

Bellin College

Diagnostic Cardiac Sonography Certificate Guide



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Introduction

Welcome from the President

Welcome to Bellin College! Since 1909, we have been educating students for healthcare professions. Our array of program options includes various degree



choices in nursing, medical imaging, and physical therapy. The College provides a rich and stimulating environment that promotes learning, leadership, and community service. We work closely with our advisory committees to design an educational program that will provide you with a solid education. Our program options include certificate, bachelor's, master's, and terminal degree options. As a future healthcare leader, you will have an impact on individuals, families, groups, communities, and populations. You will learn and grow beyond your expectations. The College values of excellence, integrity, community, and caring are seen in all our work and interactions with our students, board members, alumni, friends, and the community. Personally, I have been a part of the College for more than 30 years and truly value all that Bellin College has to offer.

The Board of Trustees, faculty, staff, and administration are committed to the academic success of our students. With our two campus locations, the Resch Campus, located on Eaton Road, and the Van Asten Campus located Development Drive, we offer an array of services and amenities for our students. Our faculty members prepare students for healthcare professions and provide multiple opportunities for them to learn the latest innovations through classroom, lab, simulation, and clinical settings. These learning experiences enrich the students'

application of critical thinking and clinical judgement, which is necessary for success in today's evolving healthcare world. A Bellin College education prepares graduates to deliver excellent patient experience. We are proud to say Bellin College graduates make a difference in their profession, community, and society. Our graduates reach their goals through lifelong learning and as leaders in healthcare.

The Bellin College Guide, Handbook and Catalog will acquaint you with many aspects of Bellin College. In the following pages, you will see descriptions of services and related policies and procedures that will affect you while you are enrolled in our programs. I encourage you to review the guide and become familiar with its contents. This is an excellent resource for you with valuable information located in one place. The College team will work with you to assure you are prepared for your role as a healthcare leader.

I wish you success this year and look forward to working with you on campus! 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

August 2023 if discrepancies exist between official Bellin College Guide Handbooks & 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 Handbooks & Catalog is not intended to create or represent a contractual relationship between the College and any student. The Bellin College Guide Handbooks & 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. The College reserves the right to change the requirements published in this Guide at any time. The College reserves the right to change the program of study as needed to fulfill state approval and national certification requirements.

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.

Disclaimer: We reserve the right to alter the course schedule (theory, lab, or clinical) and delivery method of coursework on short notice.

Mission Statement, Vision, and Values

Mission Statement

Bellin College is dedicated to educating healthcare professionals through innovation, leadership, and service that promotes lifelong learning and excellence.

Vision

Bellin College will be the leader in health science higher education.

Values

- Excellence – being the best
- Integrity – honest and ethical behavior
- Community – collaboration and inclusion
- Caring – empowering relationships based on empathy and respect

College Purposes

- To provide innovative programs.
- To create an intellectually stimulating environment.
- To contribute to the community's well-being.
- To promote a culture of inclusion and engagement.
- To model the principles of quality improvement.

Diversity, Equity, and Inclusion Statement

Bellin College seeks to honor and uphold an inclusive and welcoming attitude toward diversity in all shapes and forms. We are dedicated to creating a diverse, equitable, and inclusive environment illustrated through the beliefs and actions of our workforce and student

body. By utilizing education, engagement, and application of the prior principles, our goal is to make all feel safe, welcome, and valued. It is the priority of the college to foster a passion to uphold our stated goals, so that we may positively influence our communities.

Our Commitment:

- Acknowledging that diversity is holistic. We understand that the definition is constantly evolving. Our definition of diversity includes but is not limited to race, ethnicity, color, nationality, sex, sexual orientation, gender identity and expression, class, religion, disability, age, military status, visa status, economic status, geographic location, and language/linguistic ability.
- As individuals, we all carry our identities into our personal and professional interactions. We encourage our community members to seek out opportunities to learn from those with perspectives different from their own.
- Creating an inclusive work environment where all people feel safe, valued, and respected.
- We commit to identifying institutional barriers to a welcoming and respectful living, learning, and work environment, and allocating resources to remove them.
- Providing individuals with the resources to gain awareness and understanding of cultural identities and develop competencies of DEI through best practices training.
- Spreading awareness that DEI is a commitment and philosophy of Bellin College.
- Continuing to adapt and learn about better ways to demonstrate equality and equity amongst all.

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 to 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.

History of Bellin College

Bellin College has a long, rich history and a distinguished reputation as an excellent educational institution. Although many changes occurred over time, the commitment to providing growth, opportunity, and excellent education for healthcare providers continues.

Our parent company, Bellin Health System, and its leader, Dr. Julius Bellin started the academic institution in 1909. The College began as a diploma school when it enrolled three students to the Deaconess Sanitarium Training School for Nurses. It was not until 1925 that the name of the hospital was changed from Deaconess to Bellin Memorial Training School in honor of its founder, Dr. Julius Bellin. In 1942, the school became known as Bellin Memorial Hospital School of Nursing. Over time, the school would take on many title changes, but Bellin would always be a component of the name. A new nurse's residence was built and annexed as the north wing of the hospital. More classrooms were added, and clinical experiences were expanded. The Cadet Nurses Corp graduated its first class in 1944. Accreditation of the College was granted by the State of Wisconsin in 1930 and by the National League for Nursing in 1953.

The school closed in 1953 for the purpose of building a new nurses' facility, which opened as the Charlotte Fowler Residence in 1955. The building not only housed 80 students but also included a skills laboratory, library, lounge, and classrooms. At the same time, the curriculum became less task-oriented with greater emphasis on theory and scientific rationale. Students began attending the University of Wisconsin Extension at Green Bay for general education courses. In 1958, the first male student was

admitted to the program and graduated in 1961. It would be another 12 years before another male student entered the nursing program.

In 1984, the school became a four-year BSN program and admitted its first baccalaureate students. After years of planning, a new curriculum was implemented that addressed the new trends in healthcare and education. The school's name changed to Bellin College of Nursing to better reflect the new independent status of the educational institution. While many students still took most of their general education courses at the University of Wisconsin-Green Bay, courses from other accredited institutions were accepted for transfer, making it easier for students from greater distances to enroll in the nursing program. The College relocated to a newer building in 1994 located at 725 S. Webster Avenue, and the Charlotte Fowler Building was demolished. In 1997, an accelerated 21-month transfer option was developed to stay with the trends in nursing education, and in 2001, the sophomore transfer option was developed to allow students with prior general education credits to join the nursing program.

A comprehensive needs assessment in 2002 confirmed the need for a graduate nursing program in northeast Wisconsin. The Higher Learning Commission (HLC) conducted an accreditation review of the College in 2004 and granted permission for the College to begin offering a Master of Science degree in nursing with specialty tracks in administration and education. The first graduate students were admitted in August 2004. The Commission for Collegiate Nursing Education (CCNE) accredited the baccalaureate program in 2003. A CCNE visit was completed in 2008, with accreditation received for an additional ten years. The nursing program is also approved by the Wisconsin State Board of Nursing. The first class of MSN graduates received their degrees in 2007. January of 2008 marked the first cohort of students entering the 15 Month option, where students complete all their general education courses and receive their nursing degree in just 15 months.

With the growth and changing needs of higher education, the College broke ground in 2008 for a stand-alone campus located at 3201 Eaton Road, Green Bay, WI. The Higher Learning Commission granted the College approval to offer a Bachelor of Science in Radiologic Sciences (BSRS) and the ability to offer general education

courses on campus. The College moved to its new location in 2009, and the name officially changed to Bellin College to signify degrees beyond nursing. In 2009, the College also celebrated its 100th year anniversary.

The Radiologic Sciences program has a long-standing history with Bellin Hospital. The Bellin School of Radiologic Technology was inaugurated in 1957, founded by Dr. Lyle Edelblute to alleviate the critical technologist shortage that existed in the field of x-ray technology. Two students were admitted to the class in 1957. The program was a two-year certificate. The bachelor's program offered a 4-year program of study that provided graduates with additional knowledge and skill in leadership plus 2 of 3 specialties: CAT Scan, MRI, and/or Women's Imaging, which included mammography and DEXA (bone densitometry). The first class graduated in 2013.

In 2011, the Board of Trustees approved to begin offering a Family Nurse Practitioner option at the master level. The first class entered in 2013. In 2015, the first class of family nurse practitioner students graduated.

In 2014, in partnership with Bellin Health, to help meet their need to have an 80% BSN nursing staff by 2020, the College collaborated to create an RN to BSN program. The first class graduated in 2017 and in 2021 the last cohort graduated. The curriculum supported the needs of the working RN. In 2014, additional unfinished space in the Health Sciences Resource Center (HSRC) was completed to enhance the Center to include simulation spaces for labor and delivery, an operating room suite, a multi-faceted space that can be a critical care/pediatric ICU/trauma/recovery room spaces, as well as primary care exam rooms to meet the changing needs of simulation and interprofessional education.

A demand for sonographers was noted, and the College explored offering a Bachelor of Science degree in Diagnostic Medical Sonography (BSDMS). The board approved this option, and in 2016, the Higher Learning Commission granted permission for the College to start this program. It is a three-year program, with students attending year-round to earn their degrees. The Commission on Accreditation of Allied Health Education programs approved the Sonography program in September of 2018. The first class was admitted in the fall of 2016 and graduated in 2019. Additional space was completed in the

HSRC area to accommodate a lab and two high-end technology classrooms. The Higher Learning Commission also approved that the college could offer distance education in 2016.

Growth continues for all programs as well as new initiatives. In 2016, the nursing assistant program was offered to a local high school to support the need for more opportunities for students within the healthcare field. The program continues to be a popular option for high school students. The nursing assistant program was initially offered in 1990-1995 but stopped due to low demand for this level of care provider. The College also created a Hands-on Healthcare Initiative to help educate and create excitement around healthcare professions for high school students. The program offers students the opportunity to spend a day at the College, where they get a hands-on opportunity to learn about healthcare. Students rotate through several stations and gain knowledge through hands-on experiences. In the fall of 2017, this program was expanded by offering a mobile Hands-on Healthcare unit via an ambulance, bringing this experience to students at their school.

In 2017, The Board of Trustees approved the exploration of offering its first terminal degree, a Doctor of Science in Physical Therapy (DScPT). This program helps secure the educational faculty needed for physical therapy education. The program was approved by HLC in August 2018 and continues to graduate highly skilled educators in physical therapy. In partnership with Evidence in Motion, the College also began the Orthopaedic and Manual Physical Therapy (OMPT) Fellowship program. The fellowship program is now accredited by ACOMPT, which stands for the Accreditation Council on Orthopaedic and Manual Physical Therapy Fellowship Education.

In the fall of 2018, Bellin College began offering all required general education courses for undergraduate programs on campus. Each course is unique and has a healthcare baseline so students can connect the value of their courses to their profession.

In addition to the Diagnostic Medical Sonography (BSDMS) degree, the Diagnostic Cardiac Sonography (DSC) Certificate program was added in the fall of 2019 and offered a 1-year program for sonographers to learn the skill of ECHO (cardiac) scanning. Due to the strong demand in cardiac sonography, in fall of 2021 the

BSDMS program added a second concentration in cardiovascular. Students now have the option to pursue a DMS degree in general-vascular which includes abdomen, vascular, and obstetrics or cardiovascular which includes adult echo, pediatric ECHO, and vascular.

As a leader in education and a demand for outstanding cancer care, in the fall of 2020 the College started a 3-year bachelor's program in Radiation Therapy, which was approved by HLC in the spring of 2020. This program admitted ten students who will complete a rigorous curriculum. The first class graduated in 2023 and was approved by the Joint Review Committee of Education in Radiologic Technology (JRCERT) in June of 2023.

In June of 2020, the board approved to convert the 4-year bachelor's degree in radiologic sciences to a 3-year BS program. The ever-increasing demands of healthcare professionals continues. In 2021, the college received approval for HLC to offer a Doctor of Physical Therapy Program (DPT), a Doctor of Nursing Practice (DNP), which will be an online option, expanding the nurses' knowledge for advanced practice, and a bachelor's degree in Surgical Assisting (BSSA). This degree will be a 3-year degree, offering students significant clinical experiences. The DPT program is an in-person program and unique in that students will have a variety of clinical learning throughout greater Green Bay and beyond.

To accommodate our program growth, the college purchased a secondary location on December 31, 2021, at 2620 Development Drive, a short 10-minute drive from our Eaton Road location. The building was remodeled to accommodate the physical therapy, sonography, and graduate nursing programs, two science labs, five additional classrooms, faculty offices, additional student study spaces, and the Advancement Department.

To expand our reach to high school students, in addition to the college's Hands on Healthcare program, a Healthcare Academy was started in fall of 2022. This program allows high school students to take college level credits throughout their high school years and earn up to 42 credits. The college partners with local high schools for this initiative.

In December of 2022, the Board of Trustees approved the Psychiatric Mental Health Nurse

Practitioner program. Degrees will be offered at the MSN and DNP level. Pending Higher Learning Commission approval, a target start date to begin the program is in fall of 2024.

After months of planning, collaboration, relationship building, and learning our parent company, Bellin Health Systems, merged with Gundersen Health System on December 1, 2022. The collective histories of Bellin Health and Gundersen Health System made this a successful process. Over the course of the next year, work will begin to combine operations for the new organization. Per the Board of Trustee bylaws, the name of the corporation is Bellin College, Inc. and Bellin Health System will remain the sole member of corporation.

The college continues to grow and expand its program offerings to meet healthcare needs. We have partnered with local healthcare entities to provide the best curricular components for our students.

While the first students practiced in a small building that accommodated only 17 patients, the current students have many varied experiences in a variety of hospitals and more than 189 clinical agencies, including acute care facilities, nursing homes, home health, clinics, public health, and a variety of clinic and community settings. Bellin College has provided educational programs for the region since 1909 and has a distinguished history in Northeast Wisconsin. The College has been responsive to the changing trends in education and healthcare as well as the needs of the community and beyond. Bellin College continues to grow and expand program offerings to meet the future needs of the communities it serves

Land Acknowledgement

Bellin College acknowledges the historical, ancestral, and sacred land of the Menominee Nation on which we are educating and working today as an institution. It is important to recognize the people who were here before us, who are keepers of this beautiful land. Bellin College is committed to education about the history of Indigenous people and working to combat systems that have dispossessed and denigrated Indigenous people in the past and present day.

<https://www.bellincollege.edu/about/land-acknowledgement/>

College Information

Bellin College Handbook and Catalog Effective Dates

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

Abbreviations

Below is a list of abbreviations that are referenced in the Bellin College Guide Handbook & Catalog:

Bellin College (BC or the College)

Bachelor of Science in Nursing (BSN)

Doctor of Nursing Practice (DNP)

Family Nurse Practitioner (FNP)

Master of Science in Nursing (MSN)

Nurse Educator (NE)

Bachelor of Science in Radiologic Science (BSRS)

Bachelor of Science in Diagnostic Medical Sonography (BSDMS)

Diagnostic Cardiac Sonography Certificate (DCS)

Bachelor of Science in Radiation Therapy (BSRT)

Bachelor of Science in Surgical Assisting (BSSA)

Doctor of Physical Therapy (DPT)

Doctor of Science in Physical Therapy (DScPT)

Orthopaedic and Manual Physical Therapy Fellowship (OMPT)

Center for Academic Success, Teaching, and Learning Excellence (CASTLE)

Health Science Resource Center (HSRC)

National Council Licensure Examination for Registered Nurses (NCLEX-RN)

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™).

Accreditation

The College is accredited by:

The Higher Learning Commission (HLC)

30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504
Phone: (800) 621-7440, www.hlcommission.org

The College Academic Programs are accredited by:

Commission on Collegiate Nursing Education (CCNE)

655 K Street NW, Suite 750, Washington, DC 20001
Phone: (202) 887-6791, ccneaccreditation.org

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

Wisconsin Department of Safety and Professional Services (Board of Nursing)

1400 East Washington Avenue, Madison, WI 53703
Phone: (608) 266-2112, <http://dsps.wi.gov>

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 113th St. N, #7709, Seminole, FL 33775
Phone: (727) 210-2350, <https://www.caahep.org>

Accreditation Council on Orthopaedic Manual Physical Therapy Education (ACOMPTE)

8550 United Plaza Boulevard, Suite 1001, Baton Rouge, LA 70809
Phone: (225) 922-4642, <https://www.aaompt.org>

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
6021 University Boulevard, Suite 500, Ellicott City, MD 21043
Phone: (443) 973-3251, www.jrcdms.org

Affiliations

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, childcare centers, and industrial health programs.

Accreditation History

Bellin College offers an array of health science related degrees. In 1909, a nursing program was started by Dr. Julius Bellin, Founder of Bellin Hospital. Dr. Bellin wanted qualified nurses to work with him at the bedside. One hundred years later, Bellin College added its second degree and today, continues to grow and expand their program offerings to meet the changing and demanding needs of healthcare. The college is accredited by the Higher Learning Commission and each program has its own specialized programmatic accreditation. This document provides an overview of the accreditation process for each program offered.

Higher Learning Commission (HLC)

The Higher Learning Commission is the regional accreditor. Each time a new program is offered, the accreditation process begins with HLC. The College received initial accreditation for five years from the Higher Commission of Higher Education of the North Central Association of Colleges and Schools (NCA) in March 1989. A self-study and site visit occurred in Spring 1994, which resulted in continued accreditation for ten years. The site visit occurs based on the outcome of the previous visit and the next site visit scheduled for 2003-2004.

In Spring 2004, a site visit occurred for reaffirmation of the Bachelor of Science in Nursing program and a request for authorization to grant a Master of Science degree in Nursing. In June 2004, the Commission granted ten years of continued accreditation with authorization to grant a Bachelor of Science degree and Master of

Science degree in Nursing (2004-2014). In 2014, Higher Learning Commission dropped its affiliation with the North Central Association and is recognized solely as the Higher Learning Commission (HLC).

In September 2008, a focus visit was requested by the College for authorization to offer a Bachelor of Science degree in the Radiologic Sciences (BSRS) and to offer general education courses. Approval was granted in December 2008.

In 2009, HLC came and visited the campus located at 3201 Eaton Road in Green Bay WI to approve the building and determine that its size and amenities could support the college and future program growth. Approval was granted.

In 2014, HLC reaffirmed accreditation of Bellin College, and all current programs offered through 2024.

In 2015, the College requested a change visit to begin offering a Bachelor of Science degree in Diagnostic Medical Sonography (BSDMS) and distance education courses and programs. The BSDMS is a bachelor's degree with a compressed curriculum offered over three years to meet the staffing needs within the region. The expansion of distance education was evident with the changing needs of higher education. On February 12, 2016, approval was granted for both program requests.

Bellin College continues to expand and meet the needs of the region with additional educational offerings, including the 2018 HLC approved Doctor of Science in Physical Therapy (DSc PT), the first terminal degree offered at Bellin College. In addition, Bellin College also offered all the general education courses for all undergraduate degrees starting in fall 2018.

On January 28, 2020, HLC approved a 3-year bachelor's degree in Radiation Therapy with the first anticipated cohort starting the fall of 2020.

The Board of Trustees approved adding a Sonography concentration in Cardiac on December 10, 2020. A change request was submitted to HLC. On December 15, 2020, HLC determined that no individual approval is needed for Bachelor of Science in Diagnostic Medical Sonography - concentration in Cardiac. The change form submitted form served as notification of the new program to HLC.

In spring of 2021, HLC approved three programs: a 3-year bachelor's degree in First Assisting, (BSSA) on March 12, 2021; a Doctor of Nursing Practice (DNP) on March 12, 2021; and a Doctor of Physical Therapy (DPT) on May 7, 2021.

[On December 8, 2022, the Board of Trustees an additional graduate level nursing program, the Psychiatric-Mental Health Nurse Practitioner Program. The program is pending approval from HLC.](#)

On March 3, 2023, HLC visited the secondary location at 2620 Development Drive and approved this site for education affiliated with Bellin College. This location is named the Michael Van Asten Campus. The Eaton Road campus is named the Resch Campus.

NURSING ACCREDITATION HISTORY

Wisconsin Board of Nursing

The Wisconsin State Board of Nursing granted Bellin College initial approval to implement a baccalaureate program in nursing in April of 1984. The College submitted a comprehensive evaluation of the program to the Board of Nursing, and full approval was granted in February 1989 and continues today.

Specialized Nursing Program Accreditation

An accreditation visit by the Council for Baccalaureate and Higher Degree Programs of the National League for Nursing occurred in April 1989. Accreditation for a period of eight years was received in October 1989. A four-year progress report was submitted in August 1993. A self-study and site visit again occurred in April of 1997. In July 1997, the National League for Nursing Accrediting Commission (NLNAC) granted continued accreditation for eight years (1997-2005).

In 2002, a decision was made to pursue accreditation with the Commission for Collegiate Nursing Education (CCNE) accreditation, which is associated with the American Association of Colleges of Nursing (AACN). This accreditation review was completed in Spring 2003, and in October 2003, the College was awarded the

initial, five-year accreditation (2003-2008). A CCNE visit was held in 2008, with the maximum ten years of accreditation received (2008-2018).

In May 2002, a needs assessment, conducted by an independent marketing research firm, identified a significant need for graduate nursing education in the region. As a result, Bellin College Board of Trustees approved plans to proceed with a graduate program in November 2002. By July 2003, a decision was made to move forward to establish a master's degree in nursing (MSN) with an administrator and an educator track. The emphasis in both programs was on nursing leadership.

The graduate program enrolled its first students in September 2004. An accreditation review by the CCNE occurred in February 2006 and in October 2006, and the College was awarded the five-year accreditation (2006-2011). The first MSN class graduated in 2007. In October 2008, CCNE awarded the maximum 10-year accreditation to both the baccalaureate and masters nursing programs (2008-2018). The Commission for Collegiate Nursing Education returned in 2018 for a comprehensive visit.

In Spring 2011, the Bellin College Board of Trustees approved a Family Nurse Practitioner Track. A substantive change was submitted to CCNE, and in the fall of 2011 approval was granted. The first cohort of students entered in Fall 2012. In May 2015, the first class graduated from the Family Nurse Practitioner Track.

In the spring of 2018, CCNE awarded the maximum 10-year accreditation to both the baccalaureate and masters nursing programs (2018-2028).

With the change to nursing education to offer a Doctor of Nursing Practice (DNP), the college Board of Trustees approved the program on May 14, 2020. Work began to seek HLC approval which was granted on March 12, 2021.

On December 8, 2022, the Board of Trustees an additional graduate level nursing program, the Psychiatric-Mental Health Nurse Practitioner Program. The program is pending approval from HLC.

MEDICAL IMAGING ACCREDITATION HISTORY

Joint Review Committee of Education in Radiologic Sciences (JRCERT):

The School of Radiologic Sciences was a two-year certificate program offered through Bellin Health System. In 1988, the program was granted full accreditation by the Joint Review Committee of Education in Radiologic Sciences (JRCERT). Subsequently, the program is the result of a Transfer of Sponsorship from Bellin Health System to Bellin College in March of 2011. The new program design changed the previous terminal credential from a two-year certificate program to a 48-month Bachelor of Science in Radiologic Sciences (BSRS) program at Bellin College. Statewide surveys were conducted to assess the need for the bachelor's program. Results demonstrated high interest among the employer and technologist communities.

In August 2015, JRCERT awarded the maximum 8-year accreditation to the Bachelor of Science degree in Radiologic Sciences (2015-2023).

JRCERT reviewed the Radiation Therapy Program (BSRT) for initial accreditation in April 2023. In July 2023, the BSRT program was granted the maximum years of accreditation allowed as a new program, which was three years. A comprehensive visit will happen in 2026.

Commission on Accreditation of Allied Health Education Programs (CAAHEP):

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is a programmatic postsecondary accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). CAAHEP carries out its accrediting activities in cooperation with 25 review Committees on Accreditation and approved the Sonography program in September 2018.

PHYSICAL THERAPY PROGRAMS

Doctor of Science in Physical Therapy (DScPT) and Orthopedic Manual Physical Therapy (OMPT):

The American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE) initially approved the Orthopaedic Manual Physical Therapy (OMPT) fellowship program in 2018. The Accreditation Council on Orthopaedic and Manual Physical Therapy Fellowship Education (ACOMPTE) approved the OMPT fellowship program in 2019. The next visit is scheduled in 2024.

Doctor of Physical Therapy (DPT):

The Doctor of Physical Therapy (DPT) is accredited by the Commission on Accreditation in Physical Therapy (CAPTE) is an accrediting agency that is nationally recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants.

Moving forward, with the multiple accreditation processes, a grid will be used to track the progress of each program and affiliated accreditation. See the attached document.

