must re-apply at the end of each academic year. Scholarship award amounts are based on candidate's ability to meet the following eligibility requirements:</p> <ol style="list-style-type: none"> 1. Financial need 2. Proof of academic success at Bellin College or in high school (if currently a senior) 3. Leadership abilities 4. Personal Statement <p>To be eligible for the Presidential Scholarship, students must also be enrolled in the nursing or radiologic sciences program at Bellin College and carrying a credit load of seven or more credits. The</p>

	<p>application deadline for the Scholarship is July 1 of each year. Candidates will be notified by the first Monday of the fall semester through email regarding the results of their application.</p> <p>A FAFSA is recommended, but not required.</p>
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Annual and Endowed Scholarships

Recipients of annual and endowed scholarships are expected to write thank you letters to the donors as well as attend the Donor Appreciation Reception sponsored by the Bellin College Development Department. Each recipient will receive a letter from the development department listing the individual scholarship(s) and donor(s) funding the scholarship with further instructions regarding the thank you letter and reception. Per donor restrictions, most of these scholarships are for undergraduate students.

Private Scholarships

These are scholarships received from organizations outside Bellin College such as civic organizations, high school alumni associations, church organizations, professional groups, tribal organizations, workforce development, employers, and other sources are considered private scholarships. It is the student's responsibility to notify the College financial aid office if he/she has been awarded a private scholarship. The private scholarship will be included in the financial aid award per federal regulations and may result in the adjustment of other aid; such as a loan.

Each year Bellin College receives announcements of available scholarships from many organizations. When information regarding an available private scholarship is received, an e-mail is sent to all students and the announcement along with the application and instructions is posted on the Bellin College website [Announcements](#) page.

Loans

Education loans are excellent financing tools. Federal loans are available to eligible students and/or parents of dependent students. Private education loans may be available to any degree-seeking student. Most loans do not require repayment while enrolled (however, payment is optional); some do begin to accrue interest upon disbursement. The most common education loan programs are listed below.

FEDERAL LOANS	
<p>Federal Direct Stafford Loan</p>	<p>Direct Subsidized Stafford Loans are need-based and are available to eligible undergraduate students. The federal government pays the interest on the loan while the student is enrolled at least half-time. There is a fixed interest rate of 4.66% on these loans (interest rate may change each year as set by Congress). A processing fee of up to 1.072% will be retained from the proceeds of the loan. Students borrowing a Federal Direct Stafford Loan for the first time through a college or university must complete an entrance counseling session for that college. Borrowers will be required to complete an exit counseling session prior to graduation or upon termination of at least half-time enrollment. Check with the respective financial aid office for the proper procedure for completing the required sessions for that campus. Repayment begins 6 months after graduation or the date the student drops below half-time enrollment. A FAFSA is required.</p> <p>Direct Unsubsidized Stafford Loans are not need-based and are available to eligible undergraduate and graduate students. Interest will accrue to the student while enrolled; the student has the option of paying the interest or letting it accrue in an account to be added to the principal of the loan upon repayment. There is a fixed interest rate of</p>

	4.66% for undergraduate loans and 6.21% for loans to graduate students. A processing fee of up to 1.072% will be retained from the proceeds of the loan. Students borrowing a Federal Direct Stafford Loan for the first time through a college or university must complete an entrance counseling session for that college. Borrowers will be required to complete an exit counseling session prior to graduation or upon termination of at least half-time enrollment. Check with the respective financial aid office for the proper procedure for completing the required sessions for that campus. Repayment will begin 6 months after graduation or the date the student drops below half-time enrollment. A FAFSA is required.
Federal PLUS Loan for Parents of Undergraduate Students	The Direct PLUS loan is available to a credit-worthy parent to help with the educational expenses of a dependent child. PLUS Loans are non-need-based; a parent may borrow up to the difference between the student's total cost of education (as determined by the financial aid office) and any other financial aid the student is expected to receive. A processing fee of up to 4.288% will be retained from the proceeds of the loan. The loan has a fixed interest rate of 7.21%. Repayment may begin within 60 days of receiving the loan proceeds or may be deferred as long as the student is enrolled at least half-time. FAFSA required.
Federal Direct PLUS Loan for Graduate Students	Direct PLUS Loans are available to credit-worthy graduate students. All terms and conditions which apply to parent borrowers also apply to graduate student borrowers. A FAFSA is required.
WISCONSIN LOANS	
WI Nursing Student Loan	This is a need-based low-interest loan program for WI residents enrolled at least half-time in a RN or LPN program. Awards may range from \$250 to \$3000 per academic year. Funding for this program is very limited with each eligible nursing college being able to award approximately \$12,000 per academic year. For each of the first 2 years the borrower works as a full-time nurse in the State of Wisconsin, up to 25% of the loan is forgiven; the balance of the loan must be repaid with an interest rate of 5%. A FAFSA is required.
PRIVATE LOANS	
Various Sources	These are credit-based education loans offered by individual lenders which allow students, a credit-worthy cosigner may be required, to borrow loan funds in addition to the student's federal student loans to help with expenses. Interest rates and terms vary by lender. Students may borrow up to the difference between their total cost of education (as determined by the financial aid office) and all other aid the student is expected to receive. Private loans are not need-based. For more information regarding private education loans, please refer to the Guide to Private Education Loans link on the Bellin College Financial Aid Home page.

Federal Direct Stafford Loan Annual and Aggregate Loan Limits

The maximum amount a student may borrow from the Federal Direct Stafford Loan Program in an academic year as well as the overall total of undergraduate and graduate level Direct Stafford Loans is shown in the chart below. The annual maximum refers to the total amount a student may borrow based upon her/his grade level and dependency status for an academic year; July 1 through June 30. The aggregate undergraduate loan maximum includes all Federal Stafford Loans (combined Federal Family Education Loan (FFEL) and Direct Loan Programs) borrowed at all institutions for all undergraduate study, regardless of the number of degrees attempted or received. The graduate loan maximum includes all loans borrowed (combined FFEL and Direct Loan Programs) borrowed as a graduate level student as

well as those borrowed as an undergraduate.

Annual Direct Stafford Loan Maximums			
Dependent Undergraduate Students Only			
Grade Level	Maximum Subsidized Loan Amount	+ Maximum Unsubsidized Loan Amount	Total Maximum Loan Amount (Sub, Unsub, or combination of both)
Freshman	\$3,500	\$2,000	\$5,500
Sophomore	\$4,500	\$2,000	\$6,500
Junior	\$5,500	\$2,000	\$7,500
Senior	\$5,500	\$2,000	\$7,500
Independent Undergraduate Students Only			
Grade Level	Maximum Subsidized Loan Amount	+ Maximum Unsubsidized Loan Amount	Total Maximum Loan Amount (Sub, Unsub, or combination of both)
Freshman	\$3,500	\$6,000	\$9,500
Sophomore	\$4,500	\$6,000	\$10,500
Junior	\$5,500	\$7,000	\$12,500
Senior	\$5,500	\$7,000	\$12,500
Graduate Students Only			
Grade Level	Maximum Subsidized Loan Amount	Maximum Unsubsidized Loan Amount	Total Maximum Loan Amount (Sub, Unsub, or combination of both)
Graduate	0	\$20,500	\$20,500

Please note: Under no circumstances may a student receive total aid during an academic year in excess of the student's financial aid cost of attendance budget as reflected on the financial aid award notification letter.

Aggregate Direct Stafford Loan Maximums (includes all prior loans (FFEL and Direct Loan Programs combined))		
	Maximum Subsidized Loan	Combined Aggregate Maximum (Sub and Unsub combined)
Dependent Undergraduate	\$23,000	\$31,000
Independent Undergraduate	\$23,000	\$57,500
Graduates-includes loans at undergraduate level	\$65,600	\$138,500

For more information on the Federal Direct Loan Programs go to www.studentloans.gov.

Entrance and Exit Counseling for Federal Direct Stafford Loans

Before a Federal Direct Stafford Loan (subsidized or unsubsidized) will be processed for a student, an entrance counseling session must be completed at www.studentloans.gov. Prior to graduation or upon termination of at least half-time enrollment at Bellin College, an exit counseling session must be completed at www.studentloans.gov. Failure to complete an exit counseling session will result in a 'hold' being placed on all official records at Bellin College; including transcripts.

Employment

Bellin College hires a limited number of students to work in specific areas on campus such as the practice/assessment labs and library. If eligible, students may be paid in part through Federal Work Study funds. Those who are not eligible are paid entirely from institutional operating funds. Students interested in working in either of these areas should contact the appropriate facilitator to apply.

Financial Aid Awards

Determining Awards

The Director of Financial Aid reviews the results of the Free Application for Federal Student Aid (FAFSA). Students to be awarded aid by Bellin College are assigned a standard cost of attendance budget based upon anticipated costs for tuition and fees (based on program of study and curriculum plan), housing, transportation, books and supplies, and other miscellaneous expenses. The result of the FAFSA, the expected family contribution (EFC) is subtracted from the budget; the remainder is defined as financial need. There are some forms of financial aid which can only be awarded to a student with financial need and the total of all awards of need-based aid cannot exceed an individual student's calculated financial need. Aid programs which are restricted to students with financial need are referred to as need-based aid. Those aid programs which can be awarded in excess of a student's financial need are called non-need-based aid. The total of need-based and non-need-based aid cannot exceed a student's cost of attendance budget.

When reviewing the student's FAFSA results, the financial aid director determines the student's financial need and screens the student for eligibility for all aid programs administered by Bellin College. Eligibility for individual aid programs may be based on grade level, dependency status, program of study, past financial aid received, and other factors. All factors must be considered when determining the aid for which the student may qualify for.

Financial Aid Award Letter

When the student's eligibility for financial aid programs has been determined, the financial aid director will print a Financial Aid Notification Letter and mail it along with enclosures and instructions to the student's home address. The letter will list all aid programs for which the student appears to qualify for by semester. The student should review the letter and has the option to decline any portion of the aid awarded. There may be forms or documents which the student will need to complete and return to the financial aid office for aid to be fully processed. It is the student's responsibility to read all enclosures and follow all instructions.

Professional Judgment

The US Department of Education allows the financial aid administrator the authority to make professional judgment decisions for unusual family or student circumstances. These are sometimes referred to as special conditions. It is a student's responsibility to request a special condition review, as well as providing all required documentation to support such a request. All professional judgment decisions must be documented in the student's file. Only the Director of Financial Aid has the authority to make a professional judgment decision. Professional judgment decisions are final.

Special Condition

It is the discretion of the Director of Financial Aid to determine the type of adjustment which best suits the specific special condition/circumstances of the individual student. An adjustment may be made to specific data elements of the FAFSA which will result in a change to the student's EFC or the director may adjust data elements within the student's cost of attendance budget.

Dependency Override

The US Department of Education allows the Director of Financial Aid to change an otherwise dependent student into an independent student. It is rare, however, Bellin College does recognize that occasional circumstances may arise which would warrant such a decision. Documentation to substantiate the student's claim of self-support is required. Please note: A parent's refusal to provide FAFSA data or educational support is not sufficient cause to justify a dependency override. Also, whether or not the student is claimed as a dependent on the parents' income tax return is not a consideration when reviewing a student's dependency status.

Potential Professional Judgment Circumstances

Special circumstances which may warrant a professional judgment decision include, but are not limited to:

- Abusive or neglectful parent or family member situation in which it is in the student's best interest to distance herself/himself from the family home environment.
- Custodial parent is incarcerated.
- Significant change in income or employment status of the student, spouse, or parent.
- Unusual family medical expenses not paid by insurance.
- Significant child or dependent care expenses for family member.
- FAFSA reflects one-time, non-recurring income source which is not a true representation of the family's financial status.

All professional judgment decisions must be documented in the student's file. Because each professional judgment situation is unique, specific documentation for each type of circumstance is not listed.

Professional judgment decisions are left to the discretion of the Director of Financial Aid. File documentation may include one or more of the following, but is not limited to:

- Federal IRS Income Tax Return Transcript.
- Supporting letter from a non-relative addressing the family circumstances.
- Itemized statements of medical and/or dental expenses not covered by insurance.
- Copy of rental agreement and/or utility statements in student's name.
- Proof of last day of employment.
- Statement of estimated income.
- Copy of child or dependent care expense statements.

Regardless of the type of circumstances, requests for a professional judgment review must be made in writing signed by the student (if a dependent and the special circumstances are due to parental income or expenses, a signed request from the parent is required). Requests for consideration should be addressed to the Director of Financial Aid.

Satisfactory Academic Progress for Financial Aid Recipients

Federal regulations require that each college establish and consistently apply both a qualitative and quantitative method of measuring a student's progress toward degree/program completion. Students are required to meet such standards in order to maintain continued eligibility for federal, state, and institutional aid programs. These standards measure a student's performance in the following 3 areas: completion rate, cumulative Bellin College 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 Director of Financial Aid at the end of each enrollment term.
- A student could be placed on financial aid warning or financial aid probation (please see below) but not on academic probation or visa versa. Please reference The Bellin College Guide - Handbook & Catalog 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 4 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 the financial aid. The Bellin College Director of Financial Aid will track SAP status on all students, including those receiving aid through other colleges. However, the student will not be subject to 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 1 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 Director of Financial Aid informing her/him of the warning status within 5 working 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 1 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 Director of Financial Aid informing her/him of the probation status within 5 working days of the date it is determined that the student did not meet SAP standards. Please note: If the warning or probation status is primarily due to a deficiency in GPA, it is important to note that the Bellin College GPA can only be improved by courses enrolled and earned at the College.

Financial Aid 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 College GPA

The Financial Aid SAP standards for GPA mirror 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.
- **Graduate Students:** All MSN students will be expected to maintain a minimum cumulative Bellin GPA of 3.0 in order to meet satisfactory academic progress standards.

The following precepts apply 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 College GPA.
- Pass/Fail courses will not affect a student's GPA calculation.

Maximum Credits Allowed to Receive Financial Aid in Program

A student will not be eligible to receive federal, state, or institutional financial aid once he/she 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. Please 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 and 2014	125	187.5
Class of 2015 and Beyond	120	180
MSN ED	38	57
MSN FNP	48	72

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 Director of Financial Aid once the course is completed to again review the student's SAP status. The Director of Financial Aid will review SAP requirements for the student; the student will be notified in writing of the outcome of the appeal within 10 working 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 4 weeks of the last day of the course will remain counted as attempted but not earned credits for SAP purposes. The decision of the Director of Financial Aid is final.

Financial Aid Probation:

- To appeal financial aid probation, a student must submit a signed and dated letter of appeal to the Director of Financial Aid within 14 calendar days of notification of the 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 Director of Financial Aid and the Dean of Student Services will review the request and a decision will be made within 10 working 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 1 additional enrollment term of financial aid warning. Only 1 suspension appeal will be allowed; no further appeals will be accepted. The decision of the Dean of Student Services and Director of Financial Aid is final.

Aid, Fees, and Refunds for Dual Enrollment Students

Students dually enrolled at other colleges are advised to check with their other institution regarding fee schedules, return of financial aid, and tuition refund procedures.

Return of Unearned Aid

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

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

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

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

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

Refund Notification to Student

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

Financial Aid Status when Withdrawing from College

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

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

- Repays the overpayment (unearned aid) in full to the institution within 45 days of the date the College sends the notification to the student that a return of federal aid is required or;
- Enters into a satisfactory repayment agreement with the College or;
- Signs a repayment agreement with the Secretary of the US Department of Education which will include terms that permit the student to repay the overpayment while maintaining eligibility for federal aid.

Bellin College will refer collection matters to the Secretary of the US Department of Education if the student does not repay to the College the full amount of the overpayment or enter into a satisfactory

repayment agreement with the College or the Secretary of the US Department of Education in accordance with Section 668.22 (h) (4) (i) of the Higher Education Act within 45 days from the date the College sent the student a notification of the overpayment.

Overpayment collection accounts will be referred to the United States Department of Education at any time the student fails to meet the terms of the repayment agreement with the College or the student fails to enter into a repayment agreement with the Secretary. Students whose overpayment collection accounts have been referred to the Secretary will be considered ineligible for federal financial aid until the student and the Secretary enter into a repayment agreement.

Repayment Agreement

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

The College will require monthly payments of at least \$50. The full amount of the overpayment must be repaid within 2 years of the date the College determined that the student withdrew. If at any time the student fails to meet these terms, Bellin College will assign collection of the overpayment to the Secretary of the US Department of Education at which time the student will become ineligible for further federal financial aid.

Post-Withdrawal Disbursement of Aid

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

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

Withdrawal Date Determination for Non-Attendance

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

- The date, as determined by the College, that the student began the withdrawal process prescribed by the College policy.
- The date, as determined by the College, that the student otherwise provided official notification to the institution or its representative, in writing or orally, of her/his intent to withdraw.
- The mid-point of the enrollment period, if the student ceases attendance without providing official notification to the College of her/his intent to withdraw unless the College can document the student's last date of attendance at an academically-related activity (please see term definition below).
- The date the College determines is associated with the circumstance, if the student failed to provide official notification of the intent to withdraw due to illness, accident, or grievous personal loss, or other such circumstance beyond the student's control.

Academically-Related Activity

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

Summer Financial Aid

Bellin College students who enroll in courses during a summer term may qualify for financial aid to help defray the costs of those courses. Summer financial aid for students enrolled in the 15 Month Option or the MSN program will be included with the original financial aid award notification; no additional application is required. Other Bellin College students taking summer classes, either at Bellin College or at another institution, should consult with the Bellin College financial aid office to determine if they may be eligible for financial aid for summer enrollments. Students dually enrolled at Bellin College and UW-Green Bay may be directed to apply for summer aid at UWGB, depending on their grade level, program, and enrollment status. Students wishing to apply for aid through Bellin College for summer courses should complete the Bellin College Summer Financial Aid application and return it to the financial aid office by May 15.

For all Bellin College programs, the summer term is considered a trailer to the current academic year which started with the fall term/semester. Federal aid eligibility for a summer term will be determined based upon enrollment status (half-time, etc.) and remaining annual eligibility in applicable programs such as federal student loans, Pell Grants, etc.

Enrollment Status

Summer is considered a separate enrollment term, therefore, enrollment status is based on credits enrolled for the summer only. In order to be considered at least half-time, a student must be taking a minimum of 6 credits during the summer term. Credits taken at another institution must be transferable towards degree requirements at Bellin College but may be used to determine total number of credits enrolled during the summer.

Federal Student Loans

Eligibility for a federal student loan for enrollment during the summer will be contingent upon a minimum of half-time enrollment and the student having unused eligibility for the academic year. For example, a dependent junior student will have an annual maximum eligibility for federal loans of \$7500. If only \$5500 total was borrowed for the immediately preceding fall and spring semesters, the student would have eligibility to borrow up to \$2000 for the summer term; provided the student is enrolled at least half-time in the summer term.

Alternative Financing for Summer

Students who do not qualify for federal aid sufficient to pay all summer charges may apply for a credit-based private education loan. Some private education loans do not require a minimum of half-time enrollment and therefore, may be borrowed (pending credit approval) by students taking less than 6 credits in a summer term. Interested students should consult with the financial aid director to determine how much private loan may be borrowed. Information on available lenders/loan programs may also be obtained from the financial aid office or by viewing the booklet *Bellin College Guide to Private Education Loans* at <http://www.bellincollege.edu/private-education-loans.php>.

Summer Charges and Billing

If a summer course is taken at Bellin College, the student will receive a billing statement for all charges associated with that course. Summer charges must be paid by the due date; charges cannot be carried over and added to the fall semester billing. A summer installment plan is available; interested students should consult with the Bellin College bursar. Please note: If summer charges are not paid in full by the end of the summer term, participation in fall semester courses may be restricted.

Charges for Courses Taken at another Institution

It should be noted that Bellin College does not have a billing agreement with any other institution which covers summer or interim term charges. Therefore, students are responsible for paying that institution directly for all summer charges according to that institution's tuition and fees payment policies. Failure to make payment in full at the other institution may result in a financial hold on account which may prevent the release of transcripts or other records.

Enrollment at Another Institution

Students enrolling at another institution during a summer course must submit proof of registration and costs to the financial aid office at Bellin College in order for the credits/charges to be used to determine eligibility for summer aid. Students are also responsible for submitting proof of registration to the Bellin College Advisor and Career Services Coordinator.

Summer Aid Disbursements

Aid for summer courses will be disbursed in accordance with Bellin College's academic calendar for summer term start dates. Aid will be paid to the student's account not more than 3 working days prior to the start of the College's summer term; excess funds, if applicable, will be refunded to the student via check. Refund checks will be distributed by the College's bursar as received. Students should allow at least 3-5 working days from payment date before the refund check may arrive. If funds are required to make payment to another institution, it is the student's responsibility to work out payment arrangements with that institution.

Senior Special Clinical

BSN seniors who choose to take the optional two-credit special clinical over the summer will be required to pay for that course in the summer. If this is the only summer course, the student will not qualify for federal student loans since 2 credits will not meet the minimum half-time requirement. Students interested in a private education loan should consult with the Bellin College financial aid director. For most students, this may be the only aid option for this course. Students who may qualify for Pell Grant or State Grants in the fall and/or spring semester may want to consider how taking the 2 credits in the summer will impact their enrollment status, and therefore grant eligibility, in either the upcoming fall or spring semester.

Scholarship Reception and Thank You Acknowledgement Requirement

Students who receive scholarship money 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 Staff at the time of registration the night of Scholarship Salute. The Development Office will inform students of the October date for the scholarship reception.

Failure to submit a thank you letter and/or failure to attend the banquet will result in the scholarship being canceled. The scholarship loss will not be placed with other grant aid.

► Admissions Policies and Procedures

Admissions Policy

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

Bellin College does not have waiting lists for admission to the College. Applicants are evaluated on a combination of educational, personal, and health qualifications for admission. (Admission procedures for students included in the St. Norbert College/Bellin College agreement must follow the policy outlined in the agreement.)

Applications are made on an annual basis and do not carry over to the next year. Non-admitted applicants must reapply

Non-Degree Seeking Student Status

Students who take Bellin College courses but are not enrolled in a Bellin College major are considered Non-Degree Seeking Students. Non-Degree Seeking Students earn regular credit which is permanently recorded on the transcript. Certain opportunities, such as financial aid, for which Degree Seeking Students may be eligible, are not available to Non-Degree Seeking Students, since they are classified as “non-degree seeking”. Non-Degree Seeking Students are subject to all normal College regulations and policies.

Admission Criteria

- Applications are available via the Bellin College website.
- A \$25 nonrefundable fee per application.
- Non-Degree Seeking Students pay full tuition and related fees and are subject to all Bellin College policies. Procedures and regulations as outlined in The Bellin College Guide - Handbook & Catalog.
- Undergraduate Non-Degree Seeking Student applicants must have received a high school diploma and not be enrolled in a Bellin College major.
- Graduate Non-Degree Seeking Student applicants must have a Bachelor of Science in Nursing (BSN) degree or higher and not be enrolled in a Bellin College major.
- Graduate Non-Degree Seeking Student applicants can enroll for no more than 6 credits.
- Contact the College Admissions Office for further details.

Tuition

Non-Degree Seeking Students pay a per credit tuition rate.

Payment Methods

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

Payment Policy

- The Bellin College Bursar will mail tuition and fees billing statements to all Non-Degree Seeking Students at the start of the semester in which the student is enrolled.
- Payment in full must be made by the due date specified on the bill. Failure to do so will result in a \$25.00 nonrefundable late fee and holds on records and registration until satisfactory payment arrangements have been made.

Refund Policy

If a Non-Degree Seeking Student were to withdraw from the College, refunds will be issued accordingly. The College website including the academic calendar outlines the policies, withdrawal dates, and any applicable refunds.

Institutional Withdrawal due to Nonpayment of Tuition and Fees

If a Non-Degree Seeking Student fails to make payment or to arrange a payment plan by the due date, the student may be institutionally withdrawn from Bellin College. Tuition and fee charges for which the student is responsible will be based upon the applicable return policy as stated in The Bellin College Guide - Handbook & Catalog. Academic records will be withheld and collection efforts will be pursued with an agency.

Non-United States Citizens

Non-US citizens are encouraged to refer to contact the Admissions Department for details.

The application process encompasses:

- Completing an application form.
- Providing 3 references.
- Providing proof of immigration status.
- Providing evidence of English proficiency via the TOEFL (Test of English as a Foreign Language).
- Providing official transcripts evaluated by the ECE (Educational Credential Evaluators) (if course is taken at a University/College outside of the United States).
- Taking the ACT or SAT and providing scores (if applicable).

Admission as a Nursing Student

Students are admitted to the nursing program as they are admitted to Bellin College.

Students in the Traditional Option and Sophomore Transfer Options take nursing courses concurrently with general education courses starting with the first semester of enrollment. Students in the 15 Month Option complete their required general education credits before entering Bellin College.

Nursing courses and select general education courses are offered at Bellin College. Bellin College students are required to take particular general education courses if offered at Bellin College. General education courses are also accepted from regionally accredited two or four-year institutions, such as Northeast Wisconsin Technical College (NWTC), St. Norbert College (SNC), and University of Wisconsin Green Bay (UWGB). Bellin College also works closely with College of Menominee Nation (CMN) and Silver Lake College (SLC).