Faculty and Staff Directory

Please see the full listing of the Bellin College staff and faculty [here](#).

Board of Trustees Directory

Please see the full listing of the Bellin College Board of Trustees [here](#).

Campus Information

Bellin College Campus – Quick Reference

Bellin College administrative offices, classrooms, library, Center for Academic Success, Teaching, and Learning Excellence, Health Sciences Resource Center (skills and simulation labs) located at Resch Location - 3201 Eaton Road and Mike Van Asten - 2620 Development Drive, Green Bay.

Resch Location

First Level

- Academic Affairs
- Academic Program Directors (BSN, BSRS, BSRT, BSSA, Gen Ed)
- Admissions
- BC Express Café and Micro Market Area
- Campus Life Coordinator

- Classrooms
- Conference Rooms
- Dean of Students & Allied Health Sciences
- Dean of Nursing
- Director of Student Affairs and DEI
- Information Technology
- Reception Desk (student concierge and security station)
- Reflection Room
- Student Activities Area/Student Lounge
- Student Services - One Stop Shop (Cashier, Administrative Assistant for Support Services, Registrar, Bursar, Academic Advisor, Director of Financial Aid, Assistant Registrar, Financial Aid Counselor)
- Vice President of Business and Finance

Second Level

- Board, Executive, Faculty Conference Rooms
- Center for Academic Success, Teaching, and Learning Excellence (CASTLE)
- Faculty and Adjunct Faculty Offices
- Institutional Effectiveness (IE) Director
- Instructional Design
- Library (including group study rooms/testing rooms)
- Marketing
- Presidential Suite
- Vice President of Admissions & Marketing
- Wellness Center

Lower Level

- Advance Practice/Procedure Room
- Birthing Suite
- Conference Room
- CT/MRI Simulator Classroom
- Exam Rooms - Four
- Fundamental Skill Labs
- Health Assessment Labs
- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- Patient Lounge
- Practice Lab - Two
- Radiology Labs – Two
- Simulation Control Rooms
- Simulation Lab
- Standard Classrooms – Three
- Student Lounge
- Surgical Skills Lab
- Surgical Suite
- Virtual Reality Linear Accelerator

Mike Van Asten Location

First Level

- Academic Program Directors (PT)
- Administration
- Conference Room
- Faculty and Adjunct Faculty Offices
- Information Technology
- Instructional Design
- Micro Market Area and Student Lounge
- Physical Therapy Labs
- Reception Desk (student concierge and security station)
- Science Lab Classrooms
- Student Services - (Cashier, Administrative Assistant for Support Services, Registrar, Bursar, Academic Advisor, Director of Financial Aid, Assistant Registrar, Financial Aid Counselor)

Second Level

- Academic Clinical Affiliation Coordinator
- Academic Program Directors (BSDMS, Graduate Nursing)
- Advancement and Alumni Relations
- Center for Academic Success, Teaching, and Learning Excellence (CASTLE)
- Classrooms
- Conference Room
- Diagnostic Medical Sonography Lab
- Faculty and Adjunct Faculty Offices
- Library (including group study rooms/testing rooms)

Bellin College – Student Foundational Behaviors

Student Foundational Behaviors were developed as a framework to prepare health professional graduates for the work needed to transition into an interprofessional healthcare system. The eight foundational behaviors are core skill sets consistent with and support the overall Mission and Values. They ensure students know the expected behavior associated with being a student at Bellin College. New graduates will also be career-ready with the competencies expected by the 21st century employers. Students competent in the foundational behaviors will have the knowledge, skills, and attitudes needed to succeed or manage their careers. Eight core competencies are identified as foundational to student behavior:

1. Be a Team Player
2. Use Effective Communication

3. Information Technology
4. Professionalism
5. Diversity & Inclusion
6. Personal and Professional Growth
7. Emotional Intelligence
8. Service

<p>Be a Team Player</p> <p>I will work collaboratively with my peers and others. When problems arise, I will be part of the solution and embrace change with an open mind. I will be an active, contributing member of Bellin College.</p>	<p>Diversity and Inclusion</p> <p>I will create a safe place where people feel empowered. I will work to remove barriers for those with marginalized identities. I will be open to feedback and committed to personal growth surrounding issues of social justice and equity. I realize bias exists, and I will work to address those biases within myself and others.</p>
<p>Use Effective Communication</p> <p>I will actively listen and use appropriate verbal and nonverbal language, asking questions and clarifying when I do not understand. I will seek out the source of information. I will share my observations and concerns in a constructive manner, while honoring confidentiality. I will work to build and maintain trust.</p>	<p>Personal and Professional Growth</p> <p>I will represent the programs and services of Bellin College in a positive manner, both internally and externally. I will seek opportunities for personal and professional growth.</p>
<p>Information Technology</p> <p>I will use technology and BS resources appropriately. I will use a variety of professional resources to inform my decisions. I will embrace and use new and emerging technology. I will understand the importance of privacy and potential abuses of protected patient / college information. I will maintain professional boundaries when using social media.</p>	<p>Emotional Intelligence</p> <p>I will have a good understanding of my own strengths and weaknesses. I will assess and manage my emotions and those of my peers and others. I will encourage people and celebrate their growth, efforts, and contributions. I will help my peers and others when they struggle or fail.</p>
<p>Professionalism</p> <p>I will adhere to the code of ethics and scope of practice for my chosen profession and protect the patient's right to quality care. I will understand my role and my responsibility to respond in a timely manner, following through on all commitments I have made. I will exercise sound reasoning to analyze issues, make decisions and solve problems.</p>	<p>Service</p> <p>I will be positive, friendly, and kind in my interactions. I will place people before tasks. I will strive to serve the needs of internal and external communities.</p>

Parking: Resch Location

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

All students are responsible for transportation to and from Bellin College, the general education locations, field trips, and clinical experiences. Onsite 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 College main entrance will be open to students and staff.
- Access with personal ID badge is required from 4:30 p.m. until closing.
- The College main entrance door is open to the public during regular business hours from 7 a.m. to 4:30 p.m. Monday through Friday.
- Student must **always** wear their ID badge. It is required to access the back doors.
- Individual College department hours of operation are 8 a.m. to 4:30 p.m. (Monday through Friday). Students will not have access via their ID before or after regular business hours.
- Hours are subject to change, particularly during holiday and summer months.

Find the latest building hours for students at the website below:

www.bellincollege.edu/campus-life/safety-and-security/building-hours

Student ID Badge

The ID Badge is the official identification for all students. Student ID badges must always be worn when on Bellin College property and during Bellin College clinical training.

Students must use their ID badges for entry to the campus during campus hours when the doors are automatically locked (weeknights and weekends).

- All students are responsible for safeguarding their own ID badge. Lost or stolen ID badges should be reported immediately to IT services for security to be disabled.
- Upon graduation, student ID badges are collected by the student services department assistant (room 106).

- The academic Advisor is responsible for collecting the student ID badges of students leaving the College due to withdrawal or dismissal.

Replacement ID Badge:

A \$10 replacement fee applies to lost, stolen, or damaged badges, as well as name changes.

Mental Health and Wellness Support Services

Professional, personal, financial, and academic counseling are available through the staff of Bellin College and the StudentLife Assistance Program.

The StudentLife Assistance Program is staffed with master's-prepared counselors 24/7/365, including weekends and holidays. This program is designed to provide/offer life and well-being resources related to personal issues before they affect the student's health, family life or performance level. They can be contacted at: (855) 695-2818. For more information visit the Bellin College website under Campus Life or see the Director of Student Affairs and DEI.

Bellin College Fitness 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 during College hours. Showers and lockers are available. There is no membership cost associated with the use of the wellness center.

Greater Green Bay YMCA

Bellin College has partnered with The Greater Green Bay YMCA to offer students a Y Membership at a discounted rate, plus no joining fee. Memberships include onsite group exercise classes, childcare while you work out, member discounts and priority registration, YMCA360 free on-demand group fitness classes, and a supportive environment to help meet your wellness goals. Stop by or contact a Green Bay YMCA to get your membership started.

Student Off-Campus Event

Students participating in off-campus student hosted events represent Bellin College. This representation of the College may reflect both positively and negatively on the image of the institution as well as the organization.

While individual students enjoy freedom off-campus, they or their organization must realize when functioning under the College name, they are seen by others as Bellin College representatives. There must also be an understanding that the individual represents the organization or group running the event, and the organization or group needs to be responsible for the individuals. This extends to alumni participation at events. All college policies and procedures, Student Behaviors, handbook rules, etc. must be followed at all events on and off campus.

To learn more about the policy, procedure and reporting structure please visit our website. www.bellincollege.edu/campus-life/student-services/student-organizations

Housing

Students who would like assistance with housing should contact the Student Affairs office. Students may make their own housing arrangements. A housing roommate chat finder can be found on the BC Buzz. <https://catalog.bellincollege.edu/housing>

Posters and flyers advertising rooms, apartments, or houses for rent need to be approved by Student Affairs.

Smoke-Free/Tobacco-Free College

Bellin College is a smoke and tobacco free campus. All areas of the College are designated as non-smoking/non-vaping/non-tobacco areas. Additionally, smoking, vaping, or the use of any tobacco product is prohibited on all properties owned, operated, or leased by Bellin College, including the buildings, parking lots, grounds, vehicles, and sidewalks. Tobacco products are defined, but not limited to, cigarettes, cigars, pipes, hookahs, bidis, kreteks, and chewing

tobacco. Products that produce the illusion of tobacco use (e.g. e-cigarettes) are also prohibited as they do not promote a healthy lifestyle.

Food Service

Food service is available on the campus. The BC Express provides choices such as sandwiches, soups, salads, and snacks. The hours of operation are posted at the College. The Micro Market “Grab and Go” machines, microwaves and refrigerators are always available at both locations.

Food and Beverage

Food and beverages are allowed throughout the building if the beverage container is covered. Exceptions include the following areas:

- Library, food and/or covered beverages are allowed in the library except the computer workstations.
- Center for Academic Success, Teaching, and Learning Excellence (CASTLE), food and/or covered beverages are allowed at any of the workstations except the computers.
- Health Sciences Resource Center (HSRC) areas.
 - Covered beverages are allowed with a top closure are allowed, with the following exceptions:
 - a. No food or beverages are allowed in simulation areas or medical imaging rooms.
 - b. Food is not allowed in lab training or practice areas at any time.
- Science Labs, no food or beverages are allowed.

Student Lounge

The student lounge area is located adjacent to the atrium on the first floor of the College. The Student Lounge and conference room is open during the hours that the Resch location is open for student use. In this space, there are board games, yard games, and other activities for students to use.

Digital Signs

Digital signs are located on both the Resch and Mike Van Asten locations, and are maintained by the Bellin College Marketing department. The

digital sign outside of the Center for Academic Success, Teaching, and Learning Excellence (CASTLE) at the Resch location is maintained by the CASTLE.

- All digital ads will be designed by the Marketing office.
- No more than 7 to 10 slides will run at a time.
- Student-requested slides must be sponsored by a recognized Bellin College student organization or department and must promote a specific College function, program, service, or event. Marketing may add additional slides of their choosing to use as filler when space permits.
- Slides will be published on the digital signs approximately two weeks prior to the event, fundraiser, notice etc. and will continue to run for the duration of the event, deadline of notice etc. If an event requires participants to sign up in advance, then the slide may start sooner than two weeks prior if space permits. If a notice, activity, or fundraiser is in effect throughout the year, then the slide will be displayed as space permits throughout the year.
- Advertising questions and requests should be directed to the Marketing department.

Student Employment

Student employment opportunities are available in a variety of areas on campus. These areas include the HSRC, student concierge, Student Services (One Stop Shop) and library. For more information, visit the Bellin College website under Campus Life.

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 non-work-study positions. As such, they are governed by the employment policies of the employer.

The College does not control the employment of students (with the exception of work-study students) however, 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.

Emergency Student Contact

Contacting students

Students should inform their families that calls of an urgent or emergency nature should be directed to the 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 in their “My BC” portal.

Emergency Procedures

Bellin College is equipped with emergency phones and call buttons at the Resch location. The emergency phones in the parking lots, identified by their blue lights, call 911 emergency services. There are also emergency call buttons located in the Resch location wellness center. Pressing these buttons will access 911 emergency services immediately.

The College has automated external defibrillators (AEDs) located at the front desks at both campuses.

During an emergency or drill, all students and employees should be prepared to vacate the buildings. Students should familiarize themselves with the Bellin College campus emergency evacuation plans posted throughout the buildings. If the circumstances require an evacuation, gathering points have been established for both locations. For the Resch location it is the Bellin Clinic, 3263 Eaton Road; for the Michael Van Asten location it is the Holiday Inn Express, 1663 Hoffman Road. Students and employees can shelter at these locations if needed.

Students are encouraged to monitor the College website, their student email, and personal cell phone for information in the event of a campus emergency.

Event Management (Incident Reports)

If an incident, which is negative consequence that results in unintended injury, illness, or personal property damage, which may or may not have been preventable, occurs, the following protocol is to be followed.

It is the responsibility of the individual involved, or who discovered the event, to initiate the event management report. They are also responsible to report the event to their direct supervisor/faculty. The supervisor/faculty is to inform the appropriate Dean or Vice President, and/or President of the event.

All programs at Bellin College are required to assist in the event management reporting system. It will be the responsibilities of the President, or designee, to review the event. They will then complete the follow-up and determine if any the quality improvement efforts need to be made. If an injury occurs and there is any medical evaluation or related bills, these will be processed through the injured parties' own medical/health insurance carrier. Event management Reports are confidential and protected by Wisconsin State Statute and are not to be placed in a medical record or personnel files. In general, printing of events is not allowed.

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.

Security is provided during all hours of operation. During the entire year, there are security personnel on campus when students have access to the building. For assistance during regular business hours (Monday-Friday 7 a.m. to 4:30 p.m.), contact security at 920-433-6672. Security personnel will also be patrolling the campuses during operating “nonbusiness” hours (evenings and Saturdays) and will be stationed at the reception desk in the Atrium at the Resch location and at the front desk at the Mike Van Asten location. The Resch desk can be reached at 920-433-6698. The Mike Van Asten desk can be contacted at 920-433-4316. The security coordinator's office is in room L-48 on the Resch location.

When contacting security, 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.

Please do not assume that someone else has reported criminal activity. Bellin College is required to publish campus crime and security information on a yearly basis. The 2021- 2022 Security Report showed zero arrests, violations, or criminal incidents on campus.

Weapons on Campus

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

It is Bellin College's policy that all persons (except law enforcement personnel) are prohibited from carrying or possessing weapons anywhere on College property, regardless of whether the person is licensed to carry the weapon or not. Bellin College property includes owned or leased buildings and surrounding areas such as sidewalks, driveways, parking lots, etc. Examples of prohibited items include:

- Firearms of any kind, including firearm lookalikes or realistic facsimiles, and any paint guns or weapons that discharge a projectile by air, CO2 or other gas, or via a spring-loaded mechanism. This includes pellet or BB guns, whether short or long-barreled.
- Ammunition of any kind.
- Devices from which an electric current, impulse, wave, or beam may be directed, such as stun and laser guns.
- Sport, game, martial arts, or theatrical equipment such as swords, clubs, batons, darts, blowguns, brass knuckles, throwing stars, or knives.
- Bows, arrows, and crossbows.
- Cutting instruments that are not designed to be used as tools during college related work or educational projects.
- Explosives or incendiary devices.
- Fireworks or firecrackers.
- Dangerous or toxic chemicals, chemical irritants, or chemicals stored or used for anything other than a supervised experiment in a college laboratory.

As required by Wisconsin law, persons with a license to lawfully carry a weapon may have a licensed weapon in their personal vehicle. However, these students must ensure that the weapon is securely stored and is completely hidden from view at all times. Licensed students must also keep the vehicle locked and secure at all times, in addition to complying with all other applicable laws. To ensure a safe learning environment and workplace, Bellin College reserves the right to conduct searches including, but not limited to: searching book bags, purses, briefcases, personal vehicles, jackets, and apparel. Searches may be conducted by Bellin College leadership, leadership appointees, security, or local authorities. If the student refuses the search, however, he or she may be dismissed.

Students are also strictly prohibited from making threats (direct or implied and with or without a weapon of any sort) or engaging in aggressive or violent conduct. They may not display or portray as real any object that resembles a dangerous weapon. Failure to abide by all terms and conditions of this policy may result in discipline up to and including dismissal and/or may result in criminal charges. If a student becomes aware of anyone violating this policy or have questions or concerns about this policy or about weapons or threats of violence in the workplace, please contact Bellin College security or administration immediately.

For more information, visit <https://www.bellincollege.edu/campus-life/safety-and-security>.

Inclement Weather/Class Cancellations

A declaration of inclement weather is a time identified by appropriate local/regional authorities in which warnings are posted and made available to the public advising of non-essential travel restrictions due to weather conditions. Local and regional authorities will post public warnings during inclement weather.

If the College operation is canceled (cancellation of classes, labs and/or clinicals), details will be communicated via text message, the website, student email and/or local radio and television stations.

Information about the closing will be available by 5 a.m. for day classes, labs and clinical and 1 p.m. for evening classes, labs and clinical.

Website:

Check www.bellincollege.edu for cancellations.

Radio/Television Stations:

When the College is completely closed (all course and extracurricular activities have been canceled at both locations) 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

TV 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. Students who attend clinical outside of the Northeast Wisconsin area should use their best judgment for inclement weather. The student(s) must communicate attendance decisions with the clinical site and Bellin College personnel.

College and Academic Resources

Library Resources/ Photocopying and Printing

The Phil and Betsy Hendrickson Library is located on the second floor of the Resch location. An additional library space is located on the second floor of the Mike Van Asten location. The libraries offer a variety of electronic and print resources covering general and health-related subjects.

During orientation, new students are provided information regarding library policies, procedures, resources, and literature searching.

Hours

The library is open Monday through Thursday from 7:30 a.m. to 9 p.m. Friday hours are 7:30 a.m. to 8 p.m. Hours are subject to change and will be communicated accordingly.

Phone

(920) 433-6659

Email

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, email and by appointment.

Photocopying/Printing

Printers for students to use at the Resch location are in the library, Center for Academic Success, Teaching, and Learning Excellence, first floor student lounge and lower-level lounge and at the Mike Van Asten location in the first-floor student study area and library. The copyright law of the United States (Title 17) 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. The cost of printing is 5 cents for black and white and 8 cents for color per page. Enrolled students receive credit for printing at the start of their first semester and each August provided they are enrolled in a program. Unused credits will roll over to subsequent years. Students needing additional credits can purchase them in the One Stop Shop. Printing credits cannot be returned or refunded. Call the One Stop Shop at (920) 433-6699 for details.

How to Access the Library Web Site

The library website can be accessed two ways:

1. Canvas course page (recommended access)
2. Bellin College website under *Quick Links*

****Please note:** The library website works best with the Google Chrome browser.

How to Access the Library Web Site via Canvas

1. Log into your course page
2. Click on **Bellin College Resources**
3. Click on **Library**

How to Access the Library Web Site via the Bellin College Home Page

1. Go to the Bellin College home page:
<https://www.bellincollege.edu>
2. Click on **Quick Links**
3. Scroll down and click on **Library**

Library Web Site

Click [Library Quick Guide](#) for an overview of the library web page and its contents.

EZproxy

When you click on a link to the library's licensed resources, the EZProxy screen will appear. Enter your Bellin College username and password and click on Login. You will only see this screen once per online session.

Availability of a Particular Journal

To determine if the Hendrickson Library has access to a particular journal title follow these steps.

1. Click on the **Journals** tab on the library home page.
2. Type the journal title in the search box. Click on **Search**.

For more detailed information on how to search for journal titles, click on [Search for Journal Titles](#).

Requesting Articles

How do I request articles?

- EBSCO databases include links to request forms for journal articles not owned by the Hendrickson Library.
- In EBSCO, click on **Request this item from the Library**. Fill out the items designated and click on **Submit**.
- Articles found from sources other than EBSCO, may be ordered by clicking on the [Article Request Form](#). This link is also found

in the **Interlibrary Loan** section under the **Services** column on the Hendrickson Library home page.

How long does it take to receive articles?

It generally takes 2-3 business days for articles to arrive.

How will I receive articles?

Articles will be e-mailed to your Bellin College e-mail address.

Availability of a Particular Book

To determine if the Hendrickson Library has access to a particular book follow these steps:

1. Click on the Books tab on the library home page.
2. Select keyword, Title, or Author from the field box.
3. Type the book title, author's name or keyword in the search box. Click on **Go**.

For more detailed information on searching the online catalog, click on [Search for Books](#).

Requesting Books

What books may be requested?

1. Books held in the Hendrickson Library print collection except for books designated as non-circulating.
2. Books are not held by the Hendrickson Library.

Can I request a course textbook?

Required and recommended course textbooks may not be requested through the library.

How do I request a book?

Use the [Book Request Form](#). This link is also found in the **Interlibrary Loan** section under the **Services** tab on the Hendrickson Library home page.

How long may I keep a book?

- Books held by the Hendrickson Library may be kept for 3 weeks. Books may be renewed one time.
- If the book is obtained through interlibrary loan, the lending library sets the due date and determines if a book can be renewed.

Writing Resources – APA Style

The American Psychological Association style (APA) is the common method of documentation. 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 classes that may require the APA Manual.

The APA Manual provides examples of reference citations 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 and will be published in the paper/project guidelines or course syllabi.

Students are encouraged to consult with the faculty for clarifications or seek assistance from the Center for Academic Success, Teaching, and Learning Excellence (CASTLE).

Writing Resources – AMA Style

The American Medical Association style (AMA) is the common method of documentation. The AMA style provides basic guidelines about preparing papers for submission. AMA 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 AMA Manual of Style is the 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 AMA Manual.

The AMA Manual provides examples of citations of references and answers to frequently asked

questions. Students are to submit papers using AMA 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 faculty for clarifications or seek assistance from the Center for Academic Success, Teaching, and Learning Excellence (CASTLE).

Papers/Proofing Advice

Bellin College offers writing support in the Center for Academic Success, Teaching, and Learning Excellence (CASTLE). In order to maintain fairness and consistency, Bellin College faculty will not review drafts of a paper that they will ultimately grade. Students seeking assistance should consult with CASTLE or refer to the APA Manual. Copies are available in the Hendrickson Library or can be purchased at a bookstore. Please contact the Academic office.

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 email and virus-infected email to be received by its students, faculty, and staff. For more information visit <https://www.bellincollege.edu/campus-life/information-technology/?highlight=email>

Information Technology – Student Technology Requirements

All Bellin College students are required to have access to their own PC (running Windows 8 or higher, or MacOSX 10.11 or higher), high speed internet, a webcam, and microphone for online coursework. It is recommended this computer be a notebook or tablet device which can be

used on campus as well as at home. Chromebooks and Netbooks are not guaranteed to work with all Bellin College software.

Information Technology – Online Proctoring

If a Bellin College course requires a student to take a test or quiz online, some or all features of an online proctoring tool may be required by the instructor for the exam to proceed. This may require the student to use an online proctoring tool on their personal computer, as well as allow the online proctoring tool access to that computer's webcam and microphone for the duration of the exam. Students may also be required to provide proof of identity prior to taking the online exam. Any confidential student information, including audio or video captured by the tool will be used exclusively for verifying the academic integrity of the online test, and will not be shared with any organization outside Bellin College and the online proctoring tool except with written permission from the student.

Information Technology – Acceptable Use Policy

The College provides resources for the primary purpose of supporting the academic, administrative, business and communication 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:

- Use is minimal and of short duration.
- The 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.
- Use does not adversely affect technology resources.

User Responsibilities

User responsibilities and expectations include but are not limited to the items listed below.

- All student work is to be submitted using a Microsoft Office compatible format.
- Students abide by applicable laws, College policies, contracts, and licenses.
- Students use only the technology resources and data they are authorized to use for and only in the manner and to the extent authorized.
- Students respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Students protect the access and integrity of technology resources.

- Students maintain privacy and security by keeping all passwords confidential.
- Students respect the privacy and personal rights of others.
- Students delete old and unused email and files on a regular basis.
- Students develop adequate proficiency in the tools and technologies appropriate to their needs.

Inappropriate Network Usage

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

- Misuse, abuse, or 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 and 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 immediately removed 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 email chain letters, spamming, junk mail, email bombing attacks or virus hoaxes.
- Knowingly forward an email message or otherwise introduce a virus-infected file by other means into the College network.

- Send, store, print or solicit receipt of email 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.

This may result in:

- Deleted files and/or programs.
- Disabled user accounts.
- Withdrawn user access privileges.
- Suspension, expulsion, or termination 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, Advancement and Alumni Relations or financial information.

Information Technology – Electronic Mail Policy

Electronic Mail (email) 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 email system implies consent to all College IT policies and practices. Violations of the policy may result in restriction of access to the College email system and/or other appropriate disciplinary action.

Senior students who graduate will have their Bellin College email account transitioned to an alumni email account two weeks after graduation. Instructions will be sent prior to the transition.

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 email system is the only recognized email system used to communicate between faculty, staff, and students. This is necessary to ensure the delivery and receipt of official communications. Email 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 individual.

User Responsibility

Users are expected to read email on a regular basis and manage their accounts appropriately.

Sharing passwords is strictly prohibited. Each user is responsible their account, including safeguarding access to the account. All email 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 email messages secure; however, privacy is not guaranteed, and users should have no general expectation of privacy in email messages sent through the College system. Users must be aware that email can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Email 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, email may be retrievable when a traditional paper letter would have been discarded or destroyed.

Email Etiquette

When using email 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 email they would not be prepared to say publicly. The following practices should be followed when using email.

- Use a meaningful subject line when sending a message.
- Be concise.
- 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. Use of distribution lists or 'reply all' features should be carefully considered and only used when necessary.
- Read the email before sending.
- Only use delivery and read receipts when necessary.

System Monitoring

Bellin College collects statistical data about its email systems consistent with generally accepted business practices. The College monitors the use of email 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 email files to maintain the system, to investigate security abuse incidents, and violations of this or other College policies. Such access will be on an as-needed basis and any email accessed will only be disclosed to those individuals.

Mailbox Size Limits

The Outlook mailbox quota is set at 2GB for all users, this includes the messages in your inbox, sent items and deleted items. The College has the right to restrict the amount of user space on the email server as necessary and to revise the size restrictions, as necessary.

Records Retention

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

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

Inbox items are not automatically deleted. Individual users are responsible for deleting unneeded email in order to stay within their mailbox quota.

Email Size Limits

A 100-megabyte size restriction for all email is enforced whether being sent or received. This is necessary to preserve network bandwidth and mailbox storage resources.

Email Signature

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

Data Backup

The email system is backed up on a nightly basis and stored for 30 days.

SPAM and Virus Protection

Bellin College utilizes SPAM filtering and anti-virus software. Virus-infected email 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

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 academic misconduct policies.

College Logo

The Bellin College logo is the property of Bellin College. Anyone wishing to use the logos must obtain written permission from the marketing director in the Marketing office.

The logo may not be altered or embellished. With permission, the words "Bellin College" or "BC" may be used in place of a logo. 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 from the marketing director.

Note: Logos are available in multiple file formats. In addition, a vertical format is available when space is limited. Please contact the Marketing department for more information.

Primary Bellin College Logo



Student Services and College Policies

Accommodations Services

Bellin College complies with the Americans with Disabilities Act (ADA) to provide all students with appropriate and reasonable accommodations for those with documented disabilities. If students anticipate requiring any auxiliary aids or services, they should contact accommodation services in student affairs at

accommodations@bellincollege.edu.

Accommodations for disabilities are determined as a result of self-disclosure by the student. The primary objective of accommodation services at Bellin College is to encourage and facilitate students' self-advocacy. Self-advocacy entails empowering students to effectively communicate relevant information regarding physical, emotional, sensory, or learning challenges to student affairs at accommodations@bellincollege.edu. The aim is to ensure accessibility to the diverse range of education, programs, and services available at Bellin College. The accommodations process is completed confidentially with student affairs. Before meeting with a member from student affairs, students must have completed and submitted the proper paperwork, which can be found on the website, a member of the student affairs office, etc. This paperwork must be completed by a licensed professional (not a family member) qualified to make the diagnosis and includes but is not limited to providing a description of the disability, including a clearly stated diagnosis and history.

- Instruments/procedures used to make diagnosis and how the diagnosis currently impacts the student's functioning in daily life and educational settings
- Recommendations for accommodations
- Any related supporting medical or academic documentation

Students must renew their accommodations each academic year by completing the appropriate documentation and sending it to accommodation services in student affairs at accommodations@bellincollege.edu. The exception is students in the BSN 15-month accelerated program.

Student Rights and Responsibilities

Students can expect their rights to freedom of expression and association and to fair treatment if they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided with information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or designee.

Adult students, age eighteen (18) or older, are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

Service Animal Request

Students with disabilities may request accommodations in the form of service animals. Request for a service animal must follow the procedures for requesting an accommodation, including completion of the Request for a Service Animal Form which can be obtained from Accommodations Services (accommodations@bellincollege.edu). Requests should be submitted in advance of the necessary need. For more information, <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/service-animal-policy/?highlight=service%20animals>.

Center for Academic Success, Teaching, and Learning Excellence (CASTLE)

The Center for Academic Success, Teaching, and Learning Excellence (CASTLE) provides tutoring, academic coaching, writing help and support for career development. CASTLE offers individual and group study spaces, computers with access to a printer and a learning hub where some faculty hold office hours and workshops. CASTLE is open whenever the College is open and staffed Monday through Friday from 8 a.m. to 4:30 p.m. during fall and spring semesters at the main campus.

Requesting a Tutor

Bellin College students requesting a tutor should contact the Academic Success Coordinator.

Procedure for Applying to be a Tutor

At any time, potential tutors can contact the Academic Success Coordinator, who manages the tutoring program.

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 Academic Success Coordinator.

Minors on Campus

Due to extenuating circumstances, a student may need to bring a minor to class. The student must seek faculty approval prior to coming to class. Minor attendance at lab or clinical are not permitted. The following serves as guidelines:

- Minors should not be allowed in classrooms unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave. The faculty member should discuss minor attendance with the student if it begins to occur frequently.

- A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
- Line of sight supervision of the minor by the parent or guardian is required at all times.
- Minors are not allowed in high-risk areas.
- A waiver of liability for minors may be signed as appropriate.

For more information, <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/minors-on-campus/>.

Child Care

The local 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.

Demographic Information

Students are responsible for maintaining 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 they occur to the One Stop Shop in Student Services.

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

Bereavement Policy

Bellin College is a close-knit, caring community committed to student success. In the event that a student experiences the death of a loved one during the course of an academic term, the student may request to utilize the Bereavement Policy for Students. Bellin College recognizes the impact that a loss may have on the emotional and academic well-being of a student and wishes to support the student during this stressful time. Bellin College also understands that grief impacts every student differently and, therefore, this policy is not an attempt to quantify the impact of the death of a loved one

or in any way address the nature of the grief process. Rather, the purpose of this policy is to provide a formal process to allow grieving students access to bereavement services, as well as the opportunity to be available for their families/loved ones during times of death and grief.

Under this policy, a student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The standard bereavement policy suggests three days of leave, but the actual amount will vary based on the relationship with the deceased, religious, or cultural beliefs, and coursework/clinical hours. A student who wishes to take time off due to the death of a loved one must notify course facilitator(s) and the Program Director of the death to create approved arrangements for coursework or clinical that will be missed. The Program Director will notify the appropriate Dean.

Title IX

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Bellin College is only responsible for responding to conduct that occurs within its education program or activity. This policy does not apply to off-campus, private settings, which are not an education program or activity of Bellin College. The policy and grievance procedures do not apply to college community members outside of the United States.

Bellin College's policies and procedures are intended to afford a prompt response to reports of sexual misconduct, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of College policy. Bellin College promptly and thoroughly investigates and resolves complaints alleging sexual harassment, including sexual violence, and/or sexual discrimination. Bellin College offers resources and support to all College community members experiencing concerns. We encourage

you to make us aware of these concerns so that we can offer support and resources to you and/or those involved.

To learn more about the policy, procedure and reporting structure please visit our website. <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/title-ix/>

Harassment and Discrimination

Bellin College's policies and procedures are intended to afford a prompt response to reports of non-sexual harassment and discrimination, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of College policy. Bellin College promptly and thoroughly investigates and resolves complaints alleging non-sexual harassment and discrimination.

Bellin College offers resources and support to all College community members experiencing concerns of harassment and discrimination misconduct. We encourage individuals to make the college aware of these concerns so that support and resources may be offered. The Discrimination/Harassment Complaint Form can be used to report a concern of misconduct. This form is located at <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>. In an emergency, please always call 911.

This policy applies to all College community members. Vendors, independent contractors, and other outside parties who conduct business with the College through affiliation and other agreements will be expected to comply with this policy as well, as specified by the terms of any contract or agreement between the College and such third party.

Bellin College believes that everyone should be treated with respect and dignity and that any form of harassment and/or discrimination is a violation of human dignity. The College condemns harassment and discrimination and maintains a "zero-tolerance" for it. Students, faculty, and staff have the right to work and learn free of harassment and discrimination. The College will take all reasonable efforts to prevent and promptly correct instances of harassment and/or discrimination. Additionally, students, faculty, and staff have the right to a structured

process for resolving problems, complaints or grievances relating to the execution of institutional policies.

Complaint Process

Bellin College seeks to resolve all concerns in a timely and effective manner. To that end, this complaint process serves as an ongoing means for any individual to discuss concerns or register formal complaints that pertain to alleged violations of State consumer protection laws that include but are not limited to fraud and false advertising; alleged violations of State laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other State or accreditation requirements. Academic Affairs, Student Services, Admissions, Bursar, Registrar, and Financial Aid all provide specific administrative means to address and resolve most, if not all of the questions and concerns someone may have. Bellin College is committed to excellence and strives to create a caring environment. We welcome concerns about our services and programs in order to make quality improvements on our campus. Bellin College designates the Office of Student Affairs as responsible for receiving, investigating, and potentially resolving complaints. For more information on the complaint process, student grievance procedure and appropriate forms, visit: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

Non-Discrimination Policy

It is the policy of Bellin College to be nondiscriminatory in terms 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.

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

For more information, visit:

<https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures>.

Anti-Harassment Policy

Bellin College does not tolerate or condone any form of harassment, whether sexual harassment (Title IX) or non-sexual harassment. The College's policies afford a prompt response to reports of harassment with confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions such as probation, suspension, termination, or dismissal on violators of College policy. Bellin College promptly and thoroughly investigates and resolves complaints alleging harassment.

The Bellin College environment should be one of positivity, civility, and collaboration. Bullying/harassment in any form can have a negative impact on the College environment. College administration, faculty and staff are to treat students and co-workers respectfully in every interaction.

Bullying takes on many forms, including:

- 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.

Students at the College who believe they are or have been the object of such conduct outlined above should contact the Director of Student Affairs and DEI or another member of the College's administration.

Depending upon the severity, discipline may include verbal or written reprimand, law enforcement involvement and/or dismissal from the College.

Deliberately making a false report about bullying/harassment for the purpose of getting another individual reprimanded may result in

disciplinary action. For more information, visit: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

Hazing Policy

Bellin College is dedicated to educating healthcare professionals through innovation, leadership, and service that promotes lifelong learning and excellence. Choosing to be part of the Bellin College community, students promise to treat the community with care and respect the dignity of all persons, including self; live with integrity, communicate truthfully, etc.

Hazing is any action or situation intentionally created that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate. Hazing is also defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Bellin College will not tolerate hazing in any form. The student(s) involved will face disciplinary action separate from an organizational review. Students who are involved and charged with hazing will be subjected to the Student Behavior Conduct Process. All reports will be investigated. Hazing reports may be filed under a grievance or general complaint to the Director of Student Affairs and DEI.

For more information, please contact the Director of Student Affairs and DEI or refer to the Bellin College website at: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>

Retaliation

The College prohibits any form of retaliation against a complainant. Any allegations of retaliation will result in an immediate investigation and appropriate action consistent with the College's due process procedures.

Bias Incident Reporting

In order to flourish in an educational and work environment, all members of a college campus must feel safe and respected as equally valued members of the community. At Bellin College we support the freedom for all to express their points of view and the open exchange of ideas. This is true even in situations where those points of view may run counter or potentially be inflammatory to some. However, freedom of expression does not give permission for anyone to engage in speech or behavior that is rooted in intentional displays of hate or to act on their biases in ways that intimidate or threaten the safety of other individuals. A bias incident is defined in the policy as "behavior that is hostile, harassing, intimidating or discriminatory and is based on actual or perceived race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity, disability or other difference."

The actions of undergraduate and graduate/ students are expected to be consistent with the standards of conduct, core values, and student foundational behaviors. Bias incidents affect the well-being and success of campus community members and contradict the professed values of Bellin College; thus, the college has the responsibility to be proactive in preventing and being prepared to address the full range of bias incidents.

To be considered a bias incident, the act is not required to be a crime under any federal, state or local statutes. Colleges and universities may handle bias incidents through grievance procedures, such as the student conduct process, or through educational programs to enhance awareness and enable prevention of such acts.

The Director of Student Affairs and DEI (or designee) will be in contact with the student who has been accused of the bias incident within five business days of the report.

Hate Crimes

A hate crime is any bias incident that involves a crime of violence, property damage or threat. According to deferral and Wisconsin laws, that can include:

- Written graffiti on the side of a student's car.

- A social media post threatening to assault a specific individual because of their membership in a protected category.

While the majority of reported instances of bias-related actions on college campuses may best fit the definition of a noncriminal bias incident, hate crimes do happen on college and university campuses and must be reported to meet Clery Act requirements.

All bias incident reports are considered confidential. All parties, students, and employees are required to exercise confidentiality and privacy in relation to all verbal and written communications.

Reporting Options

If you have experienced or witnessed a bias incident, there are several ways to submit a report:

Students can use the [online report form](#) that is available. Once the form is completed and submitted, the Director of Student Affairs or designee will follow up.

Students may submit a phone report by calling the Director of Student Affairs and DEI by calling 920-433-6656 during business hours. If one decided to leave a message, a call will be returned at the earliest possible time during the next business day.

An in-person report can be made by scheduling a meeting with the Director of Student Affairs or Dean of Students and Allied Health Sciences

Why Should I Report

While bias incidents sometimes target specific individuals, they often violate an entire group or community. Graffiti on the wall, defaced fliers, anonymous emails, and slurs or language meant to harass individuals convey a message of intolerance. By reporting such incidents, you help the college community to maintain a positive learning, living, and working environment.

For more information please visit <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>

Student Behavior Conduct Hearing Procedures

The purpose of the Student Behavior Conduct Hearing Procedures policy is to ensure an equal and fair process for student issues related to violating the Bellin College policies, values, and student foundational behaviors.

All aspects of the Student Conduct Hearing Procedure are confidential. All parties, students, 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, the individual will remove themselves from the Student Conduct Hearing. The Director of Student Affairs and DEI (or designee) will rule on any challenges regarding conflict of interest.

The actions of undergraduate and graduate/professional students are expected to be consistent with the standards of conduct, core values, and student foundational behaviors.

Hearing Preparations

The Director of Student Affairs and DEI (or designee) will be in contact with the student who has been accused of misconduct within five business days of the report.

The Director of Student Affairs and DEI (or designee) will review all suspected misconduct and will decide if a hearing is necessary. The student has the right to request a hearing for due process.

The hearing will be scheduled if needed within five to ten business days after contact with the student in question.

Hearing Body

The complainant, victim (if different from the complainant), the respondent, the witnesses (if any), the Director of Student Affairs and DEI (or designee), appropriate program director and/or appropriate dean will be invited to attend the hearing.

Hearing

An electronic or other verbatim record will be made of all hearings. This record will be retained for one month following the hearing or until the conclusion of any appeal process, whichever is longer. The record will then be destroyed, except in cases of suspension and expulsion, when the electronic record shall be retained with the student's record.

At the beginning of the hearing, introductions will be made. The respondent will be informed of standards alleged to have been violated which may include student policies, student foundational behaviors, etc.

The complainant/victim will be asked to describe what happened, and the respondent will have the opportunity to respond.

If witnesses are necessary, they will be asked to describe what happened beforehand to collect evidence, and the respondent will have a chance to respond.

All communication between the respondent, complainant, victim, and witnesses will be directed to the Director of Student Affairs and DEI or designee.

The Director of Student Affairs and DEI, appropriate program director, and/or appropriate Dean may ask questions of any respondent, complainant, or witness during the hearing.

Deliberations

At the conclusion of the hearing, the respondent, complainant, and witnesses will be asked to leave the room. These individuals will not be present during the deliberations of the decided plan of the Director of Student Affairs and DEI appropriate program director, and/or appropriate Dean. Deliberations will begin immediately following the hearing and a decision will be made within five business days.

Outcomes

The Director of Student Affairs and DEI will use the Student Performance Plan (SPN) to communicate and document the outcomes of the hearing. If a student is found to have violated Bellin College's policies, student foundational behaviors, etc., disciplinary action will be taken against the student. The following are examples of consequences that may be imposed if a

student is found responsible for violations of the Bellin College Student Foundational Behaviors/ Code of Conduct:

1. College Monitoring
2. Probation
3. Dismissal
4. Limitations of Activities
5. Loss of Privileges

Appeals Process

If the student believes that the process and procedures outlined in this policy were not followed correctly or that the process was unfair an appeal may be submitted to the President/ CEO in writing. The Appeals Form is located in the Director of Student Affairs and DEI office.

The student has 14 business days of the outcomes to file an appeal to the President/CEO or designee(s). The president/CEO or designee(s) will review all documents, communications, etc. or meet with the student, administrator and supervisor, or the members of the 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.

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.

Student Behavior/Code of Conduct

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 (2015), will be handled administratively and may result in disciplinary action, such as monitoring, probation, or dismissal.

Any student who behaves poorly or has a detrimental influence on other students, will be disciplined based upon the severity of the offense.

Student Responsibilities

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 conduct himself or herself in a disorderly, lewd, indecent, or obscene manner on College's property or at College sponsored or supervised functions.
- Always conduct himself or herself appropriately to reflect a professional healthcare provider. When engaging in College activities, students should project a professional image in both their attire and demeanor.
- A consensual dating or sexual relationship between any College employee and a student is deemed unprofessional and is therefore prohibited, unless the two people are married. A violation of this policy may result in disciplinary action including dismissal.

Classroom/Coursework Responsibilities

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.

- A student who registers must be the same person who participates in, completes, and receives the academic credit.

Property Responsibilities

Students shall:

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

College Operation Responsibilities

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.
- Always uphold rules of any College, university, medical, hospital or community facility associated with the College.

Welfare, Health, and Safety

Responsibilities 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 emergency equipment such as alarms, emergency phones, call buttons, fire extinguishers, hoses, etc.
- Never possess or use firearms, explosives, dangerous weapons, or other items that could injure people 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 in an ask to participate in an alcohol, drug, or other screening. The student in question may be put on temporary suspension until the incident has been investigated by appropriate college personnel 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 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. These associations are not 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 about standards of behavior set forth by the institution, which it considers essential to its educational mission and 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 free of harassment or intimidation.

Drug Abuse and Alcohol Prevention Program

[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. As well as to allow appropriate events at the college's discretion to allow alcohol in moderation.](#)

Bellin College is committed to maintaining a drug-free campus. Given this objective, the college prohibits the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs on its property or as part of any of its activities. Legal sanctions under federal, state, and local laws for the possession or distribution of illicit drugs and alcohol will be upheld. All members of the Bellin College Community (faculty, staff, and students) are encouraged to review the information on the website.

For more information, visit <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/alcohol-and-drug-policy/>.

Leave of Absence

Students may apply for a leave of absence from Bellin College for specific reasons and must be of a specific duration. An approved leave allows students to return without taking part in the re-admission process. All absences must be approved prior to 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.). Leaves of absence are not allowed for the purpose of attending 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 before they can return from a leave of absence. The official return date and course program of study will be discussed prior to the return date. Students may

also want to consider a deferred progression as an option for leaving the college (please refer to Exit/Withdrawal policy).

Reference Request

Students requesting a reference from Bellin College personnel must complete a reference request form. Any student with a hold on their records cannot receive a reference. The reference request form is available on the College website or in 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 the educational records maintained about them by Bellin College under FERPA of 1974 (as amended). Under most circumstances, no identifiable data (non-directory) 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 and request a revision.

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 supervision of the Registrar. The FERPA record release exceptions:

- 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. (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, law

enforcement 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
- Email address
- Cell phone number
- Date of birth
- Confidential recommendations to which the student has in their records prior to January 1, 1975
- Dates of attendance, year in college and enrollment status
- Academic honors
- Previous institutions attended.
- Participation in recognized activities
- Photograph

Please note: Students complete the FERPA disclosure permission forms as part of the orientation process. Forms are also kept in the One Stop Shop for any students who wish to update disclosure permissions. A new form must be completed by the student to change access permission to the student's record. Students should be aware that placing a FERPA hold on all records includes limiting the College's ability to provide a reference or verify enrollment or degree information. Students can select the transparency of the specific information visible within our student information system

Students can request access to records, documents and other materials directly related to them by appointment with the Registrar or the Dean of Students & Allied Health Sciences.

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. Students would be able to have such records inspected by a doctor or appropriate professional of their choice.

- The 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, and/or confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admissions, or award purposes.
- Admission records accumulated prior to enrollment.

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 their son or daughter is involved in a health or safety emergency.
- Schools may inform parents if a 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

If a student wants to review his or her files, he or she should:

- Submit a written request to the Registrar, identifying the records they wish to inspect. Although FERPA allows the College to act on the request within 45 days of the day

they receive a request for access, Bellin College will usually be able to make arrangements within 10 business days. The Registrar will notify the student when and where the records may be inspected.

- Allow a College official (Registrar or Dean of Students & Allied Health Sciences) to be present when the record is reviewed.
- Sign a required waiver of College responsibility for further confidentiality if copies of any information are made and given to the student.

Students have the right to seek changes to the information contained in their education records if they believe it is inaccurate or misleading. Academic or clinical grades given in individual units and/or courses are an exception. Students should write to 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 department requirements of FERPA. The name and address of the office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

For more information, visit:

<https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/ferpa/>

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) was designed to coordinate and streamline data privacy laws across Europe; to protect and ensure that all EU citizens can have some expectation of data privacy; and influence the way organizations across the European Union (EU) approach data privacy. It also affects any organization, inside or

outside of the EU that is involved in processing data, which could identify a person, either directly or indirectly.

Bellin College is committed to the principles contained within the GDPR (General Data Protection Regulation) and particularly to the concepts of information security, privacy, protection, and consent with regard to data. A high priority is placed on protecting and managing data in accordance with accepted industry standards. Bellin College will work closely with students and educational partners to meet the above stated obligations. The information technology and Student Services departments are committed to ensuring a secure data environment for all data subjects. Bellin College will monitor and assess risk factors regarding data protection and the usage of data and make changes, as necessary.

Graduation

Graduation dates are established as the last day of the semester session or the date of Commencement. Students have three possible graduation dates: May, October, and December.

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

Bellin College's standard transcribed graduation dates are May, October, and December. Commencement ceremonies are held in May, October (15-Month option only) and December. An 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 appropriate Dean and Program Director.

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 in the

semester prior to their last semester of study. 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* – collaboration and inclusion
- *Caring* – empowering relationships based on empathy and respect

All applicants must submit a written narrative in APA format, describing how they have demonstrated the College Values throughout their educational program. The student must also request one letter of recommendation from a Bellin College faculty member or an employee of Bellin College who can best attest to the student's achievements. The call for applications is made prior to graduation with a deadline for application submission clearly stated. An individual plaque is presented to the recipient at the commencement ceremony held in spring. The individual's name is placed on a permanent plaque at the College. The recipient also receives a modest cash award.

Student Freedom of Speech

As an educational institution, Bellin College supports the freedom of expression of ideas and, statement, we affirm the worth and dignity of all

people and the limitless value of their intellectual potential; the commitment to create a diverse, equitable, and inclusive environment illustrated through the beliefs and actions of our workforce and student body; lifelong learning; innovation; broad vision, effective communication, a sense of the inter-relatedness of all knowledge, sensitivity to the human condition, and a global perspective; the value of a lifelong commitment to service; and the value of ethical leadership that is inclusive, collaborative, directed towards effecting change for the greater good.

The College encourages students to make independent judgments about the worth and validity of ideas and to contest ideas with which they disagree. Any effort by members of the College community to limit openness in this academic community is a matter of serious concern and hinders the freedom of expression and the discovery of truth. All students are, therefore, free to express their points of view on, or opposition to, any issue of public interest within reasonable restrictions of time, place, and manner. To learn more about the Bellin College Student Freedom of Speech Policy, please visit our Policies and Procedures website at <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>

Social Media Use

Facebook, Twitter, and other social networking websites create opportunities to form or maintain friendships. Users choose to disclose their identities and determine 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. Students must ask permission to use 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 violates Bellin College policies or the code of conduct (on campus or at College-sponsored events) 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.