Program Options-BSN

Bellin College offers multiple entry options to students. They are as follows:

- **Traditional Option** is designed for students who have or will have a high school diploma at the time of enrollment and have completed generally 28 or fewer transferable, program required general education credits. Traditional students begin as freshmen and complete the BSN or BSRS degree in 4 years. Nursing courses are taken concurrently with general education courses starting with the first semester of enrollment.
- **Sophomore Transfer Option** is designed for students who have completed 29 or more transferable, program required general education credits. Students begin in the summer, completing 2 nursing courses, and continue in the fall semester as a sophomore student. Students complete the BSN degree in 3 years.
- **15 Month Option** is designed for students who have completed the 60 transferable, program required general education credits. Students complete their BSN degree in 15 academic months.

Entry into any one of the above options is contingent on a complete credit evaluation by the College to assist in determining option eligibility. The credit evaluation along with GPA calculation will include any course taken that would meet Bellin College education requirements.

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 moving 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.

Program Options-BSRS

Bellin College offers multiple entry options to students. They are as follows:

- **Traditional Option** is designed for students who have or will have a high school diploma at the time of enrollment and have completed transferable, program required general education credits. The traditional applicant then meets 1 of 2 categories: Students with 11 or fewer transferable, program required credits or students with 12 or more transferable, program required credits. Traditional students begin in fall as freshmen students and complete the BSRS degree in 4 years.
- **Sophomore Transfer Option** is designed for students who have completed a minimum of 28 or more transferable, program required general education credits. Students begin in the summer, completing 2 radiology courses, and continue in the fall semester as a sophomore student. Students complete the BSRS degree in 3 years.

Admission Requirements – BSN Specific

Upon acceptance to the College, the student's pre-entrance physical, immunization and health records will be reviewed by the Employee Health Office. Requirements for admission to the Bachelor of Science in Nursing Program are as follows:

American College Testing (ACT) or Scholastic Aptitude Test (SAT) Scores: Applicants to the BSN Traditional Option who have 11 or fewer transferable college credits must provide ACT or SAT scores. An ACT composite score of 23 (or higher) and a high school grade point average (GPA) of 3.25 (or greater) is required for admission. ACT scores of 21 or 22 will be considered and reviewed individually by the Admissions Director at the time of interview. The GPA will be calculated at the time of application. The GPA requirements must be maintained on final high school transcripts to remain a viable candidate.

Admission Requirements – BSRS Specific

Upon acceptance to the College, the student's pre-entrance physical, immunization and health records will be reviewed by the Employee Health Office. Requirements for admission to the Bachelor of Science in Radiologic Sciences Program are as follows:

American College Testing (ACT) or Scholastic Aptitude Test (SAT) Scores: The applicants to the BSRS Traditional Option that have 11 or fewer transferable college credits must provide ACT or SAT scores. An ACT score of 20 (or higher) is required for admission with a High School Grade Point Average of 3.0 (or greater). The GPA will be calculated at the time of application. The GPA requirements need to be maintained on final high school transcripts to remain a viable candidate.

Admission Requirements – BSN, BSRS

High School Graduate: An applicant to the BSN or BSRS - Traditional Option program must provide proof of graduation from a recognized high school or its equivalent.

Background Check: In compliance with the Wisconsin Caregiver Background Check and Investigation Legislation, a background check will be completed on an applicant prior to acceptance into Bellin College.

Applicants who have been convicted of specific crimes/offenses that would bar them from clinical experiences as a student or employment and/or licensure as a caregiver will not be admitted to the College. A background check approved by the College does not guarantee successful clinical placement. Any clinical agency reserves the right to complete a criminal background check and to ban a student from clinical experiences based on the results of the background check.

Drug Screen: Drug screening prior to entry is mandatory. Any applicant whose drug screen notes the use of illegal drugs will have their admission canceled.

Health Qualifications: Each applicant is required to have a physical examination and complete specific immunizations and testing. The general health of the applicant must be deemed adequate for meeting the program outcomes of the degree. See outline of immunizations and testing.

Tuberculosis Testing: The Wisconsin Administrative Code states that all persons having direct contact with hospital patients must be assessed for the presence of active pulmonary tuberculosis. It is a requirement of all applicants to have 1 TB test result at the time of the pre-admission medical/physical examination. The TB screening involves receiving the test, then returning to have it read within a specific time period. A second TB test will be provided at Bellin College after enrollment. Once enrolled as a Bellin College student, yearly screening is mandatory during the month of May.

CPR Certification: CPR certification must be American Heart Association – Health Care Provider (infant/child/adult). Students will be trained at the College if needed. Each student must show proof of CPR certification by uploading the front and back of their CPR card into their Certified Background account. CPR is required every 2 years by most of the clinical agencies.

Personal Qualifications: The successful applicant must demonstrate motivation, initiative, work ethic, leadership and integrity. The applicant must provide 3 references addressing these qualifications.

Minimal Technical Criteria: In compliance with the Americans with Disabilities Act, Bellin College does not discriminate on the basis of disability in the administration of its educational policies, admission policies, student aid and other College-administered programs nor in the employment of its faculty and staff. As a Bellin College student, performance of certain activities is required with or without reasonable accommodation. Bellin College reserves the right to determine final eligibility based upon the applicant and student's ability to successfully complete Minimum Technical Criteria Standards as outlined by the College. Students must have the abilities and skills according but not limited to the following:

- Ability to communicate with patients, families and other health care professionals.
- Problem-solving abilities sufficient for clinical judgment.
- Dexterity, range of motion, and eye/hand coordination sufficient to perform procedures and manipulate equipment, including intervention in an emergency situation.
- Auditory and visual ability sufficient for assessment of health care status, and from providing safe and effective care.
- Emotional health sufficient to provide safe and effective care, meet the physical demands of patient care, including but not limited to the ability to lift, position, and transport patient and the ability to lift, move and position heavy equipment.
- Meet the Minimal Technical Criteria Standards as outlined on the medical form.

Official Transcripts: Official transcripts for all colleges/universities attended must be submitted as part of the application process. If courses are in-progress (IP) at the time of credit evaluation or application, official transcripts must be presented after the courses are complete. The 3.0 transfer GPA requirement and grades of "C" or above must be met to remain a viable applicant.

Receiving course credit is contingent on a complete credit evaluation by the College to assist in determining acceptance of the credits. The credit evaluation along with GPA calculation will include any course taken that would potentially meet Bellin College education requirements.

Each program option may have specific admission requirements in addition to the above.

Please note: The admission requirements are under review for the 2014-15 academic year. See the Bellin College website for most up-to-date information.

Program Options - MSN

Bellin College offers two MSN degree tracks; the Nurse Educator, Family Nurse Practitioner, along with a Post-Graduate FNP certificate.

Admissions Requirements – MSN

Requirements for admission to the Master of Science in Nursing (MSN) program are as follows:

- Completed Bellin College Application with non-refundable application fee.
- Earned Bachelor of Science in Nursing from an accredited program.
- Official transcripts from all colleges and/or universities attended.
- 3.0 GPA on a 4.0 scale in the Bachelor of Science of Nursing degree; however, all applications will be reviewed on an individual basis.
- Have successfully completed a baccalaureate level 3-credit Health Assessment course within last 5 years
- Have successfully completed a baccalaureate level Statistics course within last 5 years.
- Wisconsin RN License.
- Two completed professional reference forms.
- Resume/curriculum vitae
- Goal statement
- Interview
- Test of English as a Foreign Language (TOEFL) score of at least 550 (using paper form) or 213 (using computer form).

Please note: Verification of health assessment skills in the College lab may be required.

The following items are also required prior to admission to the MSN program:

Background Check: In compliance with the Wisconsin Caregiver Background Check and Investigation Legislation, a background check will be completed on an applicant prior to acceptance into Bellin College. Applicants who have been convicted of specific crimes/offenses that would bar them from clinical experiences as a student or employment and/or licensure as a caregiver will not be admitted to the College. A background check approved by the College does not guarantee successful clinical placement. Any clinical agency reserves the right to complete a criminal background check and to ban a student from clinical experiences based on the results of the background check.

Drug Screen: Drug screening prior to entry is mandatory. Any applicant whose drug screen notes the use of illegal drugs will have their admission canceled.

Health Qualifications: Each applicant must complete specific immunizations and testing requirements. See the MSN Student Immunization Verification Form. Additional immunization requirements may be necessary for clinical placements as per organization immunization and health requirements.

Tuberculosis Testing: The Wisconsin Administrative Code states that all persons having direct contact with hospital patients must be assessed for the presence of active pulmonary tuberculosis. It is a requirement of all applicants to have 1 TB test result at the time of the pre-admission medical/physical examination. The TB screening involves receiving the test, then returning to have it read within a specific time period. A second TB test will be provided at Bellin College after enrollment. Once enrolled as a Bellin College student, yearly screening is mandatory during the month of May.

CPR Certification: Applicants must provide proof of CPR certification prior to entry. The CPR must be American Heart Association – Health care Provider (infant/child/adult).

Minimal Technical Criteria: In compliance with the Americans with Disabilities Act, Bellin College does not discriminate on the basis of disability in the administration of its educational policies, admission

policies, student aid and other College-administered programs nor in the employment of its faculty and staff. As a Bellin College student, performance of certain activities is required with or without reasonable accommodation. Bellin College reserves the right to determine final eligibility based upon the applicant and student's ability to successfully complete Minimum Technical Criteria Standards as outlined by the College.

Students must have the abilities and skills according but not limited to the following:

- Ability to communicate with patients, families and other health care professionals.
- Problem-solving abilities sufficient for clinical judgment.
- Dexterity, range of motion, and eye/hand coordination sufficient to perform procedures and manipulate equipment, including intervention in an emergency situation.
- Auditory and visual ability sufficient for assessment of health care status, and from providing safe and effective care.
- Emotional health sufficient to provide safe and effective care, meet the physical demands of patient care, including but not limited to the ability to lift, position, and transport patient and the ability to lift, move and position heavy equipment.
- Meet the Minimal Technical Criteria Standards as outlined on the medical form.

Please note: The admission requirements are under review for the 2014-15 academic year. See the Bellin College website for most up-to-date information.

FNP Post-Graduate Certificate - MSN

The Family Nurse Practitioner Post-Graduate Certificate (FNP PGC) is available to registered nurses holding a Master's or Doctor of Nursing Practice degree in nursing who desire to continue their education and expand their skillset as a Family Nurse Practitioner. The Family Nurse Practitioner Post-Graduate Certificate is a variable credit-hour program, ranging from 18 to 31 credits, dependent on prior education and certification. A gap analysis will be performed considering all prior education and experience. The program can be completed in approximately 24 to 36 months part-time. Upon successful completion of program requirements, a certificate is awarded and students are eligible to apply for American Nurses Credentialing Center (ANCC) certification or the American Academy of Nurse Practitioners (AANP) Family Nurse Practitioner certification.

Gap Analysis Requirement for FNP Post-Graduate Certificate Students

In accordance with the 2012 Criteria for Evaluation of Nurse Practitioner Programs, applicants who hold a master's degree in nursing can apply to the FNP Post-Graduate Certificate program where previous education and practice (as applicable) will be used to determine an individual course of study. The completion of required didactic courses and clinical hours can be flexible depending upon waived credits hours.

Each student who is admitted as a candidate for the FNP Post-Graduate Certificate program will complete a Gap Analysis. See gap analysis form. Plans of study will be individualized according to academic didactic and clinical needs.

Admission Requirements

Requirements for admission to the Post-Graduate FNP Certificate program are as follows:

- Completed Bellin College Application with non-refundable application fee.
- Earned Master of Science in Nursing degree or Doctor of Nursing Practice degree from an accredited program.
- Official transcripts from all colleges and/or universities attended.
- 3.0 GPA on a 4.0 scale in the Master of Science of Nursing degree; however, all applications will be reviewed on an individual basis.
- Wisconsin RN License.
- Two completed professional reference forms.
- Portfolio* ([see below for details](#))
- Interview

- Test of English as a Foreign Language (TOEFL) score of at least 550 (using paper form) or 213 (using computer form).

*Portfolio: Post-master’s students must submit a portfolio of their credentials in order to facilitate planning their program of studies.

The applicant portfolio should include:

- Updated resume
- Copies of any national nursing certifications
- Descriptions of relevant advanced practice work experience including patient populations, roles and responsibilities and duration of experience
- Goal statement describing reasons for pursuing FNP post-graduate certificate

BSN Traditional Option Educational Qualifications

The Traditional Option is designed for students who have or will have a high school diploma at the time of enrollment and have completed generally 28 or fewer transferable, program required general education credits. The traditional applicant then meets 1 of 2 categories: Students with 11 or fewer transferable, program required credits or students with 12 or more transferable, program required credits.

Applicants to the BSN Traditional Option will have 28 or fewer transferable, program required general education credits; not meeting the criteria for either the Sophomore or 15 Month Option. Applicants must have a minimum GPA of 3.0 in transfer courses with no grade lower than a “C” in required general education courses.

Traditional students begin in fall as freshmen students and complete the BSN degree in 4 years.

Students dually enrolled at UWGB should be advised of any necessary placement criteria. If UWGB prerequisite requirements are not met upon admission to Bellin College, summer coursework must be taken to maintain the timeline/sequence of the academic plan of scheduled general education requirements.

Applicants with 11 or fewer transferable credits -

Applicants to the BSN Traditional Option having 11 or fewer transferable, program required credits must provide: American College Test (ACT) or Scholastic Achievement Test (SAT) scores.

- An ACT composite score of 23 (or higher) is required for admission with a high school grade point average (GPA) of 3.25 (or greater).
- ACT composite scores of 21 or 22 will be considered and reviewed individually by the Admissions Director at the time of interview.
- The GPA will be calculated at the time of application.
- GPA requirements need to be maintained on final high school transcripts to remain a viable candidate.

The following high school courses are required:

- Algebra1 year
- Advanced Math..... 2 years
- Advanced Science..... 1 year
- Biology..... 1 year
- Chemistry..... 1 year
- English..... 4 years
- Social Science..... 3 years

If college credits have been taken, a credit evaluation will assist in determining eligibility for this option category. The credit evaluation and GPA calculation will include any completed course meeting the following criteria:

- All courses that meet a required general education course will be considered.
- Required general education courses include: Anatomy and Physiology, Biology, Business, Chemistry, Communication or Speech, Human Development, Human Diversity, Intermediate Algebra, Microbiology, Psychology, Philosophy/Ethics, Sociology/Anthropology, Statistics, and Writing.
- All courses meeting requirements stated, must have a grade of “C” or above. If below a “C” the course must be remediated before entry. Required general education courses may be repeated only 1 time. A grade of “C” or above must be met in repeated courses.
- Elective courses with a grade of “C” or above will be included.
- Elective courses include:
Humanities, Social Science, General, and Upper Level electives.

Applicants with 12 or more transferable credits

Applicants to the BSN Traditional Option having 12 or more transferable, program required college credits must have a minimum GPA of 3.0 in transfer courses with no grade lower than a “C” in required general education courses.

Remaining requirements are the same as applicants with 11 or fewer transferable, BSN program required college credits as stated above. A credit evaluation and GPA calculation by Bellin College will assist in determining eligibility.

The Bellin College Advisor and Career Services Coordinator will assist in outlining a plan to fulfill the remaining general education credits that are required. Bellin College offers select general education courses. However, program required general education courses are accepted from regionally accredited two or four-year institutions, such as Northeast Wisconsin Technical College, St. Norbert College, and University of Wisconsin Green Bay. Bellin College also works closely with College of Menominee Nation and Silver Lake College.

Final Admission

Final admission to the College is contingent upon receipt of official transcripts (for any courses in progress at the time of application), completion of the health and immunization requirements, and any related forms to the above mentioned items prior to enrollment.

Please note: Applicants who are not applying directly after high school should contact the Admissions Office for further details regarding admission qualifications.

BSN Sophomore Transfer Option Educational Qualifications

Applicants to the Sophomore Transfer Option must have completed 29 or more transferable, program required general education credits and have a minimum GPA of 3.0 in transfer courses with no grade lower than a “C” in required general education courses.

A credit evaluation will assist in determining eligibility for entry into this option. The credit evaluation along with GPA calculation will include any course taken that would potentially meet the following program required general education requirements:

- All courses that meet a required general education course will be considered. Required general education courses include: Anatomy and Physiology, Biology, Business, Chemistry, Communication or Speech, Human Development, Human Diversity, Intermediate Algebra, Microbiology, Psychology, Philosophy/Ethics, Sociology/Anthropology, Statistics, and Writing.
- Elective Courses that meet a grade of “C” or above will be included. Elective courses include:
Humanities, Social Science, General, and Upper Level electives.

Bellin College offers select general education courses. However; program required general education courses are accepted from accredited two or four-year institutions, such as Northeast Wisconsin

Technical College, St. Norbert College, and University of Wisconsin Green Bay. Bellin College also works closely with College of Menominee Nation and Silver Lake College.

Classes begin in the summer (2 nursing courses), and continue in the fall semester as students join the sophomore class. Students are able to complete the program in a summer session and 3 academic years.

Classes	Credits
The following course credits are required:	
▪ Anatomy and Physiology (including labs)	5
▪ Biology (including labs)	4
▪ Chemistry (including labs)	5
▪ Introduction to Human Development (lifespan)	3
▪ Introduction to Psychology	3
Total	29
A combination of the following courses equal to a minimum of 29 credits:	
▪ Business	3
▪ Communication/Speech	3
▪ General Elective	3
▪ Human Diversity	3
▪ Humanities Elective	3
▪ Intermediate Algebra	4
▪ Microbiology credits	3
▪ Philosophy or Ethics	3
▪ Social Science Elective	3
▪ Statistics	4
▪ Upper Level Elective	3
▪ Writing Requirement*	3
Total	29

**If an applicant has at least 29 acceptable credits and is missing the Expository Writing course, they will be allowed to enter the Sophomore Transfer Option with a stipulation that the Expository Writing course be completed (grade of "C" or higher) prior to the start of their Junior year.*

**If a student has a prior Bachelor's degree, the Writing Requirement is waived. Students will need to meet the minimum general education credit requirement to obtain a Bellin College degree.*

Bellin College offers select General Education courses. Admitted students must enroll in the Bellin College General Education courses as offered.

Final Admission

Final admission to the College is contingent upon receipt of official transcripts (for any courses in progress at the time of application), CPR certification, completion of the health and immunization requirements, and any related forms to the above mentioned items prior to enrollment.

BSN 15 Month Option Educational Qualifications

Applicants to the 15 Month Option must have completed 60 transferable, program required general education credits, have a minimum GPA of 3.0 in transfer courses, with no grade lower than a “C” in required general education courses.

A credit evaluation will assist in determining eligibility for entry into this option. The credit evaluation along with GPA calculation will include any course taken that would potentially meet the following program required general education requirements:

- The 60 transferable, program required general education credits must meet a distribution of credits in the following areas: human development, statistics, business, diversity, communication/writing, science, social science, humanities, and 6 upper division credits.
- Program required general education courses include: Anatomy & Physiology, Biology, Business, Chemistry, Communication or Writing, Human Development, Human Diversity, Microbiology, Philosophy/Ethics, Psychology, Statistics, and Upper Division credits.

The following 60 general education credits are required:

Classes	Credits
Natural Science Including courses in: <ul style="list-style-type: none"> ▪ Anatomy and Physiology ▪ Biology* ▪ Chemistry ▪ Microbiology 	16
Social Science Including a course in: <ul style="list-style-type: none"> ▪ Psychology 	12
Humanities Including a course in: <ul style="list-style-type: none"> ▪ Philosophy or Ethics 	12
As part of the 60 general education credits, students must also have courses in the following subject areas: <ul style="list-style-type: none"> ▪ Business ▪ Communication/Writing** ▪ Diversity ▪ Human Development ▪ Statistics ▪ Six (6) upper division credits 	20

**The biology requirement may be satisfied with 16 credits in anatomy and physiology, chemistry, and microbiology as biology is often infused into the curriculum for these 3 courses.*

***If a prior Bachelor’s Degree has been earned, the communication/writing requirement is satisfied per policy. The applicant must meet the minimum (60) general education credits before entry.*

The program is designed in 7 consecutive 8-week sessions. Students graduate after 15 calendar months of coursework.

Final Admission

Final admission to the College is contingent upon receipt of official transcripts (for any courses in progress at the time of application), and completion of the health and immunization requirements, and any related forms to the above mentioned items prior to enrollment.

Admission as a Radiologic Sciences Student

Students are admitted to the radiologic science program as they are admitted to Bellin College. Radiologic science courses are taken concurrently with general education courses starting with the first semester of enrollment.

Radiologic science courses and select general education courses are offered at Bellin College. Bellin College students are required to take particular general education courses if offered at Bellin College. General education courses are also accepted from regionally accredited two or four-year institutions, such as Northeast Wisconsin Technical College, St. Norbert College, and University of Wisconsin Green Bay. Bellin College also works closely with College of Menominee Nation and Silver Lake College.

Student Safety in Magnetic Resonance Clinical – BSRS

Because of the nature of the medical, magnetic resonance (MR) environment, it is required that students, faculty, and staff demonstrate medical proof of her/his personal MR safe condition. It is the individual's responsibility to show acceptable proof to the BSRS Program Director and Dean of Academic Affairs. Acceptable proof should consist of a formal medical report from a licensed practitioner. No student will be allowed to participate in any MR clinical experiences without demonstration of this proof.

BSRS Traditional Option Educational Qualifications

The Traditional Option is designed for students who have or will have a high school diploma at the time of enrollment and have completed transferable, program required general education credits. The traditional applicant then meets 1 of 2 categories: Students with 11 or fewer transferable, program required credits or students with 12 or more transferable, program required credits.

Traditional students begin in fall as freshmen students and complete the BSRS degree in 4 years.

Students dually enrolled at UWGB should be advised of placement criteria for English, Biology, Chemistry, and Math courses. If UWGB prerequisite requirements are not met upon admission to Bellin College, summer coursework must be taken to maintain the timeline/sequence of the academic plan of scheduled general education requirements.

Applicants with 11 or fewer transferable college credits -

BSRS applicants who have 11 or fewer transferable, program required credits must provide American College Test (ACT) or Scholastic Achievement Test (SAT) scores. An ACT score of 20 or higher is required for admission with a High School GPA of 3.0 (on a 4.0 grade scale) or greater.

The following high school courses are required:

- English.....4 years
- Math3 years (1 year of Algebra)
- Sciences.....3 years (1 year Biology and 1 year Chemistry)
- Social Science.....3 years

If college credits have been taken, a credit evaluation will assist in determining eligibility for this option category. The credit evaluation and GPA calculation will include any course taken that would meet the following criteria:

- All courses that meet a required general education course will be considered. Required general education courses include: Anatomy and Physiology, Biology, Business, Chemistry, Communication, Computer Technology, Health Care Leadership/Management, Human Diversity, Intermediate Algebra, and Psychology.
- All courses meeting a required general education course must have a grade of "C" or above. If below a "C" the course must be remediated before entry. Required general education courses can only be repeated 1 time. A grade of "C" or above must be met in repeated courses.

- All courses meeting a general education elective requirement, with a grade of “C” or above, will be considered for transfer. General education elective courses include: Ethics, Humanities, and Social Science.

Applicants with 12 or more transferable college credits -

BSRS applicants who have 12 or more transferable, program required general education credits, must have a minimum GPA of 3.0 in transfer courses with no grade lower than a “C” in required general education courses.

Remaining requirements are the same as applicants with 11 or fewer transferable, BSRS program required college credits as stated above. A credit evaluation and GPA calculation by Bellin College will assist in determining eligibility.

The Bellin College Advisor and Career Services Coordinator will assist in outlining a plan to fulfill the remaining general education credits that are required. Bellin College offers select general education courses, however; program required general education courses are accepted from accredited two or four-year institutions, such as Northeast Wisconsin Technical College, St. Norbert College, and University of Wisconsin Green Bay. Bellin College also works closely with College of Menominee Nation and Silver Lake College.

Final Admission

Final admission to the College is contingent upon receipt of official transcripts (for any courses in progress at the time of application), completion of the health and immunization requirements, and any related forms to the above mentioned items prior to enrollment.

Please note: Applicants who are not applying directly after high school should contact the Admissions Office for further details regarding admission qualifications.

Tuberculosis Testing and Immunization Requirements

The following is a list of the tuberculosis (TB) testing and immunizations that applicants complete before entry to the College. Any changes to this list will be provided and available from the Admissions Office.

Tuberculosis Screening

Incoming students are required to have 1 Mantoux skin test given after the month of May before entry. If the incoming student has a medical contraindication to tuberculosis (TB) skin testing, they will need either:

- A negative Quantiferon blood test, and a completed Signs/Symptoms sheet, or
- A negative baseline chest x-ray, and a completed Signs/Symptoms sheet, (a Quantiferon blood test is recommended), or
- If they have a positive Quantiferon blood test, they will need a negative baseline chest x-ray and a completed Signs/Symptoms sheet.

Please note: The Signs/Symptoms sheets are available from the Bellin College Admissions Department.

Resources to obtain TB testing and/or immunizations are as follows:

- Primary health care providers.
- Brown County Public Health Department (610 Broadway, Green Bay) for some vaccines. Call 920-448-6401 for further information.
- Bellin Employee Health (hospital location) for TB tests only. Call 920-433-3587 for an appointment.
- Bellin Occupational Health (Bellevue location, Eaton Road) for TB tests, titers, and some vaccines. Call 920-433-6742 for an appointment.

- Bellin Occupational Health (Whitney location, 215 N. Webster) for TB tests, titers, and some vaccines. Call 920-433-3448 for an appointment.
- Bellin Occupational Health (Ashwaubenon location, 1630 Commanche Ave.) for TB tests, titers, and some vaccines. Call 920-430-4560 for an appointment.