Regarding social media, the college will consider the safety of our students, the reputation of the students and programs, college values, student foundational behaviors, etc. If there is a misuse of

social media, such as professionalism, bullying, substance abuse, illegal action, etc., the college has a right to investigate the concern. Any College policy violations that are documented because of such an investigation will result in appropriate disciplinary action by the College.

Student organizations are allowed to have social media accounts that represent their organization. However, for each social media account, a username and password must be on file within the student affairs office, and each student organization facilitator must also have access.

The usage of the Bellin College logo is not permitted on social media except for the official Bellin College social media accounts. If a student wants to make a non-related student organization account on behalf of Bellin College students, it needs to be a private account and must state it is not affiliated with the official Bellin College pages. All student organizations are responsible for their actions and posts.

If a student organization is looking for help in regards or creating a graphic or post, they can contact the Bellin College Marketing Department.

Any College policy violations that are documented will result in appropriate disciplinary action by the College through the appropriate conduct process.

Payment Policies and Procedures

Semester Billing

Billing (tuition and fees) statements are made available to students each semester they are enrolled. Students can view their tuition and fee charges through their MyBC Portal each semester. Payment for tuition and fees is due by the published due date each semester. Due dates are published in the academic year calendar: (<https://www.bellincollege.edu/campus-life/calendar/>).

Payment Policy

Bellin College requires payment by the established due date each semester. Failure to

make payment by the due date will result in the student account being assessed a \$25.00 late payment penalty charge per month.

The College offers the following options for payment by semester/term:

1. Standard Pay Plan: The student shall pay all charges due on their account by the established due date for the semester. The student will incur no late payment penalty if the student pays the entire balance in full when due. If full payment is not made by the due date specified, a late payment penalty will be imposed on the balance due, and the account will be treated as delinquent.
2. Semester Payment Plan: Payment of each semester's tuition and fees is made through a contractual agreement with the Bellin College Bursar Office. A per semester non-refundable enrollment fee is applied to the student's account. Monthly payments not received by the established due date are subject to a late payment penalty. Failure to comply with the terms of the semester payment plan will result in cancellation from the payment plan and the full amount of tuition and fees due.

Payments are due by the date specified on the billing statement unless a payment arrangement has been initiated with the Bursar. Payment due dates are specified in the academic calendar on the College website. Payments may be made via cash, personal check, certified check, or money order. Payments by ACH or credit/debit card are accepted online for an additional fee at: www.bellincollege.edu/payment.

Bellin College has the right to take steps to collect a student account balance, including but not limited to the following: prohibiting a student from participating in current classes; prohibiting a student from registering for classes for future semesters; withholding course credits, academic transcripts, and diploma until the balance is paid in full; turning over the student account to a collection agency or attorney; and taking legal action to collect the balance due. Students who fail to resolve their balance may be subject to administrative withdrawal from Bellin College.

Student Payment and Disclosure Agreement

The Student Payment and Disclosure Agreement is an enrollment requirement as well as a requirement of the Federal Truth-in-Lending Act for all Bellin College incoming students. This agreement outlines the financial responsibility of the student during their enrollment at the College, along with relevant information about institutional policies related to billing and the student's college account. The Payment and Disclosure Agreement states that the student will assume responsibility for charges accrued during their time at Bellin College. Noncompliance with this requirement may prevent matriculation and/or registration privileges.

Overpayment of Account

Students with overpayments/credit balances either through excess financial aid or personal payment have the option to hold their credit on their account for a future term or receive a refund check for the overpayment/credit amount. To have the overpayment/credit held on the student account, the student must notify the Bursar in writing to hold the overpayment/credit for future charges, otherwise their overpayment/credit will be automatically refunded after the add/drop period.

Refund checks for overpayment/credit balances are processed after the add/drop period has passed. Refund requests are processed once a week and students are notified via their Bellin College email once their refund check is available to be picked up in Student Services. Refund checks can also be mailed to the student upon their request.

Administrative Withdrawal Due to Nonpayment of Tuition and Fees

If a student fails to make payment in full, enroll in a payment plan, or make acceptable payment arrangements with the Bursar to bring the account current by the established due date, the student will be placed on a hold; and access to all records and classes will be blocked for two weeks. If a student fails to meet with the Bursar and make acceptable payment arrangements

during this hold period, then the student may be administratively withdrawn from the Bellin College program.

If a student is administratively withdrawn their tuition and fee charges will be adjusted according to the College's withdrawal policy. It may also be necessary to adjust or return financial aid if a student is administratively withdrawn. A detailed description of the College's withdrawal refund policy can be obtained from the Bursar Office or be accessing the Bellin College Guidebook at: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/bellin-college-guide>

Administrative withdrawal decisions will be made in a fair and equitable manner by a committee of college representatives that will include the Vice President of Business and Finance, Registrar, Bursar, Director of Financial Aid, and other applicable Bellin College personnel.

The student may appeal this decision; however, the appeal must be made within one week (five business days) of the decision. To appeal, the student must contact the Vice President of Business and Finance in writing to request reinstatement. Payment in full or acceptable payment arrangements must be made before the student is allowed to attend Bellin College classes. Tuition and fee charges will, at this time, be based upon the tuition and fee schedule for semester charges plus the applicable late fee(s) and/or payment plan enrollment fee. Failure to abide by the payment arrangement will result in immediate withdrawal from the College.

Returned Payments

There is a \$25 non-refundable return payment fee charged to the student account for all returned payments (check or ACH) such as incorrect routing number, insufficient funds, etc.

The Bellin College Bursar will notify the student in writing about the returned payment and the reason for the return. Replacement payment must be submitted within 5 days of the return notice being sent.

Please note: Failure to make the replacement payment by the date will result in a late payment penalty and the student may be subjected to a hold and/or the administrative withdrawal policy.

Individuals with multiple returned payments will be required to make all current and future payments to Bellin College by cashier's check or certified check/money order. Personal checks/ACH transactions from any party will not be accepted.

1098-T Tax Forms

The 1098-T tax form includes information that colleges and universities are required to issue for the purpose of determining a student's eligibility to receive the American Opportunity Credit, Lifetime Learning education tax credits, or other education credits on form 1040.

Bellin College reports this information directly to the IRS; therefore the 1098-T is for your information only and does not need to be attached to your tax return.

As each student's tax liability is subject to various personal factors, student and parents are encouraged to seek additional information directly from the IRS or their personal tax adviser.

Eligible students will receive an email notification in late January when their 1098-T Tax Information is available in their MyBC portal.

Absences and Rescheduling Fees

Absences and Rescheduling Fees

Attendance at all College orientation/informational activities is mandatory. Those who are not able to attend must contact the appropriate program personnel prior to the activity and may be placed on a Student Performance Notification (SPN).

Orientations

Students who do not attend scheduled orientations are required to reschedule with the appropriate College personnel and may be placed on a SPN.

Clinical

Students who do not attend clinical may be offered an alternate day or assignment from the faculty and Program Director and may be placed on a SPN.

Lab

Students who do not attend lab may be offered an alternate day to review material from the faculty and/or Program Director and may be placed on a SPN.

Theory

Students are highly encouraged to attend all in-person class sessions.

Lab Testing

Those who do not attend lab testing at the scheduled time are required to reschedule with the course facilitator and may be placed on a SPN. If a student is unsuccessful with a lab test, they are allowed to retake the test one time and may be charged a lab testing rescheduling fee.

Computer Trainings/Standardized Testing

Students who do not attend computer training and standardized tests as scheduled are required to reschedule, may be placed on disciplinary action, and may be charged a fee.

Simulations

Students who do not attend simulation activities as scheduled are required to reschedule with the course facilitator and may be placed on a SPN.

Student Organizations

[Bellin College prides itself in attracting highly engaged students that, through education and experience, develop into future leaders in the healthcare professions. Student organizations provide opportunities for students to engage with each other. The Campus Life Coordinator oversees all student organizations.](#)

Student Organizations Guidelines

Activity and Fundraising

Student organizations should consult their organizations facilitator(s) regarding activity and fundraising events. The “activity/fundraiser

request” form will be approved by the Campus Life Coordinator. The form is available on the College [website](#).

The form is available on the Bellin College Buzz at <https://cglink.me/2wb/s6>.

The following standards apply to each organization:

- Submit the request form two weeks prior to the event. The Campus Life Coordinator will notify the organization whether the event is approved.
- Assistance with publicity and room availability will be provided as needed.

Meetings

All student organizations are required to keep significant documents stored on the Bellin College Buzz. Significant documents are defined as but are not limited to: constitutions, bylaws, committee agendas, meeting minutes, proposals, fundraising request documents and annual reports. Organization bylaws are available on the Bellin College Buzz.

Student Organizations

Bellin College FitClub

The FitClub will facilitate physical activity and movement as part of a healthy lifestyle within the student body and community. We aim to provide fellow students with resources to learn about different fitness modalities and lifestyle integration. FitClub also strives to foster stress-relief and increased resiliency through peer-supported physical activity and discussion.

Bellin College Impact

Bellin College Impact I be to promote a stigma-free environment regarding mental health awareness and suicide prevention. This club is designed for college students who desire to better understand and advocate for suicide prevention and mental awareness while making suicide a talkable topic.

Bellin College InterVarsity (BCIV)

BCIV is a Christian-based group that focuses on learning how to incorporate spirituality into the care of patients; as well as continue to develop a personal relationship with God. The group is open to all Bellin students and faculty and meets

weekly for bible study and monthly THRIVE meetings, featuring speakers on different spirituality topics. BCIV also supports the community through service opportunities.

Bellin Student Nurses Association (BSNA)

The Bellin Student Nurses Association (BSNA) is a pre-professional organization for Bellin student nurses. The organization participates in community service activities aimed at improving healthcare and educating the public. Collaborative relationships with nursing professionals and healthcare 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. The goal is to improve the nursing profession. Membership in BSNA is voluntary. Yearly dues are required for membership.

Beyond the Rainbow (LGBTQ)

[This organization serves to promote acceptance of the LGBTQ community throughout Bellin College and in healthcare. It supports social-justice-based education, resources, programming, and encouragement for students across the spectrums of gender and sexuality. Beyond the Rainbow provides a safe space where members of the LGBTQ community and allies are free to express themselves in a non-judgmental environment. The organization empowers all to become agents of change in the healthcare field through service projects, campus events, and networking.](#)

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 program juniors and seniors who meet the academic and leadership eligibility requirements, as well as community leaders in nursing and students pursuing a master's, Post-Graduate, or doctoral degree.

Student Governance Committee

The Student Governance Committee is comprised of student leaders from the Bellin

College student organizations. The purpose of this committee is to provide a forum for student input regarding student life, student services and to make recommendations for change. The committee encourages student participation in College activities, facilitates student community service and coordinates student organization fundraising.

Student Senate

All students are members of the Bellin College Student Senate Organization. This organization provides a means for students to organize and actively participate in the decision-making related to student life. There is a nominal fee charged per year, payable each semester from student fees. Fees are often used to support many of the all-College social activities. In addition to elected senate officers, each class elects' members to serve as senate class representatives.

Wisconsin Omega of Lambda Nu Medical Imaging Honor Society

The Omega Chapter at Large of Lambda Nu is a professional organization that fosters academic scholarship, promotes research in the imaging sciences field and recognizes exemplary scholarship. Honor Society membership is by invitation to medical imaging juniors and seniors with a 3.5 GPA and community leaders in medical imaging.

Introduction to Bellin College

Diagnostic Cardiac Sonography Philosophy

In association with the mission of Bellin College, it is the intention of the diagnostic cardiac sonography program to educate medical imaging students who will function as proficient healthcare professionals and team members possessing a constant concern for quality patient care and technical competency. It is the Program's intention to maintain the highest standards, thus ensuring accreditation by the Higher Learning Commission (HLC) guaranteeing graduates their eligibility for examination by the American Registry for Diagnostic Medical Sonographers (ARDMS).

Diagnostic Cardiac Sonography Program Goals

To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

Code of Ethics for the Profession of Diagnostic Medical (Cardiac) Sonography

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic cardiac sonography will be maintained.

Objectives

- To create and encourage an environment where professional and ethical issues are discussed and addressed.
- To help the individual diagnostic medical sonographer identify ethical issues.

- To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

Principles

Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:

- Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- Respect the patient's autonomy and the right to refuse the procedure.
- Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- Promote the privacy, dignity, and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- Maintain confidentiality of acquired patient information and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:

- Obtain appropriate diagnostic cardiac sonography education and clinical skills to ensure competence.
- Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the [National Commission for Certifying Agencies](#) or the [International Organization for Standardization \(ISO\)](#).
- Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- Acknowledge personal and legal limits, practice within the defined [scope of practice](#), and assume responsibility for their actions.

- Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
- Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:

- Be truthful and promote appropriate communications with patients and colleagues.
- Respect the rights of patients, colleagues, and yourself.
- Avoid conflicts of interest and situations that exploit others or misrepresent information.
- Accurately represent their experience, education, and credentialing.
- Promote equitable access to care.
- Collaborate with professional colleagues to create an environment that promotes communication and respect.
- Communicate and collaborate with others to promote ethical practice.
- Engage in ethical billing practices.
- Engage only in legal arrangements in the medical industry.
- Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention, and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

Faculty and Staff Directory

Please see the full listing of the Bellin College staff and faculty [here](#).

Board of Trustees Directory

Please see the full listing of the Bellin College Board of Trustees [here](#).

College Information

The BC Diagnostic Cardiac Sonographer Handbook & Catalog Effective Dates

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

Abbreviations

References to Bellin College may be listed as BC or the College throughout this document. In addition, abbreviations for Diagnostic Cardiac Sonography (DCS) 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

Diagnostic Cardiac Sonography (DCS) Certificate

DCS graduates are eligible to apply and take the sonography national board examination in adult echocardiography through the American Registry for Diagnostic Medical Sonographers (ARDMS).

Accreditation

The College is accredited by:

The Higher Learning Commission (HLC)

30 North LaSalle Street, Suite 2400, Chicago, IL
60602-2504
Phone: (800) 621-7440, www.hlcommission.org

The College Academic Programs are accredited by:

Commission on Collegiate Nursing Education (CCNE)

655 K Street NW, Suite 750, Washington, DC
20001
Phone: (202) 887-6791, ccneaccreditation.org

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

Wisconsin Department of Safety and Professional Services (Board of Nursing)

1400 East Washington Avenue, Madison, WI
53703
Phone: (608) 266-2112, <http://dsps.wi.gov>

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 113th St. N, #7709, Seminole, FL 33775
Phone: (727) 210-2350, <https://www.caahep.org>

Accreditation Council on Orthopaedic Manual Physical Therapy Education (ACOMPTE)

8550 United Plaza Boulevard, Suite 1001, Baton Rouge, LA 70809
Phone: (225) 922-4642, <https://www.aaompt.org>

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)

6021 University Boulevard, Suite 500, Ellicott City, MD 21043
Phone: (443) 973-3251, www.jrcdms.org

Affiliations

Clinical/Practicum

A vast array of clinical sites are in place including hospitals, acute care and long-term care facilities, vascular centers, clinics, and maternity facilities.

History of Bellin College

Bellin College has a long, rich history and a distinguished reputation as an excellent educational institution. Although many changes occurred over time, the commitment to providing growth, opportunity, and excellent education for healthcare providers continues.

Our parent company, Bellin Health System, and its leader, Dr. Julius Bellin started the academic institution in 1909. The College began as a diploma school when it enrolled three students to the Deaconess Sanitarium Training School for Nurses. It was not until 1925 that the name of the hospital was changed from Deaconess to Bellin Memorial Training School in honor of its founder, Dr. Julius Bellin. In 1942, the school became known as Bellin Memorial Hospital School of Nursing. Over time, the school would take on many title changes, but Bellin would always be a component of the name. A new nurse's residence was built and annexed as the north wing of the hospital. More classrooms were added, and clinical experiences were expanded. The Cadet Nurses Corp graduated its first class in 1944. Accreditation of the College was granted by the State of Wisconsin in 1930 and by the National League for Nursing in 1953.

The school closed in 1953 for the purpose of building a new nurses' facility, which opened as the Charlotte Fowler Residence in 1955. The building not only housed 80 students but also included a skills laboratory, library, lounge, and classrooms. At the same time, the curriculum became less task-oriented with greater emphasis on theory and scientific rationale. Students began attending the University of Wisconsin Extension at Green Bay for general education courses. In 1958, the first male student was admitted to the program and graduated in 1961. It would be another 12 years before another male student entered the nursing program.

In 1984, the school became a four-year BSN program and admitted its first baccalaureate students. After years of planning, a new curriculum was implemented that addressed the new trends in healthcare and education. The school's name changed to Bellin College of Nursing to better reflect the new independent status of the educational institution. While many students still took most of their general education courses at the University of Wisconsin-Green Bay, courses from other accredited institutions were accepted for transfer, making it easier for students from greater distances to enroll in the nursing program. The College relocated to a newer building in 1994 located at 725 S. Webster Avenue, and the Charlotte Fowler Building was demolished. In 1997, an accelerated 21-month transfer option was developed to stay with the trends in nursing education, and in

2001, the sophomore transfer option was developed to allow students with prior general education credits to join the nursing program.

A comprehensive needs assessment in 2002 confirmed the need for a graduate nursing program in northeast Wisconsin. The Higher Learning Commission (HLC) conducted an accreditation review of the College in 2004 and granted permission for the College to begin offering a Master of Science degree in nursing with specialty tracks in administration and education. The first graduate students were admitted in August 2004. The Commission for Collegiate Nursing Education (CCNE) accredited the baccalaureate program in 2003. A CCNE visit was completed in 2008, with accreditation received for an additional ten years. The nursing program is also approved by the Wisconsin State Board of Nursing. The first class of MSN graduates received their degrees in 2007. January of 2008 marked the first cohort of students entering the 15 Month option, where students complete all their general education courses and receive their nursing degree in just 15 months.

With the growth and changing needs of higher education, the College broke ground in 2008 for a stand-alone campus located at 3201 Eaton Road, Green Bay, WI. The Higher Learning Commission granted the College approval to offer a Bachelor of Science in Radiologic Sciences (BSRS) and the ability to offer general education courses on campus. The College moved to its new location in 2009, and the name officially changed to Bellin College to signify degrees beyond nursing. In 2009, the College also celebrated its 100th year anniversary.

The Radiologic Sciences program has a long-standing history with Bellin Hospital. The Bellin School of Radiologic Technology was inaugurated in 1957, founded by Dr. Lyle Edelblute to alleviate the critical technologist shortage that existed in the field of x-ray technology. Two students were admitted to the class in 1957. The program was a two-year certificate. The bachelor's program offered a 4-year program of study that provided graduates with additional knowledge and skill in leadership plus 2 of 3 specialties: CAT Scan, MRI, and/or Women's Imaging, which included mammography and DEXA (bone densitometry). The first class graduated in 2013.

In 2011, the Board of Trustees approved to begin offering a Family Nurse Practitioner option at the master level. The first class entered in 2013. In 2015, the first class of family nurse practitioner students graduated.

In 2014, in partnership with Bellin Health, to help meet their need to have an 80% BSN nursing staff by 2020, the College collaborated to create an RN to BSN program. The first class graduated in 2017 and in 2021 the last cohort graduated. The curriculum supported the needs of the working RN. In 2014, additional unfinished space in the Health Sciences Resource Center (HSRC) was completed to enhance the Center to include simulation spaces for labor and delivery, an operating room suite, a multi-faceted space that can be a critical care/pediatric ICU/trauma/recovery room spaces, as well as primary care exam rooms to meet the changing needs of simulation and interprofessional education.

A demand for sonographers was noted, and the College explored offering a Bachelor of Science degree in Diagnostic Medical Sonography (BSDMS). The board approved this option, and in 2016, the Higher Learning Commission granted permission for the College to start this program. It is a three-year program, with students attending year-round to earn their degrees. The Commission on Accreditation of Allied Health Education programs approved the Sonography program in September of 2018. The first class was admitted in the fall of 2016 and graduated in 2019. Additional space was completed in the HSRC area to accommodate a lab and two high-end technology classrooms. The Higher Learning Commission also approved that the college could offer distance education in 2016.

Growth continues for all programs as well as new initiatives. In 2016, the nursing assistant program was offered to a local high school to support the need for more opportunities for students within the healthcare field. The program continues to be a popular option for high school students. The nursing assistant program was initially offered in 1990-1995 but stopped due to low demand for this level of care provider. The College also created a Hands-on Healthcare Initiative to help educate and create excitement around healthcare professions for high school students. The program offers students the opportunity to spend a day at the College, where they get a hands-on opportunity to learn about healthcare. Students rotate through several stations and gain knowledge through hands-on experiences.

In the fall of 2017, this program was expanded by offering a mobile Hands-on Healthcare unit via an ambulance, bringing this experience to students at their school.

In 2017, The Board of Trustees approved the exploration of offering its first terminal degree, a Doctor of Science in Physical Therapy (DScPT). This program helps secure the educational faculty needed for physical therapy education. The program was approved by HLC in August 2018 and continues to graduate highly skilled educators in physical therapy. In partnership with Evidence in Motion, the College also began the Orthopaedic and Manual Physical Therapy (OMPT) Fellowship program. The fellowship program is now accredited by ACOMPT, which stands for the Accreditation Council on Orthopaedic and Manual Physical Therapy Fellowship Education.

In the fall of 2018, Bellin College began offering all required general education courses for undergraduate programs on campus. Each course is unique and has a healthcare baseline so students can connect the value of their courses to their profession.

In addition to the Diagnostic Medical Sonography (BSDMS) degree, the Diagnostic Cardiac Sonography (DSC) Certificate program was added in the fall of 2019 and offered a 1-year program for sonographers to learn the skill of ECHO (cardiac) scanning. Due to the strong demand in cardiac sonography, in fall of 2021 the BSDMS program added a second concentration in cardiovascular. Students now have the option to pursue a DMS degree in general-vascular which includes abdomen, vascular, and obstetrics or cardiovascular which includes adult echo, pediatric ECHO, and vascular.

As a leader in education and a demand for outstanding cancer care, in the fall of 2020 the College started a 3-year bachelor's program in Radiation Therapy, which was approved by HLC in the spring of 2020. This program admitted ten students who will complete a rigorous curriculum. The first class graduated in 2023 and was approved by the Joint Review Committee of Education in Radiologic Technology (JRCERT) in June of 2023.

In June of 2020, the board approved to convert the 4-year bachelor's degree in radiologic sciences to a 3-year BS program. The ever-increasing demands of healthcare professionals

continues. In 2021, the college received approval for HLC to offer a Doctor of Physical Therapy Program (DPT), a Doctor of Nursing Practice (DNP), which will be an online option, expanding the nurses' knowledge for advanced practice, and a bachelor's degree in Surgical Assisting (BSSA). This degree will be a 3-year degree, offering students significant clinical experiences. The DPT program is an in-person program and unique in that students will have a variety of clinical learning throughout greater Green Bay and beyond.

To accommodate our program growth, the college purchased a secondary location on December 31, 2021, at 2620 Development Drive, a short 10-minute drive from our Eaton Road location. The building was remodeled to accommodate the physical therapy, sonography, and graduate nursing programs, two science labs, five additional classrooms, faculty offices, additional student study spaces, and the Advancement Department.

To expand our reach to high school students, in addition to the college's Hands on Healthcare program, a Healthcare Academy was started in fall of 2022. This program allows high school students to take college level credits throughout their high school years and earn up to 42 credits. The college partners with local high schools for this initiative.

In December of 2022, the Board of Trustees approved the Psychiatric Mental Health Nurse Practitioner program. Degrees will be offered at the MSN and DNP level. Pending Higher Learning Commission approval, a target start date to begin the program is in fall of 2024.

After months of planning, collaboration, relationship building, and learning our parent company, Bellin Health Systems, merged with Gunderson Health System on December 1, 2022. The collective histories of Bellin Health and Gunderson Health System made this a successful process. Over the course of the next year, work will begin to combine operations for the new organization. Per the Board of Trustee bylaws, the name of the corporation is Bellin College, Inc. and Bellin Health System will remain the sole member of corporation.

The college continues to grow and expand its program offerings to meet healthcare needs. We

have partnered with local healthcare entities to provide the best curricular components for our students.

While the first students practiced in a small building that accommodated only 17 patients, the current students have many varied experiences in a variety of hospitals and more than 189 clinical agencies, including acute care facilities, nursing homes, home health, clinics, public health, and a variety of clinic and community settings. Bellin College has provided educational programs for the region since 1909 and has a distinguished history in Northeast Wisconsin. The College has been responsive to the changing trends in education and healthcare as well as the needs of the community and beyond. Bellin College continues to grow and expand program offerings to meet the future needs of the communities it serves

Accreditation History

Bellin College offers an array of health science related degrees. In 1909, a nursing program was started by Dr. Julius Bellin, Founder of Bellin Hospital. Dr. Bellin wanted qualified nurses to work with him at the bedside. One hundred years later, Bellin College added its second degree and today, continues to grow and expand their program offerings to meet the changing and demanding needs of healthcare. The college is accredited by the Higher Learning Commission and each program has its own specialized programmatic accreditation. This document provides an overview of the accreditation process for each program offered.

Higher Learning Commission (HLC)

The Higher Learning Commission is the regional accreditor. Each time a new program is offered, the accreditation process begins with HLC. The College received initial accreditation for five years from the Higher Commission of Higher Education of the North Central Association of Colleges and Schools (NCA) in March 1989. A self-study and site visit occurred in Spring 1994, which resulted in continued accreditation for ten years. The site visit occurs based on the outcome of the previous visit and the next site visit scheduled for 2003-2004.

In Spring 2004, a site visit occurred for reaffirmation of the Bachelor of Science in Nursing program and a request for authorization to grant a Master of Science degree in Nursing. In

June 2004, the Commission granted ten years of continued accreditation with authorization to grant a Bachelor of Science degree and Master of Science degree in Nursing (2004-2014). In 2014, Higher Learning Commission dropped its affiliation with the North Central Association and is recognized solely as the Higher Learning Commission (HLC).

In September 2008, a focus visit was requested by the College for authorization to offer a Bachelor of Science degree in the Radiologic Sciences (BSRS) and to offer general education courses. Approval was granted in December 2008.

In 2009, HLC came and visited the campus located at 3201 Eaton Road in Green Bay WI to approve the building and determine that its size and amenities could support the college and future program growth. Approval was granted.

In 2014, HLC reaffirmed accreditation of Bellin College, and all current programs offered through 2024.

In 2015, the College requested a change visit to begin offering a Bachelor of Science degree in Diagnostic Medical Sonography (BSDMS) and distance education courses and programs. The BSDMS is a bachelor's degree with a compressed curriculum offered over three years to meet the staffing needs within the region. The expansion of distance education was evident with the changing needs of higher education. On February 12, 2016, approval was granted for both program requests.

Bellin College continues to expand and meet the needs of the region with additional educational offerings, including the 2018 HLC approved Doctor of Science in Physical Therapy (DSc PT), the first terminal degree offered at Bellin College. In addition, Bellin College also offered all the general education courses for all undergraduate degrees starting in fall 2018.

On January 28, 2020, HLC approved a 3-year bachelor's degree in Radiation Therapy with the first anticipated cohort starting the fall of 2020.

The Board of Trustees approved adding a Sonography concentration in Cardiac on December 10, 2020. A change request was submitted to HLC. On December 15, 2020, HLC determined that no individual approval is needed for Bachelor of Science in Diagnostic

Medical Sonography - concentration in Cardiac. The change form submitted form served as notification of the new program to HLC.

In spring of 2021, HLC approved three programs: a 3-year bachelor's degree in First Assisting, (BSSA) on March 12, 2021; a Doctor of Nursing Practice (DNP) on March 12, 2021; and a Doctor of Physical Therapy (DPT) on May 7, 2021.

[On December 8, 2022, the Board of Trustees an additional graduate level nursing program, the Psychiatric-Mental Health Nurse Practitioner Program. The program is pending approval from HLC.](#)

On March 3, 2023, HLC visited the secondary location at 2620 Development Drive and approved this site for education affiliated with Bellin College. This location is named the Michael Van Asten Campus. The Eaton Road campus is named the Resch Campus.

NURSING ACCREDITATION HISTORY

Wisconsin Board of Nursing

The Wisconsin State Board of Nursing granted Bellin College initial approval to implement a baccalaureate program in nursing in April of 1984. The College submitted a comprehensive evaluation of the program to the Board of Nursing, and full approval was granted in February 1989 and continues today.

Specialized Nursing Program Accreditation

An accreditation visit by the Council for Baccalaureate and Higher Degree Programs of the National League for Nursing occurred in April 1989. Accreditation for a period of eight years was received in October 1989. A four-year progress report was submitted in August 1993. A self-study and site visit again occurred in April of 1997. In July 1997, the National League for Nursing Accrediting Commission (NLNAC) granted continued accreditation for eight years (1997-2005).

In 2002, a decision was made to pursue accreditation with the Commission for Collegiate Nursing Education (CCNE) accreditation, which is associated with the American Association of Colleges of Nursing (AACN). This accreditation

review was completed in Spring 2003, and in October 2003, the College was awarded the initial, five-year accreditation (2003-2008). A CCNE visit was held in 2008, with the maximum ten years of accreditation received (2008-2018).

In May 2002, a needs assessment, conducted by an independent marketing research firm, identified a significant need for graduate nursing education in the region. As a result, Bellin College Board of Trustees approved plans to proceed with a graduate program in November 2002. By July 2003, a decision was made to move forward to establish a master's degree in nursing (MSN) with an administrator and an educator track. The emphasis in both programs was on nursing leadership.

The graduate program enrolled its first students in September 2004. An accreditation review by the CCNE occurred in February 2006 and in October 2006, and the College was awarded the five-year accreditation (2006-2011). The first MSN class graduated in 2007. In October 2008, CCNE awarded the maximum 10-year accreditation to both the baccalaureate and masters nursing programs (2008-2018). The Commission for Collegiate Nursing Education returned in 2018 for a comprehensive visit.

In Spring 2011, the Bellin College Board of Trustees approved a Family Nurse Practitioner Track. A substantive change was submitted to CCNE, and in the fall of 2011 approval was granted. The first cohort of students entered in Fall 2012. In May 2015, the first class graduated from the Family Nurse Practitioner Track.

In the spring of 2018, CCNE awarded the maximum 10-year accreditation to both the baccalaureate and masters nursing programs (2018-2028).

With the change to nursing education to offer a Doctor of Nursing Practice (DNP), the college Board of Trustees approved the program on May 14, 2020. Work began to seek HLC approval which was granted on March 12, 2021.

On December 8, 2022, the Board of Trustees an additional graduate level nursing program, the Psychiatric-Mental Health Nurse Practitioner Program. The program is pending approval from HLC.

MEDICAL IMAGING ACCREDITATION HISTORY

Joint Review Committee of Education in Radiologic Sciences (JRCERT):

The School of Radiologic Sciences was a two-year certificate program offered through Bellin Health System. In 1988, the program was granted full accreditation by the Joint Review Committee of Education in Radiologic Sciences (JRCERT). Subsequently, the program is the result of a Transfer of Sponsorship from Bellin Health System to Bellin College in March of 2011. The new program design changed the previous terminal credential from a two-year certificate program to a 48-month Bachelor of Science in Radiologic Sciences (BSRS) program at Bellin College. Statewide surveys were conducted to assess the need for the bachelor's program. Results demonstrated high interest among the employer and technologist communities.

In August 2015, JRCERT awarded the maximum 8-year accreditation to the Bachelor of Science degree in Radiologic Sciences (2015-2023).

JRCERT reviewed the Radiation Therapy Program (BSRT) for initial accreditation in April 2023. In July 2023, the BSRT program was granted the maximum years of accreditation allowed as a new program, which was three years. A comprehensive visit will happen in 2026.

Commission on Accreditation of Allied Health Education Programs (CAAHEP):

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is a programmatic postsecondary accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). CAAHEP carries out its accrediting activities in cooperation with 25 review Committees on Accreditation and approved the Sonography program in September 2018.

PHYSICAL THERAPY PROGRAMS

Doctor of Science in Physical Therapy (DScPT) and Orthopedic Manual Physical Therapy (OMPT):

The American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE) initially approved the Orthopaedic Manual Physical Therapy (OMPT) fellowship program in 2018. The Accreditation Council on Orthopaedic and Manual Physical Therapy Fellowship

Education (ACOMPTE) approved the OMPT fellowship program in 2019. The next visit is scheduled in 2024.

Doctor of Physical Therapy (DPT):

The Doctor of Physical Therapy (DPT) is accredited by the Commission on Accreditation in Physical Therapy (CAPTE) is an accrediting agency that is nationally recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants.

Moving forward, with the multiple accreditation processes, a grid will be used to track the progress of each program and affiliated accreditation. See the attached document.

Campus Information

Bellin College Campus – Quick Reference

Bellin College administrative offices, classrooms, library, Center for Academic Success, Teaching, and Learning Excellence, Health Sciences Resource Center (skills and simulation labs) located at Resch Location - 3201 Eaton Road and Mike Van Asten - 2620 Development Drive, Green Bay.

Resch Location

First Level

- Academic Affairs
- Academic Program Directors (BSN, BSRS, BSRT, BSSA, Gen Ed)
- Admissions
- BC Express Café and Micro Market Area
- Campus Life Coordinator
- Classrooms
- Conference Rooms
- Dean of Students & Allied Health Sciences
- Dean of Nursing
- Director of Student Affairs and DEI
- Information Technology
- Reception Desk (student concierge and security station)

- Reflection Room
- Student Activities Area/Student Lounge
- Student Services - One Stop Shop (Cashier, Administrative Assistant for Support Services, Registrar, Bursar, Academic Advisor, Director of Financial Aid, Assistant Registrar, Financial Aid Counselor)
- Vice President of Business and Finance

Second Level

- Board, Executive, Faculty Conference Rooms
- Center for Academic Success, Teaching, and Learning Excellence (CASTLE)
- Faculty and Adjunct Faculty Offices
- Institutional Effectiveness (IE) Director
- Instructional Design
- Library (including group study rooms/testing rooms)
- Marketing
- Presidential Suite
- Vice President of Admissions & Marketing
- Wellness Center

Lower Level

- Advance Practice/Procedure Room
- Birthing Suite
- Conference Room
- CT/MRI Simulator Classroom
- Exam Rooms - Four
- Fundamental Skill Labs
- Health Assessment Labs
- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- Patient Lounge
- Practice Lab - Two
- Radiology Labs – Two
- Simulation Control Rooms
- Simulation Lab
- Standard Classrooms – Three
- Student Lounge
- Surgical Skills Lab
- Surgical Suite
- Virtual Reality Linear Accelerator

Mike Van Asten Location

First Level

- Academic Program Directors (PT)
- Administration
- Conference Room
- Faculty and Adjunct Faculty Offices
- Information Technology
- Instructional Design
- Micro Market Area and Student Lounge
- Physical Therapy Labs

- Reception Desk (student concierge and security station)
- Science Lab Classrooms
- Student Services - (Cashier, Administrative Assistant for Support Services, Registrar, Bursar, Academic Advisor, Director of Financial Aid, Assistant Registrar, Financial Aid Counselor)

Second Level

- Academic Clinical Affiliation Coordinator
- Academic Program Directors (BSDMS, Graduate Nursing)
- Advancement and Alumni Relations
- Center for Academic Success, Teaching, and Learning Excellence (CASTLE)
- Classrooms
- Conference Room
- Diagnostic Medical Sonography Lab
- Faculty and Adjunct Faculty Offices
- Library (including group study rooms/testing rooms)

Bellin College – Student Foundational Behaviors

Student Foundational Behaviors were developed as a framework to prepare health professional graduates for the work needed to transition into an interprofessional healthcare system. The eight foundational behaviors are core skill sets consistent with and support the overall Mission and Values. They ensure students know the expected behavior associated with being a student at Bellin College. New graduates will also be career-ready with the competencies expected by the 21st century employers. Students competent in the foundational behaviors will have the knowledge, skills, and attitudes needed to succeed or manage their careers. Eight core competencies are identified as foundational to student behavior:

1. Be a Team Player
2. Use Effective Communication
3. Information Technology
4. Professionalism
5. Diversity & Inclusion
6. Personal and Professional Growth
7. Emotional Intelligence
8. Service

Be a Team Player	Diversity and Inclusion
I will work collaboratively with my peers and others. When problems arise, I will be part of	I will create a safe place where people feel empowered. I will work to

the solution and embrace change with an open mind. I will be an active, contributing member of Bellin College.	remove barriers for those with marginalized identities. I will be open to feedback and committed to personal growth surrounding issues of social justice and equity. I realize bias exists, and I will work to address those biases within myself and others.
Use Effective Communication	Personal and Professional Growth
I will actively listen and use appropriate verbal and nonverbal language, asking questions and clarifying when I do not understand. I will seek out the source of information. I will share my observations and concerns in a constructive manner, while honoring confidentiality. I will work to build and maintain trust.	I will represent the programs and services of Bellin College in a positive manner, both internally and externally. I will seek opportunities for personal and professional growth.
Information Technology	Emotional Intelligence
I will use technology and BS resources appropriately. I will use a variety of professional resources to inform my decisions. I will embrace and use new and emerging technology. I will understand the importance of privacy and potential abuses of protected patient / college information. I will maintain professional boundaries when using social media.	I will have a good understanding of my own strengths and weaknesses. I will assess and manage my emotions and those of my peers and others. I will encourage people and celebrate their growth, efforts, and contributions. I will help my peers and others when they struggle or fail.
Professionalism	Service
I will adhere to the code of ethics and score of practice for my chosen profession and protect the patient's right to quality care. I will understand my role and my responsibility to respond in a timely manner, following through on all commitments I have made. I will exercise sound reasoning to analyze issues, make decisions and solve problems.	I will be positive, friendly, and kind in my interactions. I will place people before tasks. I will strive to serve the needs of internal and external communities.

Student Access to Building

- Students can enter and exit the College via the main entrance or back entrances.
- The College main entrance will be open to students and staff.
- Access with personal ID badge is required from 4:30 p.m. until closing.
- The College main entrance door is open to the public during regular business hours from 7 a.m. to 4:30 p.m. Monday through Friday.

- Student must **always** wear their ID badge. It is required to access the back doors.
- Individual College department hours of operation are 8 a.m. to 4:30 p.m. (Monday through Friday). Students will not have access via their ID before or after regular business hours.
- Hours are subject to change, particularly during holiday and summer months.

Find the latest building hours for students at the website below:

www.bellincollege.edu/campus-life/safety-and-security/building-hours

Student ID Badge

The ID Badge is the official identification for all students. Student ID badges must always be worn when on Bellin College property and during Bellin College clinical training.

Students must use their ID badges for entry to the campus during campus hours when the doors are automatically locked (weeknights and weekends).

- All students are responsible for safeguarding their own ID badge. Lost or stolen ID badges should be reported immediately to IT services for security to be disabled.
- Upon graduation, student ID badges are collected by the student services department assistant (room 106).
- The academic Advisor is responsible for collecting the student ID badges of students leaving the College due to withdrawal or dismissal.

Replacement ID Badge:

A \$10 replacement fee applies to lost, stolen, or damaged badges, as well as name changes.

Mental Health and Wellness Support Services

Professional, personal, financial, and academic counseling are available through the staff of Bellin College and the StudentLife Assistance Program.

The StudentLife Assistance Program is staffed with master's-prepared counselors 24/7/365, including weekends and holidays. This program is designed to provide/offer life and well-being resources related to personal issues before they

affect the student's health, family life or performance level. They can be contacted at: (855) 695-2818. For more information visit the Bellin College website under Campus Life or see the Director of Student Affairs and DEI.

Bellin College Fitness 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 during College hours. Showers and lockers are available. There is no membership cost associated with the use of the wellness center.

Greater Green Bay YMCA

Bellin College has partnered with The Greater Green Bay YMCA to offer students a Y Membership at a discounted rate, plus no joining fee. Memberships include onsite group exercise classes, childcare while you work out, member discounts and priority registration, YMCA360 free on-demand group fitness classes, and a supportive environment to help meet your wellness goals. Stop by or contact a Green Bay YMCA to get your membership started.

Smoke-Free/Tobacco-Free College

Bellin College is a smoke and tobacco free campus. All areas of the College are designated as non-smoking/non-vaping/non-tobacco areas. Additionally, smoking, vaping, or the use of any tobacco product is prohibited on all properties owned, operated, or leased by Bellin College, including the buildings, parking lots, grounds, vehicles, and sidewalks. Tobacco products are defined, but not limited to, cigarettes, cigars, pipes, hookahs, bidis, kreteks, and chewing tobacco. Products that produce the illusion of tobacco use (e.g. e-cigarettes) are also prohibited as they do not promote a healthy lifestyle.

Food Service

Food service is available on the campus. The BC Express provides choices such as sandwiches, soups, salads, and snacks. The hours of operation are posted at the College. The Micro Market "Grab and Go" machines, microwaves and refrigerators are always available at both locations.

Food and Beverage

Food and beverages are allowed throughout the building if the beverage container is covered. Exceptions include the following areas:

- Library, food and/or covered beverages are allowed in the library except the computer workstations.
- Center for Academic Success, Teaching, and Learning Excellence (CASTLE), food and/or covered beverages are allowed at any of the workstations except the computers.
- Health Sciences Resource Center (HSRC) areas.
 - Covered beverages are allowed with a top closure are allowed, with the following exceptions:
 - a. No food or beverages are allowed in simulation areas or medical imaging rooms.
 - b. Food is not allowed in lab training or practice areas at any time.
- Science Labs, no food or beverages are allowed.

Student Lounge

The student lounge area is located adjacent to the atrium on the first floor of the College. The Student Lounge and conference room is open during the hours that the Resch location is open for student use. In this space, there are board games, yard games, and other activities for students to use.

Bulletin Boards

The student lounge area has a bulletin board that displays information relating to student life. Students

assume the responsibility for reading notices on the bulletin boards. Students are also encouraged to utilize the Bellin College website for information regarding scholarships, updates, and similar items of interest. The marketing office and front desk concierge will maintain the mandatory postings, periodic review and discarding of obsolete information.

General Guidelines for bulletin boards:

- Recommended poster/flyer size is 8 ½ "X 11" and not to exceed 11" X 17".
- The College reserves the right to dispose of any unauthorized posters/flyers.
- Posters/flyers advertising alcohol-related events are not allowed and will not be approved.
- No outside vendors, companies, organizations, or agencies may post flyers or posters on the bulletin boards unless they have been approved by the Marketing office.

Digital Signs

Digital signs are located on both the Resch and Mike Van Asten locations, and are maintained by the Bellin College Marketing department. The digital sign outside of the Center for Academic Success, Teaching, and Learning Excellence (CASTLE) at the Resch location is maintained by the CASTLE.

- All digital ads will be designed by the Marketing office.
- No more than 7 to 10 slides will run at a time.
- Student-requested slides must be sponsored by a recognized Bellin College student organization or department and must promote a specific College function, program, service, or event. Marketing may add additional slides of their choosing to use as filler when space permits.
- Slides will be published on the digital signs approximately two weeks prior to the event, fundraiser, notice etc. and will continue to run for the duration of the event, deadline of notice etc. If an event requires participants to sign up in advance, then the slide may start sooner than two weeks prior if space permits. If a notice, activity, or fundraiser is in effect throughout the year, then the slide will be displayed as space permits throughout the year.
- Advertising questions and requests should be directed to the Marketing department.

Student Employment

Student employment opportunities are available in a variety of areas on campus. These areas include the HSRC, student concierge, Student

Services (One Stop Shop) and library. For more information, visit the Bellin College website under Campus Life.

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 non-work-study positions. As such, they are governed by the employment policies of the employer.

The College does not control the employment of students (with the exception of work-study students) however, 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.

Emergency Student Contact

Contacting students

Students should inform their families that calls of an urgent or emergency nature should be directed to the 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 in their "My BC" portal.

Emergency Procedures

Bellin College is equipped with emergency phones and call buttons at the Resch location. The emergency phones in the parking lots, identified by their blue lights, call 911 emergency services. There are also emergency call buttons located in the Resch location wellness center. Pressing these buttons will access 911 emergency services immediately.

The College has automated external defibrillators (AEDs) located at the front desks at both campuses.

During an emergency or drill, all students and employees should be prepared to vacate the buildings. Students should familiarize themselves with the Bellin College campus emergency evacuation plans posted throughout the buildings. If the circumstances require an evacuation, gathering points have been established for both locations. For the Resch location it is the Bellin Clinic, 3263 Eaton Road; for the Michael Van Asten location it is the Holiday Inn Express, 1663 Hoffman Road. Students and employees can shelter at these locations if needed.

Students are encouraged to monitor the College website, their student email, and personal cell phone for information in the event of a campus emergency.

Event Management (Incident Reports)

If an incident, which is negative consequence that results in unintended injury, illness, or personal property damage, which may or may not have been preventable, occurs, the following protocol is to be followed.

It is the responsibility of the individual involved, or who discovered the event, to initiate the event management report. They are also responsible to report the event to their direct supervisor/faculty. The supervisor/faculty is to inform the appropriate Dean or Vice President, and/or President of the event.

All programs at Bellin College are required to assist in the event management reporting system. It will be the responsibilities of the President, or designee, to review the event. They will then complete the follow-up and determine if any the quality improvement efforts need to be made. If an injury occurs and there is any medical evaluation or related bills, these will be processed through the injured parties' own medical/health insurance carrier. Event management Reports are confidential and protected by Wisconsin State Statue and are not to be placed in a medical record or personnel files. In general, printing of events is not allowed.

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.

Security is provided during all hours of operation. During the entire year, there are security personnel on campus when students have access to the building. For assistance during regular business hours (Monday-Friday 7 a.m. to 4:30 p.m.), contact security at 920-433-6672. Security personnel will also be patrolling the campuses during operating "nonbusiness" hours (evenings and Saturdays) and will be stationed at the reception desk in the Atrium at the Resch location and at the front desk at the Mike Van Asten location. The Resch desk can be reached at 920-433-6698. The Mike Van Asten desk can be contacted at 920-433-4316. The security coordinator's office is in room L-48 on the Resch location.

When contacting security, 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.

Please do not assume that someone else has reported criminal activity. Bellin College is required to publish campus crime and security information on a yearly basis. The 2021- 2022 Security Report showed zero arrests, violations, or criminal incidents on campus.

Weapons on Campus

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

It is Bellin College's policy that all persons (except law enforcement personnel) are prohibited from carrying or possessing weapons anywhere on College property, regardless of whether the person is licensed to carry the weapon or not. Bellin College property includes owned or leased buildings and surrounding areas such as sidewalks, driveways, parking lots, etc. Examples of prohibited items include:

- Firearms of any kind, including firearm lookalikes or realistic facsimiles, and any

paint guns or weapons that discharge a projectile by air, CO2 or other gas, or via a spring-loaded mechanism. This includes pellet or BB guns, whether short or long-barreled.

- Ammunition of any kind.
- Devices from which an electric current, impulse, wave, or beam may be directed, such as stun and laser guns.
- Sport, game, martial arts, or theatrical equipment such as swords, clubs, batons, darts, blowguns, brass knuckles, throwing stars, or knives.
- Bows, arrows, and crossbows.
- Cutting instruments that are not designed to be used as tools during college related work or educational projects.
- Explosives or incendiary devices.
- Fireworks or firecrackers.
- Dangerous or toxic chemicals, chemical irritants, or chemicals stored or used for anything other than a supervised experiment in a college laboratory.

As required by Wisconsin law, persons with a license to lawfully carry a weapon may have a licensed weapon in their personal vehicle. However, these students must ensure that the weapon is securely stored and is completely hidden from view at all times. Licensed students must also keep the vehicle locked and secure at all times, in addition to complying with all other applicable laws. To ensure a safe learning environment and workplace, Bellin College reserves the right to conduct searches including, but not limited to: searching book bags, purses, briefcases, personal vehicles, jackets, and apparel. Searches may be conducted by Bellin College leadership, leadership appointees, security, or local authorities. If the student refuses the search, however, he or she may be dismissed.

Students are also strictly prohibited from making threats (direct or implied and with or without a weapon of any sort) or engaging in aggressive or violent conduct. They may not display or portray as real any object that resembles a dangerous weapon. Failure to abide by all terms and conditions of this policy may result in discipline up to and including dismissal and/or may result in criminal charges. If a student becomes aware of anyone violating this policy or have questions or concerns about this policy or about weapons or threats of violence in the workplace, please contact Bellin College security or administration immediately.

For more information, visit <https://www.bellincollege.edu/campus-life/safety-and-security>.

Inclement Weather/Class Cancellations

A declaration of inclement weather is a time identified by appropriate local/regional authorities in which warnings are posted and made available to the public advising of non-essential travel restrictions due to weather conditions. Local and regional authorities will post public warnings during inclement weather.

If the College operation is canceled (cancellation of classes, labs and/or clinicals), details will be communicated via text message, the website, student email and/or local radio and television stations.

Information about the closing will be available by 5 a.m. for day classes, labs and clinical and 1 p.m. for evening classes, labs and clinical.