TB skin tests are free of charge for Bellin College students if given by Employee Health or Occupational Health. Vaccines and blood tests are discounted. Payments must be cash only (checks and other forms of payment are not accepted). To receive the discounted pricing, incoming students are to identify self as a Bellin College student when making appointments and at the time of service.

Immunization Requirements

The following immunizations are required to participate in the Bellin College clinical settings and to progress in the curriculum plans. All students will upload immunization documents into Certified Background, Inc. to show proof of date and completion of their immunization requirements. Any declination of vaccines will put the student's ability to advance through the curriculum in jeopardy.

Measles	Positive immune blood titer <u>or</u> dates of 2 vaccines.
Mumps	Positive immune blood titer <u>or</u> dates of 2 vaccines.
Rubella	Positive immune blood titer <u>or</u> dates of 2 vaccines.
Varicella (Chickenpox)	Positive immune blood titer <u>or</u> dates of 2 vaccines. If you have had Chickenpox, you will need a blood titer. If you've had varicella (Chickenpox), you must provide documented results of a positive blood titer showing proof of sufficient immunity. History or documentation of the disease IS NOT acceptable proof of immunity.
Hepatitis B	Positive immune blood titer. If vaccine series was completed more than 6 months ago, documentation of that series (3 shots) will be adequate. If titer was performed within 1-6 months after series and is non-immune, additional shots and titer(s) will be required up to a maximum of 6 shots. Immune titer is required if last dose is within 6 months.
Meningococcal	Date of 1 vaccine, or signed declination.
Tetanus	Td or Tdap is required. A booster is required every 10 years.
Flu Vaccine	Clinical requirements and recommendations from the Center for Disease Control (CDC) indicate flu vaccines are mandatory. Each clinical site will have flu season protocol/requirements that students will be expected to abide by; which includes proof of compliance in receiving the flu vaccination. Flu vaccines are administered for free at the College in the fall of the academic year.

Admission Requirements at General Education Colleges

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

Students Enrolling at UWGB

Students entering UWGB should be advised of placement criteria for Math, English, Biology, and Chemistry courses.

If UWGB prerequisite requirements are not met upon admission to Bellin College, summer coursework must be taken to maintain the timeline/sequence of the academic plan of scheduled general education requirements.

UWGB Math Placement

To determine mathematics competency and appropriate course placement, UWGB uses the Wisconsin Mathematics Placement Test (WMPT). Students should complete the WMPT as soon as acceptance to UWGB occurs to allow for appropriate course planning.

UWGB English Placement

English competency and appropriate course placement is determined by the English portion of the American College Testing (ACT) or the Verbal/Critical Reading portion of the Scholastic Aptitude Test (SAT I). This is a requirement for all new freshmen and all transfer and re-entry students who have not satisfactorily completed a college level course in English. If the established proficiency is not met, prerequisite coursework is required.

UWGB Biology Placement

An ACT Science score of 24 or higher must be achieved to meet the requirement for enrollment in Biology 202. If this proficiency is not met, prerequisite coursework of HUM BIOL 102 is required with a grade of "C" or better prior to enrollment in BIO 202.

Application Procedure – BSN, BSRS

Application Materials

Application forms are available from the Bellin College website: www.bellincollege.edu. To apply, please submit the following:

- Bellin College - Undergraduate School of Nursing Application OR Undergraduate School of Radiologic Sciences Application.
- Three Reference/Release Forms.
- Nonrefundable \$45 application fee payable to: Bellin College.
- Official high school transcripts including ACT scores (If meeting qualifications for Traditional Four-Year Option).
- Official transcript(s) of all post-secondary (i.e., college or university) institutions attended. Transcripts must be sent directly to Bellin College/Undergraduate Admissions Department by the college or university to be considered official.

Personal Interview

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

Additional Application Materials Needed

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

Applicants with Prior Nursing Courses

Applicants who have been enrolled in nursing courses at other colleges must submit additional application materials. Those materials include:

- Personal statement describing the circumstances surrounding your desire to change from one nursing college to another. Your statement should be 200-300 typed words.
- Request for Reference Form completed by the previous academic institution you attended and had completed nursing courses prior to Bellin College.

Please contact the Bellin College Admissions Department for any questions and for the Request for Reference form needed to be completed.

Please note: The admission application procedure is under review for the 2014-15 academic year. Please reference the Bellin College website for most up to date information.

Application Procedure – MSN

Application Materials

The application form may be downloaded from the Bellin College website: www.bellincollege.edu or obtained by e-mailing: MSN-Admissions@bellincollege.edu, or by calling the MSN program assistant at 920-433-6628 for assistance.

Students are only admitted for fall start dates

Please note: Students are only admitted to the MSN program for fall start dates with classes starting typically in August. Application for the next fall session generally begins July 1st of the previous year. Non-Degree Seeking Student applications are accepted at any time prior to the desired course.

To apply, please submit the following:

- Bellin College Graduate Admission Application
- Two Graduate Reference/Release Forms
- Nonrefundable \$50 application fee (payable to: Bellin College)
- Official copies of all post-high school (e.g. college/university) transcripts. To be considered official, transcripts must be sent directly to Bellin College Graduate Admissions Department by the college/university.
- Goal Statement (see Goal Statement Guidelines below)
- Resume or curriculum vita (see Resume/Curriculum Vita Guidelines below)
- Wisconsin nursing license (will be verified via the Wisconsin Registry upon application)
- Test of English as a Foreign Language (TOEFL), if applicable

Goal Statement Guidelines

Please write a 2-3 page, typed document that describes your:

- Reasons for desiring to become a Family Nurse Practitioner or Nurse Educator
- Attributes or characteristics that would make you a successful graduate student
- Future career goals/plans

Note: Use professional writing with attention to content, grammar, syntax, spelling, and punctuation.

Resume/Curriculum Vita Guidelines

The resume or curriculum vita is to include, but not be limited to, the following items:

- Educational preparation
- Employment as a registered nurse (employer, employment dates, position/title)
- Current licenses and certifications
- Memberships in professional organizations (date, position held)
- Scholarly endeavors
- Research activities (project, funding sources, dates, your role)
- Presentations given (title, date, organization, location)
- Publications (title, date, journal or book title, publisher)
- Scholarships awarded (title, date, sponsor)
- Professional recognition (title, date, sponsor)
- Community service activities (date, organization, activity)

Personal Interview

A personal interview is required prior to acceptance into the Bellin College MSN program. When all application materials have been received, an interview will be scheduled that takes approximately 1 hour.

Health Requirement

Students must provide evidence of meeting the health requirements for all agencies in which they complete a practicum.

Prior to enrollment, the following must be submitted and/or completed:

- Criminal Background Information Disclosure Form

- Drug Screen
- MSN Student Immunization Verification form
- Current CPR

Selection Process – MSN

Admission to the Graduate program is selective and limited to those students who demonstrate potential for successfully completing the program. The decision is based on evaluation of applicant’s undergraduate program and grades earned, personal interview, admission goal statement, work experience (if applicable), and references. Applicants will be informed of the admission decision approximately 1 month after the personal interview.

▶ Registrar Policies and Procedures

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. Only grades for courses taken at Bellin College are used to compute the GPA each semester. GPAs are computed at the end of each semester and summer session for all courses taken at Bellin College during that period. The GPA is on a 4.0 scale.

Students may take their general education courses at regionally accredited two or four-year institutions of higher learning and transfer these credits to Bellin College by submitting an official transcript of grades received. Grades from transfer credits are not computed in the Bellin College grade point average.

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.

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

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

Graduation Honors

Graduation honors reflected on the final transcript will be recorded on the basis of the student’s entire academic history at Bellin College (not including any transfer or pass/fail coursework).

Summa Cum Laude	3.90 – 4.00
Magna Cum Laude.....	3.75 – 3.89
Cum Laude.....	3.50 – 3.74

At commencement, the Graduation Honors list will be based on the cumulative Bellin College grade point average recorded at the end of the preceding semester.

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

For undergraduate students to be eligible to graduate with honors, BSN students must complete a minimum of 44 Nursing residency credits if in Traditional or Sophomore Option, 64 Nursing residency credits if in 15 Month Option. BSRS students must complete a minimum of 65 Radiologic Science residency credits to be eligible to graduate with honors.

Course Add Procedure

A course “add” is defined as enrolling in a class after the first day of the course. Students planning to add a course(s) must complete the following:

- Consult the Advisor and Career Services Coordinator (ACSC) to determine the impact on the program of study.
- An Add Form must be completed by the student and ACSC and returned to the Registrar. Add dates will be computed from the date that the official form is dated. This is the date for determination of implications of grade and tuition adjustment.
- 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 the Bellin College ACSC 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 course “drop” is defined as canceling a class after the first day of the course. Students planning to drop a course(s) must complete the following:

- Consult the Advisor and Career Services Coordinator (ACSC) to determine the impact on their program of study and ability to progress in the curriculum plan.
- A Drop Form must be completed by the student and ACSC 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.
- 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 the Bellin College ACSC 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 applicable refunds.

Incompletes

No more than 2 incompletes in nursing, radiologic sciences, or general education courses can be granted in any one semester or grading period. Incompletes in more than 2 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 4 weeks of the last day of the course, or the incomplete becomes an “F”. Within the 15 Month Option, each course must be completed successfully in order to progress to the next session.

General Education Courses

Students must complete general education requirements at Bellin College, if the course is available, or at a general education college or university. Students must comply with that institution’s policy regarding “incomplete” grades. Prerequisites not met for subsequent courses will not allow the student to progress in the curriculum. Bellin College general education courses are covered by the same rules as BSN and BSRS courses.

Requests to Change Bellin College Program Options

Current Bellin College students may not transfer Bellin College credits from one of the College's program options (Traditional, Sophomore Transfer, 15 Month) to another. Once a student is admitted to a particular program option they are committed to that option's 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 the College may be eligible to re-apply for another program option.

Completion of a Minor

Bellin College does not grant minors.

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. Courses are recorded on the transcript with a letter grade and are included with the semester/cumulative grade point average (GPA).

Required Bellin College courses that have been completed at another institution are recorded on the Bellin College transcript under "Transfer Credit". These courses are not included within the grade point average (GPA) at Bellin College, but are recorded with the letter grade. General education grades taken after enrollment to fulfill program requirements will be part of the consideration for satisfactory academic progress.

Transcript Requests

Requests may be completed via the *Transcripts on Demand* link found on the Bellin College website or from the Student Services - One Stop Shop. Transcripts are typically completed and mailed within 1-4 working days.

Official transcripts bear a watermark and the signature of the Registrar. Official transcripts released directly to the student are so noted on the transcript and are placed in a sealed envelope.

The charge for an Official Transcript is based upon the time for requested delivery. The fee scale is available on the Registrar webpage for Bellin College, under "Transcripts". Unofficial transcripts are available for currently enrolled students free of charge via the student information system. Transcripts are not released to students or graduates with a "Hold" on their records.

Exit/Withdrawal Policy

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

Students exiting the College for any reason, elective or due to College policy must meet with the Advisor and Career Services Coordinator (ACSC) 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, Financial Aid personnel, and the Bursar. Failure to meet with the appropriate personnel within 5 work days will result in a "Hold" placed on all Bellin College records of the student.

The ACSC will assist the student with the exit process.

- If a student notifies the College that he/she will be withdrawing at the end of an enrollment period (semester/session/term), 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 period but is electing to finish specific courses, the ACSC 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 (session/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. Bellin College transcripts cannot be completed until this transcript is on file.
- Students who are exiting from general education courses need to notify that institution, and complete the appropriate paperwork. Please be aware that separate refund policies are in effect at each institution.
- Any undergraduate student that is not registered for credits must complete the exit procedure.

Students are advised to check dates of the academic calendar to identify the final dates to withdraw from courses, and understand the ramifications that withdrawal from courses has on applicable grades/transcripts/tuition and any applicable refunds.

Determination of Official Exit Date

A student may electively exit or withdraw from Bellin 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, which will be the official exit date. Notification must be made to the Advisor and Career Services Coordinator (ACSC), appropriate Program Director, Dean of Academic Affairs, or Dean of Student Services, or her/his representative. If a student withdraws from the program 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 period and remain enrolled through the end of that session/semester/term. In this situation, the student will identify the last day of the enrollment period (session/semester/term) as the official exit date. Students may meet with the ACSC to complete required paperwork and related responsibilities before the last day of the enrollment period. If necessary, a follow-up appointment may be scheduled for the end of the session/semester/term in order to complete the exit process.

If a student is dismissed from the College due to academic performance 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 Dean of Academic Affairs (for academic misconduct) or the Dean of Student Services (for 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 he/she will not be allowed to attend any subsequent Bellin College classes and a “Hold” will be placed on all College records of the student. 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.

Re-Entry of Former Bellin College Students

Students formerly 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 1 time only.
- If a student appeals a dismissal from the College and the dismissal is upheld, the opportunity to be re-admitted has been exhausted.
- 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.
- Any student that is re-applying must be free of any “hold” status.

Procedure for Re-Entry

- Former students requesting re-entry must submit a letter to the Dean of Academic Affairs stating the reasons for seeking re-admission. An original signature on the letter is required. Supporting information such as unofficial transcripts of academic performance since exit or dismissal, and any change of circumstance since withdrawal or dismissal should be provided.
- The Dean of Academic Affairs will provide authorization to re-apply to Bellin College, or will decline the request for re-application.
- The ability to re-apply does not stipulate a guarantee, promise or other agreement concerning acceptance to the program, option placement, academic plan or transfer of credits.
- Prior students requesting re-entry must comply with current policies, procedures and timelines necessary for re-admittance. Contact the Admissions Department for a review of information required to be submitted. The Bellin Health System - Employee Health Services Office may have copies of prior immunization records if available.
- A minimum GPA of 3.0 with no grade lower than a “C” in required general education courses 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, and Intermediate Algebra. 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 exit, official transcripts must be presented as part of the application process.
- The date of re-entry is determined by the Dean of Academic Affairs and is based on classroom, lab, clinical, and clinical resources.
- Students allowed to re-enter will be bound by The Bellin College Guide - Handbook & Catalog in effect at time of re-entry.

► College Credits – Earning, Evaluation, and Transfer

Credit Evaluation

Applicants who have earned post-high school credits will receive a Bellin College credit evaluation to indicate accepted courses and credits as transferable to satisfy Bellin College requirements. The factors for determining transferability are as follows:

- Accreditation status of the previous institution(s) attended.
- The quality of the student’s achievement.
- Course content.

- The dates the courses were completed.

Applicants may request an unofficial credit evaluation before application to the College. This is optional, as applicants will receive an official credit evaluation as part of the application process. An unofficial credit evaluation can assist in planning for course requirements still needed to meet Bellin College admission requirements.

An applicant having courses in-progress (IP) at the time of credit evaluation, application or acceptance to the College must provide official transcripts once courses are completed. The 3.0 GPA requirement and grades of “C” or above in each course must be met to remain a viable applicant.

Courses that would meet required general education courses outlined for each program option will be included on the credit evaluation.

Advanced Placement

The Advanced Placement (AP) examination offers the possibility of establishing course credit at Bellin College. Many high schools offer courses through the AP program, and Bellin College offers degree credit based on a student’s performance on the AP exam administered in the high schools. The AP exam must be taken before entering the College, and scores must be equivalent to a “3” or better. An official AP transcript from the College Board must be supplied to Bellin College in order to receive credit.

Students who receive credit for a particular course through AP and take the same course at Bellin College will not receive degree credit twice. However, the grade in the Bellin College course will be included in the overall grade point average. Credits for AP courses will appear on the Bellin College transcript as transfer credits (TR). For a list of the current Advanced Placement (AP), or similar exam credit policies, students should refer to Testing Services on the UWGB website.

Credit for Military Experience

Applicants who are veterans may receive credit for military experience. Applicants must submit an official transcript (AARTS, SMART, CCAF) or DD 214. In granting credit, Bellin College follows the American Council on Education (the ACE Guide) recommendations and College policies. Prior military credits are evaluated by the Registrar. Bellin College has also entered into a Memorandum of Understanding (MOU) agreement with the Department of Defense.

Credit for Prior Learning

Individuals 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 (CFPL). It is the individual’s responsibility to provide supporting evidence which may include, but is not limited to portfolio, narrative, syllabi, course outlines, position description, and resume or curriculum vita. If CFPL is granted by Bellin College, the individual is excused from taking the course. Credit for the equivalent course will appear as Prior Learning (PL) on the transcript.

Applicants should contact the Admissions Office for further details and eligibility requirements.

Current students should contact the Advising and Career Services Coordinator for further details and eligibility requirements. A fee is charged for evaluation of CFPL.

College Level Examination Program

The College Level Examination Program (CLEP) allows students who have gained college-level knowledge outside the classroom to take examinations for possible college credit. For certain exams, credit will be granted only to students who have completed less than 16 semester hours of college credit when the exams are taken. For a list of the current CLEP credit policies, or similar exam credit policies, students should contact Testing Services at the UWGB. A fee is charged for each exam taken under this

program.

External Independent or Correspondence Study Courses

Students may register for independent study courses at 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 recorded as transfer credit on the transcript for the semester of initial registration.

Students must complete the course within the semester in which they have registered for it. The policy for transfer credit applies to external independent study. There must be an official transcript on file with the Registrar verifying course completion at least 2 weeks prior to graduation for all independent study courses taken in the final semester of the senior year.

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 credits in one of the nursing or radiology 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).
- BSN 15 Month Option students: Independent study can be applied to clinical experiences only.
- Independent study courses must be completed before the last semester/last 2 sessions 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 3 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.
- The Advisor and Career Services Coordinator (ACSC) will assist students with the Independent Study Proposal Form, guidelines, and procedures.
- Fees for independent study will be based on the current Bellin College academic per credit fee schedule.

Please see the ACSC to discuss complete guidelines and procedures for Independent Study.

Transfer Credits – Post-Admission BSN, BSRS

Students with prior course work, examinations, or life experiences which they believe may fulfill requirements in the curriculum, can request a review for credit. Students may also choose to take a limited number of courses at other institutions while enrolled at Bellin College and transfer the credits into their Bellin College 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 the Advisor and Career Services Coordinator prior to registration. The Registrar will verify course applicability.

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 the Bellin College course equivalency rationale. Courses listed as No Degree Credit (NDC) 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 level courses will not be accepted.

For a list of the current Advanced Placement (AP), College Level Examination Program (CLEP), or similar exam credit policies, students should refer to Testing Services on the UWGB website.

Transfer of Nursing Credits

Traditional and Sophomore Transfer Options

Nursing credits taken at a CCNE or NLNAC regionally accredited Associate Degree or Baccalaureate program may be submitted for a credit evaluation if taken within 5 years of application. Selective nursing transfer courses may be acceptable for the nursing major requirements. Additionally, nursing courses may be transferrable to satisfy general education requirements if they are applicable to the Human Development or Diversity requirements.

15 Month Option

Students enrolled in the Bellin College 15 Month Option are required to take the program in its entirety. Nursing credits earned at other colleges are not eligible to satisfy Nursing course requirements in the 15 Month Option. Additionally, nursing courses may be transferrable to satisfy general education requirements if they are applicable to the Human Development or Diversity requirements.

Transfer of Radiologic Science Credits

Radiologic Science credits earned at other colleges may be eligible to satisfy BSRS course requirements if the course meets the rigors, standards, and course outcomes of the Bellin College courses.

Transfer Credits – MSN

A maximum of 9 semester credit/hours (three course units or their equivalents) may be approved for transfer credit. Transfer credits will be considered if the course(s) is similar in content and rigor to the Bellin College Master of Science in Nursing curriculum, and the grade must be at least a “B”. Grades of “B-”, “B/C”, “C”, “C/D”, “D”, or Pass/Fail are not accepted. Only courses taken from a comparable, nationally accredited academic institution are acceptable. The following restrictions apply:

- Courses with a clinical component in which the clinical hours are counted for purposes of the regulatory and credentialing bodies are not acceptable for transfer.
- Advanced pathophysiology and advanced physical assessment courses will be considered for transfer credit only if completed within five years of matriculation.
- Advanced pharmacology courses will be considered for transfer credit only if completed within two years of the expected date of completion of the master’s program.

The student must submit an official transcript, Bellin College description of the course taken, and possibly the syllabus if requested, to the MSN Program Director for evaluation if the student believes the course is equivalent to a Bellin College graduate course. Bellin College MSN courses are transferrable from one program to another; however, students must apply and be accepted to each selected program.

Transfer credit decisions are at the discretion of the Program Director. If approved, the transfer credit will appear on the transcript but will not be calculated into the student’s GPA.

Transfer Credits – Credit Evaluation for Course Equivalency

Students who enter with prior course work from a college or university, accredited by an appropriate accrediting association, which appear to fulfill a required course may seek a course equivalency. The student requesting this process must contact the program's Program Director for review of prior course work. If granted, the course credits are applied toward the graduation requirements. Transfer students will receive a copy of the credit evaluation identifying the courses and credits that fulfill Bellin College requirements.

Transfer of General Education Courses/Credits

- Courses must be transferred from regionally accredited two and four-year institutions.
- Courses must be at the Associate Degree (100) level and above. (Remedial courses are not transferrable.)
- For BSN program, please see specific BSN Traditional, Sophomore Transfer, and 15 Month Options for requirements and minimum and maximum number of transfer credits allowed.
- Courses must meet equivalency of Bellin College program requirements. Courses listed on the University of Wisconsin Transfer Information System (TIS), identified as equivalent at UWGB for Bellin College required general education courses, may be transferred if they meet program requirements. Courses not listed on the TIS will be reviewed for applicability by the Bellin College Registrar.
- Courses 10 years or older may not be accepted.
- Science courses taken beyond 5 years will be reviewed on an individual basis.
- Pass/fail grades will not be accepted.
- A minimum cumulative GPA of 3.0 in transfer courses is required. All college level courses taken that would meet the Bellin College required or general education course requirements for the requested option will be included on the credit evaluation to calculate the GPA.
- A grade of "C" or better will meet the standard for transfer courses. Grades of "C-", "C/D", "D", "F" or "WF" (Withdrawal-Fail) will not satisfy the course requirement and may jeopardize admission.
- If the minimum cumulative GPA requirement of 3.0 in transfer courses is not met, additional coursework reflecting Bellin College required courses is required before re-application. Contact the Admission Department for details.
- An acceptable applicant will obtain a grade of "C" or better in all required and general education elective courses for the requested option. If an applicant has obtained a grade of "C-" or below in any of these courses, the course, or its equivalent must be repeated. A grade of "C" or better must be obtained before final acceptance to the College. The GPA will be recalculated after completion of the repeated course to assure the 3.0 requirement is met.
- If multiple courses satisfy the same general education requirement, the course with the highest grade will be transferred.
- A required general education course can be repeated 1 time only. The applicant is not considered admissible if the repeated course grade is below a "C". If this occurs, re-applying to the college will not be an option.
- Credits for colleges using a "quarter system" within the academic calendar will be converted to semester credits and evaluated on an individual basis.
- Credits earned at a foreign university must be evaluated by Educational Credential Evaluators (ECE). The applicant is responsible for the cost of this evaluation. The applicant must request the evaluation to be sent directly from ECE to Bellin College. Bellin College requires a course-by-course evaluation sent directly from ECE.
- An accepted applicant must report to Bellin College Admissions Office any change in the college/university enrollment from the time of the initial credit evaluation. Admissions personnel will approve any changes to assure that admission requirements remain intact. Failure to alert the Bellin College Admissions Office of changes may nullify admission to the College.

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

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

Student Submission of Transfer Course Grades

Students completing general education courses must submit proof of completion (official transcripts with final grades) at the end of each semester/session/term; including the summer semester. Due to established partnerships, St Norbert College and University of Wisconsin-Green Bay will provide to Bellin College an official transcript as a routine practice. Students taking courses at other institutions are responsible for providing official transcripts to Bellin College. All applicants to Bellin College must provide official transcripts.

A Bellin College transcript cannot be fully completed for students until an official transcript from the “other” college/university has been received for courses taken at that institution.

The deadline for submission of official transcripts reflecting any completed general education courses must be received no later than 4 weeks after the last day of semester taken.

► Academic Policies and Procedures

Academic Advising

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

Students must discuss any changes in their academic plan with the Advisor and Career Services Coordinator (ACSC) to ensure that compliance with curriculum requirements is maintained. Students are responsible for contacting the ACSC and following through with all advising and registration requirements. It is the student’s responsibility to inform the ACSC of the general education courses they are enrolled in at local universities. Failure to do so may jeopardize their ability to complete their program within the usual length of time.

Academic Advising – MSN

All MSN students are advised by the MSN Program Director upon entering the MSN program until a chair is identified for the MSN Scholarly Project.

Credit Load

The recommended credit load is based upon the academic plan as arranged with the Bellin College Advisor and Career Services Coordinator. It is recommended that a student not exceed 17 credits per semester.

Attendance Policy

Students who are entering the healthcare profession are expected to attend and be on time for all curricular activities, including orientations. See syllabi for specific course requirements. Mandatory attendance is required for all clinical and laboratory courses. Absences will be reviewed on an individual basis. Students are responsible for all course materials. Attendance records are maintained for the purpose of work references and financial aid programs.

A student who is absent from laboratory or clinical experiences may not be able to meet the expected course outcomes. Absences from clinical and lab will be dealt with individually by the faculty in consultation with the appropriate Program Director and may include a fee (See policy below). Repeated absences may result in dismissal from the course.

Absences and Rescheduling Fees

Attendance at all college orientation/informational activities is 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 may be assessed a re-scheduling fee.

Clinical (BSN/BSRS)

Students who do not attend clinical may be offered to schedule an alternate day or assignment based on consultation by the faculty and Program Director and may be charged a make-up fee.