Website:

Check www.bellincollege.edu for cancellations.

Radio/Television Stations:

When the College is completely closed (all course and extracurricular activities have been canceled at both locations) 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	WGBA Channel 26

TV 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. Students who attend clinical outside of the Northeast Wisconsin area should use their best judgment for inclement weather. The student(s) must communicate attendance decisions with the clinical site and Bellin College personnel.

Admissions Policies and Procedures

It is the policy of Bellin College to be nondiscriminatory because of race, color, 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.

Bellin College evaluates applicants on a combination of educational, personal, and health qualifications for admission. Bellin College reserves the right to withdraw an offer of admission if an admitted student engages in behavior that brings into question his or her honesty, maturity, or moral character.

Students currently enrolled are held to meet the qualifications and requirements of The Bellin College Diagnostic Cardiac Sonography Guide Handbook & Catalog on which they entered. If a student exits the College and then re-enters, the student will be bound by the qualifications of The Bellin College Diagnostic Cardiac Sonography Guide Handbook & Catalog in effect at time of re-entry. For more information visit <https://www.bellincollege.edu/admissions/>

Admission Decision Process

Bellin College evaluates applicants holistically utilizing a combination of educational, personal, and health qualifications for admission. Applications for prospective students will be processed in the Admissions office. All files are reviewed on an individual basis.

Upon receipt of all application materials, the Admissions Counselor will evaluate the applicant's file for completeness of program specific requirements (resume, American Registry for Diagnostic Medical Sonography card, and Sonographic Principles & Instrumentation exam completion date). The admissions checklist is completed once all materials have been received

If information or requirements are not complete or satisfactory, it is documented during

application discussion with the Program Director. A video interview is completed within the application portal and is reviewed by the Program Director. After review of the video, the Program Director makes an admission decision of accept or deny. The admission decision will be made collaboratively between the Admissions Counselor and the Program Director.

Diagnostic Cardiac Sonography Certificate

Bellin College offers one entry to students. The option is a Traditional two semester option (Fall start date).

General Admission Requirements

Please reference the Bellin College website (<https://www.bellincollege.edu/admissions/how-to-apply/>) for the most current information. Bellin College recognizes unusual circumstances may occur. This may require additional information to make an admission decision. Contact the Bellin College Admissions department at (920) 433-6650 with any questions.

Personal Qualifications

The applicant must demonstrate motivation, initiative, work ethic, leadership, and integrity. The applicant must provide a personal resume and personal statement. A comprehensive review will be completed, to determine eligibility.

Academic Qualifications

Applicants must have a transfer GPA of 3.0 or higher.

Official Transcripts (For any College courses taken)

Official transcripts for all Colleges/universities attended must be submitted as part of the application process. Official transcript from a CAAHEP accredited sonography program and from 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.

Application Procedure Application Materials

Online applications can be found on the Bellin College website: www.bellincollege.edu. To apply, please submit the following:

- Bellin College application.
- Official transcript from a CAAHEP accredited sonography program and from 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 resume (uploaded as part of application).
- Proof of passing both Sonographic Principles and Instrumentation and Vascular Technology ARDMS exams
- Interview conducted for qualified applicants.

Non-United States Citizens

Non-Citizen applicants are encouraged to contact the Admissions department for more information.

The application process is the same, however, the following additional documents are required:

- Proof of lawful permanent residency/ citizenship in the US.
- Evidence of English proficiency via the TOEFL (Test of English as a Foreign Language). May be required at discretion of the Program Director.
- Official transcripts evaluated by the ECE (Educational Credential Evaluators) (if course is taken at a University/College outside of the United States).
- ACT or SAT scores (if applicable).

College and Academic Resources

Library Resources/ Photocopying and Printing

The Phil and Betsy Hendrickson Library is located on the second floor of the Resch location. An additional library space is located on the second floor of the Mike Van Asten location. The libraries offer a variety of electronic and print resources covering general and health-related subjects. During orientation, new students are provided information regarding library policies, procedures, resources, and literature searching.

Hours

The library is open Monday through Thursday from 7:30 a.m. to 9 p.m. Friday hours are 7:30 a.m. to 8 p.m. Hours are subject to change and will be communicated accordingly.

Phone

(920) 433-6659

Email

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, email and by appointment.

Photocopying/Printing

Printers for students to use at the Resch location are in the library, Center for Academic Success, Teaching, and Learning Excellence, first floor student lounge and lower-level lounge and at the Mike Van Asten location in the first-floor student study area and library. The copyright law of the United States (Title 17) 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. The cost of printing is 5 cents for black and white and 8 cents for color per page. Enrolled students receive credit for printing at the start of their first semester and each August provided they are enrolled in a program. Unused credits will roll over to subsequent years. Students needing additional credits can purchase them in the One Stop Shop. Printing credits cannot be returned or refunded. Call the One Stop Shop at (920) 433-6699 for details.

How to Access the Library Web Site

The library website can be accessed two ways:

1. Canvas course page (recommended access)
2. Bellin College website under *Quick Links*

****Please note:** The library website works best with the Google Chrome browser.

How to Access the Library Web Site via Canvas

1. Log into your course page
2. Click on **Bellin College Resources**
3. Click on **Library**

How to Access the Library Web Site via the Bellin College Home Page

1. Go to the Bellin College home page:
<https://www.bellincollege.edu>
2. Click on **Quick Links**
3. Scroll down and click on **Library**

Library Web Site

Click [Library Quick Guide](#) for an overview of the library web page and its contents.

EZproxy

When you click on a link to the library's licensed resources, the EZProxy screen will appear. Enter your Bellin College username and password and click on Login. You will only see this screen once per online session.

Availability of a Particular Journal

To determine if the Hendrickson Library has access to a particular journal title follow these steps.

1. Click on the **Journals** tab on the library home page.
2. Type the journal title in the search box. Click on **Search**.

For more detailed information on how to search for journal titles, click on [Search for Journal Titles](#).

Requesting Articles

How do I request articles?

- EBSCO databases include links to request forms for journal articles not owned by the Hendrickson Library.
- In EBSCO, click on **Request this item from the Library**. Fill out the items designated and click on **Submit**.
- Articles found from sources other than EBSCO, may be ordered by clicking on the [Article Request Form](#). This link is also found in the **Interlibrary Loan** section under the **Services** column on the Hendrickson Library home page.

How long does it take to receive articles?

It generally takes 2-3 business days for articles to arrive.

How will I receive articles?

Articles will be e-mailed to your Bellin College e-mail address.

Availability of a Particular Book

To determine if the Hendrickson Library has access to a particular book follow these steps:

1. Click on the Books tab on the library home page.
2. Select keyword, Title, or Author from the field box.
3. Type the book title, author's name or keyword in the search box. Click on **Go**.

For more detailed information on searching the online catalog, click on [Search for Books](#).

Requesting Books

What books may be requested?

1. Books held in the Hendrickson Library print collection except for books designated as non-circulating.
2. Books are not held by the Hendrickson Library.

Can I request a course textbook?

Required and recommended course textbooks may not be requested through the library.

How do I request a book?

Use the [Book Request Form](#). This link is also found in the **Interlibrary Loan** section under the **Services** tab on the Hendrickson Library home page.

How long may I keep a book?

- Books held by the Hendrickson Library may be kept for 3 weeks. Books may be renewed one time.
- If the book is obtained through interlibrary loan, the lending library sets the due date and determines if a book can be renewed.

Writing Resources – APA Style

The American Psychological Association style (APA) is the common method of documentation. 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 classes that may require the APA Manual.

The APA Manual provides examples of reference citations 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 and will be published in the paper/project guidelines or course syllabi.

Students are encouraged to consult with the faculty for clarifications or seek assistance from the Center for Academic Success, Teaching, and Learning Excellence (CASTLE).

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 email and virus-infected email to be received by its students, faculty, and staff. For more information visit <https://www.bellincollege.edu/campus-life/information-technology/?highlight=email>

Information Technology – Student Technology Requirements

All Bellin College students are required to have access to their own PC (running Windows 8 or higher, or MacOSX 10.11 or higher), high speed internet, a webcam, and microphone for online coursework. It is recommended this computer be a notebook or tablet device which can be used on campus as well as at home. Chromebooks and Netbooks are not guaranteed to work with all Bellin College software.

Information Technology – Online Proctoring

If a Bellin College course requires a student to take a test or quiz online, some or all features of an online proctoring tool may be required by the instructor for the exam to proceed. This may require the student to use an online proctoring tool on their personal computer, as well as allow the online proctoring tool access to that computer's webcam and microphone for the duration of the exam. Students may also be required to provide proof of identity prior to taking the online exam. Any confidential student information, including audio or video captured by the tool will be used exclusively for verifying the academic integrity of the online test, and will not be shared with any organization outside Bellin College and the online proctoring tool except with written permission from the student.

Information Technology – Acceptable Use Policy

The College provides resources for the primary purpose of supporting the academic, administrative, business and communication 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:

- Use is minimal and of short duration.
- The 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.
- Use does not adversely affect technology resources.

User Responsibilities

User responsibilities and expectations include but are not limited to the items listed below.

- All student work is to be submitted using a Microsoft Office compatible format.
- Students abide by applicable laws, College policies, contracts, and licenses.
- Students use only the technology resources and data they are authorized to use for and only in the manner and to the extent authorized.
- Students respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Students protect the access and integrity of technology resources.
- Students maintain privacy and security by keeping all passwords confidential.
- Students respect the privacy and personal rights of others.
- Students delete old and unused email and files on a regular basis.
- Students develop adequate proficiency in the tools and technologies appropriate to their needs.

Inappropriate Network Usage

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

- Misuse, abuse, or 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 and 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 immediately removed 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 email chain letters, spamming, junk mail, email bombing attacks or virus hoaxes.
- Knowingly forward an email message or otherwise introduce a virus-infected file by other means into the College network.
- Send, store, print or solicit receipt of email 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.

This may result in:

- Deleted files and/or programs.
- Disabled user accounts.

- Withdrawn user access privileges.
- Suspension, expulsion, or termination 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, Advancement and Alumni Relations or financial information.

Information Technology – Electronic Mail Policy

Electronic Mail (email) 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 email system implies consent to all College IT policies and practices. Violations of the policy may result in restriction of access to the College email system and/or other appropriate disciplinary action.

Senior students who graduate will have their Bellin College email account transitioned to an alumni email account two weeks after graduation. Instructions will be sent prior to the transition.

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 email system is the only recognized email system used to communicate between faculty, staff, and students. This is necessary to ensure the delivery and receipt of official communications. Email 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 individual.

User Responsibility

Users are expected to read email on a regular basis and manage their accounts appropriately.

Sharing passwords is strictly prohibited. Each user is responsible their account, including safeguarding access to the account. All email 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 email messages secure; however, privacy is not guaranteed, and users should have no general expectation of privacy in email messages sent through the College system. Users must be aware that email can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Email 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, email may be retrievable when a traditional paper letter would have been discarded or destroyed.

Email Etiquette

When using email 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 email they would not be prepared to say publicly. The following practices should be followed when using email.

- Use a meaningful subject line when sending a message.
- Be concise.
- 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. Use of distribution lists or 'reply all' features should be carefully considered and only used when necessary.
- Read the email before sending.
- Only use delivery and read receipts when necessary.

System Monitoring

Bellin College collects statistical data about its email systems consistent with generally accepted business practices. The College monitors the use of email 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 email files to maintain the system, to investigate security abuse incidents, and violations of this or other College policies. Such access will be on an as-needed basis and any email accessed will only be disclosed to those individuals.

Mailbox Size Limits

The Outlook mailbox quota is set at 2GB for all users, this includes the messages in your inbox, sent items and deleted items. The College has the right to restrict the amount of user space on the email server as necessary and to revise the size restrictions, as necessary.

Records Retention

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

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

Inbox items are not automatically deleted. Individual users are responsible for deleting unneeded email in order to stay within their mailbox quota.

Email Size Limits

A 100-megabyte size restriction for all email is enforced whether being sent or received. This is necessary to preserve network bandwidth and mailbox storage resources.

Email Signature

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

Data Backup

The email system is backed up on a nightly basis and stored for 30 days.

SPAM and Virus Protection

Bellin College utilizes SPAM filtering and anti-virus software. Virus-infected email 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

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 academic misconduct policies.

College Logo

The Bellin College logo is the property of Bellin College. Anyone wishing to use the logos must obtain written permission from the marketing director in the Marketing office.

The logo may not be altered or embellished. With permission, the words "Bellin College" or "BC" may be used in place of a logo. 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 from the marketing director.

Note: Logos are available in multiple file formats. In addition, a vertical format is available when space is limited. Please contact the Marketing department for more information.

Primary Bellin College Logo



Social Networks Advisement

Facebook, Twitter, and other social networking websites create opportunities to form or maintain friendships. Users choose to disclose their identities and determine 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. Students must ask permission to use 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 violates Bellin College policies or the code of conduct 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.

Student Services and College Policies

Accommodations Services

Bellin College complies with the Americans with Disabilities Act (ADA) to provide all students with appropriate and reasonable accommodations for those with documented disabilities. If students anticipate requiring any auxiliary aids or services, they should contact accommodation services in student affairs at accommodations@bellincollege.edu.

Accommodations for disabilities are determined as a result of self-disclosure by the student. The primary objective of accommodation services at Bellin College is to encourage and facilitate students' self-advocacy. Self-advocacy entails empowering students to effectively communicate relevant information regarding physical, emotional, sensory, or learning challenges to student affairs at accommodations@bellincollege.edu. The aim is to ensure accessibility to the diverse range of education, programs, and services available at Bellin College. The accommodations process is completed confidentially with student affairs. Before meeting with a member from student affairs, students must have completed and submitted the proper paperwork, which can be found on the website, a member of the student affairs office, etc. This paperwork must be completed by a licensed professional (not a family member) qualified to make the diagnosis and includes but is not limited to providing a description of the disability, including a clearly stated diagnosis and history.

- Instruments/procedures used to make diagnosis and how the diagnosis currently impacts the student's functioning in daily life and educational settings
- Recommendations for accommodations
- Any related supporting medical or academic documentation

Students must renew their accommodations each academic year by completing the appropriate documentation and sending it to

accommodation services in student affairs at accommodations@bellincollege.edu. The exception is students in the BSN 15-month accelerated program.

Students Rights and Responsibilities

Each student with an identified and documented disability has the right to receive reasonable accommodations from Bellin College:

1. Equal access to courses, programs, facilities, services, and activities offered through Bellin College.
2. Equal opportunity to learn, receive appropriate accommodations, academic modifications, and equipment needed to ensure equal access.
3. Adherence to confidentiality of all information regarding their disability and to choose to whom information about their disability is disclosed, except as permitted or required by law.
4. Accessibility to necessary information will be available in reasonable formats, pertaining to the student's individual disability.

Each student with an identified and documented disability has the responsibility to ensure they meet and follow through to:

1. Meet qualifications and maintain essential institutional standards for courses, programs, services, and activities. (i.e. completing assigned work in courses undertaken)
2. Identify themselves in a timely manner as an individual with a disability when accommodation and modifications are needed and seek information and assistance as needed from appropriate sources designated by the college, as soon as possible.
3. Provide appropriate and Bellin College comprehensive documentation when seeking accommodations from approved licensed professional by (a) describing the nature of the disability, (b) describing how the disability limits the student's participation in courses, programs, services activities, and facility needs and (c) recommends the type of accommodation needed to afford equal access and opportunity for the student.

4. Once the student has supplied the college with the appropriate documentation the accommodations specialist (or designee) will review the appropriate documents to create an accommodations plan. During this time, the college will determine if the accommodation best benefits the student in their studies and future career.
5. Once an accommodations plan is made the student will have the opportunity to review the plan and sign the release of the accommodation notification.
6. The accommodations specialist will release the accommodations plan to the appropriate people.
7. Accommodations must be renewed yearly before each fall semester.

Service Animal Request

Students with disabilities may request accommodations in the form of service animals. Request for a service animal must follow the procedures for requesting an accommodation, including completion of the Request for a Service Animal Form which can be obtained from Accommodations Services (accommodations@bellincollege.edu). Requests should be submitted in advance of the necessary need. For more information, <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/service-animal-policy/?highlight=service%20animals>.

Center for Academic Success, Teaching, and Learning Excellence (CASTLE)

The Center for Academic Success, Teaching, and Learning Excellence (CASTLE) provides tutoring, academic coaching, writing help and support for career development. CASTLE offers individual and group study spaces, computers with access to a printer and a learning hub where some faculty hold office hours and workshops. CASTLE is open whenever the College is open and staffed Monday through Friday from 8 a.m. to 4:30 p.m. during fall and spring semesters at the main campus.

Requesting a Tutor

Bellin College students requesting a tutor should contact the Academic Success Coordinator.

Procedure for Applying to be a Tutor

At any time, potential tutors can contact the Academic Success Coordinator, who manages the tutoring program.

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 Academic Success Coordinator.

Minors on Campus

Due to extenuating circumstances, a student may need to bring a minor to class. The student must seek faculty approval prior to coming to class. Minor attendance at lab or clinical are not permitted. The following serves as guidelines:

- Minors should not be allowed in classrooms unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave. The faculty member should discuss minor attendance with the student if it begins to occur frequently.
- A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
- Line of sight supervision of the minor by the parent or guardian is required at all times.
- Minors are not allowed in high-risk areas.
- A waiver of liability for minors may be signed as appropriate.

For more information, <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/minors-on-campus/>.

Child Care

The local 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.encompasssec.org.

Change of Demographic Information

Students are responsible for maintaining 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 they occur to the One Stop Shop in student services.

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

Bereavement Policy

Bellin College is a close-knit, caring community committed to student success. In the event that a student experiences the death of a loved one during the course of an academic term, the student may request to utilize the Bereavement Policy for Students. Bellin College recognizes the impact that a loss may have on the emotional and academic well-being of a student and wishes to support the student during this stressful time. Bellin College also understands that grief impacts every student differently and, therefore, this policy is not an attempt to quantify the impact of the death of a loved one or in any way address the nature of the grief process. Rather, the purpose of this policy is to provide a formal process to allow grieving students access to bereavement services, as well as the opportunity to be available for their families/loved ones during times of death and grief.

Under this policy, a student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The standard bereavement policy suggests three days of leave, but the actual amount will vary based on the relationship with the deceased, religious, or cultural beliefs, and coursework/clinical hours. A student who wishes to take time off due to the death of a loved one must notify course facilitator(s) and the Program Director of the death to create approved arrangements for

coursework or clinical that will be missed. The Program Director will notify the appropriate Dean.

Title IX

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Bellin College is only responsible for responding to conduct that occurs within its education program or activity. This policy does not apply to off-campus, private settings, which are not an education program or activity of Bellin College. The policy and grievance procedures do not apply to college community members outside of the United States.

Bellin College's policies and procedures are intended to afford a prompt response to reports of sexual misconduct, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of College policy. Bellin College promptly and thoroughly investigates and resolves complaints alleging sexual harassment, including sexual violence, and/or sexual discrimination. Bellin College offers resources and support to all College community members experiencing concerns. We encourage you to make us aware of these concerns so that we can offer support and resources to you and/or those involved.

To learn more about the policy, procedure and reporting structure please visit our website. <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/title-ix/>

Harassment and Discrimination

Bellin College's policies and procedures are intended to afford a prompt response to reports of non-sexual harassment and discrimination, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of College policy. Bellin College promptly and

thoroughly investigates and resolves complaints alleging non-sexual harassment and discrimination.

Bellin College offers resources and support to all College community members experiencing concerns of harassment and discrimination misconduct. We encourage individuals to make the college aware of these concerns so that support and resources may be offered. The Discrimination/Harassment Complaint Form can be used to report a concern of misconduct. This form is located at <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>. In an emergency, please always call 911.

This policy applies to all College community members. Vendors, independent contractors, and other outside parties who conduct business with the College through affiliation and other agreements will be expected to comply with this policy as well, as specified by the terms of any contract or agreement between the College and such third party.

Bellin College believes that everyone should be treated with respect and dignity and that any form of harassment and/or discrimination is a violation of human dignity. The College condemns harassment and discrimination and maintains a “zero-tolerance” for it. Students, faculty, and staff have the right to work and learn free of harassment and discrimination. The College will take all reasonable efforts to prevent and promptly correct instances of harassment and/or discrimination. Additionally, students, faculty, and staff have the right to a structured process for resolving problems, complaints or grievances relating to the execution of institutional policies.

Complaint Process

Bellin College seeks to resolve all concerns in a timely and effective manner. To that end, this complaint process serves as an ongoing means for any individual to discuss concerns or register formal complaints that pertain to alleged violations of State consumer protection laws that include but are not limited to fraud and false advertising; alleged violations of State laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other State or accreditation requirements. Academic Affairs, Student Services, Admissions, Bursar, Registrar,

and Financial Aid all provide specific administrative means to address and resolve most, if not all of the questions and concerns someone may have. Bellin College is committed to excellence and strives to create a caring environment. We welcome concerns about our services and programs in order to make quality improvements on our campus. Bellin College designates the Office of Student Affairs as responsible for receiving, investigating, and potentially resolving complaints. For more information on the complaint process, student grievance procedure and appropriate forms, visit: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

Non-Discrimination Policy

It is the policy of Bellin College to be nondiscriminatory in terms 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.

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

For more information, visit:

<https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

Anti-Harassment Policy

Bellin College does not tolerate or condone any form of harassment, whether sexual harassment (Title IX) or non-sexual harassment. The College’s policies afford a prompt response to reports of harassment with confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions such as probation, suspension, termination, or dismissal on violators of College policy. Bellin College promptly and thoroughly investigates and resolves complaints alleging harassment.

The Bellin College environment should be one of positivity, civility, and collaboration. Bullying/harassment in any form can have a negative

impact on the College environment. College administration, faculty and staff are to treat students and co-workers respectfully in every interaction.

Bullying takes on many forms, including:

- 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.

Students at the College who believe they are or have been the object of such conduct outlined above should contact the Director of Student Affairs and DEI or another member of the College's administration.

Depending upon the severity, discipline may include verbal or written reprimand, law enforcement involvement and/or dismissal from the College.

Deliberately making a false report about bullying/harassment for the purpose of getting another individual reprimanded may result in disciplinary action. For more information, visit: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

Bias Incident Reporting

In order to flourish in an educational and work environment, all members of a college campus must feel safe and respected as equally valued members of the community. At Bellin College we support the freedom for all to express their points of view and the open exchange of ideas. This is true even in situations where those points of view may run counter or potentially be inflammatory to some. However, freedom of expression does not give permission for anyone to engage in speech or behavior that is rooted in intentional displays of hate or to act on their biases in ways that intimidate or threaten the safety of other individuals. A bias incident is defined in the policy as "behavior that is hostile,

harassing, intimidating or discriminatory and is based on actual or perceived race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity, disability or other difference."

The actions of undergraduate and graduate/ students are expected to be consistent with the standards of conduct, core values, and student foundational behaviors. Bias incidents affect the well-being and success of campus community members and contradict the professed values of Bellin College; thus, the college has the responsibility to be proactive in preventing and being prepared to address the full range of bias incidents.

To be considered a bias incident, the act is not required to be a crime under any federal, state or local statutes. Colleges and universities may handle bias incidents through grievance procedures, such as the student conduct process, or through educational programs to enhance awareness and enable prevention of such acts.

The Director of Student Affairs and DEI (or designee) will be in contact with the student who has been accused of the bias incident within five business days of the report.

Hate Crimes

A hate crime is any bias incident that involves a crime of violence, property damage or threat. According to deferral and Wisconsin laws, that can include:

- Written graffiti on the side of a student's car.
- A social media post threatening to assault a specific individual because of their membership in a protected category.

While the majority of reported instances of bias-related actions on college campuses may best fit the definition of a noncriminal bias incident, hate crimes do happen on college and university campuses and must be reported to meet Clery Act requirements.

All bias incident reports are considered confidential. All parties, students, and employees are required to exercise confidentiality and privacy in relation to all verbal and written communications.

Reporting Options

If you have experienced or witnessed a bias incident, there are several ways to submit a report:

Students can use the [online report form](#) that is available. Once the form is completed and submitted, the Director of Student Affairs or designee will follow up.

Students may submit a phone report by calling the Director of Student Affairs and DEI by calling 920-433-6656 during business hours. If one decided to leave a message, a call will be returned at the earliest possible time during the next business day.

An in-person report can be made by scheduling a meeting with the Director of Student Affairs or Dean of Students and Allied Health Sciences

Why Should I Report

While bias incidents sometimes target specific individuals, they often violate an entire group or community. Graffiti on the wall, defaced fliers, anonymous emails, and slurs or language meant to harass individuals convey a message of intolerance. By reporting such incidents, you help the college community to maintain a positive learning, living, and working environment.

For more information please visit <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>

Student Behavior/Code of Conduct

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 (2015), will be handled administratively and may result in disciplinary action, such as monitoring, probation, or dismissal.

Any student who behaves poorly or has a detrimental influence on other students, will be disciplined based upon the severity of the offense.

Student Responsibilities

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 conduct himself or herself in a disorderly, lewd, indecent, or obscene manner on College's property or at College sponsored or supervised functions.
- Always conduct himself or herself appropriately to reflect a professional healthcare provider. When engaging in College activities, students should project a professional image in both their attire and demeanor.
- A consensual dating or sexual relationship between any College employee and a student is deemed unprofessional and is therefore prohibited, unless the two people are married. A violation of this policy may result in disciplinary action including dismissal.

Classroom/Coursework Responsibilities

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.

- A student who registers must be the same person who participates in, completes, and receives the academic credit.

Property Responsibilities

Students shall:

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

College Operation Responsibilities

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.
- Always uphold rules of any College, university, medical, hospital or community facility associated with the College.

Welfare, Health, and Safety Responsibilities 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 emergency equipment such as alarms, emergency phones, call buttons, fire extinguishers, hoses, etc.
- Never possess or use firearms, explosives, dangerous weapons, or other items that could injure people 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 in an ask to participate in an alcohol, drug, or other screening. The student in question may be put on temporary suspension until the incident has been investigated by appropriate college personnel 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 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. These associations are not 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 about standards of behavior set forth by the institution, which it considers essential to its educational mission and 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 free of harassment or intimidation.

Student Behavior Conduct Hearing Procedures

The purpose of the Student Behavior Conduct Hearing Procedures policy is to ensure an equal and fair process for student issues related to violating the Bellin College policies, values, and student foundational behaviors.

All aspects of the Student Conduct Hearing Procedure are confidential. All parties, students, 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, the individual will remove themselves from the Student Conduct Hearing. The Director of Student Affairs and DEI (or designee) will rule on any challenges regarding conflict of interest.

The actions of undergraduate and graduate/professional students are expected to be consistent with the standards of conduct, core values, and student foundational behaviors.

Hearing Preparations

The Director of Student Affairs and DEI (or designee) will be in contact with the student who has been accused of misconduct within five business days of the report.

The Director of Student Affairs and DEI (or designee) will review all suspected misconduct and will decide if a hearing is necessary. The student has the right to request a hearing for due process.

The hearing will be scheduled if needed within five to ten business days after contact with the student in question.

Hearing Body

The complainant, victim (if different from the complainant), the respondent, the witnesses (if any), the Director of Student Affairs and DEI (or designee), appropriate program director and/or appropriate dean will be invited to attend the hearing.

Hearing

An electronic or other verbatim record will be made of all hearings. This record will be retained for one month following the hearing or until the conclusion of any appeal process, whichever is longer. The record will then be destroyed, except in cases of suspension and expulsion, when the electronic record shall be retained with the student's record.

At the beginning of the hearing, introductions will be made. The respondent will be informed of standards alleged to have been violated which may include student policies, student foundational behaviors, etc.

The complainant/victim will be asked to describe what happened, and the respondent will have the opportunity to respond.

If witnesses are necessary, they will be asked to describe what happened beforehand to collect evidence, and the respondent will have a chance to respond.

All communication between the respondent, complainant, victim, and witnesses will be directed to the Director of Student Affairs and DEI or designee.

The Director of Student Affairs and DEI, appropriate program director, and/or appropriate Dean may ask questions of any respondent, complainant, or witness during the hearing.

Deliberations

At the conclusion of the hearing, the respondent, complainant, and witnesses will be asked to leave the room. These individuals will not be present during the deliberations of the decided plan of the Director of Student Affairs and DEI appropriate program director, and/or appropriate Dean. Deliberations will begin immediately following the hearing and a decision will be made within five business days.

Outcomes

The Director of Student Affairs and DEI will use the Student Performance Plan (SPN) to communicate and document the outcomes of the hearing. If a student is found to have violated Bellin College's policies, student foundational behaviors, etc., disciplinary action will be taken against the student. The following are examples of consequences that may be imposed if a

student is found responsible for violations of the Bellin College Student Foundational Behaviors/ Code of Conduct:

1. College Monitoring
2. Probation
3. Dismissal
4. Limitations of Activities
5. Loss of Privileges

Appeals Process

If the student believes that the process and procedures outlined in this policy were not followed correctly or that the process was unfair an appeal may be submitted to the President/CEO in writing. The Appeals Form is located in the Director of Student Affairs and DEI office.

The student has 14 business days of the outcomes to file an appeal to the President/CEO or designee(s). The president/CEO or designee(s) will review all documents, communications, etc. or meet with the student, administrator and supervisor, or the members of the 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.

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.

The College does not oversee the personal lives of College community members on or off campus. However, everyone is expected to be responsible for their own conduct and abide by all state 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 buildings and in clinical. All events with alcohol must be approved by the appropriate college personnel and the consumption of alcohol at such events must be in moderation. The College cooperates with civil authorities in the

enforcement of local, state, and federal laws. Violations of federal and Wisconsin laws regarding drugs and alcohol will be considered a violation of the Bellin College foundational behaviors and should be reported to the Director of Student Affairs and DEI or Dean of Students and Allied Health Sciences within two business days. A violation of drug and alcohol use must be reported to the respective state or national board examination organization if applicable. Eligibility for credentialing and licensure is at the discretion of the respective regulatory body.

Drug Abuse and Alcohol Prevention Program

The College does not oversee the personal lives of College community members on or off campus. However, everyone is expected to be responsible for their own conduct and abide by all state 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 buildings and in clinical. All events with alcohol must be approved by the appropriate college personnel and the consumption of alcohol at such events must be in moderation. The College cooperates with civil authorities in the enforcement of local, state, and federal laws. Violations of federal and Wisconsin laws regarding drugs and alcohol will be considered a violation of the Bellin College foundational behaviors and should be reported to the Director of Student Affairs and DEI or Dean of Students and Allied Health Sciences within two business days. A violation of drug and alcohol use must be reported to the respective state or national board examination organization if applicable. Eligibility for credentialing and licensure is at the discretion of the respective regulatory body. 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.

Drug Abuse and Alcohol Prevention Program

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. Bellin College is committed to maintaining a drug-free campus. Given this objective, the college prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs on its property or as part of any of its activities. All members of the Bellin College Community (faculty, staff, and students) are encouraged to review the information on the website as well as consult the Bellin College Guide and Employee Manual (Policy 6.17). Resources available for alcohol and drug abuse problems include the Bellin Health Services, such as the Employee Assistance Program and Student Assistance Program through Bellin Health and other community resources. To comply with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College annually distributes to each student and employee the College policy regarding drugs and alcohol, a description of the legal sanctions and health risks, a description of available treatment programs and sanctions to be imposed if violations occur.

Leave of Absence

Students may apply for a leave of absence from Bellin College for specific reasons and must be of a specific duration. An approved leave allows students to return without taking part in the re-admission process. All absences must be approved prior to 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.). Leaves of absence are not allowed for the purpose of attending 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 before they can return from a leave of absence. The official return date and course program of study will be

discussed prior to the return date. Students may also want to consider a deferred progression as an option for leaving the college (please refer to Exit/Withdrawal policy).

Reference Request

Students requesting a reference from Bellin College personnel must complete a reference request form. Any student with a hold on their records cannot receive a reference. The reference request form is available on the College website or in 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 the educational records maintained about them by Bellin College under FERPA of 1974 (as amended). Under most circumstances, no identifiable data (non-directory) 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 and request a revision.

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 supervision of the Registrar. The FERPA record release exceptions:

- 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. (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, law enforcement 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
- Email address
- Cell phone number
- Date of birth
- Confidential recommendations to which the student has in their records prior to January 1, 1975
- Dates of attendance, year in college and enrollment status
- Academic honors
- Previous institutions attended.
- Participation in recognized activities
- Photograph

Please note: Students complete the FERPA disclosure permission forms as part of the orientation process. Forms are also kept in the One Stop Shop for any students who wish to update disclosure permissions. A new form must be completed by the student to change access permission to the student's record. Students should be aware that placing a FERPA hold on all records includes limiting the College's ability to provide a reference or verify enrollment or degree information. Students can select the transparency of the specific information visible within our student information system

Students can request access to records, documents and other materials directly related to them by appointment with the Registrar or the Dean of Students & Allied Health Sciences.

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. Students would be able to have such records inspected by a doctor or appropriate professional of their choice.

- The 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, and/or confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admissions, or award purposes.
- Admission records accumulated prior to enrollment.

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 their son or daughter is involved in a health or safety emergency.
- Schools may inform parents if a 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

If a student wants to review his or her files, he or she should:

- Submit a written request to the Registrar, identifying the records they wish to inspect. Although FERPA allows the College to act on the request within 45 days of the day

they receive a request for access, Bellin College will usually be able to make arrangements within 10 business days. The Registrar will notify the student when and where the records may be inspected.

- Allow a College official (Registrar or Dean of Students & Allied Health Sciences) to be present when the record is reviewed.
- Sign a required waiver of College responsibility for further confidentiality if copies of any information are made and given to the student.

Students have the right to seek changes to the information contained in their education records if they believe it is inaccurate or misleading. Academic or clinical grades given in individual units and/or courses are an exception. Students should write to 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 department requirements of FERPA. The name and address of the office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

For more information, visit:
<https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/ferpa/>

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) was designed to coordinate and streamline data privacy laws across Europe; to protect and ensure that all EU citizens can have some expectation of data privacy; and influence the way organizations across the European Union (EU) approach data privacy. It also affects any organization, inside or

outside of the EU that is involved in processing data, which could identify a person, either directly or indirectly.

Bellin College is committed to the principles contained within the GDPR (General Data Protection Regulation) and particularly to the concepts of information security, privacy, protection, and consent with regard to data. A high priority is placed on protecting and managing data in accordance with accepted industry standards. Bellin College will work closely with students and educational partners to meet the above stated obligations. The information technology and Student Services departments are committed to ensuring a secure data environment for all data subjects. Bellin College will monitor and assess risk factors regarding data protection and the usage of data and make changes, as necessary.

Student Health and Safety Policies

All students must 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.

- If any member of the College community suspects a student may be unfit for class, lab, and clinical, the student should report observations to the person supervising the student. That person must document the observed behaviors prior to leaving class, lab, and 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 asked to undergo a drug and alcohol test by a faculty member or appropriate College administrator at the time of the observed behavior.
- The student will be removed from class, lab or clinical with assistance of the faculty member and/or the administrator. 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 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 dismissal from the College, independent and regardless of the results of any subsequent drug and alcohol test).

- Any student involved in a reasonable cause circumstance, whether tested or not, will be transported home by a faculty or administrator. This is to prevent the student from operating their vehicle when possibly under the influence of drugs and/or alcohol. If necessary, law enforcement will intervene.
- 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 a student assistance program referral is made, the student's return to school will be based on the following:
 - Evidence of ongoing compliance with the recommended treatment plan as outlined by the student assistance program.
 - A signed return-to-school contract, as coordinated by the Dean of Students & Allied Health Sciences, which may include additional drug and/or alcohol testing prior to returning to class or clinical, as well as additional drug and/or alcohol tests without notice at any time within 24 months from the date.
 - Successful completion of the student 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.

The 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](#) to anyone outside this policy without the express written consent of the student.

Injury Reporting

If a student is injured or underwent surgery, the student should inform the Director of Student Affairs and DEI and Program Director. The student must provide a report from their healthcare provider, documenting any restrictions and/or any prescription medications. The appropriate Program Director will provide clearance to participate in coursework, including lab and clinical experiences.

Any student injured in class should report the injury to their faculty member. Basic first aid will be provided by the College. If further medical care is warranted, the student will be referred to his or her healthcare provider or taken to the emergency department. The cost for care will be billed to their health insurance. The College expects all students to maintain health insurance coverage.

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 clinical faculty and complete an incident report form with the Administrative Assistant for Student Affairs. Any significant exposure must be reported to the faculty member immediately. If the injury occurs at Bellin Hospital, the student should report to Employee Health Services or in their absence, to the SWAT/Supervisor.

A student who has been absent for a significant health problem (surgery or injury with crutches, brace, or cast) is required to submit a licensed healthcare provider's note to the Director of Student Affairs and DEI, indicating any restrictions and/or if the student is able to resume classroom, lab and/or clinical activities.

All students must have an emergency contact on the back of their student ID, along with current contact information in the Student Services One Stop Shop office.

Healthcare Insurance

The College expects all students to maintain health insurance coverage. 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, injury, vaccinations, or titers. Please see the Dean of Students & Allied Health Sciences if you would like information regarding a voluntary insurance plan.

The College assumes no responsibility for the medical expenses incurred by any student with the exception of those services routinely provided through occupational health. The cost of healthcare beyond that covered by insurance is the responsibility of the student and his or 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.

Sharps and Biohazard

Students who sustain a sharps injury (needle stick, glass, blade, etc.) or exposure to blood, or bodily fluids, while engaged in a college sponsored education program should receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, students who have been exposed to blood and/or body fluids must adhere to the following procedures. Please keep in mind that drug prophylaxis is time sensitive (2-24 hours), and patients leave the hospital quickly, therefore the student must immediately seek help from the appropriate supervising personnel.

Immediately after exposure first aid steps should be taken.

1. Tell your preceptor and/or clinical instructor that you have had a sharps injury/exposure.
2. Remove the item that punctured your skin from the sterile field (if applicable).
3. Break scrub. (if applicable)
4. Clean the wound with soap and water for 15 minutes (per CDC guidelines)

5. If a splash exposure, flush mucous membranes with water or saline. Remove contacts if splash in eye. Flush for 15 minutes.

It is recommended that appropriate medical follow-up be obtained. Students who incurred a sharp puncture or exposure will follow the clinical site's policy to gain appropriate counseling and testing. Testing of the source patient's blood will be done according to the facility's policy. The student is NOT to ask the source patient for permission for blood testing. The student will be counseled and advised regarding the post-exposure prophylaxis, if necessary. Baseline blood tests will be administered on the student. Retesting occurs at 6 weeks, 3 months, and 6 months after exposure (or as indicated by facility policy). All procedures, testing, and results will remain confidential and will be at the expense of the student. The clinical preceptor should be notified as soon as possible after the incident. The instructor will initiate the incident/injury report and evaluate the circumstances of the incident. An injury report will be completed at the site of the exposure and be documented at Bellin College.

Tuition and Fees

2023-2024 Tuition

Tuition Costs

- Cost of per credit for/of tuition is posted on the Bellin College website under Admissions, then "Tuition and Fees."
- Students have access to their account information via the MyBC portal 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's [Textbook and Supply List](#).

Tuition

The 2023-2024 tuition charge for sonography is 1,029 per credit.

Out-of-State Tuition

Bellin College does not discriminate between in or out-of-state students when determining tuition and fees costs.

Veterans Education Benefit Information

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 office. All VA benefits are subject to the individual'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](#) 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 I® - 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 to certify 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

There is no charge for online applications.

Enrollment Deposit

Upon acceptance into the College, students must pay a non-refundable enrollment deposit \$250. For all programs, the enrollment deposit is applied to the student's first tuition bill. If an admitted student fails to enroll, this fee is non-refundable.

Required Student Fees

Fees and charges are dependent upon program option and enrollment term. You will see the following fees, as applicable, included on the tuition bills:

- **Assessment Fee** covers the costs associated with additional materials and resources provided to support the preparation for licensure and/or certification.
- **Materials Fee** covers the costs associated with additional materials and resources needed for a course.
- **Health Fee** supports the costs incurred in the maintenance of the student related health requirements and health records.
- **Health Science Resource Center Fee** supports the costs associated with services, simulations, rentals, and consumable supplies needed in the clinical instruction of students.
- **Technology Fee** includes support for computers, media supplies and web-based features.
- **General Education Lab Fee** covers the cost of lab supplies associated with given course curriculum.
- **Student Activity Fee** supports student related functions, events and organizations.

- **Project Fee** applies when students participate in learning activities requiring substantial resources beyond those in a standard class setting.
- **Comprehensive Exam Fee** applies when students complete their comprehensive exam (DSc only).
- **Graduation Fee** supports costs associated with graduation including degree evaluation, diploma and cover and mailing fees.

Note all required student fees are non-refundable.

Course Audit Fee

The tuition fee for auditing a course is one-third the regular cost of that course.

National Exam and State Licensing Fee

There are variable costs related to the American Registry for Diagnostic Medical Sonography (ARDMS) 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 respective Program Director for current information on hand.

Payment Policies and Procedures

Semester Billing

Billing (tuition and fees) statements are made available to students each semester they are enrolled. Students can view their tuition and fee charges through their MyBC Portal each semester. Payment for tuition and fees is due by the published due date each semester. Due dates are published in the academic year calendar: (<https://www.bellincollege.edu/campus-life/calendar/>).

Payment Policy

Bellin College requires payment by the established due date each semester. Failure to

make payment by the due date will result in the student account being assessed a \$25.00 late payment penalty charge per month.

The College offers the following options for payment by semester/term:

1. **Standard Pay Plan:** The student shall pay all charges due on their account by the established due date for the semester. The student will incur no late payment penalty if the student pays the entire balance in full when due. If full payment is not made by the due date specified, a late payment penalty will be imposed on the balance due, and the account will be treated as delinquent.
2. **Semester Payment Plan:** Payment of each semester's tuition and fees is made through a contractual agreement with the Bellin College Bursar Office. A per semester non-refundable enrollment fee is applied to the student's account. Monthly payments not received by the established due date are subject to a late payment penalty. Failure to comply with the terms of the semester payment plan will result in cancellation from the payment plan and the full amount of tuition and fees due.

Payments are due by the date specified on the billing statement unless a payment arrangement has been initiated with the Bursar. Payment due dates are specified in the academic calendar on the College website. Payments may be made via cash, personal check, certified check, or money order. Payments by ACH or credit/debit card are accepted online for an additional fee at: www.bellincollege.edu/payment.

Bellin College has the right to take steps to collect a student account balance, including but not limited to the following: prohibiting a student from participating in current classes; prohibiting a student from registering for classes for future semesters; withholding course credits, academic transcripts, and diploma until the balance is paid in full; turning over the student account to a collection agency or attorney; and taking legal action to collect the balance due. Students who fail to resolve their balance may be subject to administrative withdrawal from Bellin College.

Overpayment of Account

Students with overpayments/credit balances either through excess financial aid or personal

payment have the option to hold their credit on their account for a future term or receive a refund check for the overpayment/credit amount. To have the overpayment/credit held on the student account, the student must notify the Bursar in writing to hold the overpayment/credit for future charges, otherwise their overpayment/credit will be automatically refunded after the add/drop period.

Refund checks for overpayment/credit balances are processed after the add/drop period has passed. Refund requests are processed once a week and students are notified via their Bellin College email once their refund check is available to be picked up in Student Services. Refund checks can also be mailed to the student upon their request.

Financial Aid Policies and Procedures

The DCS program is a certificate program and therefore non-eligible for financial aid.

Registrar Policies and Procedures

Credit Hours Equivalency

Credit hours equate to the amount of instruction time assigned to a class. The amount of time allotted per credit varies for theory, lab, and clinical courses. (See the table below). The total instructional hours for a course are distributed across the semester or session. In addition to instruction time, students should anticipate spending a minimum of two hours per credit hour per week (assuming a 15-week semester) in out-of-classroom preparation and study.

Courses are reported in credits according to the following values:

- Classroom: 1 credit = 15 hours
- Lab: 1 credit = 45 hours
- Clinical: 1 credit = 200 hours

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 determined on a 4.0 scale. Pass/Fail courses are not included in the GPA.

Allied Health Clinical Work

Students are not allowed to be paid for clinical hours that are assigned as part of their respective clinical course outcomes. Students may work outside of their assigned clinical hours in the respective profession, but these hours will be not counted towards their assigned clinical hours or clinical course outcomes.

Academic & Registration Calendars

Please see the Quick Links menu on the Bellin College website at www.bellincollege.edu. Click on Academic Calendar or the Registration Calendar for full access.

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 calendar for the full academic calendar.

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

Consult the Academic Advisor to determine the impact on their program of study. Complete an add form with the Academic Advisor and return to the Registrar. Add dates will be based on the date the official form is dated. This is the date of grade and tuition adjustment implications.

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

Consult with the Academic Advisor or Program Director to determine the impact on their program of study and ability to progress in the curriculum plan. Complete a drop form with the Academic Advisor and return to the Registrar.

This date determines the 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 Academic Advisor of the change. Students who drop all courses in a required semester are considered withdrawn from the College.

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

Incompletes

No more than two incomplete courses can be granted in any one semester or grading period. Incompletes in more than two grading periods will result in automatic dismissal from Bellin College. Students with extenuating circumstances may appeal to their Program Director.

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 4.0 scale or as Pass/Fail; no P/F courses are included with the semester/cumulative grade point average (GPA). Repeated courses are designated with "R".

Bellin College requirements that have been completed at another institution are recorded on the Bellin College transcript. 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 are completed through the National Student ClearingHouse:

<https://www.bellincollege.edu/admissions/registrars-office/transcripts/>.

Transcripts are typically completed and mailed within one to four business days unless noted on the Clearinghouse order website.

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. Students may also order a transcript to be sent electronically through the Clearinghouse ordering website. The charge for an official transcript is based upon the time for requested delivery. The fee scale is available on the Bellin College Registrar webpage, under transcripts. Unofficial transcripts are available for currently enrolled students free of charge via the student portal (My BC). Transcripts are not released to students or graduates with a hold on their records.

Exit/Withdrawal Policy

Exit from the College is defined as withdrawing from all courses for the current enrollment period (term/semester). Withdrawals within the semester must be completed within the withdrawal dates according to the registration timeline. Students may electively withdraw or may be dismissed by the College. Students exiting from the College for any reason, elective or due to College policy, must meet with the Academic Advisor or, if a Graduate/Doctoral student, the appropriate Program Director to complete the exit process.

The Academic Advisor or Program Director will assist the student with the exit process.

- If a student notifies the College that she/he will be withdrawing **at the end of an enrollment period** (term/semester), it is

permissible for them to complete the Exit Form (Undergraduate or Graduate) 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 Exit Form (Undergraduate or Graduate) prior to the end of the enrollment term but is electing to finish specific courses, an Add/Drop Form must be completed for each course the student is exiting. This Add/Drop Form must be completed at the time the student notifies the College of plans to exit from specific courses and submitted to the Registrar.
- If a student is exiting from the College **before the end of the enrollment period (term/semester) an Exit Form (Undergraduate or Graduate) must be completed.**
- If a student does not complete the Exit Form (Undergraduate or Graduate) or fulfill the exit requirements, the student will be automatically withdrawn, and a Hold will be placed on their College records until obligations are resolved. A Hold on the record means the student will be denied access to their record/information pending completion of any financial obligations (tuition, fees). The Hold will commence the day of the official exit date.
- By definition, a withdrawal from the College is an elective process, chosen by the student. A dismissal from the College is a decision made by the College to discontinue a student's continued enrollment, based on various factors, academic or non-academic. A student must elect to withdraw from courses within the withdrawal period in a semester, per the registration timeline. Withdrawing after the withdrawal date, but prior to the end of the semester, will result in the student earning a failing grade ("F") for any course not already completed and graded. Additionally, the student will be classified as dismissed from the college.
- A student may also choose to exit the college on a temporary basis by requesting a Deferred Progression. This process allows for exiting the college for up to one year without the need to complete the reapplication process. Students should consult the Academic Advisor or Program Director if interested in this option.

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

Official Exit Date

The College requires the student notify the College of his or her intent. Notification may be made in person, in writing, by phone, or via e-mail. 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 appropriate Academic Advisor, Program Director, or Academic Dean. 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. If a student drops all courses during the add/drop period, the official exit date is the last day of the previous enrollment period.

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 appropriate Academic Advisor or Program Director 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 or semester 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 last day of the enrollment period.

If a student is dismissed from the College due to academic or non-academic misconduct the exit date will be determined by the appropriate Academic Advisor, Academic Dean and/or Program Director.

A student who chooses to electively withdraw within the semester must do so prior to the deadline of the withdrawal period, according to the registration timeline. Withdrawing during the withdrawal period results in courses being graded with a "W", which does not carry a GPA value. Withdrawing after the withdrawal date, but prior to the end of the semester, will result in

the student earning a failing grade (“F”) for any course not already completed and graded. Additionally, the student will be classified as dismissed from the college.