Lab (BSN)

Students who do not attend lab may be offered to schedule an alternate day to review material based on lab availability, in consultation with the faculty and/or Program Director, and may be assessed a re-scheduling fee.

Lab Testing (BSN)

Those who do not attend lab testing at the scheduled time are required to re-schedule with the course facilitator and will be charged a lab testing re-scheduling fee.

If a student is unsuccessful with the lab test, they are allowed to re-take the test 1 time only and may be charged a lab testing re-scheduling fee.

Computer Trainings/HESI Exams (BSN/BSRS)

Students who do not attend as scheduled are required to re-schedule and may be charged a fee.

Simulations (BSN/BSRS)

Students who do not attend simulation activities as scheduled are required to re-schedule with the course facilitator and may be charged a fee for re-scheduling.

Audio/Video Recording of Faculty Lectures/Conferences

All individuals wishing to record 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/video recording, the obtaining and utilizing of the recorder and the audio/video 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.

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).

Classroom

It is the general understanding that clothes worn on campus are appropriate to wear in a classroom setting and are not provocative in nature.

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

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 - One Stop Shop 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 (closed-toe and closed-heel).
- 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 (closed-toe and closed-heel).
- Bellin College ID Badge (must be visible).

BSN/BSRS Optional uniform pieces

- Short sleeved, sleeveless, or long sleeved white t-shirt, turtleneck, or mock turtleneck to be worn under scrub top.
- If wearing a short-sleeved t-shirt, the sleeves must not extend below the sleeves of the scrub top.
- White shirts must be plain and logo-free.
- White shirts must be tucked in.

General Guidelines for BSN, BSRS, and MSN

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 at all times.

Uniform:

- Pieces of the uniform are to be worn only when functioning in the student role on campus and during clinical assignments.
- Clean and wrinkle-free uniform is required.
- The scrub top is not tucked in.
- The uniform must be of appropriate size. Tops and pants too small or too large, too long or too short are not acceptable.
- Pants are to be tied and worn 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 (for 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. (BSN/BSRS)
- 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.
- Artificial nails are not allowed to be worn.
- Natural nails should be well-maintained, clean and short; not to exceed ¼ inch past the fingertip.
- Clear, fresh, non-chipped nail polish is allowed.

Hosiery and Shoes:

- Hosiery can be white or light beige, non-textured nylon, and without runs.
- Socks can be white, non-textured only.
- Primarily white shoes with minimal color are required. The shoes must be closed-toe and closed-heel. 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 Piercings, Tattoos:

- Acceptable jewelry is a smooth wedding band (no stones) and a conservative, plain wristwatch (no ornamental stones).
- Unacceptable jewelry includes: all 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 must be used when wearing uniforms in other public areas.

Additional Specific 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-casual 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-toe, closed-heel, clean and in good repair.
- Unacceptable attire includes:
 - Midriff tops
 - Low-cut shirts
 - T-shirts with words or pictures/graphics
 - Denim, spandex, metallic, leather, suede, mesh, sheer or clinging fabrics
 - Sweatshirts and/or sweatpants
 - Capri pants

- Shorts
- Skorts
- Open-toe and/or open-heel footwear (i.e., sandals, clog-style shoes)
- Heels higher than 1.5 inches
- Shoe bottoms/soles greater than 1.5 inches in thickness (i.e., wedges, platform shoes)

Additional Specific MSN Student Clinical Site Dress Code

Clinical agency policies take precedence. Where there is no policy, the following dress code is to be followed:

Jewelry, Body Piercings, Tattoos:

- Acceptable jewelry is a smooth wedding band (minimal or no stones), conservative earrings, and a conservative, plain wristwatch (no ornamental stones).
- Unacceptable jewelry includes: dangling earrings, fashion rings, necklaces, and bracelets.

General Considerations:

- All attire worn in clinical agencies must be professional. No exposed cleavage, midriff, or low-riding pants. Neutral-colored undergarments which are not visible need to be worn under all light-colored attire.
- Hats/caps are not to be worn in any clinical setting or in an exam situation.
- Religious headwear is exempt.

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.

Grading Policy

The following grading system is used to determine course achievement:

Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent
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

The grade calculation process will be consistent across the Bellin College curricula. For the BSN, BSRS, and MSN programs in addition to General Education offerings, within each course individual assignments/projects/exams will be recorded to 1 decimal point without rounding-up (for example, 92.37 will be recorded as 92.3). The final composite course grade will not be rounded-up (for example, a 92.8 will receive an "AB").

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.

BSN, BSRS

In order to stay viable in the Bellin College BSN or BSRS academic program, a grade of “C” or higher must be earned in every course so as not be placed on academic probation within the College. Please see topic header Academic Probation within The Bellin College Guide - Handbook & Catalog.

For the BSN or BSRS academic program, any grade earned at an accredited institution must be that of a “C” or higher for it to be accepted by the College and student to receive course credit.

MSN

All courses require a final grade of B or better. The grade of BC is below satisfactory achievement.

For the MSN academic program, any grade earned at an accredited institution must be that of a “B” or higher for it to be accepted by the College and student to receive course credit.

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 4 weeks after the end date of course. Grade becomes “F” if letter grade is not received within the 4 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.
F	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/General Education course(s) and/or the BSN/BSRS program after the sixth week of a 15-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.

Course Grade Reports

Bellin College grade reports will be available for student self-service access through the student information system at the end each semester/session/term. This occurs approximately 10 working days after the last day of the semester/session/term.

Grade Appeal Policy

A student may appeal a grade for computation or interpretive error. No grades will be reviewed after 20 working 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

The grade appeal procedure is as follows:

- The student must contact the course facilitator within 10 working days of the grade return.
- The course facilitator will review with the student how the grade was determined based on written criteria in the course outline.
- If the issue is not resolved, the student should contact the appropriate Program Director within 5 working days. The student must present in writing the reasons she/he believes the grade should be changed. If the Program Director is also the course facilitator in the appeal, a different Program Director must handle the appeal process for review of information and final decision. Please see the Dean of Academic Affairs to assign a different Program Director to the appeal.
- The appropriate Program Director will request and review a written explanation of the grade from the course facilitator. This explanation must be submitted within 2 working days.
- The appropriate Program Director's decision on the grade appeal is final.

Repeated Courses

BSN and BSRS 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. Students can repeat a nursing or radiologic course 1 time only.

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..... 0 percentage points (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

Communication between the student and course facilitating faculty member is key to discuss and understand the following items:

- Prior to the start of the scheduled exam, students must inform the course faculty that they will be absent for the exam.
- After discussion with the student, faculty will reschedule the student to take the exam within 1-7 calendar days, based on faculty discretion.
- If the exam is not taken at the time determined by the faculty with the student, a grade of “zero” (0%) will be recorded as the exam’s final grade.

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

Test Taking in the Library

When an exam is scheduled by the faculty to be proctored in the library, the faculty will inform the student of the date and time for the exam. The following standards will be enforced:

- Students will provide their own writing utensil.
- All electronic devices will be turned off during the exam.
- Only items required by the faculty member are allowed on the student’s table/desk during the exam. All personal belongings (electronic devices, pencil case, back packs, purses, beverages, food, outerwear and hats, etc.) will be stored with the library staff and returned to the student at the end of the exam.
- If facial tissues are present, the tissues must be kept in a clear plastic bag and placed on the desk next to the student prior to the exam start. The facial tissues and bag will be inspected by the library staff prior to the start of the exam.
- Students will not be allowed to leave the assigned testing area during the exam.
- Exam questions will not be discussed with the library staff at any time.
- Students are expected to adhere to the “Student Performance Remediation and Due Process” Policy as stated in The Bellin College Guide - Handbook & Catalog.

If cheating is suspected while an exam is being proctored in the library, the library staff will:

- Focus on the student suspected of cheating and observe them more closely.
- Approach the student for clarification, and if needed, confiscate inappropriate materials.
- Inform faculty member.

If cheating is confirmed, the faculty member will implement the Academic Misconduct - Due Process Policy and Procedure outlined in The Bellin College Guide - Handbook & Catalog.

Student Academic Achievement Tracking Tool – BSN

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 Session II for 15 Month Option students. Items that are included and monitored on the SATT include:

- HESI content exam results for Fundamentals of Nursing and Medical-Surgical Nursing
- RN Exit (E²) exam results
- Final cumulative nursing grade point average
- NCLEX results
- 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 Dean 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

In addition to the SATT, the Personal Assessment for Student Success (PASS) Plan has been designed and implemented to help ensure student success. The purpose of the PASS plan is to assist undergraduate students with program and licensure success.

A student's normal course of study may be interrupted for a variety of reasons, resulting in delay of graduation or dismissal from the program. Such delays place a student at risk for ongoing success in the program as well as increased risk for failure on their first licensure attempt. The PASS Plan process is designed to identify student challenges and then develop an individualized plan to assist the student achieve academic and licensure success.

A student who is unable to follow the standard progression pattern for their course of study will be required to complete a PASS Plan as a component of his / her special schedule status. The PASS Plans will be coordinated through the CAP Director in collaboration with the appropriate Program Director and Advisor and Career Services Coordinator.

Procedure:

1. Students who are placed on a special schedule due to not being able to follow the normal curricular plan will be advised to schedule a meeting with the CAP Director and Advisor and Career Services Coordinator. This meeting should be scheduled prior to the start of the revised class schedule whenever possible.
2. Following discussion with the student of challenges as well as available resources, an individualized PASS plan will be developed. Components of the plan may include, but are not limited to, information on study skills, test-taking strategies, tutor resources, accommodations, lab practice requirements, as well as course content review.
3. Completion of PASS Plan components is the responsibility of the student. Compliance with the plan will be monitored by the CAP Director or designee.
4. PASS Plans will be in effect for a minimum of one calendar year for traditional students and to the point of graduation for 15 month students.

Failure to comply with the PASS Plan may result in activation of pertinent disciplinary academic policies and procedures under the direction of the respective Program Director.

Standardized Testing in the Undergraduate Programs

The purpose of standardized testing is to assist undergraduate students with program and licensure success.

Standardized tests provide students and faculty with data to improve performance. Students benefit from standardized testing environments and questions that mirror their licensure exams, comparison to national benchmarks, and assessment of licensure readiness based on benchmark data. Faculty use aggregate data to analyze strengths as well as areas for improvement within their programs.

Bellin College uses the tests provided through Health Education Information Systems, Inc. (HESI) in the radiologic science and undergraduate nursing programs. Exams are integrated throughout the curricula to provide multiple exposures to standardized tests. HESI provides benchmarks for student scores to indicate level of performance. Following the closure of exams, each student receives a remediation packet based on their individual performance linking to additional resources to review content areas missed on the exam.

Procedure:

1. HESI exams are coordinated through the CAP office.
2. Exam schedules are posted on the timetable. Students requiring accommodations will receive an individualized schedule to address their accommodation requirements.
3. HESI exam scores may be incorporated as part of the assessment measures in individual courses. The standard grading criteria is used to convert the HESI score to a grade. When HESI exams are used for assessment, the weighted percentage will not be more than 5% of the course grade.
4. Completion of HESI exams is an expectation of the program. An alternate testing time may be accommodated for emergencies and with prior notice. Students who do not test as scheduled without making alternate arrangements will be subject to the late exam policy.
5. Remediation:
 - a. All students will be instructed to review the remediation packet sent to their Evolve account following each exam.
 - b. Students who score below 750 (defined as “needing further preparation” by HESI) on any exam will be required to complete a practice quiz as available with a score of 85% or better. The quizzes will be repeated until the threshold is met.
6. Student scores will be reviewed at the end of each academic year for traditional students and at the end of sessions 3 and 5 for 15 month students to assess for performance trends. Students whose scores demonstrate a trend below 750 on the standardized exams will be required to meet with the CAP Director and achieve a score of 85% on any assigned practice quizzes that corresponds to the content areas.
7. Aggregate data from standardized tests will be reported to the BSN Curriculum Committee and BSRP Program Committee by the CAP Director for curricula review.

Clinical Compliance Requirements

Student placement agreements are executed in order to enable clinical opportunities. These agreements stipulate that faculty and students adhere to agency requirements. These requirements include, in part, compliance with policy and procedure such as confidentiality, knowledge of orientation material, etc. Students must show preparation for clinical participation by maintaining clinical requirements set by Bellin College and the clinical agencies. Failure to provide timely documentation will result in an inability to participate in the clinical settings, thus jeopardizing student’s ability to progress. Students are required to be compliant with all health requirements to be fully prepared for clinical experiences.

TB Testing

Students are required to have an up-to-date health record, including the required immunizations and the annual TB skin tests. Annual TB skin tests must be completed and documentation uploaded (front and back of CPR card) into your Certified Background account or submitted to the Student Service One Stop Office.

CPR Certification and CPR Renewal Training

Students must be CPR Certified by the American Heart Association Healthcare Provider prior to clinical with a CPR Re-Certification every two years. Each student must have verification of current CPR training. Students are to provide documentation showing the front and back of the CPR card. Noncompliance will result in the student’s removal from clinical placement(s) and inability to progress in the program. Available sites include but are not limited to Bellin college training dates; Bellin Health CPR Training Center; Northeast Wisconsin Technical College; and the American Heart Association, Northeast Wisconsin Chapter. Online courses are not acceptable. Please consult with the Student Services Specialist for questions.

FIT Testing

Students that need to be properly fitted for a mask to be used within particular clinical settings will be tested on the clinical unit at time of need.

Flu Vaccines

Clinical requirements and recommendations from the Center for Disease Control (CDC) indicate flu vaccines are mandatory. Each clinical agency will have flu season protocol/requirements that students will be expected to abide by. This includes proof of compliance in receiving the flu vaccination. Flu vaccines are administered for free at the College in the fall of the academic year.

Clinical 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 computer training as scheduled will require a personal session and may be charged an associated fee.

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 may be charged an associated fee.

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 students' transition into professional nursing practice.

Traditional Students - Sophomore Level

- 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.
- A medication calculation exam will be given prior to the start of the Fundamentals Clinical (NUR 210) course. Students must pass with a minimum score of 90%. Students are allowed 2 attempts to meet the minimum score benchmark.
- Students who do not meet the 90% benchmark 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.
- Students will be given a third attempt to meet the 90% benchmark. If successful on the retest, the clinical monitoring will be removed.
- 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).

Traditional Students - Junior and Senior level

- 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 are allowed 2 attempts to meet the minimum score benchmark.
- Students who do not meet the 90% benchmark 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 student may attend clinical.
- Students will be retested and if successful on the retest, the clinical monitoring will be removed.
- Students unsuccessful will continue on clinical monitoring and be provided with an ongoing remediation plan.
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 do not meet the 90% benchmark 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 student may attend clinical.
- Students will be retested at the start of the following session. If successful on the retest, the clinical monitoring will be removed.
- Students unsuccessful will continue on clinical monitoring and be provided with an ongoing remediation plan.
- 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 beginning with the third session to assist students in maintaining competency (with the exception of NR 353A Nursing Research).

Confidentiality of Protected Health Information

Clinical experience requires students to access protected health information about clients. The 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. Client information will not be shared in any form or medium, including written, verbal or electronic methods, with anyone other than those who are directly responsible for the patient's care and treatment. Patient identifiers include, but are not limited to: name, medical record number, visit number, dates including birth date, date of admission and date of discharge. Patient care information will be discussed only in patient care areas, and with acute awareness of who is within hearing range.

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. No records may be photocopied for any reason. It is unlawful to disclose all individually identifiable information. 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.

Eligibility Requirements for NCLEX-RN® Examination – 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 he/she has to have:

- Graduated from a board-approved school of professional nursing.
- Graduated from high school or equivalent.
- 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 and Social Services or any other state's registry?"
- "Have you ever surrendered, resigned, canceled 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 he/she may have problems with any of the above questions should contact the Dean 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.

Licensing Examination – BSRS

A graduate of the BSRS baccalaureate program is eligible to sit and take the national board examination in radiography offered by the American Registry of Radiologic Technologists (ARRT). Please visit the ARRT website for ethics and examination requirements prior to applying to take the exam. The College assists the students in the preparation and application process.

► Student Performance Remediation and Due Process

Student Performance Notification (SPN) – BSN, BSRS

Academic success is essential for progression in the program. The purpose of the Student Performance Notification is to provide the student with notice of academic (inclusive of lab/clinical) or professional performance issues. This allows for student consultation with appropriate College personnel to determine steps for success.

Procedure

The faculty member completes Part 1, Section A, of the Student Performance Notification Form (SPN) for class/lab grades, for any student whose average course grade drops below a 77% during the semester. Upon completion, the following will take place:

- Route copies of the SPN to the Program Director and the Advisor and Career Service Coordinator for review.
- Student signature is required for students placed on academic probation or clinical monitoring.
- Advise and refer the student as appropriate.

The faculty member completes the SPN section pertaining to the academic and/or professional performance issue(s) and based on their judgment, may include the following:

- Need for stress reduction.
- Late work.
- Failure to meet course outcomes.
- Lack of assertiveness.
- Tardiness or absence from lab/clinical.
- Violations of the Dress Code Policy.
- Non-professional behaviors.
- Incidents (see elaboration below).

Incidents are defined as student behaviors that lead to negative outcome. Examples of incidents include, but are not limited to, the following:

- Patient falls.
- Incomplete written/verbal communication regarding a patient's status.
- Medication errors.
- Injuries - clinical or lab.

In regard to incidents, faculty must also follow the Policy on Management of Incidents and Incident Reports Involving Students and related paperwork.

Professional Performance/Disciplinary Issues will be documented as well for students exhibiting inappropriate or unsatisfactory professional performance for which examples include, but are not limited to, the following:

- Non-professional, unethical or illegal behavior.
- Repeated infractions of College policies.
- Persistent negative responses toward constructive feedback.

Students are required to sign the SPN 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 to consult with appropriate College faculty or staff to determine steps for success in the College, classroom, lab, and or clinical setting.

Each case is reviewed individually; 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 may result in more severe penalties. Based on the type of infraction, the College cooperates with local, state, and federal law enforcement authorities as appropriate.

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

Classroom, Lab, and Clinical Monitoring

A student, who is not making satisfactory progress toward specific classroom, lab, and/or clinical outcomes, may be placed on 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 student behaviors are not conducive to classroom outcomes and student 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 evaluated 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 1 year.
- The student is expected to fulfill the terms of the probationary status as outlined in the Student Performance Notification (SPN).
- Students are allowed **1 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 semester with approval from the Dean of Academic Affairs.)
- A student on probation (academic and/or disciplinary) is not eligible for Dean's List status.
- A student who does not meet the terms of probation as defined on the SPN is subject to dismissal from the program.

Academic Probation – BSN, BSRS

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 grade point average (GPA) each semester and summer semester in **nursing** as well as any Bellin College **general education** courses.
- Failure to maintain a 2.0 GPA each semester and summer semester in **radiologic science** as well as any Bellin College **general education** 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, and/or clinical monitoring.

Progression Policy

A student having failed a nursing, radiologic science or general education course should be aware:

- A student may be 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 1 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 from the College until the failed course can be repeated.
- Any undergraduate student not enrolled in a Bellin College course must exit the College. Re-application will then be necessary.
- Each student situation will be reviewed on an individual basis by the Program Director and Dean of Academic Affairs.
- The student will be notified in writing of their individual situation and must complete the requirements outlined in their Student Performance Notification (SPN) to avoid dismissal from the program.
- An 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 passing grade before they are able to enroll into the next nursing or radiology course in the curriculum plan.

Nursing 15 Month Option students:

Each course must be completed with a passing grade in order to progress to the next session. 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 semester upon discretion of the Dean of Academic Affairs.

Grade and Progression Policy – MSN

Grade Requirements

All courses require a final grade of B or better. The grade of BC is below satisfactory achievement.

When a final grade of less than “B” is earned, the course facilitator is to notify both the student and MSN Program Director in writing (an email is acceptable) within 1 week of assigning the grade. The student will then receive a letter from the MSN Program Director informing them of the Repeat and Progression Policy.

Repeat and Progression Policy

One Graduate Nursing course can be repeated once in an effort to remove the unsatisfactory grade from the individual’s GPA computation. Students requesting to repeat a course must submit a writing appeal to the MSN Program Director.

Repeating a course will require a modification to the student’s plan of study and will, in most circumstances, result in a delay of anticipated graduation date. Subsequent course enrollment will be dependent upon meeting prerequisite or corequisite requirements of the course.

Students who receive a final grade below a B in a second course will be dismissed from the program. Appeal for readmission after dismissal may be done per policy.

No repeats will be allowed when final grades are below B due to ethical, legal, moral, or competency standards.

Academic Misconduct – Overview

Bellin College Students are responsible to pursue their studies with integrity and honesty. Failure to do so is considered academic misconduct. Academic misconduct includes the active and/or passive participation in giving or taking information, allowing information to be given or to be taken from an unauthorized or unacknowledged source in a situation where individual performance is required.

Academic misconduct includes but is not limited to:

- Cheating.
- 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.

For academic misconduct, a Student Performance Notification (SPN) will be initiated by the College.

- Faculty must have the student initial and sign the SPN.
- Faculty must sign the SPN.
- A copy of the SPN made available to the student.
- The original signed SPN placed in the student's file.

Academic Misconduct – Due Process Procedures

If a report of academic misconduct is received or if faculty suspects that misconduct has occurred, the following steps will be initiated:

Step 1: Faculty and Student Meeting

The suspecting faculty member discusses the situation with the student within 3 working days of the incident or them becoming aware of the incident. Following then:

- The faculty may conclude that the suspicion of academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty may conclude that there is sufficient evidence to support the claim of academic misconduct and reports the information to the appropriate program Director.
- *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 the student chooses not to meet with the Program Director in person, the process will continue with the information available. The Program Director may request information from other students/parties. The student may request for other students/parties to provide information regarding the allegation. Each person will be asked to document the details of the incident in writing.

Within 3 working days of receiving the information from the faculty member, the following may occur:

- The Program Director may conclude that academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Program Director may conclude that there is sufficient evidence to support the claim of academic misconduct, and reports the information to the Dean of Academic Affairs.
- *Proceed to Step 3.*

Step 3: Dean of Academic Affairs Notification

Within 3 working days of receiving the information from the Program Director, the following may occur:

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

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

Further more, the Dean 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 Dean 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 Dean of Academic Affairs is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Dean of Student Services. Appeals must be received within 10 working days of termination.

All applicable documentation from the case of misconduct becomes part of the student's official file.

Non-Academic Misconduct – Overview

Consideration for others and respect for each person and property is valued within the Bellin College community. The philosophy of the College is that all students, faculty and staff (members) as well as any College visitors or guests, must be able to study and work in an environment that is safe, free from harassment, discrimination, intimidation, and other disruptions. It is an expectation that all members, visitors and guests are entitled to fair treatment, and will conduct themselves appropriately, respectfully, and responsibly.

For students, 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 one's own personal health or safety, or the health and safety of any member, visitor, or guest of the College.
- Unauthorized possession, storage, or use 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 of Wisconsin 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 members, visitors, or guests.
- Unauthorized entry into or alteration of, any Bellin College computer records, or the violation of the College Informational Technology policies and procedures.
- Failure to comply with the lawful directives of College employees or College security.
- Signing in a computer, class, clinical, or test 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 Bellin College Guide - Handbook & Catalog and other 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 a College faculty or staff member suspects that misconduct has occurred, the following steps will be initiated:

Step 1: Faculty and Student Meeting

If the incident occurred involving a faculty or staff member or is in a classroom/lab/clinical setting, the involved faculty or staff member discusses the situation with the student within 3 working days of the incident or becoming aware of the incident. Following then:

- The faculty or staff member may conclude that the suspicion of non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty or staff member may conclude that there is sufficient evidence to support a claim of non-academic misconduct and reports the information to the appropriate Program Director.
- *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 faculty member, student, and others applicable to the incident individually. If the student chooses not to meet with the Program Director in person, the process will continue with the information available. The student may request for other students/parties to provide information regarding the allegation. Each person will be asked to document the details of the incident in writing.

Within 3 working days of receiving the information regarding the allegation:

- The Program Director concludes that non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Program Director concludes that there is sufficient evidence to support the claim and reports the information to the Dean of Student Services within 3 working days.
- *Proceed to Step 3.*

Step 3: Dean of Student Services Notification

Within 3 working days of receiving the information from the Program Director, the following may occur:

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

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

Furthermore, Dean of Student Services 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 Dean of Student Services the process will continue with the information available.
- The faculty member, staff member, student, and/or other parties may be asked to provide further information.
- Consult with the Bellin College President.

The decision of the Dean of Student Services is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Dean of Academic Affairs. Appeals must be received within 10 working days of termination.

All applicable documentation from the case of misconduct becomes part of the student's official file.

Additional Causes for Dismissal from Bellin 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:

- Failure to fulfill or resolve academic or disciplinary probation requirements via breach of contract.

- Not maintaining a passing grade in 2 courses in 1 session/semester.
- Student is dismissed for a failing grade in nursing, radiologic science, or general education courses if they are currently on probation or if have been on probation previously.
- Students are allowed 1 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 session/semester.)
- A failure in any course in any session within the 15 Month Option is an automatic dismissal since all courses must be completed in sequence.
- Receipt of an incomplete in more than 2 enrollment sessions or 2 incompletes in 1 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 faculty, staff, visitors, and/or guests.
- 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

A student that has been dismissed from Bellin College may appeal for readmission to the College 1 time only.