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 or she will not be allowed to attend any subsequent Bellin College classes and a hold will be placed on all College records. The official exit date will be the last day of the enrollment period for which the charges were incurred.

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

Depending on the circumstances, re-entry students may be required to remediate theory, lab and/or practicum courses as designated by a Personal Assessment for Student Success (PASS) Plan. A PASS plan is designed and implemented to help ensure student success with both course work and certification after re-entry.

Course Delivery

Course Delivery

The purpose of this policy is to provide clear expectations for faculty and students regarding course delivery options. Bellin College recognizes the expanded opportunities online learning environments provide students and instructors.

Online components are a part of every course at Bellin College. The following are the definitions of the three delivery options:

Face-to-Face: Course activity is organized around scheduled class meetings that occur in a physical classroom setting. Face-to-face courses may also include web-enhanced course activities which complement in-person classroom sessions without reducing the number of class meetings.

Hybrid: Course activity is organized around a blend of scheduled face-to-face meetings and online instruction. Typically, between 30 and 70% of the course activities occur online. Those activities can be either synchronous or asynchronous.

Online: All course activity is completed online; those activities can be either synchronous or asynchronous.

Asynchronous online and hybrid courses are not completed at your own pace. Students are required to follow the course schedule and complete activities and assignments by the designated due dates. The Academic Deans/ Directors and the Instructional Design Specialist will provide faculty with guidance, oversight, and approval throughout the online and hybrid course development process. All courses will utilize the College’s standard Canvas templates.

Academic Advising

All DCS students are advised by the Sonography Program Director upon entering the program.

Grading Policy

The following grading system is used to determine course achievement:

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

Grades without Associated Grade Points

Abbreviation	Meaning	Effect on GPA
AU	Course Audit	No effect on GPA.
EX	Credit by Exam	Course credit achieved by exam.
I	Incomplete	No effect on GPA until four weeks after the end date of course.

Abbreviation	Meaning	Effect on GPA
		Grade becomes F if letter grade is not received within the four-week period or formal arrangements for completion are not made.
IP	In Progress	Represents a 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 or above the passing standard in a pass/fail course but is not included in the GPA calculation.
F	Fail	Represents work was completed at lower than the passing standard in a pass/fail course but is not included in the GPA calculation.
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.
T	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 a course 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.

All final clinical evaluations will be retained in the student's individual portfolio, for student achievement tracking purposed, for a period of five years.

Graded Exams / Assignments

Assignments and exams are to be completed by the defined due dates. Extenuating circumstances will be considered by faculty on an individual basis when faculty are consulted prior to the due date. If prior approval is not secured, points will be deducted from the final grade for late exams or assignments. Exams /

assignments will be graded as normal. Points are then deducted as outlined below to determine the final grade:

Exams completed / assignments submitted:

1. 0 to < 24 hours late – 4 percentage points
2. 24 to < 48 hours late – 8 percentage points
3. 48 to < 72 hours late – 16 percentage points
4. > 72 hours late – score grade of "0"

Grades for exams / assignments submitted as points will be adjusted to align with the percentages listed above.

Example:

An assignment has a maximum of 20 points and is graded as 18 points (90%). The assignment is submitted 16 hours late without prior approval. The final grade is decreased by 4 percentage points = 86%. 86% of 20 = 2.8 points so the final grade is 17.2 points.

Pass / Fail Courses

Assignments within a Pass/Fail are to be submitted on time as well. If prior approval is not secured, students are first counseled on the expectation for complete and timely assignments. Continuing issues with incomplete or late submissions may result in disciplinary action and/or failure of a pass/fail course.

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

Repeated Courses

Students may repeat a Bellin College course in which they obtained a grade of C or better for the purpose of grade betterment. The repeated course grade is recorded on the transcripts and is the only grade calculated into the GPA.

Grade Appeal Policy

As published in the course syllabus, the course instructor's grading policy shall be the course's grading standard. The student is responsible for knowing the grading policy and reviewing their assessment/assignment grades in a timely manner when published by the course instructor. Students should address any question or disagreement about individual assessments/ assignments grades with the course instructor within five working days of the grades being published. An attempt to resolve the issue with

the instructor is required in all cases. If the question or disagreement is not resolved via this process, the student may initiate a further review via the designated program director. Requests for a grade review by the program director must be made within five working days of meeting with the course instructor. The program director's decision will be final.

Only final course grades may be appealed. Individual assignment/assessment grades are not open for appeal. A student's appeal of the final course grade can be based only on evidence of one of the following situations:

- The course instructor has not followed their published grading policy. (An interpretive error.)
- The calculation of the final grade is incorrect. (A computation error.)

The grade appeal procedure is as follows:

- The student must contact the course facilitator within ten working days of the date on which the registrar posts the final course grade to the student's transcript.
- The course facilitator will review how the grade was determined with the student based on the course syllabus's written grading criteria.
- If the issue is not resolved, the student should contact the appropriate Program Director within five working days.
- The student must present in writing why they believe the grade was either computed incorrectly or erroneously/unfairly applied.
- If the Program Director is also the course facilitator in the appeal, a different Program Director must handle the appeal process to review the information and final decision. The appropriate academic Dean will 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 two working days.
- The appropriate Program Director's decision on the grade appeal is final.
- The student and faculty will be notified of the program director's decision in writing.
- No course grades will be reviewed after ten working days of the final course grades being released by the registrar 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.

Audit Course Policy

Any Bellin College course may be audited with the exception of clinical, project or practicum courses. The plan to audit a course must be approved by the Program Director. Audited courses are subject to the following guidelines:

- Course audits must be approved by faculty.
- The audit option is only available if course is not at enrollment limit.
- An audited course carries no credit value or letter grade.
- Students auditing a course are not required to complete any assignments or exams.
- Auditing a course will not replace a previous course grade or affect GPA.
- An audited course will not satisfy degree requirements.
- Students may not audit courses to maintain continuous enrollment at Bellin College.
- Any student (degree seeking or non-degree seeking) may audit.
- Once the course begins, students cannot switch enrollment status (audit to graded or vice-versa).
- An audit permission form must be completed.
- The cost is one-third of tuition with appropriate fees (e.g. technology).

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.

Students may be required to provide proof of clinical compliance requirements (TB, Measles, Flu Vaccination) per individual site on a case-by-case basis.

Confidentiality of Protected Health Information

Clinical experience requires students to access protected health information about clients. The Health Insurance Portability and Accountability Act (HIPPA) 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 records number, and 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 healthcare to the client
- Payment for the client's healthcare

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

Licensing Examination

A graduate of the DCS certificate program is eligible to sit and take the national board examination in Adult Echocardiography offered by the American Registry for Diagnostic Medical Sonography (ARDMS). Please visit the ARDMS website for ethics and examination requirements

prior to applying to take the exam. The College assists the student in the preparation and application process.

Scanning Policies

The use of ultrasound equipment is restricted to the Diagnostic Medical Sonography (DMS) program faculty, Diagnostic Cardiac Sonography (DCS) program faculty, and the students enrolled in the Sonography Program(s). Use of ultrasound equipment by any other nursing or allied health students is expressly prohibited and may result in disciplinary action. Students must sign both the Sonography Safety/Guidelines and Acknowledgment Form and Scanning Consent Form prior to utilizing the sonography lab.

Students and outside community member may volunteer to be scanned by sonography students. The ultrasound scan is conducted for the purpose of educating students and will not be evaluated by faculty, staff, or students for medical purposes. Volunteers will not receive any medical diagnosis or treatment. Non-obstetrical patients must sign a consent and release of liability form prior to volunteering. In addition to signing the consent and liability form, obstetrical patients must obtain physician consent. Contact any Sonography faculty members to obtain volunteer consent forms.

Abnormal Findings in Sonography Lab

If an abnormal finding is discovered during any scanning in the sonography lab, Sonography program faculty should be notified immediately. The Abnormal Findings in Sonography lab Policy will be followed by the Sonography faculty member.

Student Performance Remediation and Due Process

Student Performance Remediation and Due Process

Student Performance Notification (SPN)

[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.](#)

SPNs are completed by faculty or staff in consultation with the Program Director for academic issues or Director of Student Affairs and DEI (or designees) for non-academic concerns.

Examples of SPN categories include, but are not limited to:

- **Academic Performance**
 - Failure to meet course outcomes.
- **Professional Performance** (inappropriate or unsatisfactory professional performance). Examples include, but are not limited to:
 - Unsafe practices
 - Late work
 - Tardiness or absence from lab/clinical
 - Violations of the Dress Code Policy
- **Conduct** (violations of the Bellin College Student Foundational Behaviors or Code of Conduct). Examples include, but are not limited to:
 - Student Behaviors
 - Violations of the Dress Code Policy
 - Unethical or Illegal Behavior
 - Unprofessional Communication/Behavior
 - Repeated Infractions of College Policies

SPN Category

SPNs are leveled based on pattern and/or severity of the issue, resulting in either Monitoring or Probation.

Students are required to review and sign the SPN. Failure to sign may result in an academic hold placed on the student's account, thus limiting access to courses, registration, campus resources, etc.

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 Program Director.](#)

- 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.

Failure to meet the terms of classroom/lab/clinical monitoring will result in probationary status. Each situation is evaluated on a case-by-case basis.

Probations – Overview

A student may be placed on academic and/or disciplinary probation. A student may be placed on probation as a progression of monitoring or may be placed directly on probation depending on the severity of the infraction.

Probations are typically a period of one year

- The student is expected to fulfill the terms of the probationary status as outlined in the Student Performance Notification (SPN).
- 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

[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/session in major coursework as well as any Bellin College general education courses.
- Failure to attain a C or better in major coursework.
- Failure to attain a C or better in a required general education course.
- Receipt of an unsatisfactory final clinical evaluation.
- Failure to attain a P in any pass/fail major course.
- Failure to meet the terms or expected outcomes of classroom/lab, and/or clinical monitoring.

[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 jeopardizes the safety of the clients, other students, or College faculty, staff, visitors, guests, and/or property.

Students are required to sign the SPN form when placed on clinical monitoring or academic probation. The form 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. A copy of the signed SPN is provided to the student.

Progression Policy

Students who fail a major or general education course should be aware that:

- 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 one time only.
- Placement in any repeated course 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.](#)
- Each student's situation will be reviewed on an individual basis by the Program Director and the appropriate academic dean.

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).

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 sources or using another's work as your 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.

- The student must initial and sign the SPN.
- Faculty must sign the SPN.
- A copy of the SPN is provided to the student.
- The original signed SPN is 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 three working days of the incident or becoming aware of the incident. Then:

- The faculty may conclude 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 three 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 Nursing.

Proceed to Step 3.

Step 3: Dean of Students and Allied Health Sciences Notification

Within three working days of receiving the information from the Program Director, the following may occur.

- The Dean of Students and Allied Health Sciences may conclude that academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Dean of Students and Allied Health Sciences 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 and the Dean of Students and Allied Health Sciences, who will determine the consequences.

Furthermore, the Dean of Students and Allied Health Sciences 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 Students and Allied Health Sciences, 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 Students and Allied Health Sciences is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the College President/CEO. 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 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, safety, 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, 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 into a computer, class, clinical or test for someone else.
- Persistent or inappropriate behaviors that interrupt the teaching and/or learning.
- Conduct that violates the American Nurses Association Code of Ethics for nurses.
- Failure to notify the College of ineligibility to practice as a licensed RN in good standing.
- Violations of policies/procedures as stated in The Bellin College Nursing 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 non-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 in a classroom/lab/clinical setting and involves a faculty or staff member, the involved faculty or staff member will discuss the situation with the student within three working days of the incident or becoming aware of the incident. 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 three 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 Director of Student Affairs and DEI within three working days.

Proceed to Step 3.

Step 3: Director of Student Affairs and DEI Notification

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

- The Director of Student Affairs and DEI may conclude that non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Director of Student Affairs and DEI 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 by the Program Director, the Director of Student Affairs and DEI will determine the consequences following consultation.

Furthermore, the Director of Student Affairs and DEI 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 Director of Student Affairs and DEI, the process will continue with the information available.
- Ask the faculty member, staff member, student and/or other parties to provide further information.
- Consult with the Bellin College president.

The decision of the Director of Student Affairs and DEI 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 Students and Allied Health Sciences. 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.

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 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.
- A student who is unsuccessful in two major courses will be dismissed (see progression policy). Exceptions may apply to students in their last session/semester.
- A student who is unsuccessful in three total courses or two program courses will be dismissed (see progression policy, which also states students may repeat a failed course one time only).
- A failure in any course in any session within the 15-month option, as all courses must be completed in sequence.
- Receipt of an incomplete in more than two enrollment sessions or two incompletes in one semester or grading period.

- A student is not able to progress in their curriculum plan due to space or course availability.
- Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.
- Failure to complete the degree within 150% of the enrollment term.
- The College reserves the right to dismiss any student from the program when that student's health, performance and/or behavior jeopardizes the safety of patients, other students, or College faculty, staff, visitor, and/or guests.

Appeal of Dismissal

A student that has been dismissed from Bellin College may appeal for readmission to the College one 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 an extenuating circumstance 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 email address. Submit the appeal to the appropriate Dean as outlined below.

Reason for Dismissal:	Student writes appeal to:
Academic Misconduct	Dean of Students and Allied Health Sciences
Non-Academic Misconduct	Director of Student Affairs and DEI
Reasons outlined in "Dismissal from Bellin College"	Dean of Students and Allied Health Sciences

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. Before filing an official grievance, the college community highly recommends first having a conversation with the Director of Student and Affairs and DEI or the designated Dean or Director to resolve the issue a hand.

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.

Procedure

Step 1: Informal Grievance Process

The student speaks to the College employee (faculty or staff member) to whom they have 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.

Possible following outcome:

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

Step 2: Informal Grievance Process

The student meets with the Director of Student Affairs and DEI (or designee). This is to occur within 2 business days following Step 1.

The Director of Student Affairs and DEI (or designee) 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 the informal grievance process, the student may begin a formal grievance process by documenting their grievance and the steps that have been taken to resolve the situation. The student completes the Student Grievance Procedure Step 3 Form located in the Director of Student Affairs and DEI office.

- Student name, address, phone number, and College email address
- Date of situation/incident
- Description 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 Form is submitted to the Director of Student Affairs and DEI (or designee) who will supply copies to the employee and employee's immediate supervisor within three (3) business days of Step 2. The College employee has three (3) business days to respond in writing to the student. A copy of the response will be provided to:

- Employee's immediate supervisor.
- Director of Student Affairs and DEI
- Appropriate cabinet member

Possible following outcome:

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

Step 4: Formal Grievance Proceeds

If the formal grievance proceeds to Step 4 the Director of Student Affairs and DEI (or designee) then meets with the College employee and student separately within three (3) business days to inform them that the grievance has progressed to the final step.

The Director of Student Affairs and DEI (or designee) convenes and meets with the Student Grievance Ad Hoc Committee within three (3) business days of meeting with the student. This Committee is chaired by the Director of Student Affairs and DEI (or designee) and members include: the appropriate Academic Dean, appropriate Program Director, a staff member, a student representative chosen from the Student Senate. If any member(s) of the Committee feels they are 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 decision 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.
- The Student Grievance is dismissed and provides a rationale for their decision.

The Director of Student Affairs and DEI (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 the 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 a fireproof cabinet. Additionally, the grievance will be recorded on a separate document of all grievances in the President/CEO office.

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 the Student Grievance Ad Hoc Committee's decision an appeal may be submitted to the President/CEO in writing. The Appeals Form is located in the office of the Director of Student Affairs and DEI.

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 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 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.

For more information, please visit <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

Health Sciences Resource Center (HSRC) – Resources and Policies

Health Sciences Resource Center (HSRC)

The 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 the health care environment. It is comprised of

Lower Level

- Advance Practice/Procedure Room
- Birthing Suite
- Conference Room
- CT Simulator Classroom
- Exam Rooms - Four
- Fundamental Skill Labs
- Health Assessment Labs
- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- MRI Simulator Classroom
- Patient Lounge
- Practice Labs - Two
- Radiology Labs – Two
- Science Lab Classroom
- Simulation Control Rooms
- Simulation Lab
- Standard Classrooms – Three
- Student Lounge
- Surgical Skills Lab
- Surgical Suite

HSRC Guidelines

Each student has an obligation to conduct themselves in a manner in accordance with Bellin College mission and values as an educational institution. Violations of College rules, including violations of each respective professional code of ethics will be handled by College administrative personnel and may result in disciplinary action.

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.

Students attire while in the HSRC during hands on practice includes, closed toed shoes, clean clothing, no dangling jewelry, or clothing that may interfere with completing tasks due to safety reasons. Name badges will always to be worn. Bellin College scrubs are to be worn during simulation, check off testing, and during lab course time, at the faculty's discretion.

Covered beverages with a top closure are allowed, with the following exceptions: **No beverages in simulation areas, medical imaging rooms or science labs. Food is not allowed in lab training or practice areas at any time.**

All students utilizing the HSRC are responsible to assist staff in maintaining safety and cleanliness of the lab environment. This includes returning the space to the way it was set up and disinfecting as directed by HSRC staff. Students will need to wear gloves while using the provided disinfectant wipes.

HSRC Lab Hours

Healthcare is a hands-on, practice profession. Individual competence is achieved by repetitive practice. Bellin College practice areas are available to all students for review of skills, physical assessment, medical imaging exams and surgical prep. Practice areas are open Monday - Thursday from 7am - 9pm, 7am - 8pm on Fridays and Saturday 8am - 4pm. Practice hours are subject to change dependent on College building hours. Additional practice times may be provided based upon student schedules, class times, or student and faculty requests. HSRC Coordinators or Student Assistants are available to obtain any additional supplies or equipment needed for practice.

Regular practice time is expected. Some classes, as noted on their syllabus, have mandatory practice time throughout the semester. Each student will log their practice time using the HSRC badging system. Access to students individual practice time hours can be found at timetracking.bellincollege.edu Students should also maintain a personal log of mandatory practice hours obtained during the semester for their reference.

Diagnostic Medical Sonography Lab

There is one diagnostic medical sonography skills lab located at the Van Asten locations. The lab includes multiple sonography machines, portable machines, obstetrics/gynecology and echocardiography simulator and multiple phantoms to enrich student learning and scanning skills.

DCS Responsibilities

Clinical Instructor Responsibilities

- Orient student to the clinical site and agency policies. Review the preferred method for communication with the clinic site.
- Review protocols and procedures specific to the clinical setting.
- Communicate general guidelines to be used for interaction and review feedback of student performance.
- Provide appropriate clinical supervision.
- Facilitate a collaborative and mutually respectful environment in which to learn.
- Discuss expectations for the documentation of patient encounters.
- Facilitate student's progressive independence in clinical knowledge and skills.
- Provide real-time constructive feedback to students.
- Provide a variety of learning experiences with appropriate patient populations.
- Complete student's clinical evaluation forms and other necessary documentation.
- Review student progress with clinical coordinator.
- Serve as a liaison between Bellin College program officials and the clinical site.
- Serve as a student advocate to appropriately address clinical concerns.
- Assist in providing a substitute clinical instructor 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 coordinator.

Student Responsibilities

- Complete all requirements prior to the start of the clinical rotation.

- Discuss course and personal objectives and learning needs with the clinical instructor/ coordinator.
- Adhere to professional attire that is in accordance with Bellin College dress code and clinical site requirements.
- Maintain professional behavior in the clinical setting at all times.
- Complete required clinical course paperwork and submit on time.
- Complete clinical competencies as outlined in course syllabus.
- Demonstrate increasing competencies and progressive independence in clinical knowledge and skills.
- Function in the role of the Diagnostic Cardiac Sonography professional under the supervision of the clinical site incorporating evidence-based practice guidelines and clinical site policies.
- Complete clinical instructor and clinical site evaluations that provide professional feedback at the end of each clinical rotation.

- Attend all scheduled clinical rotations on time and prepared, completing all required clinical hours for each course.
- Notify clinical facilitator and clinical instructors/site per protocol as soon as possible if unable to attend prior to scheduled clinical start time.

DCS Student Supervision in Clinical

Students are required to adhere to the sonography student supervision in clinical setting policy. Students may scan patients without direct supervision as long as an appropriately credentialed registered sonographer back scans the student to ensure the images were adequate and no pathology was missed. The back scanning can take place prior to or after student scanning. If competency has not been shown in the specific exam, the sonographer must be present for the history taking and exam explanation.

DSC Academic Plan

Diagnostic Cardiac Sonography Certificate

Degree Type

Bachelor of Science in Diagnostic Medical Sonography (BSDMS)

A Diagnostic Cardiac Sonography (DCS) certificate is awarded to a student who has:

- Successfully completed all courses in the academic plan.
- Achieved a cumulative GPA of 2.0 or higher.
- Completed 400 clinical hours.
- Completed all required clinical competencies.

Traditional Academic Plan - Plan onset with Class of 2022

A two-semester academic plan of study for those with prior RVT credentials through ARDMS.

Year 1

Fall Semester

Item #	Title	Credits
DCS 100	Introduction to Adult Echo Evaluation	1
DCS 330	Adult Echocardiography I	3
DCS 335	Echo Clinical I	1
DMS 350	Physics Synthesis	1

***DMS 350 needed if ARDMS SPI exam is not taken within past 5 years and will be taken prior to the Fall semester.**

Spring Semester II

Item #	Title	Credits
DCS 430	Adult Echocardiography II	4
DCS 435	Echo Clinical II	1

***DMS 350 needed if ARDMS SPI exam is not taken within past 5 years and will be taken prior to the Fall semester.**

Program Credits: Credit Hour Ratio:

1 credit theory 15 hours

1 credit lab 45 hours

10 Total Credits 1 credit clinical = 150 hours

Total Credits

11

Courses

Cardiovascular Concentration

DCS 100 : Introduction to Adult Echo Evaluation

An introduction to transthoracic echocardiography including 2D, M-mode, spectral and color Doppler, standard echocardiographic views, measurements, and quantitation principles for each standard view. Includes image orientation, scan techniques for each view and normal anatomical structures and patient positioning. Normal anatomy, anatomical variants, physiology, hemodynamics, and the conduction system will be discussed. Students will be required to complete one mandatory weekend scan lab intensive that demonstrates scanning skills (DCS/minor option only).

Credits 1

Prerequisites

Vascular Technology (RVT) credentialed through the American Registry for Diagnostic Medical Sonographers (ARDMS), a Senior student in the BSDMS GV program at Bellin College, or all previously required and concurrent courses per the academic plan, or with consent of the faculty.

DCS 330 : Adult Echocardiography I

This course introduces students to normal anatomy and flow patterns of transthoracic, transesophageal, and specialized echocardiography applications. Students will demonstrate their knowledge for the mechanisms of disease, cardiovascular pathophysiology and hemodynamics, sonographic technique, measurements, quantitative principles, and Doppler patterns in both the normal heart and those with cardiac diseases. This course will cover ventricular function, coronary artery disease, pericardial disease, systematic and pulmonary cardiomyopathies, and hypertensive heart disease.

Credits 3

Prerequisites

All previously required and concurrent courses per the academic plan or with consent of the faculty.

DCS 335 : Echo Clinical I

This course will be held in the clinical setting(s) to gain experience in the performance of echocardiographic examinations. During this practicum, students will be assigned clinical competencies and objectives to demonstrate proficiency in the performance of adult cardiac sonography. A minimum of 200 clinical hours are needed to complete this course.

Credits 1

Prerequisites

All previously required and concurrent courses per the academic plan or with consent of the faculty.

DCS 430 : Adult Echocardiography II

This courses introduces the students to valvar diseases and treatments. Endocarditis, adult congenital heart diseases, cardiac masses, sources of embolus, and diseases of the great vessels are included. Normal and altered electrical activation of the adult heart including normal and abnormal ECG tracings will be identified. Intraoperative, specialized echocardiography applicants, and interventional exams will be discussed.

Credits 4

Prerequisites

All previously required and concurrent courses per the academic plan or with consent of the faculty.

DCS 435 : Echo Clinical II

This course will be held in the clinical setting(s) to gain experience in the performance of echocardiographic examinations. During this practicum, students will be assigned clinical competencies and objectives to demonstrate proficiency in the performance of adult cardiac sonography. A minimum of 200 total clinical hours are needed to complete this course.

Credits 1

Prerequisites

All previously required and concurrent courses per the academic plan or with consent of the faculty.

Diagnostic Medical Sonography General Vascular

DMS 350 : Physics Synthesis

(Only needed if SPI does not complete within five years of board exam) This course will enhance the transition of students into professional sonography practice. Emphasis is placed on ultrasound machine manipulation and image quality. In addition, a review for Sonographic Principles and Instruments board will occur and a mock board exam will be given.

Credits 1