The student appeal must be communicated in writing, and the appeal must:

- Be received by the College within 10 working days of receipt of notice of dismissal.
- Identify any extenuating circumstances contributing to the dismissal from the College.
- Identify behavioral changes that will contribute to the student's success if the appeal for readmission is granted.
- Include student's contact information; address, home telephone and cell phone numbers, and e-mail address.

<p>Reason for Dismissal: Academic Misconduct Non-Academic Misconduct Reasons outlined in "Dismissal from Bellin College"</p>	<p>Student writes appeal to: Dean of Student Services Dean of Academic Affairs Dean of Academic Affairs</p>
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Upon receiving the student's appeal, the Dean will consult with the appropriate faculty, Program Director, and other Dean to review case facts and file documentation, along with the student's written appeal, in its entirety. Upon completion of the case review, an appeal decision from the Dean will be communicated.

The student will receive written notification of the appeal outcome within 10 working days of receipt of appeal. If the appeal for dismissal is denied, the opportunity to be readmitted has been exhausted.

Student Grievance Procedure

A grievance is an individual 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 a grievance without prejudice, penalty, or reprisal. The College believes in resolving issues at the lowest level possible. If there is more than one student involved, each student must file a separate grievance. A grievance submitted by a group of students will not be accepted.

To provide students with a direction to voice their concerns, a four (4) step grievance procedure has been established for an individual student to express problems, concerns, or disagreements relative to their experiences at the College. If resolution is obtained in any given step, that resolution is considered final. The procedural steps outlined below need to be completed sequentially within the timeframes outlined in each step.

All aspects of the Student Grievance Procedure are confidential. All parties, student and employees, are required to exercise confidentiality and privacy in relation to all verbal and written communications.

Conflict of Interest: In the event of any conflict of interest which will be identified through self-declaration by any of the members regarding a particular potential grievance, the individual will remove him or herself from the Student Grievance process. The Dean of Student Services (or designee) will rule on any challenges regarding conflict of interest.

Step 1: Informal Grievance Process

The student speaks to the College employee (faculty or staff member) to whom he/she has the concern with about the believed infringement of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. The concern must be articulated in a manner that is specific to the infringement and/or unaccepted treatment. This discussion is to occur within 1 business day of the incident.

Possible following outcome:

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

Step 2: Informal Grievance Process

The student speaks to the administrator (Dean, Vice President, or President/CEO) of the College faculty or staff member. This is to occur within 2 business days following Step 1. Should the student need to identify the appropriate administrator, the student is to consult the [employee directories](#) on the College website or inquire to the Advisor and Career Services Coordinator.

The administrator is accountable to:

- Provide the student with the name of the employee's immediate supervisor.
- Notify the involved employee of the situation via a face-to-face meeting.
- Arrange and meet with the involved employee, their supervisor, and the student within 3 business days of the notification of the dispute to attempt to resolve the concern at the lowest level possible.

Possible following outcome:

- The issue is resolved.
- *The issue is unresolved and proceeds to Step 3.*

Step 3: Formal Grievance Process

If the student is not satisfied with the outcome of steps 1 & 2, the student may begin a formal grievance process by documenting his/her grievance and the steps that have been taken to resolve the situation.

The following the documentation must be provided:

- Student name, address, phone number, and College email address
- Date of situation/incident
- Description of the situation or incident to include the name of the College employee involved
- Steps that have been taken to resolve the situation
- Outcome of prior steps and communications with those involved
- Expectations for resolution
- Provision (attachment) of any supporting documentation related to the grievance
- Student signature and date to certify that the student has reviewed the Student Grievance Procedure, and understands their rights, obligations, and responsibility to the process

The documented Student Grievance is submitted to the involved College employee with copies submitted to the employee's immediate supervisor within 3 business days of Step 2. The College employee has 3 business days from receipt of the formal grievance to respond in writing to the student. A copy of the response should be provided to the employee's immediate supervisor. The immediate supervisor will provide a copy of all the formal grievance documentation and the employee's response to the student to the appropriate Cabinet member.

Possible following outcome:

- The issue is resolved.
- *The issue is unresolved and proceeds to Step 4.*

Step 4: Formal Grievance Process

If the formal grievance proceeds to Step 4, the immediate supervisor will provide all documentation to the Dean of Student Services (or designee). The Dean of Student Services (or designee) will meet with the student within 3 business days of receipt of the Formal Grievance and explain the steps for a formal grievance process. Then Dean of Student Services (or designee) then meets with the College employee to inform them that a formal grievance has been filed and provides he/she with steps of the formal grievance process. If the Dean of Student Services is the administrator of the employee involved, the Dean will be recused and replaced with another member of President's Cabinet.

The Dean of Student Services (or designee) convenes and meets with the Student Grievance Ad Hoc Committee within 3 business days of meeting with the student. This Committee is chaired by the Dean of Student Services (or designee) and members include: Dean of Academic Affairs, appropriate Program Director, a staff member, a student representative chosen from the Student Senate. If any member(s) of the Committee feels he/she is unable to be impartial they will be recused and replaced with another member.

The student and involved College employee will be given the opportunity to meet with the Committee to expound on their side of the grievance, as the committee may ask for further information or clarification from any or all involved during the meeting. The Student Grievance Ad Hoc Committee has 5 business days to make a determination on the Grievance based on the review of information provided and applicable College policies, procedures, and regulations. The committee shall base its decision upon the record of the meeting and shall not consider matters outside of the record.

The Student Grievance Ad Hoc Committee may determine:

- The Student Grievance is incomplete and request additional information. If additional information is required, the student or involved College employee has 3 business days to provide that information to the Ad Hoc Committee.
- The Student Grievance is in favor of the student with the student's proposed resolution.
- The Student Grievance is in favor of the student with a new proposed resolution.
- The Student Grievance is dismissed and provides rationale for their decision.

The Dean of Student Services (or designee) shall provide to the College employee and student involved the outcome of the committee's decision in writing via certified mail and College email. A copy of the letter will be provided to the President/CEO.

The outcome shall include:

- Findings of fact in chronological order
- A statement of the individual student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College that is alleged to have been violated
- An opinion on the validity of the grievance
- Remedial recommendations and final outcome

An official record of the process and all steps taken to resolve the grievance will be documented and kept in a sealed file in the fireproof cabinet in the President's area.

Appeals Process:

If the student or College employee believes that the process and procedures outlined in this Policy were not followed, within 10 business days of the date of Student Grievance Ad Hoc Committee's decision an appeal may be submitted to the President/CEO in writing.

Within 14 business days of receipt of the appeal, the President/CEO or designee(s) may review and communicate with the student, the College employee, the administrator and supervisor, or the members of the Student Ad Hoc Committee to determine whether the process and procedures were followed.

The President/CEO may render one of the following decisions:

- Finds evidence of violation of the process and procedures of this Policy, the President/CEO will direct the administrator to review the case anew.
- Finds no evidence of violation of the process and procedures of this Policy; the President/CEO will uphold the ruling of the Student Grievance Ad Hoc Committee.

The President/CEO will respond, in writing, within 15 business days of receipt of the appeal.

The decision of the President/CEO is final and not appealable.

► Health Science Resource Center – Resources and Policies

Health Sciences Resource Center

The Health Sciences Resource Center (HSRC) provides the link between 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:

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

Health Sciences Resource Center Guidelines

- Beverages in the Health Sciences Resource Center (HSRC) must be kept in covered containers and only in designated areas. See Bellin College "Food and Beverage Policy". No food is allowed in practice or student working areas of the HSRC.
- Children under the age of 18 are not permitted in any of the HSRC areas, unless approved by Bellin College Administration prior to the event.
- Supplies (Blood Pressure cuffs, stethoscopes, and health assessment kits, etc.) are available for overnight check out and home practice through the HSRC Director, HSRC Coordinator, or any of the Student Assistants.

- HSRC supplies are for student practice only, and are not to be utilized in direct patient care at any time.
- Designated supplies for community projects are also available for check out through the HSRC.
- Students may voluntarily serve as patients for another student during practice, testing or simulations.
- Individuals volunteering to assist as patients must be over 18 years of age.
- Non-student volunteers must sign a release form prior to participating in course activities.
- Invasive procedures 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 are to be reported immediately to the course faculty or HSRC staff.
- Computer records indicating student practice are shared with appropriate course faculty.

Health Sciences Resource Center Lab Hours

Health care is a hands-on, practice profession. Individual competence is achieved by repetitive practice. Bellin College practice areas are available to students for review of skills, physical assessment, and radiologic procedures. Practice areas are open Mondays through Fridays, 8 am to 7 pm. Hours are subject to change during the summer and holiday periods. Additional practice times are provided based upon student schedules, class times, and student and/or faculty requests. The HSRC Director, HSRC, Coordinator, or Student Assistants are available to obtain any additional supplies or equipment needed for practice. Regular skill practice throughout the semester is encouraged.

Injury Protocol for Students in the Health Sciences Resource Center

Any student injured while in the Health Sciences Resource Center (HSRC) should immediately report the incident to the faculty member if the incident occurs during class, and/or to the HSRC faculty or student assistant if the incident occurs while practicing. Immediate care will be initiated based upon the type and extent of injury. A Bellin College administrator should be notified immediately of any injury in a HSRC area by the attending HSRC employee. "911" will be called for any life threatening emergencies, or as directed by the College administrator.

The faculty and/or HSRC employee, in conjunction with the student, will document the injury and interventions). This form is available from the course faculty or HSRC employee.

The HSRC employee will forward the documentation as directed by College Administration. Upon review by a College administrator, the documentation is forwarded to the Dean of Academic Affairs for review, and sent for filing in the student's health record at Bellin Employee Health Services.

Health Assessment Labs

Bellin College has onsite 2 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.

Radiology Room

A fully functional radiographic room is utilized for student education and practice. Students should wear an x-ray personal monitoring device (PMD) during class and lab practice sessions to assure individual safety with regard to radiation exposure levels.

Simulation Labs

The College enhances student learning and experience through the incorporation of simulation with low, medium, and 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 Labs

There are 2 skills labs in the Health Sciences Resource Center (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. Invasive procedures are to be practice only on manikins.

Students are reminded to use care when working with the models and manikins. All individuals utilizing the lab are responsible for assisting with maintaining the safety and cleanliness of the lab environment.

Each student has an obligation to conduct himself/herself in a manner compatible with the Bellin College mission and values as an educational institution. Violations of College rules, including violations of the American Nurses' Association Code for Nurses or the American Registry of Radiologic Technologists, will be handled by College administrative personnel and may result in disciplinary action.

Use of Equipment in the Health Sciences Resource Center

Every effort is made to purchase equipment for students to learn a skill that is the same as the equipment students will use when caring for patients 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.
- Invasive procedures are to be practice on manikins only.
- 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.
- Tongue blades and cotton-tip applicators are to be discarded immediately after use.
- Otoloscope covers are to be discarded after use on a person (may be reused on model).

Skills Lab Testing – BSN, BSRS, & MSN

Students will be informed by the course facilitator or lab faculty of the day and time of skills testing and their assigned testing time. 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 contact the course facilitator or lab faculty according to Bellin College Late Exam policy. 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.

For students who have not successfully completed scheduled skills or assessment testing, the following parameters apply:

- Lab Testing Students (BSN) 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 test, they are allowed to re-take the test 1 time only and will be charged a \$100 lab testing re-take fee.
- All fees must be paid prior to re-testing.

- A passing score or score specified in the course syllabus must be achieved on the re-test. 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 1 opportunity to retest. If unsuccessful, the student will receive a fail for lab and will not pass the course.

Please 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.

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 x-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) level of radiation 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 ionizing 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.

Usage rules and requirements – BSRS

- Use of the energized radiographic system will be strictly controlled by BSRS faculty and clinical staff. **Under no circumstances will ionizing x-radiation be applied to living human tissues within the College learning laboratories.** Ionizing x-radiation (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 as well as 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 tube head 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), and worn in the proper location.
- 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 Bellin 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) Usage Rules and Requirements

- 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.
- PMDs must be worn at the collar level and outside any lead protected device.
- PMDs must be worn at all times when in the presence of ionizing radiation for College activities including clinical rotations.
- PMDs are not to be shared or switched (exchanged) between students.
- PMDs are not to be worn during personal medical imaging procedures.
- PMDs 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 As Low As Reasonably Achievable (ALARA) levels. This represents 1/10 of the annual permissible dose, which equates to 500 millirem (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.

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-world” 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 he/she progresses through the radiologic sciences curriculum. The rules of supervision, whether direct or indirect, must be strictly adhered to by all students, clinical faculty, and contracted agency staff. The 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.

Holding Patients during Examinations – BSRS

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

- If the patient must be held during the x-ray exposure, those persons assisting shall be provided with protective aprons and gloves and are cautioned 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, sponges, 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.

Image Quality Assessment and Identification – BSRS

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

The following rules apply:

1. All students must receive approval from a qualified practitioner (ARRT radiographer) on the quality of her/his 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.
2. 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.

Repeat Imaging – BSRS

Any student regardless of clinical experience 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).

Family Nurse Practitioner Clinical Practica Information

Students in the FNP track will be assigned a clinical preceptor for all clinical practica. All student requests regarding preceptor matching should be made to the MSN Program Director. All efforts are made to match students with preceptors within the student's home geographical area, however this is not always possible. Students may be required to travel within the state of Wisconsin to complete their clinical practica. Students assume all responsibility for travel to and from clinical practica sites.

Preceptor Eligibility

The course faculty or the Graduate Program Director approves the use of any clinical preceptor. The following criteria are utilized in selecting clinical preceptors specific to the emphasis of the student:

1. Current licensure to practice in Wisconsin.
2. Master's in Nursing with clinical preparation as a nurse practitioner or an advanced degree in the appropriate field, or a physician. Certification in appropriate area is strongly preferred.
3. At least two years of experience in the clinician role in germane settings.
4. Interest in assuming the responsibilities of the preceptor role.

Preceptor, Student and Clinical Faculty Responsibilities

Preceptor Responsibilities

- Orient student to the clinical site and agency policies. Review the preferred method for communication with preceptor and/or clinic site.
- Review advanced practice procedural and management protocols specific to the setting.
- Communicate general guidelines to be used for preceptor/student interactions and for review and feedback of student performance.
- Facilitate a collaborative and mutually respectful environment in which to learn.
- Discuss expectations for the documentation of patient encounters.
- Review the objectives of the course, and student's clinical objectives to determine the type of learning opportunities that will enhance the student's learning.
- Discuss overall plan for progression of student assignments in regards to number and complexity of patients.
- Perform initial assessment of student's current level of proficiency through observation of history taking, physical assessment skills, and management plans and through guided questioning.
- Facilitate student's progressive independence in clinical knowledge and skills.
- Listen and provide constructive feedback on student's case presentation of each patient seen.
- Provide daily feedback to improve the student's assessment and management skills.
- Provide a variety of learning experiences with appropriate client populations.
- Complete student's mid-term and final clinical evaluation and review with clinical faculty during site visit.
- Student's final clinical grade will be awarded by the assigned clinical faculty.
- Assist in providing a substitute preceptor in the event of an absence.

- Promptly communicate issues of concern or unsafe practice (student behavior, clinical skills, and/or student progression) regarding the student to the clinical faculty.
- Complete student evaluation forms and return to Bellin College at the end of the practicum.

Student Responsibilities

- Complete all preceptor agreements prior to the start of the practicum.
- Discuss practicum objectives and personal objectives and learning needs for the course with the preceptor.
- Determine the schedule for the clinical experience, including days of week and hours per day. Submit clinical calendar via e-mail to the student's clinical faculty.
- Adhere to professional attire that is in accordance with clinical site requirements and Bellin College.
- Maintain professional behavior in the clinical setting at all times.
- Complete required clinical course paperwork and submit on time.
- Collect and enter patient encounter data in clinical log as required in each clinical course.
- Demonstrate increasing competencies and progressive independence in clinical knowledge and skills.
- Function in the role of the nurse practitioner under the supervision of the preceptor incorporating evidence based practice guidelines and clinical site policies.
- Complete preceptor and clinical site evaluations at end of practicum.
- Attend all scheduled practicum experiences on time and prepared, completing all required clinical hours for each clinical course.
- Notify preceptor and clinical faculty as soon as possible if unable to attend clinical as scheduled and arrange make-up clinical day.

Clinical Faculty Responsibilities

- Assist student and preceptor to optimize clinical learning environment.
- Regularly review clinical log entries.
- Evaluate written assignments and provide feedback.
- Conduct at least one site visit with the preceptor to observe the student and to discuss the student's clinical evaluation.
- Be available to the preceptor to answer questions or concerns regarding the student's clinical experience.
- Provide preceptor with preferred method of communication and be available.
- Award student's final grade based upon achievement of clinical competencies.

Typhon Nurse Practitioner Student Tracking System

All students are required to use Typhon Group Nurse Practitioner Student Tracking (NPST) electronic system for documenting clinical experiences.

At the beginning of the first clinical course, students will be provided with the web address and password for logging on to the system. Students will need to make a **one-time payment of \$80** to use the system throughout the remainder of their educational program.

Because the system is web-based, students can log on from anywhere without downloading software. All data entered onto the system are stored on a secure, HIPAA compliant server. Students can quickly and easily enter all patient encounter information on one page, including demographics, clinical information, diagnosis and procedure codes, medications, and clinical notes. A special section is available to log the observation, assistance, or completion of various competencies that are appropriate to the student's educational program. Dates and hours of clinical experiences, service learning, and continuing education are entered on a time log. Students and faculty are able to access information in "real-time" and run reports by date, course, semester, clinical site, and preceptor for individual students or in aggregate for an entire class.

Another feature of the Typhon Group NPST is that students can create and customize their portfolios which can help in seeking employment after graduation. Students can provide potential employers with a password so that they may view selected aspects of the portfolio, such as a resume and list of completed courses, on the website.

Typhon Group NPST Website

The Typhon Group NPST website includes detailed instructions and videos to assist students in the use of all aspects of the system. For access to the Typhon Group NPST, go to:

<http://www.typhongroup.net/bellincollege/>

Enter your user Login and Password and click on "Login"

General Educational Offerings

Overview

Bellin College offers select General Education (GEN ED) Courses to current Bellin College students or those enrolling as a Non-Degree Seeking Student. Bellin College students are required to take particular general education courses if offered at Bellin College. For details of class schedules and offerings see the [Bellin College](#) website.

General Education – Course Descriptions

MA 101 INTERMEDIATE ALGEBRA – 3 credits

The course reviews basic algebraic techniques, including operations on polynomials and linear equations with applications. In addition, quadratic equations and applications, fractional expressions, and systems of linear equations will be covered.

CH 125 GENERAL CHEMISTRY – 4 credits

This course provides the opportunity for the learner to develop the knowledge and the skills process in the understanding of general chemistry. Topics covered are: metric system, problem-solving, periodic relationships, chemical reactions, equilibrium, properties of water, acids, bases, salts and gas laws as well as an introduction to organic chemistry. Students focus on skill development, communication and problem solving. Critical thinking skills are developed as students learn to collect and analyze data and work out the correct solutions.

CH 125L GENERAL CHEMISTRY LABORATORY – 1 credit

This course provides the opportunity for the learner to develop the knowledge and the skills process in the understanding of the practical application of the principles of general chemistry in the laboratory. Topics covered are: Lab safety, metric system, conversion factors, density and specific gravity, familiarity with the use of the Bunsen burner, identifying cations through flame tests, periodic relationships, electron configurations, chemical reactions, mole ratios, properties of acids, bases and buffers as well as an introduction to organic chemistry using the ball and stick model kits. Students focus on skill development, communication and problem solving. Critical thinking skills are developed as students learn to collect and analyze data and work out the correct solutions.

BU 202 BUSINESS & ITS ENVIRONMENT – 3 credits

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

DI 202 DIVERSITY ISSUES IN HEALTH CARE I – 3 credits

This course uses a multi-disciplinary approach to introduce the student to the historical, sociological, anthropological, and cultural resources for understanding the issues of diversity in health care in the America experience. It introduces the student to the ongoing issues of diversity which continue to be part of the practice of health care today.

PH 202 INTRODUCTION TO MEDICAL ETHICS – 3 credits

Focusing on theory and practice, this course introduces students to medical ethics. We begin by considering different approaches to ethics. What is ethics? What is the good life? We consider these questions by reading the work of the great philosopher Plato. Focusing on *The Republic*, we discuss justice, the good life, and the ideal society. We then turn to select issues in medical ethics, focusing on artificial reproduction, assisted suicide, and organ donation. In the course's third segment, we examine biomedical technology. Is it justified to use technology to make our children mentally or physically better? Should we medicate young children? Should we slow the aging process? We end the semester by reading a poignant personal account of childhood disease. It will provide a test case for examining many of the ethical issues of the course.

BU 320 FOUNDATIONS OF HEALTH CARE MANAGEMENT – 3 credits

This course expands the student's knowledge of the organization and function of health care systems, and their interrelationships. Concepts of planning, organizing, team building, staffing, and controlling will be discussed as they relate to the mission, values, and strategic initiatives of the system/organization. Quality improvement and the utilization of resources to deliver optimum health care at a reasonable cost will be addressed.

Military Science Program – Reserve Officer Training Corps

Students interested in the Military Science Program should contact the Admissions Department for additional information. Military science is concerned primarily with developing leadership competence for success in civilian and military occupations. Students who want to develop these skills pursue studies in military science, in addition to the nursing major.

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

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

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

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

► BSN Academic Planning and Course Descriptions

Bellin College Residency Requirement

A student who transfers into the nursing program must complete a minimum of 44 credits in nursing at Bellin College. Of the 44 credits, 30 credits must be in upper level nursing courses.

Graduation Requirements – BSN

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

- Completed a minimum of 128 credits including 64 in general education and 64 in nursing (Traditional and Sophomore Transfer Options).
- Complete a minimum of 124 credits including 60 in general education and 64 in nursing (15 Month Option).
- A student who transfers into the nursing program must complete a minimum of 44 credits in nursing at Bellin College. Please note: 30 of these 44 credits must be in upper level nursing courses.
- Achieved a cumulative GPA of 3.0 or higher. Transfer courses are not applicable to BSN requirements in the 15 Month Option.
- Completed all required courses with a grade of “C” or higher.
- Fulfilled the student assessment test requirements.
- Successfully completed all curriculum requirements no later than 6 years after initial entrance into the program.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

Course/Credit Requirements – Traditional and Sophomore Transfer Options

The Bachelor of Science in Nursing (BSN) (Traditional and Sophomore Transfer Options) requires a minimum of 128 credits for graduation, 64 in general education and 64 in nursing.

Credits required to graduate

Nursing	64
General Education Requirements (64)	
▪ Anatomy and Physiology	5
▪ Business	3
▪ Communication (Speech and Writing)	6
▪ Ethics/Philosophy	3
▪ General Chemistry	5
▪ Human Development	3
▪ Human Diversity	3
▪ Intermediate Algebra	3
▪ Microbiology	4
▪ Principles of Biology	4
▪ Psychology	3
▪ Sociology/Anthropology	3
▪ Statistics	4
General Education Electives (18)	
▪ General Electives	6

▪ Humanities Electives	3
▪ Social Science Elective	3
▪ Upper Division (300/400) Electives	3
Total	128

Course/Credit Requirements – 15 Month Option

The Bachelor of Science in Nursing (BSN) 15 Month Option a minimum of 124 credits for graduation, 60 in general education and 64 credits in nursing.)

Credits required to graduate

Nursing	64
▪ Clinical - 14	
▪ Lab - 2	
▪ Theory - 48	
General Education Requirements	60
▪ Distribution of credits	
Total	124

Academic Plan General Information

- Curriculum is subject to change.
- Freshman and Sophomore courses are offered sequentially as listed.
- Most Junior and Senior nursing courses are offered both semesters.
- Courses with the prefix NUR and NR are Bellin College nursing courses; all other course numbers reflect general education course numbers and course credits at UWGB or Bellin College.
- Each course is graded in its entirety. A student must be successful in all course components (i.e., class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.
- Nursing courses are taken at Bellin College.
- Students take the required general education courses at Bellin College or regionally accredited two or four year institutions, such as UWGB or NWTC. Bellin College students are required to take particular general education courses if offered at Bellin College. Bellin College also has agreements with College of Menominee Nation, Silver Lake College, and St. Norbert College.

Plan Key:

- Refer to general education course options available through academic advising.
- Any 300 or 400 level course (exclusive of nursing) will meet the 3-credit upper division elective requirement. (Traditional option)
- A 3-4 credit statistics course is required. Those students taking a 3 credit statistics course will need to take 1 additional general elective credit to fulfill the total number of credits required for graduation. (Traditional option)
- A 4 credit Chemistry course is required. Those students taking a 4 credit Chemistry course will need to take 1 additional general elective credit to fulfill the total number of credits required for graduation. (Traditional option)

College/University Prerequisites

Colleges and universities typically have course prerequisite requirements involving math placement, English ACT, and Science ACT criteria that require Bellin College students to take course work to fulfill the academic plan sequence in relation to required general education requirements (i.e., General Chemistry, Expository Writing, and Principles of Biology).

Summary of courses related to Bellin College course requirements:

- **BIOL 202** (UWGB) requires an ACT Science score of 24 or greater. **HUM BIOL 102** (UWGB) must be successfully completed if ACT Science score is 23 or less.
- HUM BIOL 207 Laboratory Safety (UWGB) is required for laboratory science courses.

Please note: These are prerequisites; concurrent enrollment is not acceptable.

BSN Traditional Option Academic Plan (UWGB Example)

Below is an example of a four-year Traditional Option academic plan of study for students taking general education courses at UWGB. Bellin College students are required to take particular general education courses if offered at Bellin College. Courses with the prefix NUR identify Bellin College nursing courses.

Freshman Year | Semester 1

BIOL 202	Principles of Biology 1	4 cr
MA 101	Intermediate Algebra	3 cr
ENG COMP 105	Expository Writing	3 cr
PSYCH 102	Intro to Psychology	3 cr
	Sociology/Anthropology Requirement	3 cr
NUR 103	Professional Foundations	1 cr
		17 cr

Freshman Year | Semester 2

CH 125	General Chemistry	4 cr
CH 125L	General Chemistry	1 cr
HUM BIOL 204	Anatomy & Physiology	5 cr
HUM DEV 102	Intro Human Development	3 cr
NUR 105	Nutrition & Wellness for Nursing	2 cr
		15 cr

Sophomore Year | Semester 1

BIOL 302	Microbiology	4 cr
	Communication/Speech Requirement	3 cr
NUR 202	Health Assessment	3 cr
NUR 203	Pathophysiology I	2 cr
NUR 209	Fundamentals of Nursing Care	4 cr
		16 cr

Sophomore Year | Semester 2

	Elective (General)	3 cr
	Human Diversity Requirement	3 cr
	Statistics Requirement	4 cr
NUR 204	Pathophysiology II	2 cr
NUR 205	Pharmacology	3 cr
NUR 210	Fundamentals Clinical	2 cr
		17 cr

Junior Year | Semester 1

	Elective (General)	3 cr
	Ethics/Philosophy Requirement	3 cr
NUR 310	Adult Health & Illness I	4 cr
NUR 314	Adult Clinical I	3 cr
NUR 318	Nursing Care of the Child-Bearing Family	2 cr
NUR 322	Psychiatric Mental Health Nursing	2 cr
		17 cr

Junior Year | Semester 2

	Elective (Social Science)	3 cr
	Business Requirement	3 cr
NUR 312	Adult Health & Illness II	4 cr
NUR 316	Adult Clinical II	3 cr
NUR 320	Nursing Research	3 cr
		16 cr

Senior Year | Semester 1

	Elective (Humanity)	3 cr
NUR 408	Advanced Concepts Theory	4 cr
NUR 410	Gerontological Nursing	3 cr
NUR 412	Pediatric Nursing Theory	2 cr
NUR 414	Specialty Clinical I	1 cr
NUR 416	Specialty Clinical II	2 cr
		15 cr

Senior Year | Semester 2

	Elective (Upper Division)	3 cr
NUR 418	Nursing Leadership	3 cr
NUR 420	Community & Public Health Nursing	4 cr
NUR 422	Community Clinical	2 cr
NUR 424	Leadership Clinical	2 cr
NUR 426	Nursing Synthesis Theory	1 cr
		15 cr

Nursing Credits	64 cr (47.50 Theory; 1.50 lab; 15 clinical)
Liberal Education Credits	<u>64 cr</u>
TOTAL REQUIRED CREDITS	128 cr

BSN Sophomore Transfer Option Academic Plan

Below is an example of a Sophomore Transfer Option academic plan of study. This is a 3 year and summer session academic plan of study for those with a minimum of 29 prior general education credits. Bellin College students are required to take particular general education courses if offered at Bellin College. The general education course content in addition to the timing of successful course fulfillment of these core requirements are subject to current Bellin College Admissions policy and involve the following: Courses with the prefix NUR identify Bellin College nursing courses.

Transfer Course Credit

- Principles of Biology..... 4 credits
- General Chemistry 5 credits
- Anatomy & Physiology 5 credits
- Psychology 3 credits
- Sociology/Anthropology3 credits
- Human Development3 credits
- Expository Writing3 credits
- Intermediate Algebra.....3 credits

Total 29 credits

Summer Session

NUR 103	Professional Foundations	1 cr
NUR 105	Nutrition & Wellness for Nursing	2 cr
		3 cr

Sophomore Year | Semester 1

BIOL 302	Microbiology	4 cr
	Communication/Speech Requirement	3 cr
NUR 202	Health Assessment	3 cr
NUR 203	Pathophysiology I	2 cr
NUR 209	Fundamentals of Nursing Care	4 cr
		16 cr

Sophomore Year | Semester 2

	Elective (General)	3 cr
	Human Diversity Requirement	3 cr
	Statistics Requirement	4 cr
NUR 204	Pathophysiology II	2 cr
NUR 205	Pharmacology	3 cr
NUR 210	Fundamentals Clinical	2 cr
		17 cr

Junior Year | Semester 1

	Elective (General)	3 cr
	Ethics/Philosophy Requirement	3 cr
NUR 310	Adult Health & Illness I	4 cr
NUR 314	Adult Clinical I	3 cr
NUR 318	Nursing Care of the Child-Bearing Family	2 cr
NUR 322	Psychiatric Mental Health Nursing	2 cr
		17 cr

Junior Year | Semester 2

	Elective (Social Science)	3 cr
	Business Requirement	3 cr
NUR 312	Adult Health & Illness II	4 cr
NUR 316	Adult Clinical II	3 cr
NUR 320	Nursing Research	3 cr
		16 cr

Senior Year | Semester 1

	Elective (Humanity)	3 cr
NUR 408	Advanced Concepts Theory	4 cr
NUR 410	Gerontological Nursing	3 cr
NUR 412	Pediatric Nursing Theory	2 cr
NUR 414	Specialty Clinical I	1 cr
NUR 416	Specialty Clinical II	2 cr
		15 cr

Senior Year | Semester 2

	Elective (Upper Division)	3 cr
NUR 418	Nursing Leadership	3 cr
NUR 420	Community & Public Health Nursing	4 cr
NUR 422	Community Clinical	2 cr
NUR 424	Leadership Clinical	2 cr
NUR 426	Nursing Synthesis Theory	1 cr
		15 cr

Nursing Credits	64 cr (47.50 theory, 1.50 lab, 15 clinical)	
Liberal Education Credits	<u>64 cr</u>	
TOTAL REQUIRED CREDITS	128 cr	

BSN 15 Month Option Academic Plan

Below is an example of a 15 Month Option academic plan of study. Required is a minimum distribution of 60 general education credits prior to entry. Entry to this option may occur at the onset of the spring semester (January) or the summer session (May). The prefix NR identifies the Bellin College nursing courses.

COHORT A = January Start / May Graduation

COHORT B = June Start / October Graduation

Cohort A... Spring Session 1 (Jan-Mar)
Cohort B... Summer (Jun-Jul)

NR 352A	Pathophysiology	3 cr
NR 355A	Introduction to Professional Nursing	2 cr
NR 356A	Pharmacology I	2 cr
NR 358A	Health Assessment in Nursing (3.0 theory; 1.0 lab)	4 cr
(Theory = 10 Lab = 1)		11 cr

Cohort A....Spring Session 2 (Mar-May)
Cohort B....Fall Session 1 (Aug-Oct)

NR 350A	Nutrition for Health Promotion & Disease Prevention	2 cr
NR 363A	Pharmacology II	2 cr
NR 366A	Fundamentals of Nursing (3.0 theory; 1.0 lab)	4 cr
NR 370A	Psychosocial Nursing	2 cr
(Theory = 9 Lab = 1)		10 cr

Cohort A... Summer (Jun-Jul)
Cohort B... Fall Session 2 (Oct-Dec)

NR 353A	Nursing Research	3 cr
NR 375A	Maternity	2 cr
NR 372A	Fundamental Clinical Practicum	2 cr
NR 378A	Adult Health	3 cr
(Theory = 8 Clinical = 2)		10 cr

Cohort A....Fall Session 1 (Aug-Oct)
Cohort B....Spring Session 1 (Jan-Mar)

NR 382A	Adult Health II	3 cr
NR 452A	Adult Acute Care Clinical Practicum	3 cr
NR 453A	Nursing Synthesis	1 cr
NR 455A	Pediatrics	2 cr
(Theory = 6 Clinical = 3)		9 cr

Cohort A... Fall Session 2 (Oct-Dec)
Cohort B... Spring Session 2 (Mar-May)

NR 450A	Adult Health III	2 cr
NR 458A	Specialty Clinical Practicum I cohort/precepted (psych/gero), (mat/peds), (surgical), (outpatient)	1 cr
NR 461A	Gerontological Nursing	3 cr
NR 464A	Adult Acute Care Clinical Practicum II	2 cr
(Theory = 5 Clinical = 3)		8 cr

Cohort A....Spring Session 1 (Jan-Mar)
Cohort B....Summer (Jun-Jul)

NR 454A	Leadership in Nursing	3 cr
NR 459A	Specialty Clinical Practicum II (1 cr scheduled) cohort/precepted	1 cr
NR 475A	Service Learning Clinical Practicum	1 cr
NR 481A	Public/Community Health Nursing	3 cr
(Theory = 6 Clinical = 2)		8 cr

Cohort A... Spring Session 2 (Mar-May)
Cohort B... Fall Session 1 (Aug-Oct)

NR 474A	Critical Care Nursing	3 cr
NR 482A	Public/Community Health Clinical Practicum	2 cr
NR 483A	Capstone Clinical Practicum	2 cr
NR 485A	Advanced Nursing Synthesis	1 cr
(Theory = 4 Clinical = 4)		8 cr

Theory =	48 cr
Lab =	2 cr
Clinical =	14 cr
TOTAL REQUIRED CREDITS =	64 cr

BSN Courses

Nursing courses have classroom, laboratory, and/or clinical components that provide students with the knowledge needed in the nursing major as well as the practice time to develop clinical skills. Clinical experiences take place in acute care and long-term facilities, educational institutions, public health agencies, community agencies, childcare centers, industrial health programs, and other settings which will help the student meet specific course outcomes.

Students register for courses through meeting with the Advisor and Career Services Coordinator. Students are asked to follow prerequisite guidelines for order of courses to be completed. Course selection special requests will be reviewed by the BSN Program Director and addressed based on a student's individual circumstances.

The schedule and courses are subject to change.

Nursing Course Descriptions – Traditional Option

NUR 103 PROFESSIONAL FOUNDATIONS – 1 credit

This course introduces students to concepts basic to nursing practice. Issues and processes related to the professional roles are explored. Self-awareness of personal wellness and the concept of professional wellness are introduced. Students explore individual philosophical beliefs about nursing. This knowledge enables students to begin the process of socialization into professional nursing.

NUR 105 NUTRITION AND WELLNESS FOR NURSING – 2 credits

This course provides a foundation for nursing care and the basic principles of nutrition. The nursing process and the development of critical thinking skills are introduced. Students develop therapeutic communication skills and teaching strategies with sensitivity to the cultural needs of the patient. This course explores concepts of nutrition and integrative therapies related to health promotion and maintenance, disease prevention, and illness management across the lifespan.

NUR 202 HEALTH ASSESSMENT – 3 credits

This course provides students with a framework for conducting systematic history and physical assessments of adults. Students focus on skill development, diversity, and communication. Critical thinking skills are developed as students learn to collect, organize, analyze, and document subjective and objective findings. This course includes a lab component.

NUR 203 PATHOPHYSIOLOGY I – 2 credits

This course assists students to achieve an understanding of the pathophysiology associated with diminished health states within an individual. Prior knowledge of anatomy and physiology will be integrated into the principles of health alterations related to cellular biology, genetics, musculoskeletal disorders, mechanisms of cellular defense, fluid and electrolytes, digestive, and neurologic function.

NUR 204 PATHOPHYSIOLOGY II – 2 credits

This course assists students to achieve an understanding of the pathophysiology associated with diminished health states within an individual. Prior knowledge of anatomy and physiology will be integrated into the principles of health alterations related to cardiac, acid-base balance, renal, hematologic, stress, cancer, pulmonary, and endocrine function.

NUR 205 PHARMACOLOGY – 3 credits

This course assists students to develop a foundation of pharmacotherapeutics, principles of pharmacology, drug classifications, and nursing implications. Students develop knowledge of the nurse's role and responsibilities in drug therapy. Legal, ethical, and lifespan considerations will be discussed as they apply to the nurse's role. The student will study major classifications of drugs using a structured, systematic approach that includes general principles of drug actions, therapeutic effects, adverse reactions, and nursing considerations.

NUR 209 FUNDAMENTALS OF NURSING CARE – 4 credits

This course introduces students to the nursing process and the nursing care of patients with common health alterations. Fundamental nursing concepts and skills are presented in the classroom and applied in lab settings. Emphasis is placed on competencies related to quality and safety in the provision of patient care. This course includes a lab component.

NUR 210 FUNDAMENTALS CLINICAL – 2 credits

This clinical course focuses on the professional nursing roles as the student develops foundational health assessment and nursing skills in the clinical setting. Emphasis is placed on competencies related to quality and safety in the provision of patient care. This course is the clinical application of NUR 209 Fundamentals of Nursing and NUR 202 Health Assessment.

NUR 310 ADULT HEALTH AND ILLNESS I – 4 credits

This course provides students with the basis for the nursing care of adults with cancer, alterations in immune responses, endocrine, gastrointestinal, hematologic, and musculoskeletal disorders. Evidence-based practice guidelines will be integrated into the course content. This course prepares students to incorporate pharmacological therapies into professional nursing practice. Students enhance critical thinking skills as they integrate the principles of health promotion and maintenance, disease prevention, and illness management.

NUR 312 ADULT HEALTH AND ILLNESS II – 4 credits

This course provides students with the basis for the nursing care of adults with fluid and electrolyte imbalances, respiratory, cardiovascular, neurological, and urinary disorders. Evidence-based practice guidelines will be integrated into the course content. This course prepares students to incorporate pharmacological therapies into professional nursing practice. Students enhance critical thinking skills as they integrate the principles of health promotion and maintenance, disease prevention, and illness management.

NUR 314 ADULT CLINICAL I – 3 credits

This clinical course provides students with opportunities in an adult acute care setting. Students will demonstrate advanced skills in the lab and apply them in the clinical setting. Health promotion and maintenance, disease prevention, and illness management will be integrated into the care of diverse patients. Emphasis is placed on critical thinking, pharmacology, professional communication, and professional nursing roles. Evidence-based clinical decisions will be applied to the provision of patient-centered care.

NUR 316 ADULT CLINICAL II – 3 credits

This clinical course provides students with increasingly complex opportunities in an adult acute care setting. Health promotion and maintenance, disease prevention, and illness management will be integrated into the care of diverse patients. Emphasis is placed on critical thinking, pharmacology, professional communication, and professional nursing roles. Evidence-based clinical decisions will be analyzed in the provision of patient-centered care.

NUR 318 NURSING CARE OF THE CHILD-BEARING FAMILY – 2 credits

This course provides students with the basis for the collaborative care of women, infants, and their families from preconception through the postpartum period. Emphasis is placed on promoting wellness through teaching and family-centered care.

NUR 320 NURSING RESEARCH – 3 credits

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

NUR 322 PSYCHIATRIC MENTAL HEALTH NURSING – 2 credits

This course prepares students to provide safe, effective, and holistic nursing care to psychologically compromised patients across the lifespan and throughout diverse health care settings. Student learning

focuses on the use of therapeutic communication techniques, therapeutic use of self when providing nursing care, and collaboration with intra- and inter-professional health care teams.

NUR 408 ADVANCED CONCEPTS THEORY – 4 credits

This course provides students with the basis for the collaborative care of patients and their families encountering complex health issues. Students enhance critical thinking skills as they apply to the management of critically ill patients. Concepts in basic EKG interpretation and nursing implications are discussed.

NUR 410 GERONTOLOGICAL NURSING – 3 credits

This course prepares students to deliver competent and humanistic care to older adults. Students will apply best care practices for the older adult in health promotion and maintenance, disease prevention, and illness management including atypical presentations and end-of-life care. Emphasis is placed on the assessment of an older adult's functional status and health expectations during life transitions.

NUR 412 PEDIATRIC NURSING THEORY – 2 credits

This course provides students with the basis for the collaborative care of patients and their families from infancy through adolescence. The nurse's role in health promotion and maintenance, disease prevention, and illness management is explored.

NUR 414 SPECIALTY CLINICAL PRACTICUM A – 1 credit

This clinical course provides students with the opportunity to care for patients within specialty populations while working with intra- and inter-professional health care teams. Students further develop critical thinking and professional communication skills. Emphasis is placed on the diverse health care needs of the population of interest.

NUR 416 SPECIALTY CLINICAL PRACTICUM B – 2 credits

This clinical course provides students with opportunities to care for patients within specialty populations. Students enhance their evidence-based nursing practice as it relates to health care outcomes. Emphasis is placed on the diverse health care needs of the population of interest.

NUR 418 NURSING LEADERSHIP – 3 credits

This course integrates leadership and management principles in preparing students for professional roles within diverse health care settings. The legal, ethical, and political responsibilities of the nurse are analyzed. Students critically examine emerging trends, issues, and their implications for collaborative professional practice.

NUR 420 COMMUNITY AND PUBLIC HEALTH NURSING – 4 credits

This course prepares students for entry level practice in community and public health settings. The focus of care is on individuals, families, communities, and vulnerable populations. Students explore the economic and political factors that affect health care. The nursing role is developed with emphasis on health promotion and maintenance, disease prevention, and illness management facilitated by health teaching and appropriate use of community resources. Critical reasoning is used to address current evidence-based practice and epidemiological processes.

NUR 422 COMMUNITY AND PUBLIC HEALTH CLINICAL – 2 credits

This clinical course provides students with the opportunity to care for patients within community and public health settings. Students work with an inter-professional team to address the unique health care needs of individuals, families, communities, and vulnerable populations. Students practice health promotion and maintenance, disease prevention, and illness management.

NUR 424 LEADERSHIP CLINICAL – 2 credits

This clinical course focuses on the integration of the roles of a professional nurse in clinical practice. Emphasis is placed on collaboration, delegation, and coordination of the intra- and inter-professional teams in providing care to diverse populations within the health care setting. Students are provided opportunities to participate in the change process to ensure safety and quality in health care.

NUR 426 NURSING SYNTHESIS THEORY – 1 credit

This course enhances the transition of students into professional nursing practice. Emphasis is placed on clinical reasoning and clinical judgment in the integration of care management for multiple, complex patients.

Nursing Course Descriptions – 15 Month Option

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

NR 350A NUTRITION FOR HEALTH PROMOTION AND DISEASE PREVENTION – 2 credits

This course introduces students to the interrelationships among nutrition, food, and the environment that have an impact on health. Topics include the basics of good nutrition throughout the lifespan with a focus on the practical application of nutritional principles related to the nurse's role in health promotion and maintenance, disease prevention, and illness management.

NR 352A PATHOPHYSIOLOGY – 3 credits

This course introduces students to the pathophysiologic processes associated with diminished health states within an individual. Prior knowledge of anatomy and physiology is integrated into the principles of health alterations for selected disease processes. Students develop a basis for the application of critical thinking skills to patients in diverse health care settings.

NR 353A NURSING RESEARCH – 3 credits

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

NR 355A INTRODUCTION TO PROFESSIONAL NURSING – 2 credits

This course introduces students to the foundation for professional practice. Strategies for success in the profession are reviewed. Students define their philosophical beliefs about nursing while exploring the nurse's role within the context of the health care delivery system. Legal and ethical aspects of health care are presented. This knowledge enables students to begin the process of socialization into nursing.

NR 356A PHARMACOLOGY I – 2 credits

This course introduces students to the scope of pharmacology in nursing practice and the nurse's role and responsibilities in relation to medication administration. Legal, ethical, and lifespan considerations are discussed. Students develop foundational knowledge about major drug classifications using a structured, systematic approach that includes general principles of drug activity, major actions, therapeutic effects, adverse reactions, nursing implications, evaluation, and patient teaching. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of patient health.

NR 358A HEALTH ASSESSMENT IN NURSING – 4 credits (3.0 theory; 1.0 lab)

This course provides students with a framework for conducting systematic history and physical assessments of adults. Students focus on skill development, diversity, and communication. Critical thinking skills are developed as students learn to collect, organize, analyze, and document subjective and objective findings. This course includes a lab component.

NR 363A PHARMACOLOGY II – 2 credits

This course introduces students to additional major drug classifications using a structured, systematic approach that includes general principles of drug activity, major actions, therapeutic effects, adverse reactions, nursing implications, evaluation, and patient teaching. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of patient health.

NR 366A FUNDAMENTALS OF NURSING – 4 credits (3.0 theory; 1.0 lab)

This course introduces students to concepts and skills fundamental to professional nursing practice. These concepts and skills are presented in the classroom and applied in lab settings. The nursing process is introduced and used to design care for patients with common health alterations. Emphasis is

placed on competencies related to quality and safety in the provision of patient care. This course includes a lab component.

NR 370A PSYCHOSOCIAL NURSING – 2 credits

This course prepares students to provide safe, effective, and holistic nursing care to psychologically compromised patients across the lifespan. Students focus on the use of therapeutic communication techniques, therapeutic use of self when providing nursing care, and collaboration with intra- and inter-professional teams.

NR 372A FUNDAMENTALS CLINICAL PRACTICUM – 2 credits

This clinical course focuses on the professional nursing roles as the student develops foundational health assessment and nursing skills in the clinical setting. Emphasis is placed on competencies related to quality and safety in the provision of patient care. This course is the clinical application of NR 358A Health Assessment in Nursing and NR 366A Fundamentals of Nursing.

NR 375A MATERNITY – 2 credits

This course provides students with the basis for the collaborative care of women, infants, and their families from preconception through the postpartum period. Emphasis is placed on promoting wellness through teaching and family-centered care.

NR 378A ADULT HEALTH – 3 credits

This course provides students with the basis for the nursing care of adult patients experiencing acute and chronic musculoskeletal, endocrine, gastrointestinal disorders, and cancer. Students enhance critical thinking skills as they integrate evidence-based findings with the principles of health promotion and maintenance, disease prevention, and illness management.

NR 382A ADULT HEALTH II – 3 credits

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

NR 450A ADULT HEALTH III – 2 credits

This course provides students with the basis for the nursing care of adult patients experiencing advanced gastrointestinal disorders, immune system disorders, and cardiac dysrhythmias. The course explores the management of the patient and family during the organ donation process. Students enhance critical thinking skills as they integrate evidence-based findings with the principles of health promotion, disease prevention, and health protection related to disease and illness management.

NR 452A ADULT ACUTE CARE CLINICAL PRACTICUM – 3 credits

This clinical course provides students with opportunities in an adult acute care setting where concepts of illness and disease management are applied. Health promotion and maintenance, disease prevention, and health protection are integrated into the care of diverse populations. Students enhance critical thinking and professional communication skills. Evidence-based clinical decisions are made in the provision of patient care.

NR 453A NURSING SYNTHESIS – 1 credit

This course promotes and develops clinical reasoning with emphasis on the use of the nursing process. Students engage in the process of assimilating information, analyzing data, and making decisions regarding patient care.

NR 454A LEADERSHIP IN NURSING – 3 credits

This course integrates leadership and management principles in preparing students for professional roles within diverse health care settings. The legal, ethical, and political responsibilities of the nurse are

analyzed. Students critically examine emerging trends, issues, and their implications for collaborative professional practice.

NR 455A PEDIATRICS – 2 credits

This course provides students with the basis for the collaborative care of patients from infancy through adolescence and their families. The nurse's role in health promotion and maintenance, disease prevention, and illness management is explored.

NR 458A SPECIALTY CLINICAL PRACTICUM 1 – 1 credit

This clinical course provides students with the opportunity to care for patients within specialty populations while working with intra- and inter-professional teams. Emphasis is placed on the diverse health care needs of the population of interest.

NR 459A SPECIALTY CLINICAL PRACTICUM II – 1 credit

This clinical course provides students with additional opportunities to care for patients within specialty populations. Students enhance their evidence-based nursing practice as they further develop critical thinking and professional communication skills. Emphasis is placed on the diverse health care needs of the population of interest.

NR 461A GERONTOLOGICAL NURSING – 3 credits

This course prepares students to deliver competent and humanistic care to older adults. Students apply best care practices for the older adult in health promotion and maintenance, disease prevention and illness management including atypical presentations and end-of-life care. Emphasis is placed on the assessment of an older adult's functional status and health expectations during life transitions.

NR 464A ADULT ACUTE CARE CLINICAL PRACTICUM II – 2 credits

This clinical course provides students with opportunities to enhance critical thinking and clinical decision-making skills while delivering patient-centered care in an acute care environment. Students develop time management, organization, and prioritization skills while providing care to diverse individuals.

NR 474A CRITICAL CARE NURSING – 3 credits

This course provides students with the basis for the collaborative care of patients and their families encountering complex health issues. Students enhance critical thinking skills as they apply to the management of critically ill patients.

NR 475A SERVICE LEARNING CLINICAL PRACTICUM – 1

This clinical course engages students in experiential learning activities that address community health needs. Students build reciprocal relationships with community partners, nurture a culture of social responsibility, and embrace the College values.

NR 481A PUBLIC/COMMUNITY HEALTH NURSING – 3 credits

This course prepares students for entry level practice in community and public health settings. The focus is individuals, families, communities, and vulnerable populations. Students explore governmental, economic, and political factors that affect health care. The nursing role is developed with emphasis on health promotion and maintenance, disease prevention, and illness management which is facilitated by health teaching and appropriate use of community resources. Critical reasoning is used to address evidence-based practice and epidemiological processes.

NR 482A PUBLIC/COMMUNITY HEALTH PRACTICUM – 2 credits

This clinical course provides students with the opportunity to care for patients within community and public health settings. Students work with an inter-professional team to address the unique health care needs of individuals, families, communities, and vulnerable populations. Students practice health promotion and maintenance, disease prevention, and illness management.

NR 483A CAPSTONE CLINICAL PRACTICUM – 2 credits

This clinical course provides students with the opportunity to synthesize professional nursing concepts and to refine their evidence-based nursing interventions in a selected clinical setting. Students collaborate with a preceptor to practice professional nursing within the framework of intra- and inter-professional health care teams.

NR 485A ADVANCED NURSING SYNTHESIS – 1 credit

This course enhances transition to professional nursing practice. Emphasis is placed on clinical reasoning and clinical judgment in the integration of care management for multiple, complex patients.

► BSRS Academic Planning and Course Descriptions

Bellin College Residency Requirement

A student who transfers into the radiologic science program must complete a minimum of 65 credits in radiologic science at Bellin College.

Graduation Requirements – BSRS

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

- Completed a minimum of 120 credits including 50 in general education and 70 in radiography.
- Achieved a cumulative GPA of 2.0 or higher.
- A student who transfers into the radiologic science program must complete a minimum of 65 credits in radiologic science credits at Bellin College.
- Completed all required courses with a grade of C or higher.
- Fulfilled the student assessment test requirements.
- Successfully completed all curriculum requirements no later than 6 years after initial entrance into the program.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

Course/Credit Requirements

The Bachelor of Science in Radiologic Sciences (BSRS) degree requires a minimum of 120 credits for graduation, 50 in general education and 70 in radiologic sciences.

Credits required to graduate

Radiologic Sciences	70
General Education Requirements (43)	
▪ Adulthood and Aging	4
▪ Anatomy and Physiology	5
▪ Biology	4
▪ Business	3
▪ Chemistry	4
▪ Computer Technology	3
▪ Communication	3

▪ Ethics	3
▪ Health care Leadership/Management	3
▪ Human Diversity	3
▪ Humanities	3
▪ Intermediate Algebra	3
▪ Portfolio Development	1
▪ Psychology	3
▪ Social Science Elective	3
▪ Elective (or Bio 102 if needed as a prerequisite for Biology)	
Total	120

Students take the required general education courses at Bellin College or accredited two or four year institutions, such as UWGB. **Bellin College students are required to take particular general education courses if offered at Bellin College.** General education courses are also accepted from regionally accredited two or four-year institutions, such as UWGB and NWTC. Bellin College also has agreements with College of Menominee Nation, Silver Lake College, and St. Norbert College.

Students, who elect to take general education coursework at a college or university other than UWGB, must contact Bellin College for guidance to assure course equivalencies.

Academic Plans General Information

- Curriculum is subject to change.
- Freshman and Sophomore courses are offered sequentially as listed.
- Radiologic science courses are offered sequentially and must be taken as such.
- Courses with the prefix RS are Bellin College radiology courses; all other course numbers reflect general education course requirements.
- Each course is graded in its entirety. A student must be successful in all course components (i.e., class, lab, and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.

Plan Key:

- Refer to general education course options available through academic advising.
- UWGB has changed course prerequisite requirements involving math placement, English ACT, and Science ACT criteria may require Bellin College students to take course work to fulfill the academic plan sequence in relation to required general education requirements Expository Writing, and Principles of Biology).

College/University Prerequisites

Colleges and universities typically have course prerequisite requirements involving math placement, English ACT, and Science ACT criteria that require Bellin College students to take course work to fulfill the academic plan sequence in relation to required general education requirements (i.e., Expository Writing, and Principles of Biology).

Summary of courses related to Bellin College course requirements:

- **BIOL 202** requires an ACT Science score of 24 or greater. **HUM BIOL 102** must be successfully completed if ACT Science score is 23 or less.
- HUM BIOL 207 Laboratory Safety (UWGB) is required for laboratory science courses.

Please note: These are prerequisites; concurrent enrollment is not acceptable.

BSRS Traditional Option Academic Plan

Graduating Class of 2015 and Forward

Below is an example of a four-year Traditional Option academic plan of study for those with few or no prior college credits. Courses with the prefix RS identify Bellin College radiologic sciences courses. Bellin College students are required to take particular general education courses if offered at Bellin College. A four-year academic plan of study for those with few or no prior college credits.

Freshman Year Semester I			Semester II		
MA 101	Intermediate Algebra	3 cr	BIO 202	Principles of Biology	4 cr
HUM BIO 102	Intro to Human Biology	3 cr	CH 125	General Chemistry (No Lab)	4 cr
	Communication Requirement	3 cr	DI 202	Diversity Issues in Health Care	3 cr
	Computer Requirement	3 cr	RS 120	Principles of Radiologic Physics	3 cr
PSYCH 102	Introduction to Psychology	3 cr			
RS 100	Fund. of Radiologic Sciences & Health Care	2 cr			
	TOTAL	17 cr		TOTAL	14 cr
Summer After First Year			TOTAL 5 cr		
Sophomore Year Semester I			Semester II		
RS 201	Image Analysis I	3 cr	RS 203	Patient Care in Radiologic Sciences II	3 cr
RS 202	Patient Care in Radiologic Sciences I	3 cr	RS 207	Radiographic Procedures II	3 cr
RS 204	Radiographic Procedures I	3 cr	RS 207L	Radiographic Procedures II - Lab	1 cr
RS 204L	Radiographic Procedures I - Lab	2 cr	RS 208	Image Analysis II	3 cr
RS 205	Image Production & Management	3 cr	RS 210	Anatomy & Physiology in Imaging Sciences	3 cr
RS 206C	Clinical Radiography I	2 cr	RS 211C	Clinical Radiography II	3 cr
	TOTAL	16 cr		TOTAL	16 cr
Junior Year Semester I			Semester II		
PH 202	Introduction to Medical Ethics	3 cr	BU 202	Business and Its Environment	3 cr
RS 301	Radiologic Pathology	3 cr	RS 304	Principles of Radiation Protection Radiobiology	3 cr
RS 302	Ancillary Imaging & Cross-Sectional Anatomy	2 cr	RS 305	Advanced Radiologic Physics	3 cr
RS 303C	Clinical Radiography III	4 cr	RS 306C	Clinical Radiography IV	4 cr
	TOTAL	12 cr		TOTAL	13 cr
Senior Year Semester I			Semester II		
	Social Science Elective	3 cr		Humanities Elective	3 cr
BU 320	Foundations of Health Care Management	3 cr	HD 300	Adulthood and Aging	3 cr
PD 307	Portfolio Development	1 cr	RS 450	Senior Practicum	2 cr
RS 440	Senior Practicum	2 cr			
	*Only 1 of the following will be offered each semester:			*Only 1 of the following will be offered each semester:	
RS 410	Principles of Magnetic Resonance Imaging (MRI)	3 cr	RS 410	Principles of Magnetic Resonance Imaging (MRI)	3 cr
RS 410C	MRI – Clinical	2 cr	RS 410C	MRI – Clinical	2 cr
RS 420	Principles of Computerized Tomographic Imaging (CT)	3 cr	RS 420	Principles of Computerized Tomographic Imaging (CT)	3 cr
RS 420C	CT - Clinical	2 cr	RS 420C	CT - Clinical	2 cr
RS 430	Principles of Women's Imaging	3 cr	RS 430	Principles of Women's Imaging	3 cr
RS 430C	Women's Imaging - Clinical	2 cr	RS 430C	Women's Imaging - Clinical	2 cr
	TOTAL	14 cr		TOTAL	13 cr
50 General Education Credits			1 credit theory = 15 hours (1:3)		
70 BSRS Credits			1 credit lab = 45 hours (1:3)		
120 Total Credits			1 credit clinical = 60 hours (1:4)		

BSRS Sophomore Transfer Option

Begin Summer 2014 and beyond

A three-year and summer session academic plan of study for those with a minimum of 28 prior general education credits. Option approved 12-2013. The general education course content in addition to the timing of successful course fulfillment of these core requirements are subject to current Bellin College Admissions policy and involve the following:

Required Transfer Credits

MA 101	Intermediate Algebra	3 cr	BIO 202	Principles of Biology	4 cr
HUM BIO 204	Anatomy & Physiology	5 cr	CH 125	General Chemistry (No Lab)	4 cr
	Communication Requirement	3 cr		Diversity Issues in Health Care	3 cr
	Computer Requirement	3 cr	PSYCH 102	Introduction to Psychology	3 cr
	TOTAL	28 cr			

Summer Prior to Sophomore Year

RS 100	Fundamentals of Radiologic Sciences & Healthcare	2 cr
RS 120	Principles of Radiologic Physics	3 cr
	TOTAL	5 cr

Sophomore Year Semester I

RS 201	Image Analysis I	3 cr
RS 202	Patient Care in Radiologic Sciences I	3 cr
RS 204	Radiographic Procedures I	3 cr
RS 204L	Radiographic Procedures I - Lab	2 cr
RS 205	Image Production & Management	3 cr
RS 206C	Clinical Radiography I	2 cr
	TOTAL	16 cr

Semester II

RS 203	Patient Care in Radiologic Sciences II	3 cr
RS 207	Radiographic Procedures II	3 cr
RS 207L	Radiographic Procedures II - Lab	1 cr
RS 208	Image Analysis II	3 cr
RS 210	Anatomy & Physiology in Imaging Sciences	3 cr
RS 211C	Clinical Radiography II	3 cr
	TOTAL	16 cr

Junior Year Semester I

PH 202	Introduction to Medical Ethics	3 cr
RS 301	Radiologic Pathology	3 cr
RS 302	Ancillary Imaging & Cross-Sectional Anatomy	2 cr
RS 303C	Clinical Radiography III	4 cr
	TOTAL	12 cr

Semester II

BU 202	Business and Its Environment	3 cr
RS 304	Principles of Radiation Protection Radiobiology	3 cr
RS 305	Advanced Radiologic Physics	3 cr
RS 306C	Clinical Radiography IV	4 cr
	TOTAL	13 cr

Senior Year Semester I

	Social Science Elective	3 cr
BU 320	Foundations of Health Care Management	3 cr
PD 307	Portfolio Development	1 cr
RS 440	Senior Practicum	2 cr

*Only one of the following will be offered each semester:

RS 410	Principles of Magnetic Resonance Imaging (MRI)	3 cr
RS 410C	MRI – Clinical	2 cr
RS 420	Principles of Computerized Tomographic Imaging (CT)	3 cr
RS 420C	CT - Clinical	2 cr
RS 430	Principles of Women's Imaging	3 cr
RS 430C	Women's Imaging - Clinical	2 cr
	TOTAL	14 cr

Semester II

	Humanities Elective	3 cr
HD 300	Adulthood and Aging	3 cr
RS 450	Senior Practicum	2 cr

*Only one of the following will be offered each semester:

RS 410	Principles of Magnetic Resonance Imaging (MRI)	3 cr
RS 410C	MRI – Clinical	2 cr
RS 420	Principles of Computerized Tomographic Imaging (CT)	3 cr
RS 420C	CT - Clinical	2 cr
RS 430	Principles of Women's Imaging	3 cr
RS 430C	Women's Imaging - Clinical	2 cr
	TOTAL	13 cr

50 General Education Credits
70 BSRS Credits
120 Total Credits

1 credit theory = 15 hours (1:3)
 1 credit lab = 45 hours (1:3)
 1 credit clinical = 60 hours (1:4)

BSRS Courses

Radiologic courses have classroom, laboratory, and/or clinical components that provide students with the knowledge needed in the radiologic sciences major, as well as practice time to develop clinical skills. Clinical experiences take place in acute care facilities, clinics, and other settings which will help the student meet specific course outcomes.

Students register for courses through meeting with the Advisor and Career Services Coordinator. Students are asked to follow prerequisite guidelines for order of courses to be completed. Course selection special requests will be reviewed by the BSRS Program Director and addressed based on a student's individual circumstances.

Radiologic Sciences Course Descriptions

RS 100 FUNDAMENTALS OF RADIOLOGIC SCIENCES & HEALTH CARE – 2 credits

This course provides students an introduction to the essential elements of medical imaging and the health care environment. Included are topics ranging from school and professional history, school policies and procedures, organizational structures, the inter-relationship of select professional organizations, health care economics, patient communication skills, and avenues for professional development and continuing education. The basic principles of radiation protection and health and hygiene will be discussed as well as a brief introduction to the specialty areas of radiology. The student will begin to gain an appreciation for the medical imaging environment and the critical role it plays in the delivery of quality medical care.

RS 120 PRINCIPLES OF RADIOLOGIC PHYSICS – 3 credits

This course provides a foundation for the technology of medical imaging. Topics discussed include atomic structure and mechanics, the nature of electricity and electromagnetism as well as the electromagnetic spectrum. Also included are topics dealing with basic circuits and circuit theory, x-ray tube design and operation, digital imaging, x-ray production and interactions, and the technologies important to its effective usage and control. Operator and equipment safety will be emphasized throughout the course. Prerequisite(s): RS 100.

RS 201 IMAGE ANALYSIS I – 3 credits

This course is designed to assist students in recognizing the difference between optimal and sub-optimal radiographic images to include chest, abdomen, upper extremities and shoulder girdle. The student will develop and implement a plan to determine the positioning and technical factors required to create an optimal image.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 202 PATIENT CARE IN RADIOLOGIC SCIENCES I – 3 credits

This course introduces the student to fundamental patient care procedures commonly expected of medical imaging professionals. Basic nursing skills essential to the radiographer will be emphasized. Topics covered include communication strategies specific to medical imaging, patient handling techniques, infection control, medical histories and records documentation, and emergency patient care procedures. Students will develop an understanding and appreciation of the vital role the radiographer plays as a member of the health team and the professional standards of conduct expected.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 203 PATIENT CARE IN RADIOLOGIC SCIENCES II – 3 credits

This course is a continuation of RS 202, Patient Care in Radiologic Science I. In this course, topics to be covered will include radio-pharmacology, medical ethics, the legal aspects of medical imaging, surgical radiography and aseptic techniques, and the care of patients in medical imaging under a variety of imaging situations. The course will be supplemented with expert guest lecturers and site visits on select topics.

Prerequisite(s): Sophomore standing in radiologic science, RS 202, all previously required support courses.

RS 204 RADIOGRAPHIC PROCEDURES I – 3 credits

Radiographic Procedures I will provide information on various radiographic procedures. It is designed to give the student a working knowledge of the routine radiographic positions and their underlying anatomical features. This course will provide the foundational information that will then be applied in the course RS 204L.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 204L RADIOGRAPHIC PROCEDURES I – LAB – 2 credits

Clinical Radiography I Lab will provide the student with the opportunity to demonstrate routine radiographic positions and their application in a radiographic room with emphasis on proper use of equipment used in radiographic imaging, safety protection devices and patient communication.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 205 IMAGE PRODUCTION & MANAGEMENT – 3 credits

This course provides a foundation for understanding and applying the principles of x-radiation to medical image production. Factors of image quality, image geometry, exposure factor variables, methods of scatter control, quality control procedures, image-receptor technology, x-ray beam characteristics and exposure technique selection will be covered. Students should expect to be proficient at x-ray exposure technique preparation for general radiographic procedures.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 206C CLINICAL RADIOGRAPHY I – 2 credits

Clinical Radiography I provides the student with opportunities to apply learned positioning skills in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. Students will master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist.

Prerequisite(s): Sophomore standing in radiologic science, all previously required support courses.

RS 207 RADIOGRAPHIC PROCEDURES II – 3 credits

Radiologic Procedures II provides information on various radiographic procedures. It is designed to give the student a working knowledge of the routine and non-routine radiographic positions, to include fluoroscopic, mobile and trauma radiography, and the underlying anatomical features. This course provides the foundational information that will then be applied in the course RS 207L.

Prerequisite(s): RS 204 Radiographic Procedures I.

RS 207L RADIOGRAPHIC PROCEDURES II – LAB – 1 credit

Clinical Radiography II Lab will provide the student with the opportunity to demonstrate routine as well as non-routine radiographic positions and their application in a radiographic room. Emphasis on proper use of equipment used in imaging will include the fluoroscopic unit and mobile x-ray machine as well as radiation safety protection devices.

Prerequisite(s): RS 204L Radiographic Procedures I Lab.

RS 208 IMAGE ANALYSIS II – 3 credits

This course is designed to assist the student in recognizing the difference between optimal and sub-optimal radiographic images to include lower extremities, pelvis, bony thorax, spine and skull imaging. The students will utilize the evaluation plan developed in Image Analysis I to determine the positioning and technical factors required to create an acceptable image.

Prerequisite(s): RS 201 Image Analysis I.

RS 210 ANATOMY AND PHYSIOLOGY IN IMAGING SCIENCES – 3 credits

This course presents human structure and function as it relates to medical imaging technologies. Each body system's application to medical imaging will be discussed to include cross-sectional imaging, diagnostic imaging modalities and their appropriateness for studying each body system. Consistent themes in this course will be the aging process and cellular structure vs. function. Human anatomy and physiology specific to medical imaging will be emphasized as well as common pathologies, and radiology's role in diagnosing disease.

Prerequisite(s): Sophomore standing in radiologic science; all previously required support courses.

RS 211C CLINICAL RADIOGRAPHY II – 3 credits

Clinical Radiography II provides the student with clinical application needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist.

Prerequisite(s): RS 206C Clinical Radiography I

RS 301 RADIOGRAPHIC PATHOLOGY – 3 credits

This course acquaints the future radiographer with some of the basic radiologic interpretive techniques in medical imaging evaluation. Various disease processes will be discussed and their radiologic manifestations. The general intent of this course is to give radiographers an appreciation of the challenge radiologists have in image interpretation and the vital role medical imaging professionals play in achieving optimum image quality. Students will present classroom presentations on selected disease processes.

Prerequisite(s): Junior standing in radiologic science; all previously required support courses.

RS 302 ANCILLARY IMAGING AND CROSS-SECTIONAL ANATOMY – 2 credits

This course introduces the student to various imaging modalities within a contemporary medical imaging department. These areas include cardiovascular imaging to include cardiac catheterization, CT scanning, MRI scanning, radionuclide imaging, ultrasonography, breast imaging, DXA scanning and radiation oncology. Additionally the special studies of venography, arthrography and myelography will be covered from a radiography perspective. Cross-sectional anatomy will be presented as it relates to ultrasound, CT and MRI imaging.

Prerequisite(s): Junior standing in radiologic science; all previously required support courses.

RS 303C CLINICAL RADIOGRAPHY III – 6 credits

Clinical Radiography III will provide the student with essential clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will continue to master the skills related to the functions and procedures performed in the radiology department while being exposed to patient procedures under the direct/indirect supervision of a registered technologist. Emphasis will be on Fluoroscopy, mobile and off-hour radiography.

Prerequisite(s): All previously required support courses.

RS 304 PRINCIPLES OF RADIATION PROTECTION AND RADIOBIOLOGY – 3 credits

This course discusses radiation protection practices as utilized in a modern medical imaging department. Radiation effects at the molecular and cellular level will be presented as well as the factors effecting biological responses to irradiation including acute and chronic effects. Federal, State and International standards will be reviewed along with techniques and methods the professional radiographer can use to ensure minimum exposure to the general public and occupational personnel. Other topics to be covered include ALARA, personnel monitoring, equipment characteristics, department design theory and the vital role members of the radiation protection team play in keeping exposure levels to a minimum. An outside observation assignment is a requirement of this course.

Prerequisite(s): Junior standing in radiologic science; all previously required support courses.

RS 305 ADVANCED RADIOLOGIC PHYSICS – 3 credits

This course is designed as a follow-up to radiologic physics and investigates the imaging technologies of fluoroscopy and image intensification, flat-panel digital technology, image display systems, film/screen imaging, computed (CR), direct radiography (DR) and computer applications in medical imaging. A particular emphasis will be placed on the use of computers in medical image formation and management (PACS). Additionally, specialized radiology equipment will be discussed including tomography, and mobile and portable units. The role of the radiographer in quality control management will be a consistent theme in this course.

Prerequisite(s): Junior standing in radiologic science; all previously required support courses.

RS 306C CLINICAL RADIOGRAPHY IV – 4 credits

Clinical Radiography IV will provide the student with the necessary clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital/clinic setting. The student will

continue to master the skills related to the functions and procedures performed during radiographic examinations. Emphasis will be on surgical, trauma and off-hour radiography.

Prerequisite(s): All previously required support courses.

RS 410 PRINCIPLES OF MAGNETIC RESONANCE IMAGING (MRI) – 3 credits

This course provides the student with entry-level knowledge of contemporary magnetic resonance scanning. Topics to be covered include MRI nuclear physics, signal generation, protocols and sequencing, patient care and MRI safety, instrumentation and image evaluation, coil technology and applications, MRI angiography and common clinical applications of MRI scanning technology. This course is supplemented by a concurrent clinical practicum.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 410C MRI – CLINICAL – 2 credits

This course compliments the didactic course in MRI scanning and runs concurrently. Enrolled students must show acceptable proof that they are medically safe to perform in MR environments, with no personal health risk. Students will be assigned to actual MRI clinical sites and placed alongside experienced MR technologists. Areas to be covered during this clinical practicum include MR patient and physician communications, pulse sequences and scanning protocols, image quality assessment and quality control, MR scanner operation and MR patient and operator safety. Additionally, will be clinical experience in coil selection and placement, patient positioning, patient care specific to MR scanning and MR angiography. Image critique and cross-sectional anatomy and pathology seen on MR images are included for discussion. Students completing this course should be prepared to continue the clinical requirements in preparation for MR certification.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 420 PRINCIPLES OF COMPUTERIZED TOMOGRAPHIC IMAGING (CT) – 3 credits

This course presents the fundamental physical principles of current CT scanning technology. Topics to be covered will include a review of the historical development of CT technology, CT image production, back projection and cone-beam technologies, detector design and operation, software applications, x-ray tube design considerations, CT image geometry and image reconstruction techniques and methods to minimize dosages to patients and staff. Additionally, the patient care considerations unique to CT procedures will be discussed. An emphasis will be placed on multi-detector computerized tomography (MDCT) and its clinical applications. This course is supplemented by a concurrent clinical practicum.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 420C CT- CLINICAL – 2 credits

This course compliments the didactic course in CT scanning, and provides CT experiences in a contemporary CT imaging department. Students will be assigned to CT clinical sites and placed alongside experienced CT technologists. Areas to be covered during this clinical practicum include CT patient care, physician communications, CT scanning protocols, image quality assessment and quality control, CT scanner operation and patient and operator safety. Students will demonstrate competency in basic, entry-level CT procedures and will be prepared to continue the post-graduation clinical requirements for CT certification.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 430 PRINCIPLES OF WOMEN'S IMAGING – 3 credits

This course provides a basic understanding of the principles of mammographic imaging as well as osteoporosis detection. Included in this course will be topics such as breast anatomy and pathology, mammographic equipment design and operation, positioning skills and patient care considerations, quality control procedures, and interventional breast procedures, including basic ultrasonography of the breast. Also included will be the theory and operation of dual emission x-ray absorptiometry (DXA). Both women's imaging specialties will be supported by clinical experiences as a separate course and runs concurrently.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 430C WOMEN'S IMAGING – CLINICAL – 2 credits

Students in this course will be assigned to an accredited mammography facility offering a full range of women's health services. Emphasis will be placed on breast cancer detection technologies including mammography and stereotactic localization. Additionally, students will learn the procedural skills of dual energy x-ray absorptiometry (DXA). Students should expect to develop entry-level skills necessary in a contemporary Women's Imaging department and in doing so, will begin preparation for certification in mammography and DXA scanning.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses.

RS 440 SENIOR PRACTICUM – 2 credits

Clinical Radiography V provides the student with essential clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital and clinic setting.

The student will continue to master the skills related to the functions and procedures performed during radiographic examinations. This course will continue to place emphasis on an ever changing environment that encourages continued development of routine radiographic procedures, as well as non-routine. The student will begin to practice performing procedures in a timely manner, as dictated by the patient situation, while maintaining image quality.

Prerequisite(s): Senior standing in radiologic science; all previously required support courses. RS 306C Clinical Radiography IV

RS 450 SENIOR PRACTICUM – 3 credits

Clinical Radiography VI will provide the student with the necessary clinical education needed in the practice of radiography. Clinical rotations will take place in a hospital and clinic setting.

The student will continue to master the skills and experiences related to the functions and procedures performed during radiographic examinations. Emphasis will be placed upon critical thinking skills in a complex medical imaging environment. Clinical experiences in this course will compliment the completion of the student's portfolio. Students will complete the required American Registry of Radiologic Technologist clinical competencies during this course.

Prerequisite(s): RS 440 Senior Practicum.

► MSN Academic Planning and Course Descriptions

Graduate School of Nursing

Bellin College MSN program prepares graduates with enhanced knowledge and practice expertise that builds and expands on baccalaureate nursing education. This preparation provides graduates with a broader understanding of nursing in order to engage in advanced practice and leadership in a variety of settings and commit to life-long learning (American Association of Colleges of Nursing, 2010).

Family Nurse Practitioner Track

The Family Nurse Practitioner (FNP) track is a 48 credit program designed to prepare graduates to function as licensed independent practitioners in primary care. Students complete core coursework followed by specialty courses that focus on the provision of the full spectrum of health care services across a lifespan. Students learn to use advanced health assessment skills, screening and diagnostic strategies, and prescriptive practices to manage the health/illness status of patients and families. Practicum experiences that total 680 hours are completed in primary health care and community settings. Graduates are eligible to take American Nurses Credentialing Center (ANCC) and/or American Academy of Nurse Practitioners (AANP) family nurse practitioner certification exams.

Nurse Educator Track

The Nurse Educator track is a 38-credit program designed to provide knowledge and skills for nursing and health education within a variety of contexts. Students complete core coursework followed by

specialty courses that focus on curriculum instruction and design, teaching and learning principles, and assessment of educational outcomes. Practicum experiences are designed to meet the individual student career goals in relation to the setting education role setting, such as academic teaching, staff development, continuing education, or patient and community education. Graduates are eligible to take the Certified Nurse Educator™ Exam upon completion of specified professional education practice.

Residency Requirement

A student who transfers into the Family Nurse Practitioner program must complete a minimum of 39 credits at the College. Students who transfer into the educator track of the MSN program must complete a minimum of 29 credits in nursing at Bellin College.

Credit Equivalence

Nurse Educator Option (Entry Fall 2013 and beyond)

Courses are reported in credits according to the following values:	
Classroom:	1 credit = 15 hours
Practicum:	1 credit = 60 hours 2 credits = 120 hours

Family Nurse Practitioner Option (Entry Fall 2013 and beyond)

Courses are reported in credits according to the following values:	
Classroom:	1 credit = 15 hours
Lab:	1 credit = 45 hours
Practicum:	1 credit = 85 hours 2 credits = 170 hours 3 credits = 255 hours

Graduation Requirements

A Master of Science in Nursing degree is awarded to a student who has completed the program of study and:

- Achieved a cumulative GPA of 3.0 or higher.
- Completed all courses with a grade of “B” or higher.
- Participated in the Student Assessment requirements.
- Successfully completed the Scholarly Project.
- Successfully completed the ePortfolio.
- Submitted Intent to Graduate Form (available on the College web site).
- Completed the above within 6 years from start in the MSN program.

It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

Course Delivery – Nurse Educator and Nurse Practitioner Specialty Courses

Courses are delivered in a 15-week semester and must be completed in the semester they were started in. Courses are delivered both online (web-based) and via compressed scheduling with a mix of face-to-face meetings and use of electronic technology.

Scholarly Project

The MSN Scholarly Project is the final graduate program project, which demonstrates the student's cumulative knowledge from masters-level core coursework specific to his/her educational track. It is required of all MSN students admitted to Bellin College as of Fall 2013. Complete Scholarly Project overview and guidelines are located on Canvas, a Bellin College network resource.

Graduate Student Portfolio – Assessment of Student Academic Achievement

Assessment of student academic achievement is an integral part of the curriculum and of the student's learning experience. Assessment is a process to determine the extent of achievement toward pre-established outcomes for individual students, and the aggregate data is used to enhance overall institutional effectiveness, including the integrity of the curriculum in facilitating student achievement of the Program Outcomes, and enhancing curriculum development through continuous improvement. This process is a joint effort between the student and faculty.

Each graduate nursing course has written outcomes that must be successfully completed in order for the student to complete the course, and each course is designed to facilitate the process toward the Graduate Program Outcomes. Course activities that support the curricula are designed to develop the knowledge and skill necessary to meet the Program Outcomes. These include the integration of various nursing roles, synthesis of theory and advanced knowledge (nursing and related disciplines), and integration of research/scholarly activities into specialized advanced roles. Additionally, it includes providing leadership in intra-professional and inter-professional systems that promote improved processes and outcomes, and the analysis of nursing leadership responsibilities in shaping policy, responding to inter-cultural and global communities, and in promoting the health of population groups.

Portfolio Artifacts

Assessment artifacts that a student may include in his/her portfolio include written projects and papers, evaluation and feedback forms, presentations, evidence of group process, evidence of specialized clinical practice, policy development, and so forth. The portfolio may be in the form of a hard copy, or may be placed on a CD for student and faculty to review. The student is responsible for collecting the artifacts in a Graduate Student Portfolio that will be reviewed at the end of all course work and prior to graduation. Introductory information and guidelines for the portfolio are shared on admission and further discussed in the Professional Role Transition course.

Student Responsibilities

Program Progression: Students must meet all course requirements, identify and collect materials for her/his Graduate Student Portfolio, and demonstrate successful completion of the Program Outcomes before graduation.

Academic Portfolio Review

Prior to graduation, the student will conduct a review of his/her Student Portfolio by reviewing the artifacts and completing a Summary Sheet for each Program Outcome. The student will complete a portfolio analysis form in collaboration with the Advisor and Career Services Coordinator, and, based on the data, rate how well the evidence within her/his portfolio demonstrates his/her accomplishment of the Program Outcomes. This review will be used for individual student reflection, and the group data will be aggregated for program and curriculum improvement.

Resources

- MSN Program Director and Graduate Faculty
- Canvas MSN Resource page

ePortfolio Advising

Students will begin to organize and structure their ePortfolio within the first semester of the program. It is strongly recommended that students begin to add artifacts and other supporting documents to their ePortfolio with each course. Do not wait until the end of program to start the ePortfolio. Students will be

advised regarding their ePortfolio by the MSN Program Director until such time as a MSN Scholarly Project Chairperson is identified. The MSN Scholarly Project Chairperson will then assume the responsibility of student ePortfolio advising and final assessment.

Graduate Student Portfolios – Guidelines

Introduction

- The Introduction to the Portfolio should be a 1-2 page general description of the student's overall change and growth during tenure in the Bellin College Graduate Program.

Artifacts

- There must be at least 2 artifacts that demonstrate the student's achievement of each of the Program Outcomes.
- The artifacts should demonstrate a variety of experiences, accomplishments, and could be items created in classes, group or volunteer work, clinical experience, life experiences, etc.

Program Outcomes Summary Sheet

- The Program Outcomes are noted in Appendix A of the Student Portfolio and Outcomes Packet which is available through the MSN Office.
- For each Program Outcome, the Portfolio should contain a summary sheet and at least 2 artifacts to support what the student has learned.
- The actual artifacts must be included, but it is the explanation of what they demonstrate about learning in relation to the Program Outcomes that matters most (the summary sheet).
- It is expected that the summary sheets will be excellent examples of the student's scholarly writing.
- The summary sheet for each Program Outcome has 3 sections. They are:
 - A description of the student's baseline knowledge at the beginning of the program.
 - A description of how the student has developed across the educational process.
 - What continuing learning and improvements needs the student identifies for him/herself as he/she launches into the role specialization of Nurse Educator or Nurse Administrator.

Organization

- For ease in navigating through the display, whether in hard copy or on CD, the student must have a title page with name and date, a table of contents with labeled artifacts, and some type of division/divider between each Program Outcome.

Academic Plans of Study

In order to predict course enrollments and plan for faculty teaching assignments and clinical facilities, the graduate program needs program information for individual students.

Upon acceptance of admission, all students file a plan of study form with the Graduate Program Office. This form will be used for student enrollment into courses each semester.

To alter the original program plan, students are required to complete the "Modification to Plan of Study" section on the form and obtain MSN Program Director approval and signature before changing courses or their sequence. Changes must be filed with the Graduate Program Office.

Students register for courses per their academic Plan of Study. Students must follow prerequisite guidelines for order of courses to be completed. Course selection special requests will be reviewed by the MSN Program Director and addressed based on a student's individual circumstances.

MSN Family Nurse Practitioner Option Academic Plan

3-Year Part-time Curriculum Plan

Below is an example of a academic plan of study for the 3 year part-time option.

Year 1

FALL			SPRING			SUMMER			
NUR 605	Theoretical Foundations for Nursing	3	NUR 585	Advanced Pathophysiology	3	NUR 590	Advanced Health Assessment	3	
NUR 615	Professional Roles and Ethics	3	NUR 635	Research	3	NUR 760	Diagnostics I	1	
		TOTAL	6			TOTAL	6	TOTAL	
								4	

Year 2

FALL			SPRING			SUMMER			
NUR 780	Epidemiology	3	NUR 750	FNP Theory 1	3	NUR 625	Health Policy and Systems	3	
NUR 595	Advanced Pharmacology	3	NUR 762	Diagnostics II	1	NUR 790	Scholarly Project (students have 3 academic semesters to complete project)	2	
			NUR 770	FNP Practicum I (170 Hours)	2				
		TOTAL	6			TOTAL	6	TOTAL	
								5	

Year 3

FALL			SPRING						
NUR 752	FNP Theory 2	3	NUR 754	FNP Theory 3	3				
NUR 772	FNP Practicum II (255 Hours)	3	NUR 764	Diagnostics III	1				
NUR 765	Practice Management	2	NUR 774	FNP Practicum III (255 Hours)	3				
		TOTAL	8			TOTAL	7		

38 credits Theory
 8 credits Practicum (680 hours)
 2 credits Project
Total 48 Credits

MSN Nurse Educator Track Academic Plan – 2 ½ Year Part Time – Current Students

2 1/2-Year Part-time Curriculum Plan (current students)

Below is a sample of a curriculum plan for the Educator Track option.

Year 1

FALL			SPRING			SUMMER		
NUR 605	Theoretical Foundations for Nursing	3	NUR 585	Advanced Pathophysiology	3	NUR 590	Advanced Health Assessment	3
NUR 615	Professional Roles and Ethics	3	NUR 635	Research	3			
	TOTAL	6		TOTAL	6		TOTAL	3

Year 2

FALL			SPRING			SUMMER		
NUR 721	Educational Theory	3	NUR 722	Curriculum & Instruction	3	NUR 730	Clinical Practicum (60 hours)	1
NUR 595	Advanced Pharmacology	3	NUR 735	Educator Practicum I (180 Hours)	3	NUR 625	Healthcare Systems, Policy, and Quality	3
			NUR 790	Scholarly Project	2			
	TOTAL	6		TOTAL	8		TOTAL	4

Year 3

FALL			SPRING					
NUR 724	Assessment & Evaluation	3						
NUR 740	Educator Practicum II (120 hrs)	2						
	TOTAL	5		TOTAL				

30 credits theory
 6 credits practicum
 2 credits project
 38 Credits total

Practicum ratio
 1 credit = 60 hours
 2 credits = 120 hours

Graduation Total = 38 Credits

MSN Nurse Educator Track Academic Plan

2 1/2-Year Part-time Curriculum Plan (Fall 2014 + start)

Below is a sample of a curriculum plan for the Educator Track option.

Year 1 FALL			SPRING			SUMMER		
NUR 605	Theoretical Foundations for Nursing	3	NUR 585	Advanced Pathophysiology	3	NUR 721	Educational Theory	3
NUR 615	Professional Roles and Ethics	3	NUR 635	Research	3			
	TOTAL	6		TOTAL	6		TOTAL	3

Year 2

FALL			SPRING			SUMMER		
NUR 590	Advanced Health Assessment	3	NUR 722	Curriculum & Instruction	3	NUR 730	Clinical Practicum (60 hours)	1
NUR 595	Advanced Pharmacology	3	NUR 735	Educator Practicum I (180 Hours)	3	NUR 625	Healthcare Systems, Policy, and Quality	3
			NUR 790	Scholarly Project	2			
	TOTAL	6		TOTAL	8		TOTAL	4

Year 3

FALL			SPRING					
NUR 724	Assessment & Evaluation	3						
NUR 740	Educator Practicum II (120 hrs)	2						
	TOTAL	5		TOTAL				

30 credits theory
 6 credits practicum
 2 credits project
 38 Credits total

Practicum ratio
 1 credit = 60 hours
 2 credits = 120 hours

Graduation Total = 38 Credits

MSN Family Nurse Practitioner Post-Graduate Certificate Non-APRN - Academic Plan

Part-time Curriculum Plan

Non-APRN/Non-practicing APRN

Below is a sample of a curriculum plan for the Family Nurse Practitioner Post-Graduate Certificate for non-APRN or Non-practicing APRN students.

Bold – must be completed at Bellin College

Year 1

FALL			SPRING			SUMMER		
			NUR 585	Advanced Pathophysiology	3			
					TOTAL	3		TOTAL

Year 2

FALL			SPRING			SUMMER		
NUR 590	Advanced Health Assessment	3	NUR 750	FNP Theory 1	3	NUR 762	Diagnostics II	1
NUR 595	Advanced Pharmacology	3	NUR 760	Diagnostics I	1			
			NUR 770	FNP Practicum I (170 Hours)	2			
		TOTAL			6			TOTAL
		6			6			1

Year 3

FALL			SPRING					
NUR 752	FNP Theory 2	3	NUR 754	FNP Theory 3	3			
NUR 772	FNP Practicum II (255 Hours)	3	NUR 764	Diagnostics III	1			
			NUR 774	FNP Practicum III (255 Hours)	3			
NUR 765	Practice Management	2						
		TOTAL			7			
		8			7			

Total Credits: 31
Total Clinical Hours: 680

MSN Family Nurse Practitioner Post-Graduate Certificate

Certified Practicing APRN - Academic Plan

Part-time Curriculum Plan Certified Practicing APRN

Below is a sample of a curriculum plan for the Family Nurse Practitioner Post-Graduate Certificate for certified practicing APRN students.

Bold – must be completed at Bellin College

Year 1

FALL			SPRING			SUMMER		
NUR 765	Practice Management	2	NUR 585	Advanced Pathophysiology	3			
		2		TOTAL	3		TOTAL	

Year 2

FALL			SPRING			SUMMER		
NUR 590	Advanced Health Assessment	3	NUR 750	FNP Theory 1	3			
NUR 595	Advanced Pharmacology	3	NUR XXX	FNP Practicum I (170 Hours)	2			
	TOTAL	6		TOTAL	5		TOTAL	

Year 3

FALL			SPRING					
NUR 752	FNP Theory 2	3	NUR 754	FNP Theory 3	3			
NUR XXX	FNP Practicum II (170 Hours)	2	NUR XXX	FNP Practicum III (170 Hours)	2			
	TOTAL	5		TOTAL	5			

Total Credits: 26
Total Clinical Hours: 510

MSN Curriculum

The MSN curriculum is comprised of several components modeled after guidelines from the American Association of Colleges of Nursing (MSN Essentials), NLN Nurse Educator core competencies, and NONPF Core and Family Nurse Practitioner Competencies. See curriculum plans.

MSN Graduate Core Courses:

Course No.	Credit	Course Name
585	3	Advanced Pathophysiology
590	3	Advanced Health Assessment
595	3	Advanced Pharmacology
605	3	Theoretical Foundations for Nursing
615	3	Professional Roles and Ethics
625	3	Health Policy and Systems
635	3	Research
790	2	Scholarly Project

MSN Specialty Courses

Nurse Educator Track:

Course No.	Credit	Course Name
721	3	Educational Theory
722	3	Curriculum & Instruction
724	3	Assessment & Evaluation
730	2	Clinical Practicum (120 hours)
735	2	Educator Practicum I (120 hours)
740	2	Educator Practicum II (120 hours)

Family Nurse Practitioner Track

Course No.	Credit	Course Name
750	3	FNP Theory 1
752	3	FNP Theory 2
754	3	FNP Theory 3
760	1	Diagnostics I
762	1	Diagnostics II
764	1	Diagnostics III
765	2	Practice Management
770	2	FNP Practicum I (170 hours)
772	3	FNP Practicum II (255 hours)
774	3	FNP Practicum III (255 hours)
780	3	Epidemiology

Post Master's Certificate

Course No.	Credit	Course Name
XXX	2	FNP Practicum
XXX	2	FNP Practicum II
XXX	2	FNP Practicum III

MSN Course Descriptions – Core Courses

NUR 585 ADVANCED PATHOPHYSIOLOGY – 3 credits

This course focuses on pathophysiological processes across the lifespan and the development of clinical reasoning skills that distinguish the relationships between normal physiology and specific system alterations produced by injury and disease. Particular attention will be given to etiology, pathogenesis, developmental and environmental influences, and clinical manifestations of major health problems. Evidence-based guidelines are used in the assessment and diagnosis of acute and chronic clinical conditions in patients across the lifespan. Prerequisite(s): None

NUR 590 ADVANCED HEALTH ASSESSMENT – 3 credits

This course focuses on the development of diagnostic reasoning and clinical decision-making through the comprehensive health assessment of individuals across the lifespan. Health promotion, disease prevention, health protection, and disease management principles are used to evaluate health status and health risk among individuals and groups. Age, gender, and cultural variations in health and implications for advanced practice are included. Evidence-based clinical guidelines are employed to guide screening and diagnostic strategies. . Prerequisite(s): NUR 585

NUR 595 ADVANCED PHARMACOLOGY -- 3 credits

This course focuses on the application of pharmacotherapeutics, pharmacodynamics, and pharmacokinetics to the management of patients across the life span related to health promotion, disease prevention, and disease management. A case study approach (problem-based & practice focused) is used to develop an understanding of the pharmacologic action of drugs as well as critically analyze case studies with appropriate application of evidenced-based pharmacotherapeutics. Prerequisite(s): NUR 585

NUR 605 THEORETICAL FOUNDATIONS FOR NURSING – 3 credits

This course examines theory as the basis for advanced nursing practice. The basic philosophies, concepts, theories, and models underling the development of the discipline of nursing are critiqued. Selected theories and frameworks from other disciplines are also reviewed and evaluated. Emphasis is placed on the application of theory to guide practice. This course serves as a bridge to the study of research. . Prerequisite(s): None

NUR 615 PROFESSIONAL ROLES AND ETHICS – 3 credits

This course familiarizes students with the concepts, skills, and expectations that will guide their professional role transition into their specialized practice. Students explore role standards and competencies with a focus on scholarship, and ethical-legal principles. . Prerequisite(s): None

NUR 625 HEALTHCARE SYSTEMS, POLICY AND QUALITY– 3

This course focuses on the analysis of systems in relation to organizational structure, function, and resources. The influence of policy on health care is examined as it relates to social, cultural, political, technological and economic factors. Responsibility for nursing leadership related to quality improvement, patient safety and advocacy is evaluated. . Prerequisite(s): None

NUR 635 RESEARCH – 3 credits

This course focuses on the ethical translation of current evidence into practice. Students are prepared to identify areas where evidence is lacking, resolve practice problems, and improve outcomes through scholarly inquiry. . Prerequisite(s): NUR 605

MSN Course Descriptions – MSN Specialty Courses – Nurse Educator Track

NUR 721 EDUCATIONAL THEORY – 3 credits

This course examines learning theories as the basis for teaching and learning. Major learning theories are examined for their applicability to teaching. The student is able to examine the influence of these theories on their own teaching. Prerequisite(s): NUR 605, 615

NUR 722 CURRICULUM AND INSTRUCTION – 3 credits

This course focuses on the principles and processes of curriculum development and instructional methodologies. Emphasis is placed on learner-centered environments as students develop and implement curriculum and instruction for diverse learners. . Prerequisite(s): NUR 721

NUR 724 ASSESSMENT AND EVALUATION – 3 credits (NE students admitted prior to 2013)

The role of the educator in the documentation of learning outcomes is the core of this course. The assessment and evaluation of student learning and of program effectiveness will be discussed in relationship to established outcomes. Learning experiences will include test item development, competency assessment, as well as innovative strategies to evaluate the overall curriculum or educational program. . Prerequisite(s): NUR 721

NUR 726 EDUCATOR PRACTICUM I – 3 credits (NE students admitted prior to 2013)

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

NUR 728 EDUCATOR PRACTICUM II – 3 credits (NE students admitted prior to 2013)

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

NUR 735 Educator Practicum I (120 hours)

NUR 740 Educator Practicum II (120 hours)

MSN Course Descriptions – MSN Specialty Courses – Family Nurse Practitioner Track

NUR 750 FNP THEORY 1 - 3 credits

This is the first in a series of three theory courses for the family nurse practitioner student that focuses on health promotion, disease prevention, and clinical management across the lifespan. Guidelines for health screening, including genetic/genomic considerations, are introduced and national health initiatives are observed. Principles of pathophysiology, health assessment, natural/alternative and pharmacotherapeutics are expanded upon and integrated into the assessment, diagnosis and management of acute and chronic conditions common to the primary care setting. This course includes the areas of: women's health, men's health, sexuality, well child, ears, eyes, nose and throat (EENT), pulmonology, and the renal system. Students will develop and expand differential diagnosis and diagnostic reasoning skills.

Prerequisites: NUR 585, 590, 595, 780. Co-requisite: NUR 770

NUR 752 FNP THEORY 2 - 3 credits

This is the second in a series of three theory courses for the family nurse practitioner student that focuses on health promotion, disease prevention, and clinical management across the lifespan. Observation of

guidelines for health screening, genetic counseling and national health initiative are continued. Students continue to expand their knowledge of pathophysiology, health assessment, natural/alternative and pharmacotherapeutics as well as critical thinking, differential diagnosis and diagnostic reasoning skills. Students discuss assessment, diagnosis and management of acute and chronic conditions common to the primary care setting including the conditions of the following systems: endocrinology and metabolic, hematology and immunology, cardiovascular, musculoskeletal, and dermatological.
Prerequisite: NUR 750. Co-requisite: NUR 772

NUR 754 FNP THEORY 3 - 3 credits

This is the third in a series of three theory courses for the family nurse practitioner student that focuses on health promotion, disease prevention, and clinical management across the lifespan. Observation of guidelines for health screening, genetic counseling and national health initiative are continued. Students continue to expand their knowledge of pathophysiology, health assessment, natural/alternative and pharmacotherapeutics as well as critical thinking, differential diagnosis and diagnostic reasoning skills. Students discuss assessment, diagnosis and management of acute and chronic conditions common to the primary care setting including the conditions of the following systems: neurology, psychiatric, and gastrointestinal. In addition, students will develop competencies, within a primary care context in the areas of addition, pain management, urgent/emergency care, and palliative care.
Prerequisite: NUR 752. Co-requisite: NUR 774

NUR 760 DIAGNOSTICS I: SKILLS (LAB) – 1 credit

This course provides the student with the basic skills needed to perform procedures that are commonly completed in a family primary care setting. A skills lab setting will be used to provide basic instruction and an opportunity to practice selected office procedures including: basic suturing, dermatologic procedures, splinting, and microscopy. Coreq Course: NUR 590

**NUR 762
NUR 764**

NUR 765 PRACTICE MANAGEMENT – 2 credits

This course will assist the student with the role transition to a beginning advanced practice Family Nurse Practitioner. A seminar approach will be used to discuss topics including regulations, reimbursement (coding and billing), malpractice, insurance, and credentialing as they relate to clinical practice. Management functions of planning, organizing, directing/influencing, and evaluating the delivery of health care services also will be discussed.
Prerequisites: NUR 615, 625

NUR 770 FNP PRACTICUM 1 (170 hours) - 2 credits

This is the initial clinical preceptorship course in a primary care setting. Students begin to apply clinical decision-making skills in relation to health promotion, disease prevention, and health protection as they develop skills in health assessment, evaluation, and management. Emphasis is placed on patient-centered care, evidence-based practice and information literacy as students develop relationships with interdisciplinary teams.
Co-requisite: NUR 750

NUR 772 FNP PRACTICUM II (255 hours) - 3 credits

This is the second clinical preceptorship course, in a primary care setting in which students continue development as competent family nurse practitioners. Emphasis is placed on the assessment, diagnosis, and management of acute and chronic health problems. Patient-centered care, evidence-based guidelines, interprofessional consultation and referrals form the basis for the provision of care.
Prerequisite: NUR 770. Corequisite: NUR 752

NUR 774 FNP PRACTICUM III (255 hours) - 3 credits

This is the third clinical preceptorship in a primary care setting in which students prepare to function as competent family practitioners. Emphasis is placed on the provision of comprehensive and complex care across the lifespan, including coordination of care. In addition to consultation and referral and interprofessional collaboration, complex family care, care of the older adult, end-of-life, and palliative care are additional areas of focus.

Prerequisite: NUR 772. Co-requisite: NUR 754.

NUR 780 EPIDEMIOLOGY AND POPULATION HEALTH – 3 credits

This course provides the student with an introduction to epidemiological and population health concepts important to the study of health and wellness in aggregate populations. Skills related to identifying key sources of data, epidemiological research, and interpretation of biostatistical data are developed to enhance decision-making skills needed for program planning, evaluation, and practice scholarship. Epidemiological, social, and environmental data are examined to make inferences about health promotion, risk reduction, and disease/injury prevention within the context of social determinants of health.

Prerequisite: NUR 635

MSN Course Descriptions – MSN Post Master’s Certificate Courses

NUR XXX PMC FNP PRACTICUM 1 (170 hours) - 2 credits

This is the initial clinical preceptorship course in a primary care setting. Students begin to apply clinical decision-making skills in relation to health promotion, disease prevention, and health protection as they develop skills in health assessment, evaluation, and management in specific patient populations that meet the individual competency needs of the students. Emphasis is placed on patient-centered care, evidence-based practice and information literacy as students develop relationships with interdisciplinary teams.

Co-requisite: NUR 750

NUR XXX PMC FNP PRACTICUM II (170 hours) - 2 credits

This is the second clinical preceptorship course in a primary care setting in which students continue development as competent family nurse practitioners. Emphasis is placed on the assessment, diagnosis, and management of acute and chronic health problems in specific patient populations that meet the individual competency needs of the students. Patient-centered care, evidence-based guidelines, interprofessional consultation and referrals form the basis for the provision of care.

Prerequisite: NUR XXX. Corequisite: NUR 752

NUR XXX FNP PRACTICUM III (170 hours) - 2 credits

This is the third clinical preceptorship in a primary care setting in which students prepare to function as competent family practitioners. Emphasis is placed on the provision of comprehensive and complex care across the lifespan and in specific patient populations that meet the individual competency needs of the students, including coordination of care. In addition to consultation and referral and interprofessional collaboration, complex family care, care of the older adult, end-of-life, and palliative care are additional areas of focus.

Prerequisite: NUR XXX. Co-requisite: NUR 754.